CITY COUNCIL

Monday, June 26, 2017
5:30 PM

Henry Baker Hall, Main Floor, City Hall

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Agenda
City Council
Monday, June 26, 2017

CONFIRMATION OF AGENDA

MINUTES APPROVAL

City Council - Public - May 29, 2017 5:30 PM

DELEGATIONS, COMMUNICATIONS, PUBLIC NOTICES AND RELATED REPORTS

DE17-78 Lovella Jones – RDBID: City Square Plaza Welcome Services Pavilion

CR17-62 City Square Plaza Welcome Services Pavilion

Recommendation
RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JUNE 15, 2017

1. That City Council authorize the Executive Director of City Services or designate to negotiate and approve the terms of a donation and lease agreement between Regina Downtown Business Improvement District (RDBID) and the City of Regina (City) for the construction by RDBID of a welcome services pavilion on City Square Plaza to be donated to the City and leased to RDBID as further detailed in this report;

2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation agreement for 50 percent of construction costs up to $150,000 from the Downtown Deferred Revenue Account;

3. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and recognition agreement between the City and any donor donating over $100,000 as further described in this report;

4. That City Council approve the assignment of naming rights for the pavilion on terms to be negotiated and approved by the Executive Director of City Services, to any donor providing greater than $100,000 toward the project;

5. That the City Solicitor's office be instructed to prepare the agreement(s) described in this report containing the terms negotiated by the Executive Director of City Services;

6. That the City Clerk be authorized to execute the agreement(s) on behalf of the City after review and approval by the City Solicitor.

CR17-63 Grow Regina Community Gardens Incorporated Lease of Land for Community Gardens

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - June 6, 2017

. That the proposed lease between the City of Regina (City) and Grow Regina Community Gardens Incorporated be approved under the terms and conditions outlined in the body of this report.

. That the City Manager or designate be authorized to resolve the final terms and conditions of the Lease Agreements.

. That the City Clerk be authorized to execute the lease documents, as prepared by the City Solicitor.

CP17-12 Chuck McDonald and Dale Schoffer: Buffalo Pound Water Treatment Corporation – Acceleration of Electrical Upgrade Capital Project

CR17-64 Buffalo Pound Water Treatment Corporation - Acceleration of Electrical Upgrade Capital Project

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That Buffalo Pound Water Treatment Corporation (BPWTC) be authorized to accelerate the Electrical Upgrade Capital Project (EUCP) as described in the report from BPWTC in Appendix A.

2. That BPWTC be authorized to initiate the process to negotiate financing, to a maximum of $45 million, to address the financing requirements of the EUCP of the Buffalo Pound Water Treatment Plant.

3. That the City of Regina Chief Financial Officer or designate be authorized to negotiate any guarantee that the City needs to provide related to the financing and assist BPWTC with arranging the financing as needed.

4. That a future report be provided to City Council providing the details of the financing and applicable borrowing bylaw and/or guarantee bylaw once the financing has been negotiated.

DELEGATIONS, BYLAWS AND RELATED REPORTS

DE17-79 Dan Kozan: Contract Zone Application (17-CZ-01) and OCP Amendment (17-OCP-01) Proposed Medical Clinic - 1636 College Avenue

CR17-65 Contract Zone Application (17-CZ-01) and OCP Amendment (17-OCP-01) Proposed Medical Clinic - 1636 College Avenue

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION - JUNE 7, 2017

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 1636 College Avenue, being Lot 8, Block 465, Plan Old 33, from R4A-Residential Infill Housing Zone to C-Contract Zone be approved.

2. That the application to amend *Design Regina: The Official Community Plan Bylaw No. 2013-48 Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan* to allow for the requested use for this property be approved.

3. That the City Solicitor be directed to prepare the necessary bylaws.

4. That Administration be directed to proceed with the required public notice.

CP17-13 Brad Pickard – P3A: Discretionary Use Application (17-DU-03) Fast Food Outlet (Coffee Shop) - 3008 13th Avenue

CR17-75 Discretionary Use Application (17-DU-03) Fast Food Outlet (Coffee Shop) - 3008 13th Avenue

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION – JUNE 7, 2017
That the discretionary use application for a proposed Fast Food Outlet located at 3008 13th Avenue, being Lot 55, Block 376, Plan No. 99RA05074, be Approved, and that a Development Permit be issued subject to the following conditions:

a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 and Appendix A-3.2 inclusive, prepared by P3Architecture Partnership and dated February 10, 2017; and

b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250.*

CR17-66 2017-2018 Community Services Fees and Charges

Recommendation
RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JUNE 15, 2017

1. That the fees and charges as outlined in Appendix A, Schedules A-H be approved.

2. That the City Solicitor be instructed to prepare an amendment to *The Community Services Fees Bylaw, 2011* to update the fees and charges as outlined in Appendix A of this report.

CR17-67 Long Term Disability Plan

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That changes to the City's Long Term Disability Plan ("LTD Plan") set out in the Summary Report from AON, the LTD Plan's actuary, contained in Appendix "A" be approved.

2. That the City Solicitor be instructed to prepare amendments to Bylaw 9566, *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw* to incorporate the changes contained in Appendix "A", effective July 1, 2017.

3. That the Executive Director, Organization & People, or his or her designate, be authorized to negotiate changes to LTD Plan governance, substantially

similar to the governance structure recently established for the Civic Pension Plan.

2017-25 THE COMMUNITY SERVICES FEES AMENDMENT BYLAW, 2017

2017-28 THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN AMENDMENT BYLAW, 2017

ADMINISTRATION REPORTS

CM17-10 Public Transit Infrastructure Fund (PTIF) and Canada Water Wastewater Fund (CWWF) – Contribution Agreements – City of Regina and the Government of Saskatchewan

Recommendation

1. That the City Manager be delegated the authority to enter into contribution agreements with the Government of Saskatchewan for the City of Regina's PTIF and CWWF projects, in accordance with the terms and conditions of the PTIF and CWWF programs.

2. That the City Clerk be authorized to execute the contribution agreements, in a form approved by the City Solicitor.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR17-68 Economic Development Regina (EDR) - Annual Report

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

That the Chief Financial Officer, as the City's proxy, be authorized to exercise the City's voting rights in Economic Development Regina (EDR) and approve the following at the annual general meeting:

a) The following Directors be appointed to the EDR Board of Directors:
Mr. Eric Dillon - May 2017 to April 2018;
Ms. Tina Svedahl - May 2017 to April 2018;
Mr. Frank Hart - May 2017 to April 2019;
Mr. Murad Al-Katib - May 2017 to April 2019;
Dr. Vianne Timmons - May 2017 to April 2019;

Mr. David Brundige - May 2017 to April 2019;
Ms. Cari Lemieux - May 2017 to April 2019;
Mr. Dale Griesser - May 2017 to April 2019;
Mr. Marty Klyne - May 2017 to April 2019;
Mr. Jason Drummond - May 2017 to April 2020;
Mr. Mark Lang - May 2017 to April 2020;

b) Receive the audited financial statements for the 2016 operating year;
c) Receive the 2016 Annual Report;
d) Receive the 2017 Business Plan;
e) Receive the 2017 Operating Budget;
f) Appoint auditor selected by the City of Regina through the Request for Proposal process as auditor of EDR for 2017, pursuant to section 149 of *The Non-profit Corporations Act, 1995 (Saskatchewan)*.

CR17-69 2020 Special Olympics Canada Winter Games

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That the City of Regina (City) provide a cash grant of $100,000 in support of the 2020 Special Olympics Canada Winter Games (Games) subject to the following conditions:
    a. The bid to host the event is successful;
    b. The 2020 Special Olympics Canada Winter Games Host Committee secures an additional $807,500 in funding from other community partners.

2. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the organizers of the 2020 Special Olympics Canada Winter Games, as outlined in the body of this report.

3. That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor.

CR17-70 Global Transportation Hub Authority – Municipal Servicing Agreements for Water, Wastewater and Transportation Infrastructure

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That the Executive Director of City Planning & Development be authorized to finalize and approve the terms of a Municipal Servicing Agreement(s) for the capital contribution to water, wastewater and transportation infrastructure between the City of Regina and the Global Transportation Hub Authority.

2. That the City Clerk be authorized to execute the Agreement after review and approval by the City Solicitor.

CR17-71 Support to Host the 2018 MasterCard Memorial Cup

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - DECEMBER 14, 2016

1. That the City of Regina (City) provide a total contribution of $250,000, consisting of a cash grant of $200,000 for event operations and the provision of City services valued up to $50,000, in support of the community's bid to host the 2018 MasterCard Memorial Cup, subject to the following conditions:

   a. The bid to host the 2018 MasterCard Memorial Cup in Regina is successful;

   b. Demonstration of the ability of the 2018 MasterCard Memorial Cup host committee to plan and execute the event through, but not limited to, a plan which outlines the proposed organizational structure, a human resource plan, an operations and financial plan, and a risk management plan;

   c. Recognition by the 2018 MasterCard Memorial Cup host committee that the City accepts no obligation for deficits, loans or guarantees incurred by the host committee.

2 That the Executive Director City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City and the 2018 MasterCard Memorial Cup host committee as outlined in this report.

3 That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City after review by the City Solicitor.

FINANCE AND ADMINISTRATION COMMITTEE

CR17-72 Tax Notices

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - June 6, 2017

1. The tax notices delivered to property owners beginning in 2018 be converted to a three-page document with:
   - the provincial education taxes displayed on one page;
   - the municipal and library taxes displayed on another page; and
   - a summary of the total taxes and amount payable with one payment stub on the third page.

2. That item MN17-3 be removed from the list of outstanding items.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

CR17-73 Request for Proposal (RFP) - Engineering Services for Detailed Design and Construction of Creeks Wastewater Pumping Station Expansion

Recommendation
RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE - JUNE 8, 2017

1. That City Council Approve issuance of a Request for Proposal (RFP) to initiate the engagement of professional engineering services for the design and construction supervision of the Creeks Wastewater Pumping Station Expansion.

2. That City Council delegate authority to the Executive Director, City Planning & Development to award the RFP, provided the fee for engineering services is less than the project budget including contingency.

CR17-74 Lead Service Connection Management Program

Recommendation
RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – JUNE 8, 2017

1. That City Council approve the additional elements to the Lead Service Connection Management Program. These elements are:

   (a) a water filter program (See Appendix A) that provides eligible residents and property owners with either:

      (i) a lead-removal filter that is certified to remove lead with

sufficient replacement inserts to last for 12 months; or

(ii) a rebate of up to $100 per location for the purchase of a filter certified to remove lead; and

(b) free annual water testing (In-Home Point of Use Testing) for lead for eligible homeowners and property owners (See Appendix A).

2. That Administration be directed to provide a report to City Council prior to April 30, 2018 outlining enhancements to the Lead Service Connection Management Program.

INFORMATIONAL REPORTS

IR17-8 Buffalo Pound Water Treatment Corporation - 2016 Annual Report

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

That this report be received and filed.

IR17-9 Civic Naming Committee Annual Report 2016

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION - JUNE 7, 2017

That this report be received and filed.

NOTICE OF MOTION

MN17-9 Councillor Stevens: Access Without Fear

ADJOURNMENT

AT REGINA, SASKATCHEWAN, MONDAY, MAY 29, 2017

AT A MEETING OF CITY COUNCIL

AT 5:30 PM

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

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

Also in Attendance: City Clerk, Jim Nicol
Deputy City Clerk, Erna Hall
City Manager, Chris Holden
Chief Financial Officer, Ian Rea
City Solicitor, Byron Werry
Executive Director, City Planning & Development, Diana Hawryluk
Executive Director, City Services, Kim Onrait
Executive Director, Organization & People, John Paul Cullen
Executive Director, Transportation & Utilities, Karen Gasmo
Director, Communications & Customer Experience, Myrna Stark Leader
Director, Development Services, Louise Folk
Director, Fire & Protective Services, Layne Jackson
Manager, Business Development - Transit, Nathan Luhning
Manager, Bylaw Enforcement, Jeannette Lye
Manager, Current Planning, Fred Searle
Manager, Infrastructure Planning, Geoff Brown
Manager, Urban Planning, Jennifer Barrett

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 delegations be heard in the order they are called by the Chairperson.

MINUTES APPROVAL

Councillor Bob Hawkins moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the minutes for the meetings held on April 10, 18 and 24, 2017 be adopted, as circulated.

DELEGATIONS, PUBLIC HEARING BYLAWS AND RELATED REPORTS

DE17-66 Gord Scraper – Cornerstone Holdings Ltd.: Zoning Bylaw Amendment (17-Z-02) - Concept Plan Amendment

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Gord Scraper, representing Cornerstone Holdings Ltd. addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR17-46, a report from the Regina Planning Commission respecting the same subject.

CR17-46 Regina Planning Commission: Zoning Bylaw Amendment (17-Z-02) Concept Plan Amendment Application (17-CP-02) Capital Crossing - 1201 N Pasqua Street

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION – MAY 3, 2017

1. That the application to amend the Capital Crossing area within the Hawkstone Concept Plan be APPROVED and the amended plan as depicted in Appendix A-3.1 of this report be adopted.

2. That *Regina Zoning Bylaw No. 9250* be amended by rezoning lands within the Hawkstone Concept Plan, depicted in Appendix A-3.3, as follows:

    a. Block 9 from UH - Urban Holding to MAC - Major Arterial Commercial
    b. Block 10 from UH - Urban Holding to MS - Mainstreet
    c. Block 3 addition from Urban Holding to MS - Mainstreet
    d. Part of Block 6 from MAC - Major Arterial Commercial to PS - Public Service (MU2)
    e. Part of Block 4 from PS - Public Service to MS - Mainstreet
    f. MU1 (formally part of Block 3) from MS - Mainstreet to PS - Public Service

g. Part of MR1 (formally part of Block 3) from MS - Mainstreet to PS - Public Service

3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel that the recommendations of the Regina Planning Commission contained in the report be concurred in.

Councillor Mike O'Donnell moved, in amendment, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that Appendix A-1 and Appendix A-2 be replaced with revised documents containing the correct legal land description of the development area as NW1-18-20W2 and SW 12-18-20-W2.

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

DE17-67 Shayna Stock – Heritage Community Association: Repeal of Municipal Heritage Property Bylaw 2001-18 (17-H-03) - Traveller's Building - 1833-1843 Broad Street

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Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Shayna Stock, representing Heritage Community Association addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR17-47, a report from the Regina Planning Commission respecting the same subject.

CR17-47 Regina Planning Commission: Repeal of Municipal Heritage Property Bylaw 2001-18 (17-H-03) Traveller's Building 1833-1843 Broad Street

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Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION – MAY 3, 2017

1. That Bylaw 2001-18 to designate the Traveller's Building, located at 1833-1843 Broad Street including the lands legally described as Lots 9, 10, 11 and 12, Block 303, Plan Old No 33 as Municipal Heritage Property be repealed.

2. That the Administration discharge any interest based on the notice of designation that was registered in the Land Titles Registry and notify all property owners of the repeal.

3. That the Administration cause a certified copy of the repeal bylaw to be served on the Registrar of Heritage Property.

4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the required repeal of the heritage designation.

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.

2017-22 BYLAW TO REPEAL DESIGNATION AS MUNICIPAL HERITAGE PROPERTY FOR THE TRAVELLER'S BUILDING

2017-24 THE REGINA ZONING AMENDMENT BYLAW, 2017 (No, 5)

Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaws No. 2017-22 and 2017-24 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. 2017-22 and 2017-24.

The Clerk called for anyone present who wished to address City Council respecting Bylaws No. 2017-22 and 2017-24 to indicate their desire.

No one indicated a desire to address Council.

Councillor Mike O'Donnell moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that Bylaws No. 2017-22 and 2017-24 be read a second time. Bylaws were read a second time.

Councillor Mike O'Donnell moved, seconded by Councillor Sharron Bryce that City Council hereby consent to Bylaws No. 2017-22 and 2017-24 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Mike O'Donnell moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaws No. 2017-22 and 2017-24 be read a third time. Bylaws were read a third and final time.

DELEGATIONS, COMMUNICATIONS, BYLAWS AND RELATED REPORTS

CP17-11 Gwen Lydiate and Nick Helliwell – Healing Hearts Ministries: Sale of City Property - Healing Hearts Ministry Inc. Angus St.

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

CR17-48 Finance and Administration Committee: Sale of City Property -Healing Hearts Ministry Inc. Angus St

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - MAY 9, 2017

1. That the sale of the City of Regina (City) owned subject property to the Healing Hearts Ministries Inc. be approved, consistent with the terms and conditions stated in the body of this report.

2. That the Administration be authorized to finalize any other commercially relevant terms and conditions of the sale documents.

3. That the City Clerk be authorized to execute the Sales Agreement documents as prepared by the City Solicitor.

Councillor Bob Hawkins moved, seconded by Councillor Jason Mancinelli that the recommendations of the Finance and Administration Committee contained in the report be concurred in.

Councillor Bob Hawkins moved, in amendment, seconded by Councillor Mike O'Donnell, AND IT WAS RESOLVED, that two corrections be made on page #3 of this report as follows:

– **"Lease Agreement" be replaced with "Sale Agreement".**

– **"the property will become taxable" be replaced with "the property will go on the tax roll".**

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

DE17-68 Chad Novak – Saskatchewan Taxpayers Advocacy Group: 2016 City of Regina Annual Report and Public Accounts

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Chad Novak, representing Saskatchewan Taxpayers Advocacy Group addressed Council. There were no questions for the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR17-49, a report from the Finance and Administration Committee respecting the same subject.

CR17-49 Finance and Administration Committee: 2016 City of Regina Annual Report and Public Accounts

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - MAY 9, 2017

That the 2016 City of Regina Annual Report and the 2016 Public Accounts be approved by City Council.

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

DE17-69 Akomeno Egware – Egware Homes Inc.: Application for Contract Zoning (16-CZ-11) 2 Fourplex Buildings – 2022 and 2024 Toronto Street

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Akomeno Egware, representing Egware Homes Inc. and Cindy Campbell, neighbouring property owner 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 CR17-50, a report from the Regina Planning Commission respecting the same subject.

CR17-50 Regina Planning Commission: Application for Contract Zoning (16-CZ-11) 2 Fourplex Buildings – 2022 and 2024 Toronto Street

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION – MAY 3, 2017

That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 2022 and 2024 Toronto Street, being Lots 11 and 12, Block 359, Old 33 from R3 - Residential Older Neighbourhood Zone to C - Contract be DENIED.

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

(Councillor Lori Bresciani declared a conflict prior to consideration of item CR17-51, citing her sister's employment with the Canadian Cancer Society, abstained from discussion and voting and temporarily left the meeting.)

DE17-70 Nathan Markwart - GLCR: Smoking Bylaw

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Nathan Markwart, representing the Gay and Lesbian Community of Regina (GLCR) 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 CR17-51, a report from the Executive Committee respecting the same subject.

DE17-71 Chad Novak – Saskatchewan Taxpayers Advocacy Group: Smoking Bylaw

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Chad Novak, representing Saskatchewan Taxpayers Advocacy Group addressed Council. There were no questions for the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of report CR17-51.

DE17-72 Jennifer May – Lung Association of Saskatchewan: Smoking Bylaw

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jennifer May, representing the Lung Association of Saskatchewan 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 report CR17-51.

CR17-51 Executive Committee: Smoking Bylaw

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - MAY 17, 2017

1. That City Council approve the development of a new smoking bylaw to replace the existing *Smoking Bylaw*, as further described in this report, which:

   (a) Prohibits smoking and vaping on outdoor seating areas of restaurants, bars and similar establishments;

   (b) Prohibits outdoor smoking in all City owned outdoor public spaces;

   (c) Prohibits smoking and vaping within a 10 metre buffer zone of entrances, windows and air exchanges of public buildings;

   (d) Prohibits vaping in enclosed public places where smoking is prohibited under *The Tobacco Control Act;*

   (e) Has an exemption consistent with *The Tobacco Control Act* in relation to outdoor traditional spiritual and cultural ceremonies; and

   (f) Has an exemption for teaching and testing devices in a vape retail store.

2. That *The Smoking Bylaw, 2017* come into effect on July 15, 2017.

3. That item MN16-12 be removed from the list of outstanding items for City Council.

Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins that the recommendations of the Executive Committee contained in the report be concurred in.

Councillor Jerry Flegel moved, in amendment, seconded by Councillor Jason Mancinelli that:

– **The owner and/or lessee of a business shall have discretion with regards to smoking on an outdoor patio where minors are not permitted.**

– **A minimum three meter buffer zone, at the discretion of the owners and/or lessees where minors are not present.**

The amendment was put and declared LOST.

Councillor Andrew Stevens moved, in amendment, seconded by Councillor Jerry Flegel that exemptions be considered for reasons of privacy, security and safety.

Mayor Michael Fougere stepped down to enter debate.
Councillor Mike O'Donnell assumed the Chair.
Mayor Michael Fougere returned to the Chair prior to the vote.

The amendment was put and declared LOST.

Councillor Andrew Stevens moved, in amendment, seconded by Councillor Jason Mancinelli that an exemption be included for the GLCR Q Club.

The amendment was put and declared LOST.

Councillor Andrew Steven moved, seconded by Councillor Jason Mancinelli that the Administration consult and bring back a further report on providing exemptions based on privacy, security and safety.

(The amendment was ruled out of order.)

Councillor Andrew Stevens moved that that the "open space" be removed from the bylaw.

(The amendment was ruled out of order.)

(Mayor Michael Fougere stepped down to enter debate.)

(Councillor Mike O'Donnell assumed the Chair.)

Mayor Michael Fougere, moved, that the Administration undertake a review of the environment around the Gay and Lesbian Community of Regina building to enhance safety for the membership.

(The amendment was ruled out of order.)
(Mayor Michael Fougere returned to the Chair prior to the vote.

The main motion was put and declared CARRIED.

RECESS

Councillor Mike O'Donnell moved, seconded Jerry Flegel, AND IT WAS RESOLVED, that the meeting recess for 10 minutes.

The meeting recessed at 8:30 p.m.
The meeting reconvened at 8:40 p.m.

(Councillor Bresciani returned to the meeting.)

DE17-73 Bret Ward: Transportation Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Bret Ward, representing himself 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 CR17-52, a report from the Public Works and Infrastructure Committee respecting the same subject.

DE17-74 Jim Elliott: Transportation Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jim Elliott, representing himself addressed Council. There were no questions for the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of report CR17-52.

DE17-75 John Klein: Transportation Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. John Klein, representing himself addressed Council. There were no questions for the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of report CR17-52.

DE17-76 Chad Novak – Saskatchewan Taxpayers Advocacy Group: Transportation Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Chad Novak, representing Saskatchewans Taxpayers Advocacy Group addressed Council. There were no questions for the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of report CR17-52.

DE17-77 Asfaw Debia: Transportation Master Plan

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Asfaw Debia, representing himself 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 report CR17-52.

CR17-52 Public Works and Infrastructure Committee: Transportation Master Plan

Recommendation
RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – MAY 11, 2017

1. That City Council approve the attached Transportation Master Plan and authorize the use of the Transportation Master Plan as a guide for future transportation related decisions and actions.
2. That Administration be directed to provide a progress report regarding implementation of the Transportation Master Plan to the Public Works and Infrastructure Committee by Q4 2018.

Councillor Sharron Bryce moved, seconded by Councillor Barbara Young that the recommendations of the Public Works and Infrastructure Committee contained in the report be concurred in.

Mayor Michael Fougere stepped down to enter debate.
Councillor Mike O'Donnell assumed the Chair.
Mayor Michael Fougere returned to the Chair prior to the vote.

The motion was put and declared CARRIED.

(Councillor Lori Bresciani declared a conflict prior to consideration of Bylaw 2017-20, citing her sister's employment with the Canadian Cancer Society, abstained from discussion and voting and temporarily left the meeting.)

2017-20 THE SMOKING BYLAW, 2017

Councillor Mike O'Donnell moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that Bylaw No. 2017-20 be introduced and read a first time. Bylaw was read a first time.

Councillor Mike O'Donnell moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaw No. 2017-20 be read a second time. Bylaw was read a second time.

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel that City Council hereby consent to Bylaw No. 2017-20 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Mike O'Donnell moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that Bylaw No. 2017-20 be read a third time. Bylaw was read a third and final time.

(Councillor Bresciani returned to the meeting.)

CITY MANAGER REPORTS

CM17-9 Proposed Street Name Change – Keller

Recommendation
That all of Kellar Avenue in The Towns and Eastbrook Subdivisions be renamed to Keller Avenue.

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

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR17-53 City of Regina (City) and the Federation of Sovereign Indigenous Nations (FSIN) - Proposed Memorandum of Understanding (MOU) on the Elimination of Racism throughout our Ancestral Lands/Province

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - MAY 17, 2017

1. That City Council approve the Memorandum of Understanding (attached) on the Elimination of Racism throughout our Ancestral Lands/Province between the Federation of Sovereign Indigenous Nations and the City of Regina.

2. That Mayor Fougere, on behalf of City Council, be authorized to execute the Memorandum of Understanding after review and approval by the City Solicitor.

Councillor Mike O'Donnell moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CR17-54 Regina Airport Authority Inc. Board of Directors – 2017 Appointments

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - MAY 17, 2017

1. That the following citizens be nominated to the Regina Airport Authority Inc. Board of Directors (RAA Board) for a term of office effective June 1, 2017 to May 31, 2019:

   - Renu Kapoor
   - Jim Kilkenny
   - Tyler Willox

2. That the members appointed to the Regina Airport Authority Inc. Board of Directors continue to hold office for the term indicated for each vacancy or until their successor is appointed.

Councillor Mike O'Donnell moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CR17-55 Board of Directors – Provincial Capital Commission

Recommendation
RECOMMENDATION OF THE EXECUTIVE COMMITTEE - MAY 17, 2017

1. That Councillor Mike O'Donnell be the City of Regina's nominee to the Board of Directors of the Provincial Capital Commission for a term not exceeding three years.

2. That Councillor Barbara Young be the City of Regina's nominee as an alternate member of the Board of Directors of the Provincial Capital Commission.

Councillor Sharron Bryce moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

FINANCE & ADMINISTRATION COMMITTEE

CR17-56 Community Gardens Leases for: Queen City Eastview Community Association, Dewdney East Community Association, Al Ritchie Community Association, West Zone Community Association

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - MAY 9, 2017

1. That a lease agreement between the City of Regina and the following associations be approved consistent with the terms and conditions outlined in the body of this report:

    a. Queen City Eastview Community Association with respect to 615-6th Avenue;
    b. Dewdney East Community Association with respect to 1197 Park Street;
    c. Al Ritchie Community Association with respect to 2299 Edgar Street and 1109 E 14th Avenue; and
    d. West Zone Community Association with respect to1010 McCarthy Boulevard

2. That authority be delegated to the City Manager or designate to finalize any other relevant and appropriate terms and conditions of the lease agreements.

3. That the City Clerk be authorized to execute the lease agreements and related documents, as prepared by the City Solicitor.

Councillor Bob Hawkins moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CR17-57 Lease of City Property at 310 Arcola Avenue to South Sask Auction Ltd.

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - MAY 9, 2017

1. That the lease of the City of Regina (City) owned property located at 310 Arcola Avenue to South Sask Auction Ltd. be approved consistent with the terms and conditions stated in the body of this report.

2. That the Administration be authorized to finalize any other commercially relevant terms and conditions of the lease documents.

3. That the City Clerk be authorized to execute the Lease Agreement documents as prepared by the City Solicitor.

Councillor Bob Hawkins moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CR17-58 Process for Appointment of Auditors

Recommendation
RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - MAY 9, 2017

1. That the Chief Financial Officer be authorized to initiate the process as outlined in this report to engage professional audit services for the City of Regina and related entities for the years ending 2017 - 2021.

2. That the procurement evaluation criteria outlined in Appendix A of this report be approved.

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

MAYOR'S HOUSING COMMISSION

Mayor Michael Fougere declared a conflict prior to consideration of item CR17-59, citing his son's employment with Porchlight Development, abstained from discussion and voting and temporarily left the meeting.

(Councillor Mike O'Donnell assumed the Chair.)

CR17-59 Minor Amendments to Housing Incentives Policy

Recommendation
RECOMMENDATION OF THE MAYOR'S HOUSING COMMISSION - MAY 29, 2017

That the minor revisions to the City of Regina *Housing Incentives Policy*, as proposed in Appendix A, be approved, including that:

Building Permit must be 'applied for' by October 31, 2017 Commencement of 5-Year Exemption period would begin the earlier of either:

The Tax year following issuance of Occupancy Permit, or
The tax year 2020:
Occupancy Permits issued after October 31, 2019 - 4 year abatement period
Occupancy Permits issued after October 31, 2020 - 3 year abatement period
Occupancy Permits issued after October 31, 2021 - 2 year abatement period
Occupancy Permits issued after October 31, 2022 - 1 year abatement period

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

(Mayor Michael Fougere returned to the meeting and assumed the Chair.)

REGINA PLANNING COMMISSION

CR17-60 Discretionary Use Application (16-DU-24) Planned Group of Dwellings - 2715 Narcisse Drive

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION - MAY 3, 2017

That the Discretionary Use Application for a proposed Planned Group of Dwellings located at Parcel R, Plan No. 102136845 in the Hawkstone subdivision as shown in Appendix A-1 and A-2 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-3.1 to A-3.4 inclusive, prepared by North Ridge Development Corporation and dated February 24, 2017.

c) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250.*

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CR17-61 Discretionary Use (17-DU-04) Planned Group of Dwellings in R6 Zone Greens on Gardiner Subdivision

Recommendation
RECOMMENDATION OF THE REGINA PLANNING COMMISSION – MAY 3, 2017

That the Discretionary Use Application for a proposed Planned Group of Dwellings located at proposed Parcel G, Phase 8, Stage 2, (in Part of N.E.1/4 Sec.11 of Parcel A, Plan No. 101880277, of Part of Parcel D, Reg'd Plan No. 98RA21686, and Part of S.1/2 Sec.11, all in Twp.17 Rge.19 W.2 Mer. Regina, Saskatchewan) Greens on Gardiner 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 and A-3.2 inclusive, prepared by PDSS Property Development Support Services Inc. and dated March 16, 2017.

b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*, with the exception of parking which shall be allowed to be relaxed by up to 10%, pending approval of the required minor variance application.

c) That no building permit shall be approved before approval and registration of the subject property in Information Services Corporation (ISC), as referenced above.

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

INFORMATIONAL REPORTS

IR17-7 Mayor's Housing Commission: Comprehensive Housing Strategy – 2016 Annual Update

Recommendation
RECOMMENDATION OF THE MAYOR'S HOUSING COMMISSION - MAY 29, 2017

That this report be received and filed.

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

BYLAWS

2017-16 DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2017 (No. 3)

Councillor Mike O'Donnell moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that Bylaw No. 2017-16 be read a third time. Bylaw was read a third and final time.

ADJOURNMENT

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

The meeting adjourned at 10:31 p.m.

Chairperson

Secretary

City Square Plaza Welcome Services Pavilion
Presentation to City Council
Regina Downtown Business Improvement District Submission

June 26, 2017

Good Evening Mayor Fougere and City Council,

Thank you for the opportunity to speak to you in support of City Square Plaza Welcome Services Pavilion. My name is Lovella Jones and I am the Manager of Operations with the Regina Downtown Business Improvement District. On behalf of the RDBID Board of Directors, I am here to support the recommendation before you today.

When City Square Plaza was designed, it included locations for two pavilions located at the east and west sides of the plaza. The east pavilion was intended to be a food service pavilion and the west was to be a visitor services pavilion. The underground infrastructure, including water lines, sewer, electrical and grade beams, were put into place during the plaza construction, however, due to budget constraints, the pavilions were never built. Currently, you will see wood decking in the pavilion locations that is used to protect the grade beam.

In 2012, the Downtown Deferred Revenue Account was established. The funds in this account are made up of development charges from the construction of Mosaic Tower and Agriculture Place, along with surface parking over dedication fees in Office Area Zones outside the City Centre. These funds are to be used specifically for "downtown improvement projects and programming of downtown events".

Regina Downtown is a strong supporter of City Square. Since 2011, RDBID has offered a number of programs that support positive activation of the park, plaza and FW Hill Mall. Participation numbers of our programming have steadily increased since 2011. One example is Cinema Under the Stars, which went from 4,000 people attending five outdoor movies to 9,000 people attending this evening event which typically runs until midnight. Other programs include:

- Summer Concert Series
- Salsa on the Plaza
- Words in the Park
- Chess
- Yoga
- Art in the Park
- Victoria Park Skating Rink
- Exploration Days

In 2016 we had over 29,000 participants in our events and programs as indicated in Appendix A. Additionally, we provide visitor services, such as brochure distribution, greeting and answering questions for visitors and promoting other Regina businesses and events. Since 2011, we have operated our visitor services through our mobile kiosk. Using the kiosk, we had over 900 interactions in 2016.

In order to continue to grow and enhance these services, we would like to finally complete the development of the planned Visitor Services Pavilion. With the pavilion's construction, we will have a

permanent, professional location to provide support to visitors and residents who come to downtown Regina. Appendix B depicts the interior design for the pavilion. The service desk is located to the right side of the building and includes a walk up window for visitors to speak to our staff. There is an electrical room to house the operational system for the lighting in City Square Plaza. There is a private washroom for staff use. The storage area will be used for amenities and soft goods that support the operations of the pavilion. This would include a small lending library, bike repair station, ping pong tables, bistro tables and brochures.

You will remember that you recently approved the construction of our expansion of the Victoria Park maintenance building. That maintenance building will be used to support our larger capital assets such as a utility vehicle, power washer, tables, chairs, and the like.

Upon construction of the pavilion, along with the construction of the Maintenance Building, which is nearing completion, we will remove the two temporary storage facilities we have in City Square – the Peterson Trailer located on the west side of the plaza and the Pups storage unit, located in the maintenance area. Appendix C.

Once constructed, RDBID intends to fully staff the pavilion from Victoria Day through Labour Day, six days a week. Additionally, we would be open on key dates during the fall and winter for festivals, farmers markets and the like. We will use the pavilion to provide comprehensive visitor services including:

- A seating area/patio
- Wi fi hot spot
- Meeting point for guided tours
- Bike repair station
- Water spigot for bottle refills

Additional amenities will be added as demand dictates

The plans before you today are a result of the collaboration between RDBID and the Community Services staff, in particular Janine Daradich. Together, we have identified a suitable design that meets RDBID operational needs and allows us to grow our visitor services program. Appendix D.

The estimated cost for this project is $300,000. We request an allocation from the deferred downtown revenue fund for $150,000. RDBID would be responsible for securing the remaining balance through Capital reserve, grants, sponsorships and/or donations. With your approval, we hope to have the Welcome Services constructed and operation for the 2018 summer season.

We look forward to continuing the partnership we have with the City of Regina in ensuring City Square, Victoria Park and the FW Hill Mall are vibrant, exciting and safe places for the community to gather. The construction of the Visitor Services Pavilion is essential to meeting these goals. Thank you for your consideration.

APPENDIX A

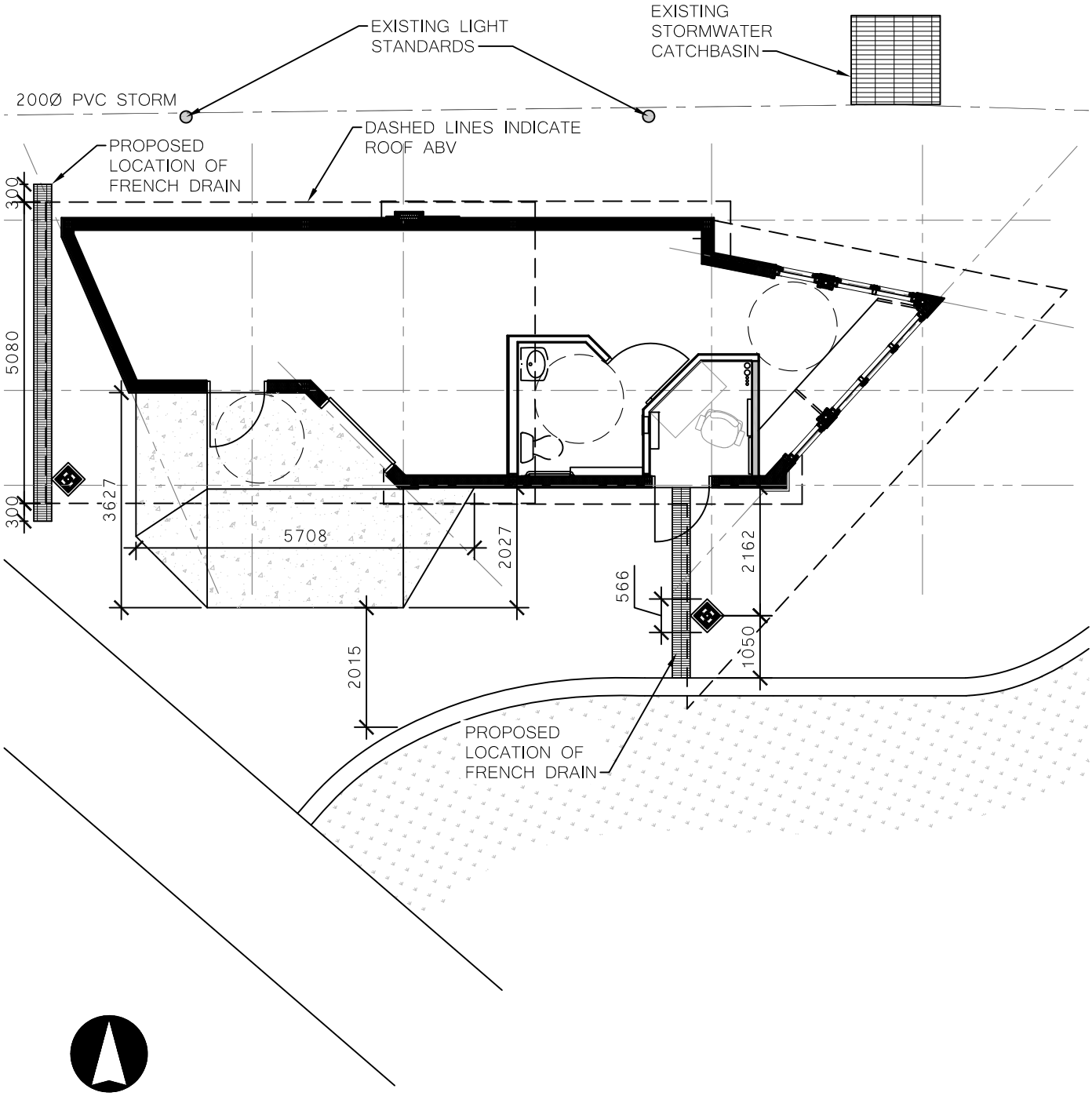
Regina Downtown
BUSINESS IMPROVEMENT DISTRICT

2016 City Square Programming Attendance

Program	Participants	% Increase from 2012
Art in the Park	122	144%
Chess in the Park	165	725%
Spin on Scarth with Gold's Gym	77	-
Salsa on the Plaza	4544	488%
Sepak Takraw	43	-
Sunshine and Salutations with Yoga Mala	193	-
Tai Chi in the Park	52	-
Victoria Park Skating Rink	2240	-
Words in the Park	1921	2568%
Yoga Party with Bohdi Tree Yoga	284	1793%
Play Big on the Plaza	1680	-
Cinema Under the Stars	9000	346%
Concert Series	9094	160%
2016 TOTAL PARTICIPANTS	**29,415**	**276%**

Regina Downtown Business Improvement District
1822 Scarth St., 2nd Floor | Regina, SK S4P 2G3 | p: 306.359.7541 | f: 306:359:9060
info@reginadowntown.ca | www.reginadowntown.ca

APPENDIX B



1 SITE / FLOOR PLAN - 1:100

KREATE

200 - 2300 DEWDNEY AVENUE
REGINA, SASKATCHEWAN
S4R 1H5

PH: 306.585.2400
FX: 306.585.2399
EM: office@kreate-arch.com
WEB: www.kreate-arch.com

KREATE ARCHITECTURE AND DESIGN LTD.

NOTES:

PROJECT INFORMATION:
PROPOSED CONSTRUCTION
WEST PLAZA PAVILION
REGINA, SASKATCHEWAN

CLIENT INFORMATION:
REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
1822 SCARTH STREET, REGINA, SASKATCHEWAN S3N 0T4

DRAWING TITLE:
SITE RELATIONSHIPS CLARIFICATION

DRAWN DRF	**CHECKED** KD	**APPROVED**
SCALE SHOWN	**DATE** 13 JUL 16	**DATE**
FILE NO: 13-60		**DRAWING No.** P-8

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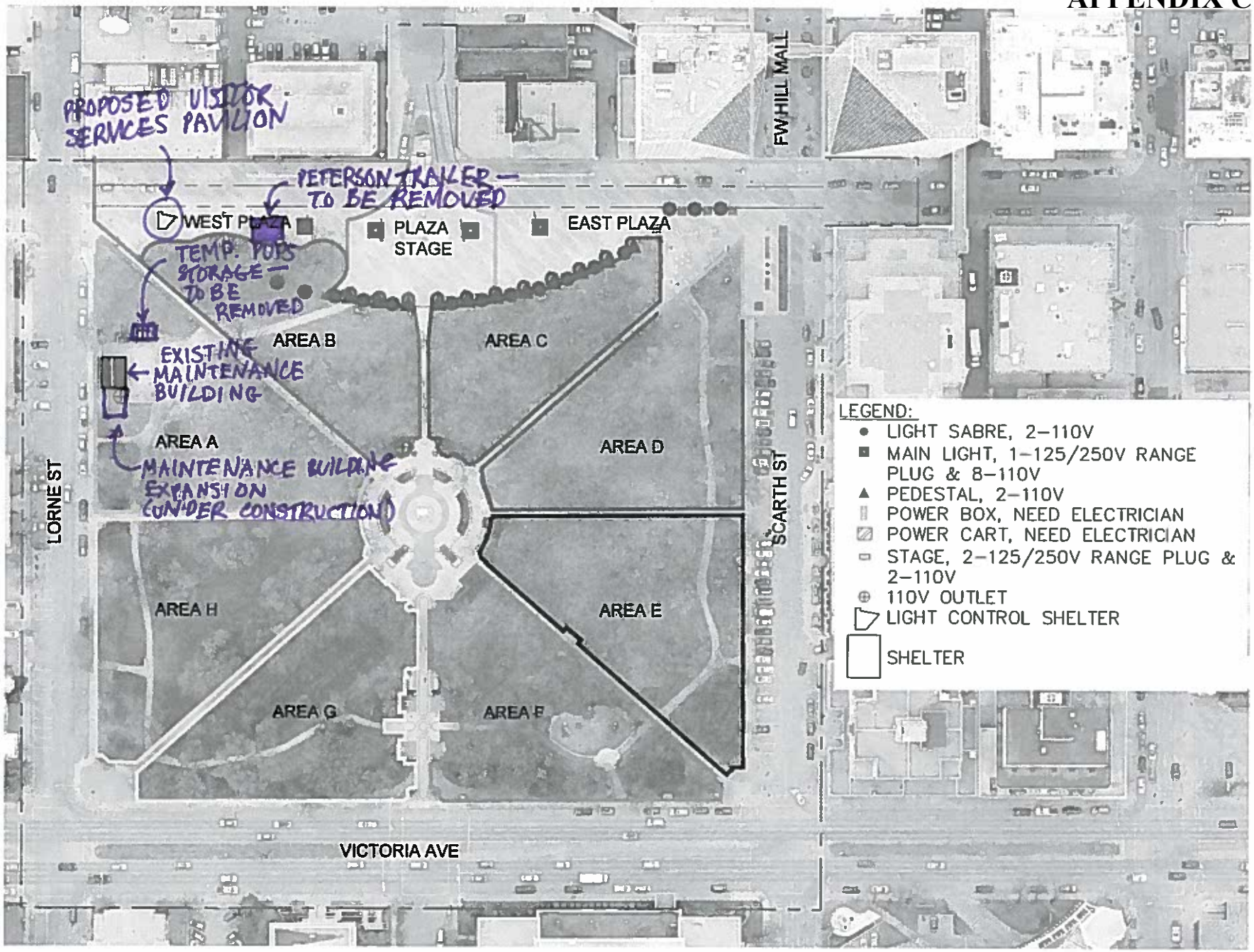
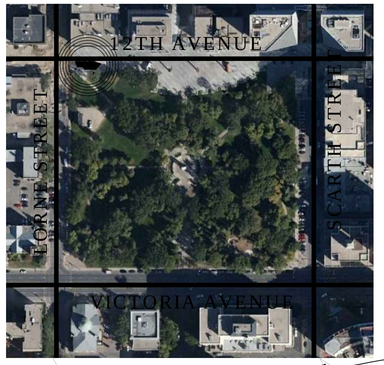
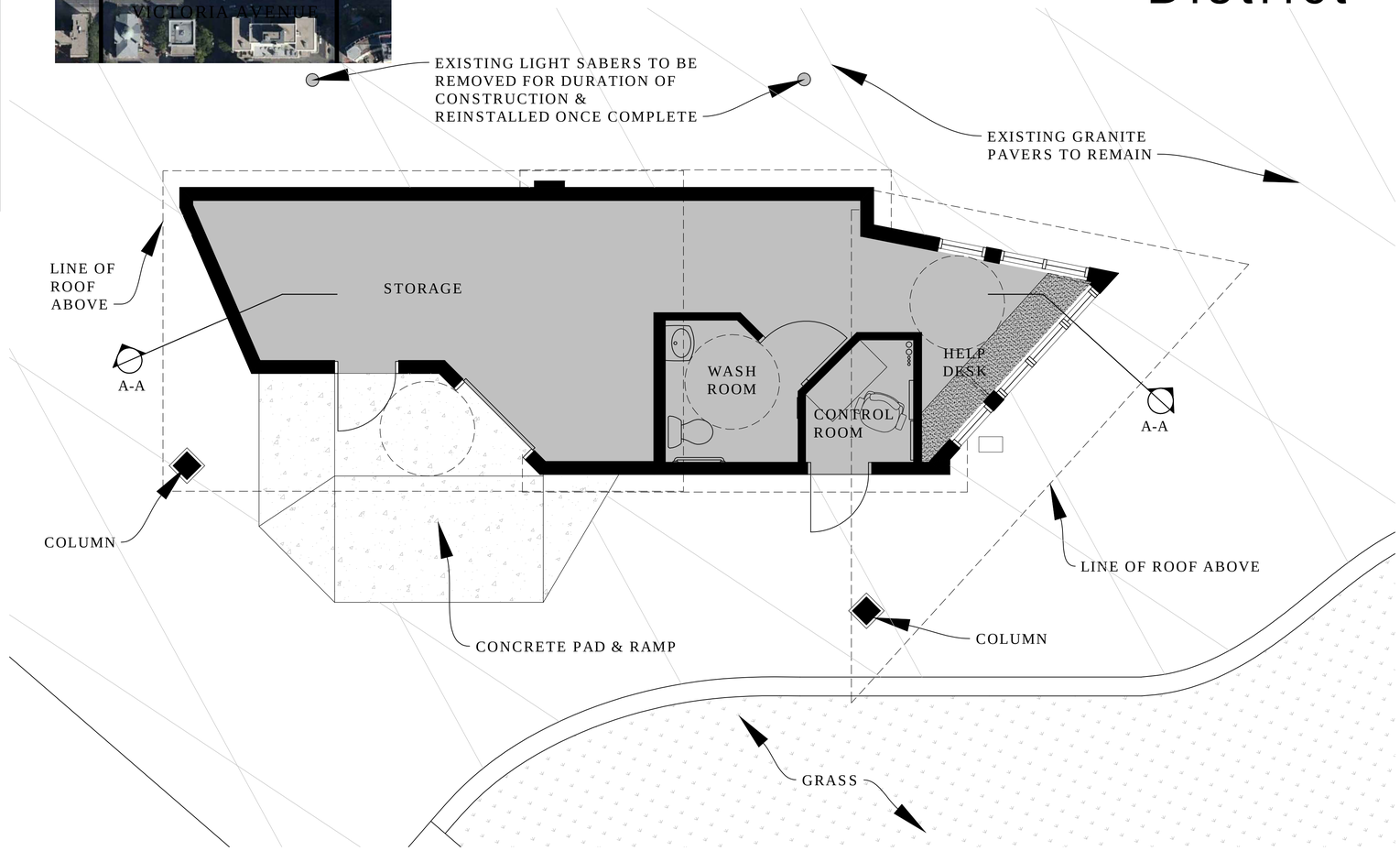
APPENDIX C

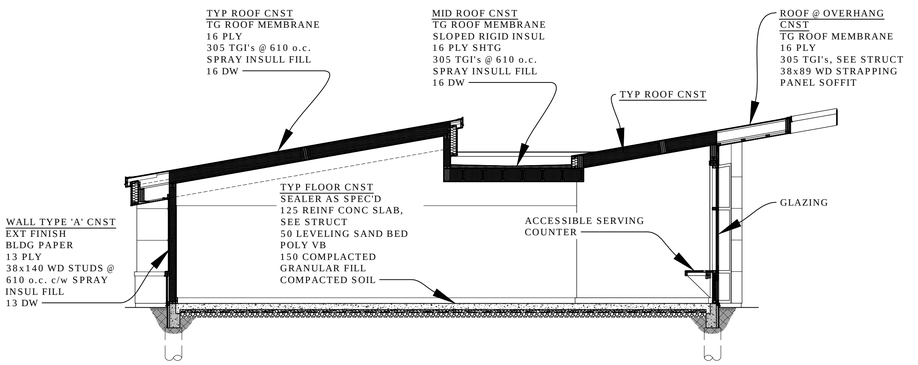

PROPOSED VISITOR SERVICES PAVILION
PETERSON TRAILER — TO BE REMOVED
WEST PLAZA
PLAZA STAGE
EAST PLAZA
TEMP. POTS STORAGE — TO BE REMOVED
EXISTING MAINTENANCE BUILDING
MAINTENANCE BUILDING EXPANSION (UNDER CONSTRUCTION)
AREA A
AREA B
AREA C
AREA D
AREA E
AREA F
AREA G
AREA H
LORNE ST
SCARTH ST
FW HILL MALL
VICTORIA AVE
LEGEND:
LIGHT SABRE, 2–110V
MAIN LIGHT, 1–125/250V RANGE PLUG & 8–110V
PEDESTAL, 2–110V
POWER BOX, NEED ELECTRICIAN
POWER CART, NEED ELECTRICIAN
STAGE, 2–125/250V RANGE PLUG & 2–110V
110V OUTLET
LIGHT CONTROL SHELTER
SHELTER

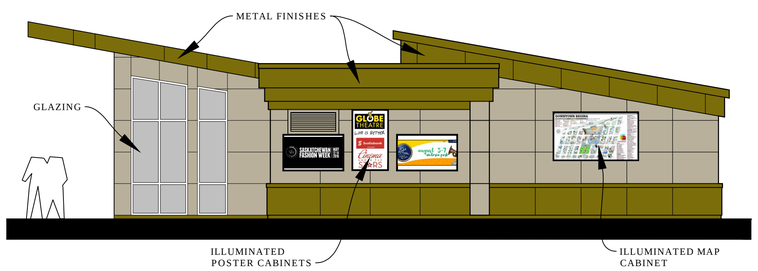


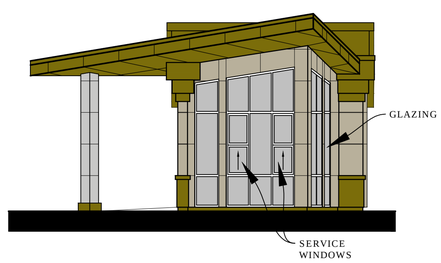
Regina Downtown

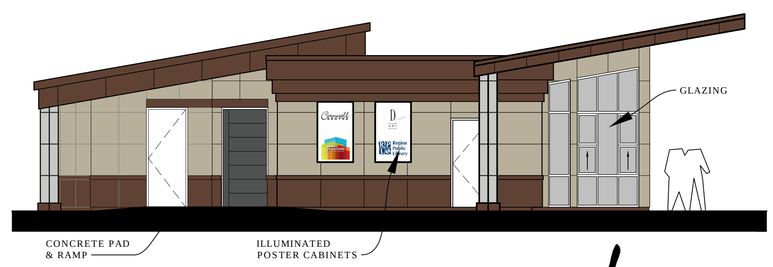
Business Improvement District

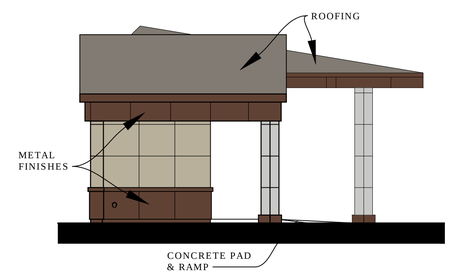












KREATE ARCHITECTURE AND DESIGN LTD.

200 - 2300 Dewdney Avenue
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Facsimile: 306.585.2399

office@kreate-arch.com
www.kreate-arch.com

CR17-62

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: City Square Plaza Welcome Services Pavilion

RECOMMENDATION

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JUNE 15, 2017

1. That City Council authorize the Executive Director of City Services or designate to negotiate and approve the terms of a donation and lease agreement between Regina Downtown Business Improvement District (RDBID) and the City of Regina (City) for the construction by RDBID of a welcome services pavilion on City Square Plaza to be donated to the City and leased to RDBID as further detailed in this report;

2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation agreement for 50 percent of construction costs up to $150,000 from the Downtown Deferred Revenue Account;

3. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and recognition agreement between the City and any donor donating over $100,000 as further described in this report;

4. That City Council approve the assignment of naming rights for the pavilion on terms to be negotiated and approved by the Executive Director of City Services, to any donor providing greater than $100,000 toward the project;

5. That the City Solicitor's office be instructed to prepare the agreement(s) described in this report containing the terms negotiated by the Executive Director of City Services;

6. That the City Clerk be authorized to execute the agreement(s) on behalf of the City after review and approval by the City Solicitor.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JUNE 15, 2017

Judith Veresuk, representing Regina Downtown BID, addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #7 does not require City Council approval.

Councillors: Jerry Flegel (Chairperson), Lori Bresciani, John Findura, Bob Hawkins and Andrew Stevens were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at it's meeting held June 15, 2017, considered the following report from the Administration:

RECOMMENDATIONS:

1. That City Council authorize the Executive Director of City Services or designate to negotiate and approve the terms of a donation and lease agreement between Regina Downtown Business Improvement District (RDBID) and the City of Regina (City) for the construction by RDBID of a welcome services pavilion on City Square Plaza to be donated to the City and leased to RDBID as further detailed in this report;

2. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation agreement for 50 percent of construction costs up to $150,000 from the Downtown Deferred Revenue Account;

3. That City Council authorize the Executive Director of City Services to negotiate and approve the terms of a donation and recognition agreement between the City and any donor donating over $100,000 as further described in this report;

4. That City Council approve the assignment of naming rights for the pavilion on terms to be negotiated and approved by the Executive Director of City Services, to any donor providing greater than $100,000 toward the project;

5. That the City Solicitor's office be instructed to prepare the agreement(s) described in this report containing the terms negotiated by the Executive Director of City Services;

6. That the City Clerk be authorized to execute the agreement(s) on behalf of the City after review and approval by the City Solicitor.

7. That this report be forwarded to the June 26, 2017 meeting of City Council for approval, which will allow sufficient time for advertising the required public notice for the respective bylaw.

CONCLUSION

The Regina Downtown Improvement District (RDBID) has done extensive work to increase programming and services in order to further activate the downtown. The addition of a welcome pavilion, as originally planned for the Plaza, would enhance this work by providing a home for the Info On The Go Team and additional surveillance to the Plaza. This building will not only

serve as a home base for the Info On The Go program, but will allow for people visiting the downtown to get information as well as borrow program supplies, such as games and sporting equipment further enhancing the vibrancy of the downtown.

For these reasons the Administration is recommending entering into an agreement with RDBID on the construction and maintenance of the welcome services pavilion, which would include a $150,000 contribution from the Downtown Deferred Revenue Account. It is further recommended that the City accept the pavilion as a donation and provide exclusive use back to RDBID through a long-term lease agreement.

BACKGROUND

When the design work was done for the Plaza, locations for two small pavilion buildings at the east and west ends were included. The pavilion located at the west end of the Plaza, at the intersection of Lorne Street and 12th Avenue, was meant to support Plaza programming and daily operations. The pavilion at the east end, at the intersection of Scarth Street and 12th Avenue, was intended to be used as a food services opportunity.

In 2010, the plaza construction tender put the value of construction of a pavilion at $428,000 plus GST. At that time it was determined that the development of this and the proposed food services pavilion were not budget priorities. The two pavilions were removed from the Plaza construction contract until such time that the buildings could be redesigned to lower their cost and/or until funds could be raised to help offset costs. While the pavilions themselves were removed from Plaza contract, the building foundations and servicing were installed so that the pavilions could be built at a later date without significant disruption to Plaza operations and programming.

Also in 2012 the Downtown Deferred Revenue Account (DDRA) was established. This account is made up of funds from the over-dedication of surface parking in the Office Area (OA) Zone ($7,000 per additional surface parking stall over an established maximum) and development agreements for commercial office developments (i.e. Mosaic Tower & Agriculture Place) in the downtown. The funds are to be expended “by the City for the purpose of acquiring or supporting public parking or transit, or other public amenities or services” and for “downtown improvement projects and programming of downtown events”.

DISCUSSION

Building Design

In 2014 RDBID approached the City with a desire to move forward with a redesign of the west pavilion, which would be used to house their Info On The Go program, as well as store day-to-day supplies such as games, sporting equipment and other items used to activate the park and plaza. The Administration has been working with RDBID and their architect since this time to develop a new architectural design for the pavilion that would meet all City of Regina

requirements and regulations, while at the same time meeting RDBID's program needs. The design is now complete (see Appendix A) and features windows at the east end of the building facing into the Plaza space. RDBID staff will be located at the checkout windows and will be available to provide information to people downtown and will also check out balls, Frisbees, games and other items for visitors to the downtown to stay and enjoy the space. The building will also contain a staff washroom and a small room to house the controls for the lighting system on the Plaza. This pavilion design is valued at $300,000 in today's construction costs.

The Agreement

Since the completion of the pavilion design RDBID and the Planning, Facilities Management Services and the Community Services Departments have been discussing the terms of a potential agreement to move forward with construction and maintenance. The pavilion building is viewed by the Administration as an important feature to assist in activating the downtown and providing surveillance to the space; as such, Administration is recommending an agreement to support construction of the pavilion.

Based on discussions with the three departments directly affected by the project and RDBID, the Administration is recommending that an agreement be developed to outline the following:

1. The City of Regina contribute 50 per cent of construction costs up to $150,000 from the Downtown Deferred Revenue Account (DDRA), which would then have a balance of $300,088 remaining at the end of 2017.
2. The RDBID will be responsible for construction and the remaining 50 per cent in capital construction costs.
3. The RDBID will transfer ownership of the building to the City of Regina once construction is complete.
4. The City of Regina enter into a long-term lease with the RDBID to occupy the space.
5. The RDBID be responsible for the payment of all day-to-day operation and maintenance costs.
6. The City of Regina and the RDBID divide the capital maintenance costs 50/50, which are estimated to be $6,000 per annum ($3,000 each).

Sponsorship

In order to move forward with the project the RDBID is currently considering options to fund to fund the remaining 50 per cent of the construction costs. They are currently working with the Administration to develop a fundraising plan that will assist them in approaching potential funders for the project (see Appendix B). The Administration has recommended that Council delegate authority to the Executive Director, City Services to both receive a donation from RDBID greater than $100,000 (for the donation of the building) as well as any potential donor in the event that a donation is made to the City directly. Section 35 of the Administration Bylaw requires Council approval for any donations exceeding $100,000 in one year. A potential

donation fundraising plan may include the provision of site recognition or of naming rights to the building.

RECOMMENDATION IMPLICATIONS

Financial Implications

The DDRA balance currently exceeds the maximum value of the proposed funding request. If $150,000 in funding for capital construction costs is approved, the DDRA will have a remaining balance of $300,088 at the end of 2017.

Capital maintenance estimates by Facilities Management Services indicate that the City will be required to set aside approximately $3,000 per year on an ongoing basis to meet our obligations under a 50/50 shared capital maintenance agreement for the pavilion. This funding would be requested through the budget process when the pavilion is constructed.

Environmental Implications

There are no environmental implications associated with this report.

Policy and/or Strategic Implications

The addition of the welcome pavilion on the Plaza meets the objective in the Council approved Cultural Plan to Build Community Through Partnerships and Collaboration, with the goal of enhancing vibrancy in the downtown.

This project also further supports the vision and principles of the Regina Downtown Neighbourhood Plan. Increased programming in the downtown is also consistent with Crime Prevention Through Environmental Design principles; for example, there is a direct link between higher levels of activity in the downtown and citizens' perceptions of safety.

Accessibility Implications

Accessibility has been taken into account throughout the design of this facility.

COMMUNICATIONS

RDBID will be actively promoting the project as part of their fundraising campaign. In addition, once construction begins the Community Services Department will work with RDBID and the Communications Department to ensure that information is shared with the public in a timely manner.

DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

Kristina Gentile, Secretary

Appendix A

West Pavilion Funding Strategy

Appendix B

May 24, 2017

Project Details:

In 2009, the Regina Downtown Neighbourhood Plan (RDNP) identified the need for a WOW project for Downtown Regina. This recommendation resulted in the development of the City Square Plaza, a shared use street in the heart of Downtown. Since its construction in 2011, the City Square Plaza has hosted numerous large scale events, such as the 2013 Juno Awards, the 2013 Grey Cup downtown festivities, Sask Fashion Week and 2015 Hometown Hockey. Additionally, the Plaza is home to the Regina Farmers' Market which draws over 500,000 people annually.

During the construction of the Plaza, accommodations were made for the West Pavilion, a 600SF building located on the west side of the Plaza. The pavilion is intended to house an Information booth for Downtown Regina, as well as provide a base for operations for the Regina Downtown BID programming efforts.

Regina Downtown anticipates that the development of the pavilion will cost approximately $300,000. The City of Regina is recommending to Council $150,000 in funding from the Downtown Development Reserve Account (DDRA). RDBID is expected to fund the balance of the construction, which we hope to offset through third party contributions, including private business and other granting agencies. Once funding is secure, we will be able to construct the pavilion and expand our existing programming.

Funding Goal:

$150,000

Benefits:

- Opportunity to be a partner in the completion of the Downtown Regina WOW project.
- Key building that will support the operations of the Plaza
- Exposure to thousands of pedestrians daily; over 11,000 on Market days
- Exposure to over 750,000 people attended events, festivals and programming in City Square Plaza in 2016

Possible Donor Recognition, including but not limited to:

	Under $1,000	$1,000 - $10,000	$10,000 $25,000	$25,000 - $50,000	$50,000 - $100,000	Over $100,000
Donor acknowledgement on RDBID website and annual report	Y	Y	Y	Y	Y	Y
Donor name engraved on plaque	Y	Y	Y	Y	Y	Y
Recognition at a ground breaking event		Y	Y	Y	Y	Y
Donor acknowledgement/branding on all programs offered from the West Pavilion for 5 years				Y	Y	Y
Naming rights to patio – 8 years					Y	
Signage on patio – 8 years					Y	
Naming rights to pavilion – 10 years						Y
Signage on pavilion – 10 years						Y

CR17-63

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Grow Regina Community Gardens Incorporated Lease of Land for Community Gardens

RECOMMENDATION

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - June 6, 2017

. That the proposed lease between the City of Regina (City) and Grow Regina Community Gardens Incorporated be approved under the terms and conditions outlined in the body of this report.

. That the City Manager or designate be authorized to resolve the final terms and conditions of the Lease Agreements.

. That the City Clerk be authorized to execute the lease documents, as prepared by the City Solicitor.

FINANCE AND ADMINISTRATION COMMITTEE - JUNE 6, 2017

Councillor Bob Hawkins declared conflict with the Grow Regina Community Gardens Incorporated Lease of Land for Community Gardens report, as he is a member of the Lakeview Community Association.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #4 does not require City Council approval.

Councillors: Sharron Bryce, John Findura, 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 June 6, 2017 considered the following report from the Administration:

RECOMMENDATION

1. That the proposed lease between the City of Regina (City) and Grow Regina Community Gardens Incorporated be approved under the terms and conditions outlined in the body of this report.

2. That the City Manager or designate be authorized to resolve the final terms and conditions of the Lease Agreements.

3. That the City Clerk be authorized to execute the lease documents, as prepared by the City Solicitor.

4. That this report be forwarded to the June 26, 2017, meeting of City Council for approval after the public notice has been advertised.

CONCLUSION

When considering the lease of City of Regina (City)-owned land, the standard procedure is for the Administration to ensure that the land is made publicly available. In this case, the subject land is to be leased to Grow Regina Community Gardens Incorporated without any public offering and at less-than-fair-market-value, which requires City Council approval. It is recommended that a ten-year lease be approved in order to continue the benefits to the community of these gardens.

BACKGROUND

Grow Regina Community Gardens Incorporated has leased the subject properties since 2006 when the City of Regina Community Gardens Policy was adopted. Grow Regina Community Gardens Incorporated has been on the *Annual Tax Exemption Bylaw* for the subject properties, and would continue to be exempted on the annual bylaw subject to the approval of City Council. The current lease expires on July 23, 2017.

Subsection 101 (1) of *The Cities Act* stipulates that "No Council shall delegate: (k) the sale or lease of land for less-than-fair-market-value and without a public offering". *The Regina Administration Bylaw* requires City Council approval if: a lease term, including renewals, exceeds ten years; a lease is less-than-fair-market-value; or if the property has not been publicly identified for lease.

The purpose of this report is to facilitate the continued lease of this property to Grow Regina Community Gardens Incorporated.

DISCUSSION

Based on the success of the community garden program Grow Regina Community Gardens Incorporated have indicated that they wish to renew a lease agreement under the same terms and conditions as the previous lease which includes the requirement of a $2 million general liability insurance policy. Leasing the land for the gardens is a community service provided by the City of Regina (the City).

The terms and conditions of the proposed Lease Agreement are as follows:

Subject Properties:	As per the attached Appendix “A”
Tenant:	Grow Regina Community Gardens Incorporated
Leased Term:	Ten years commencing July 24, 2017
Net Annual Lease Rate:	$1.00
Lease Renewal Option:	None
Other Terms:	“Standard terms and conditions" as prepared by the City Solicitor.

RECOMMENDATION IMPLICATIONS

Financial Implications

Prior to the leasing of the gardens, the City was responsible for maintenance of the land. If the recommendations in this report are approved, City maintenance of the subject land will not be required.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

This lease supports the Grow Regina Community Gardens Incorporated program and the City of Regina Community Gardens Policy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The Grow Regina Community Gardens Incorporated has been consulted with regard to the approval process and will be informed of the decisions of the Finance and Administration Committee and City Council.

DELEGATED AUTHORITY

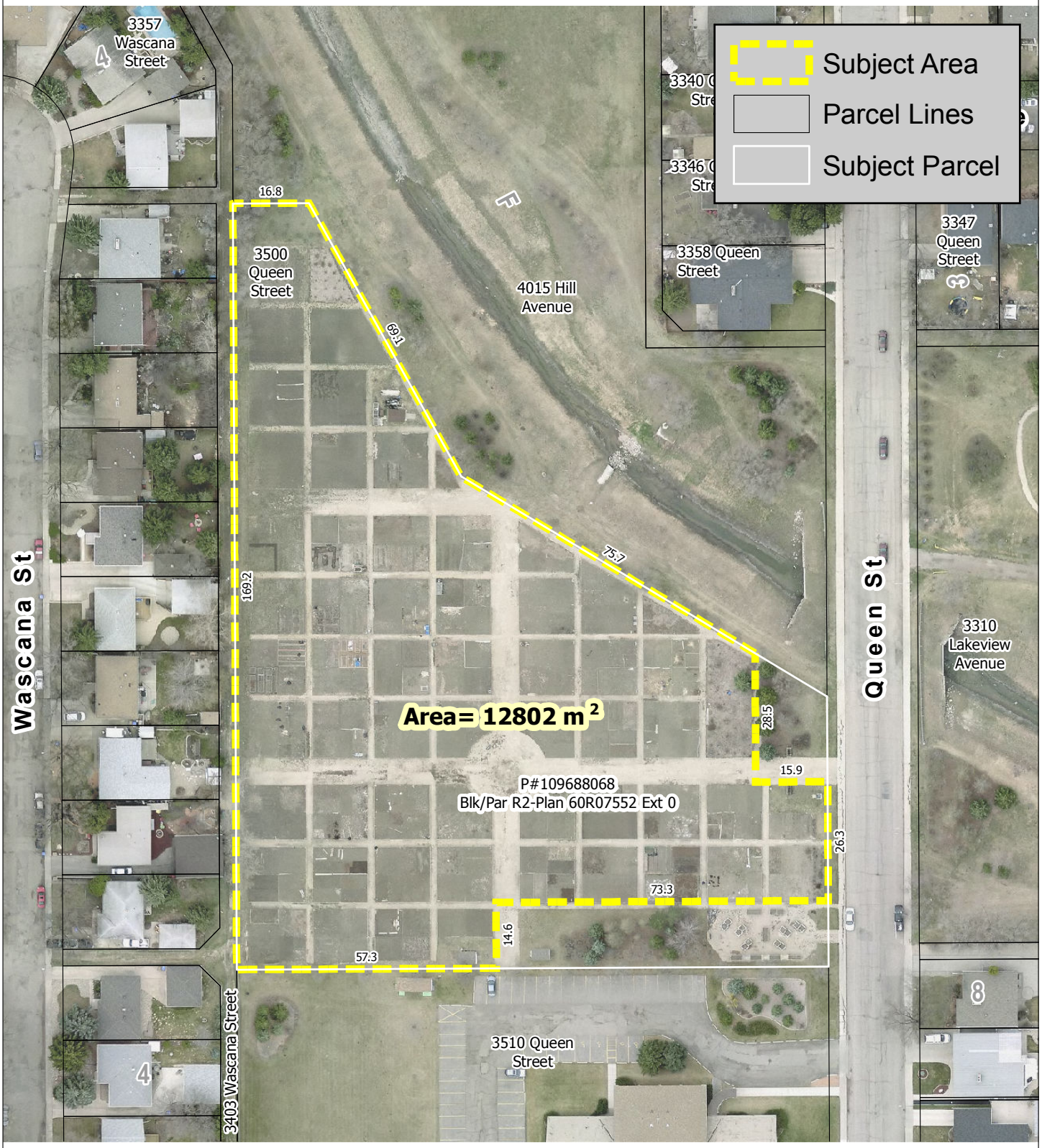
As provided in section 101 (1) (k) of *The Cities Act*, the lease of City-owned property without a public offering and a lease at less-than-fair-market-value rates cannot be delegated to the Administration and, therefore, requires the approval of City Council.

FINANCE AND ADMINISTRATION COMMITTEE

Kristina Gentile, Secretary

Appendix A

1:1,200



Real Estate

REGINA Infinite Horizons
City of Regina

Project: Lease
(Grow Regina Community Gardens Inc.)

Civic Address: 3500 Queen Street
Legal Description: Blk/Par R2-Plan 60R07552 Ext 0

N

27 Apr 2017 O:\RA\Real Estate\LotAdjust\Queen Str 3500 Map17 Air.mxd

Any Dimensions shown are approximate values in metres

CP17-12

June 26, 2017

To: His Worship the Mayor
and Members of City Council

Re: Buffalo Pound Water Treatment Corporation – Acceleration of Electrical Upgrade Capital Project

---

Chuck McDonald and Dale Schoffer, representing Buffalo Pound Water Treatment Plant will be in attendance at the upcoming City Council meeting of Monday, June 26, 2017, to answer questions regarding the above-noted report.

Sincerely,

Chuck McDonald

CR17-64

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Buffalo Pound Water Treatment Corporation - Acceleration of Electrical Upgrade Capital Project

---

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That Buffalo Pound Water Treatment Corporation (BPWTC) be authorized to accelerate the Electrical Upgrade Capital Project (EUCP) as described in the report from BPWTC in Appendix A.

2. That BPWTC be authorized to initiate the process to negotiate financing, to a maximum of $45 million, to address the financing requirements of the EUCP of the Buffalo Pound Water Treatment Plant.

3. That the City of Regina Chief Financial Officer or designate be authorized to negotiate any guarantee that the City needs to provide related to the financing and assist BPWTC with arranging the financing as needed.

4. That a future report be provided to City Council providing the details of the financing and applicable borrowing bylaw and/or guarantee bylaw once the financing has been negotiated.

EXECUTIVE COMMITTEE - JUNE 14, 2017

Ryan Johnson, representing Buffalo Pound Water Treatment Plant addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #5 does not require City Council approval.

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

The Executive Committee, at its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That Buffalo Pound Water Treatment Corporation (BPWTC) be authorized to accelerate the Electrical Upgrade Capital Project (EUCP) as described in the report from BPWTC in Appendix A.

2. That BPWTC be authorized to initiate the process to negotiate financing, to a maximum of $45 million, to address the financing requirements of the EUCP of the Buffalo Pound Water Treatment Plant.

3. That the City of Regina Chief Financial Officer or designate be authorized to negotiate any guarantee that the City needs to provide related to the financing and assist BPWTC with arranging the financing as needed.

4. That a future report be provided to City Council providing the details of the financing and applicable borrowing bylaw and/or guarantee bylaw once the financing has been negotiated.

5. That this report be forwarded to June 26, 2017 meeting of City Council for approval.

CONCLUSION

The Buffalo Pound Water Treatment Plant (the Plant) has aging electrical infrastructure that is reaching the end of life phase. Therefore it is recommended that both the cities of Regina and Moose Jaw (the Cities) authorize BPWTC to accelerate the EUCP. More detail on this issue and BPWTC's business case is provided in Appendix A.

Addressing this issue now will require BPWTC to incur approximately $50 million of expenditures over years 2017 to 2019 on the EUCP. Since BPWTC does not have this amount of cash on hand, financing is required for up to $45 million by quarter 3 of 2017. The City of Regina would show debt on its financial statements at its 74 per cent proportionate ownership share or $33.3 million.

This report authorizes BPWTC to proceed with the EUCP and to initiate the process to negotiate financing of up to $45 million. City Council providing this approval to negotiate is preferred so that lenders know that BPTWC has the authority to negotiate. The final authority for approval of the financing rests with Councils of the Cities and the passage of the necessary bylaws. Once the financing option is chosen another report that provides details of the financing will be presented to City Council for approval.

It is also important to note that BPWTC indicates moving forward with the recommendations in this report will not cause an increase to the water rates that the Cities pay to BPWTC, other than water rate increases previously contemplated.

BACKGROUND

BPWTC is a municipal corporation with the City of Regina and the City of Moose Jaw as its sole voting members. BPWTC is required by the Unanimous Membership Agreement (UMA), to obtain the approval of both Cities for both the EUCP and the borrowing of funds to proceed with the EUCP. Clauses 5.2 (f) and (z) and section 5.3 of the UMA state:

> 5.2 ***Matters for City Approval.*** The Corporation shall not take any of the following actions without the prior approval of each of the Cities:
>
> (f) the borrowing of money or the issuing any debt obligation or amending, varying or altering the terms of any existing debt obligation;
>
> (z) any transaction or series of related transactions that are outside of the normal course of business of the Corporation and involve an expenditure of an amount exceeding $1,000,000, plus the Escalation Factor, unless such transaction or series of related transaction have been approved in the annual budget for such fiscal year.
>
> 5.3 ***Decisions of City***. Where approval of the Cities is required pursuant to section 5.2 of this Agreement, the chairperson of the Board of Directors shall make a written request to each of the Regina Council and Moose Jaw Council which includes all information necessary for the Cities to make an informed decision. All requests pursuant to this section 5.3 shall include all supporting information and shall be provided to the City Manager, or delegate of each of the Cities, who shall bring the matter forward to Regina Council and Moose Jaw Council, respectively, for consideration.

In accordance with sections 5.2 and 5.3 of the UMA, the BPWTC Board of Directors have submitted the attached request in Appendix A which requests approval of the EUCP and describes the general plan for borrowing the financing necessary to proceed with the EUCP. Under the UMA, a further BPWTC report will be provided to both Cities later for approval of the borrowing once the details of the financing are known.

The reason for the EUCP is the Plant has aging electrical infrastructure that is reaching the end of life phase. Recent electrical failures have raised the issues and potential impacts of the Cities' dependency on the Plant. The Plant being off line for an extended period of time can result in the Cities running out of water. Therefore it is recommended BPWTC be authorized to accelerate the EUCP.

Addressing this issue now will require BPWTC to incur approximately $50 million of expenditures over years 2017 to 2019. Since BPWTC does not have this amount of cash on hand, financing is required for up to $45 million by quarter 3 of 2017.

DISCUSSION

In accordance with section 5.2(z) of the UMA, this report requests approval from City Council for the acceleration of the EUCP as this is a change from the 2017 BPTWC budget. Administration recommends this approval be granted to respond to the risk of plant failure.

This report authorizes BPWTC to negotiate financing of up to $45 million. Providing this approval to negotiate is preferred so that lenders are aware that BPTWC has the authority to negotiate. The final authority for approval of the financing rests with Councils of the Cities and the passage of the necessary bylaws. While any arrangements negotiated by BPWTC will be subject to approval of City Councils through the passage of a bylaw, it is important for City Council to realize that once direction is given to BPWTC to negotiate financing, if City Council does not pass the necessary bylaw, there may be some negative impact on the City's reputation and/or BPTWC's ability to borrow externally in the future. Once the financing option is chosen another report, that provides details of the financing, will be presented to City Council for approval. If the financing is not approved, the EUCP will be completed on the current schedule of 2019, which could put the Cities at risk of other failures at the Plant in the meantime. As such, Administration recommends this approval be granted.

BPWTC is in the process of establishing their infrastructure to manage the business. Therefore the two owners, which are the Cities, will support as needed.

It is likely that the lender will require a guarantee of the debt from both Cities. It is expected that Moose Jaw will approve a guarantee for its proportionate share of the borrowing, which is 26 per cent or $11.7 million. It is likely that Administration will recommend in a future report that City Council approve a guarantee for its proportionate share, which would be 74 per cent or $33.3 million.

The City of Regina's debt limit is $450 million. At December 31, 2016 its debt balance was $294 million. If $45 million is borrowed by BPWTC, the City would still have slightly more than $100 million of debt room below the debt limit after recording its proportionate share ($33.3 million) of the debt.

The City of Moose Jaw also needs to grant the same approvals as identified in this report for the transactions to move ahead. If the City of Moose Jaw does not approve, additional actions under the UMA would have to be undertaken for the transactions to be authorized and move ahead.

RECOMMENDATION IMPLICATIONS

Financial Implications

If BPWTC borrows $45 million, this will reduce the debt room under the debt limit for the City. At the City's 74 per cent proportionate share of the debt, which is $33.3 million, there will be slightly more than $100 million of room available within the credit limit.

It is also important to note that BPWTC indicates that moving forward with the recommendations in this report will not cause an increase to the water rates that the Cities pay to BPTWC, other than rate increases previously contemplated.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

The provision of drinking water to the City of Regina is a high priority.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

This work is necessary. Continued evaluation of risk has accelerated the project at no additional cost to Regina ratepayers. This is positive and proactive. When the report is public or when Moose Jaw releases its report publicly, the BPWTC and the City (Chief Financial Officer or designate and Service Regina) will be prepared to answer stakeholder inquiries, including residents and media.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

BUFFALO
POUND
WATER
BOARD OF
DIRECTORS

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

June 1, 2017

Mr. Ian Rea
Chief Financial Officer
CITY OF REGINA
PO Box 1790
Regina, SK
S4P 3C8

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

Dear Sir:

Re: Request for Funding – Electrical Upgrade Capital Project

On May 31, 2017, the Buffalo Pound Water Treatment Corporation Board of Directors adopted a motion, in part, as follows:

> "The Buffalo Pound Water Board of Directors request approval from the Cities of Moose Jaw and Regina, pursuant to Article 5.2 (f) and (z) of the Unanimous Membership Agreement, to negotiate financing (borrow) up to $45 million in funding by the middle of Q3 2017 and provide the necessary guarantee based on their voting membership of the Corporation for the acceleration of the Electrical Upgrade Capital Project."

The aging electrical infrastructure is reaching the end of life phase and has been well documented. Most recently, the three electrical failures in 2011 and another three in 2015 have raised the issues and potential impacts of the Cities dependency on the Plant. The Plant being off line for an extended period of time can result in the Cities running out of water.

The Board wants the risk mitigated as soon as possible in order to meet its mandate and reduce the likelihood and consequence of electrical failures in the future. The electrical work is a high priority for the Board and would have already been addressed but had been delayed due to changes to the corporate and governance structure as well as the lack of funds as the Corporation has not had the opportunity to increase its reserves to the required levels since its incorporation in 2016.

Scope of Work

The scope of work for the accelerated Electrical Upgrade Capital Project (the "Project") contains the following components placed in three tender packages:

- Tender Package #1 is ready to be issued as soon as approvals have been provided
  - Main Plant Redundant Power Supply (Generators, Civil Works, Electrical Work)
- Tender Package #2 will be ready to tender in Fall 2017
  - Lake Pump Station Transmission Line Replacement
- Tender Package #3 will be ready to tender in Late Summer 2017
  - Lake Pump Station Power Supply (Generators, Civil Works, Electrical Work & Substation)
  - Lake Pump Station Pumping Upgrades

The details of the scope of work are attached as information. In general, all work that has been included in the Project, once completed, will mitigate all of the known electrical risks, provide for necessary redundancy and upgrade the electrical infrastructure for at least the next 25 years.

Schedule

The majority of the Project contained in the 2017-2026 Capital Plan is to commence construction in 2019. However, it will be accelerated in order to proceed in 2017 with the approval of funding.

The Cities will have to approve the acceleration of the Project pursuant to Article 5.2 (z) of the Unanimous Membership Agreement as this is a change from the 2017 Capital Budget.

Funding Shortfall

In order to accelerate the Project, a significant injection of funds is required.

The Corporation requires an injection of up to $45 million in order to accelerate the Project by the middle of Q3 in 2017 to cover the tender costs and principle and interest payments over the construction time period.

The predesign/pretender estimates for the work are approximately $40.5 million. Once all the tender packages have closed, the exact amount will be known.

The Cities will have to authorize the Corporation to negotiate financing as per Article 5.2 (f) of the Unanimous Membership Agreement.

The Cities will also be required to provide the necessary guarantee based on their voting membership of the Corporation as the Corporation currently does not own any assets.

Financial Impact to the Cities

A review was done to determine if it would be possible for the Corporation to proceed on an accelerated basis without additional costs to the Cities from what was originally proposed in the 2014 ProForma, and it is possible. There is actually a slight decrease in the overall costs to the Cities due to lower interest rates and a reduction in the water sales forecast but the Capital Water Rates that were contemplated in 2014 will be maintained.

In order to reduce the impact to the Cities and minimize the funds required, the Corporation will utilize approximately $1.7 million from its reserves early in the project. The Capital Water Rates, which are in line with the 2014 ProForma, will ensure there is funding available to make the principle and interest payments once debt has been incurred and construction has been completed.

The Project will not have a significant impact on the current business case being developed for the strategic long term future of the Plant, or its recommendations, as most of the work would be required in either a major rehabilitation or replacement scenario. The estimated amount of work that could be abortive is less than $100,000.

Next Steps

- Assuming both Cities have approved the request, the City of Regina will assist the Corporation to negotiate financing with financial institutions starting in late June. The Corporation will pay for the City of Regina's services as the Corporation does not have the capacity nor the experience with respect to negotiating large loans.
- The Board will do its due diligence and approve the contract, in principle, by the end of July. It will then be sent to the Cities for approval.
- The Cities will have the necessary details required to develop and approve their respective Borrowing Bylaws by the end of August.

In view of the foregoing, the Board respectfully requests that the City Administrations for the Cities of Regina and Moose Jaw present the request for funding to their respective City Councils at the earliest Council meeting possible.

The Board looks forward to your favorable response at your earliest convenience. In the interim, please do not hesitate to contact the undersigned or Mr. Johnson if you have any questions or concerns respecting this matter.

Yours truly,

Chuck McDonald
Chairman
Buffalo Pound Water Board of Directors
RJ/lw
Encl.
c. Mr. Ryan Johnson, General Manager, Buffalo Pound Water

Presentation to City Council June 26, 2017
Re: 17-OCP-01 and 17-CZ-01

My name is Dan Kozan and I'm a new surgeon in Regina. I grew up here originally and moved back about 2 years ago to establish my practice. It's been my dream to practice out of beautiful old historic home on College Avenue. I've been inspired by Dr. Roberta McKay's dermatology clinic further west on College.

My practice is much different than a typical medical clinic. I am a plastic surgeon, and therefore I see a much lower volume of patients than a typical walk-in clinic. I want my practice to be as discrete as possible, and therefore we intend to restore and utilize the existing house form. I spend only about one day per week in the office seeing patients, and I see about 25 patients per day. The office is designed to accommodate up to 4 surgeons, so on average one doctor per day will be there seeing patients. Therefore it is a relatively low volume medical office.

It is our goal to preserve and celebrate the heritage features of this property, which may be appreciated by the community at large. This will also complement the development of Canterbury Park immediately to the South to unify the area's character.

I'd like to address 3 specific areas of concern: The impact to the immediate neighbours, the proposal for contract zoning, and the official community plan.

The biggest issue raised by the immediate neighbours has been parking. I think we can adequately address this with parking provided on the property, as well as the abundance of parking on the south side of College Avenue and immediately on street in front of the property.

In terms of our proposal for contract zoning, this property represents a unique development opportunity because it is the only stand-alone house on that block. Immediately east is an apartment building, and across Osler Street to the west is a non-profit organization. It is also on a major arterial roadway. The property has proven to be unappealing for residential use, demonstrated by the fact that it sat on the market for 2 years. It may not be financial feasible to restore for residential purposes, given the extremely run-down nature of the existing building, and I fear that it would be vulnerable to demolition, as it is not on the Heritage Property List or the Heritage Holding list. Contract zoning will allow the city the greatest degree of control over defining how the property may be used, in order to ensure it has a net positive impact on the neighbourhood.

The third consideration is the Official Community Plan. I believe that this project is actually in line with the goal of the Official Community Plan, which is to preserve the residential character of the General Hospital Area. This is achieved by the definition of a Medical District. The goal of the Medical District is to direct all future medical related development to "locations that are primarily non-residential at the periphery of the area, and will therefore not jeopardize the viability of the existing residential community." I believe our property is therefore an ideal candidate for inclusion in the Medical District, given its status as the only house on the block, at the periphery of the area, and on a major arterial roadway.

Overall I feel that this project will enhance the neighbourhood, and is in line with the City's long term goals for rejuvenating the General Hospital Area. The Heritage Community Association has expressed support for this project, and I am eager to do my part to reinvest in one of Regina's core neighbourhoods.

CR17-65

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Contract Zone Application (17-CZ-01) and OCP Amendment (17-OCP-01) Proposed Medical Clinic - 1636 College Avenue

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RECOMMENDATION

RECOMMENDATION OF THE REGINA PLANNING COMMISSION - JUNE 7, 2017

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 1636 College Avenue, being Lot 8, Block 465, Plan Old 33, from R4A-Residential Infill Housing Zone to C-Contract Zone be approved.

2. That the application to amend *Design Regina: The Official Community Plan Bylaw No. 2013-48 Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan* to allow for the requested use for this property be approved.

3. That the City Solicitor be directed to prepare the necessary bylaws.

4. That Administration be directed to proceed with the required public notice.

REGINA PLANNING COMMISSION – JUNE 7, 2017

Dan Kozan addressed the Commission.

The Commission adopted the following resolution:

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 1636 College Avenue, being Lot 8, Block 465, Plan Old 33, from R4A-Residential Infill Housing Zone to C-Contract Zone be approved.

2. That the application to amend *Design Regina: The Official Community Plan Bylaw No. 2013-48 Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan* to allow for the requested use for this property be approved.

3. That the City Solicitor be directed to prepare the necessary bylaws.

4. That Administration be directed to proceed with the required public notice.

5. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

Recommendation #5 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Jerry Flegel and Barbara Young; Commissioners: David Bale, Pam Dmytriw, Phil Evans, Simon Kostic, Andre Kroeger and Laureen Snook were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on June 7, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone 1636 College Avenue, being Lot 8, Block 465, Plan Old 33, from R4A-Residential Infill Housing Zone to C-Contract Zone be denied.

2. That the application to amend *Design Regina: The Official Community Plan Bylaw No. 2013-48 Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan* be denied.

3. That this report be forwarded to the June 26, 2017 meeting of City Council for denial.

CONCLUSION

The applicant proposes to rezone the property located at 1636 College Avenue in the Heritage Neighbourhood (formerly Core Neighbourhood) to accommodate a Medical Clinic. The property is located within the R4A-Residential Infill Housing Zone, which does not permit a Medical Clinic. The applicant has applied for a Contract Zone to enable the redevelopment of the property for the proposed use.

The proposal does not comply with development standards and purpose and intent for contract zones contained in the *Regina Zoning Bylaw No. 9250* (Zoning Bylaw). Additionally, the proposed Medical Clinic at this location does not comply with the policies contained in *Design Regina: The Official Community Plan Bylaw No. 2013-48, Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan*. Accordingly, the Administration recommends denial.

BACKGROUND

An application has been received for a Contract Zone to enable the development of a Medical Clinic within an existing building, formerly used as a dwelling unit and currently vacant, located at 1636 College Avenue.

This application is being considered pursuant to the Zoning Bylaw, *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and *The Planning and Development Act, 2007.*

DISCUSSION

Land Use and Zoning Details

The applicant proposes to rezone the property located at 1636 College Avenue in the Heritage Neighbourhood (formerly Core Neighbourhood) to accommodate a Medical Clinic. The property currently contains a two-storey Detached Dwelling Unit (house) constructed in 1912 and a detached garage. The applicant proposes to add a two-storey addition to the rear of the property and renovate the interior of the building to accommodate the needs of the proposed Medical Clinic. The garage is proposed to be demolished and five parking stalls would be created at the rear of the property with access from the alley.

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

	Existing		**Proposed**	
Zoning	R4A – Residential Infill Housing Zone		C – Contract Zone	
Land Use	Detached Dwelling		Medical Clinic	
Number of Parking Stalls Required	Required	Provided	Required	Provided
	1	1	No requirement for medical clinics less that 325m^2 in area	5, including one accessible stall
Minimum Lot Area (m^2)	250 m^2		651 m^2	
Minimum Lot Frontage (m)	7.5 m		16.5 m	
Maximum Height (m)	13 m		8.25 m	
Building Area	248 m^2		319 m^2	

Surrounding land uses include detached dwellings to the west and north, an apartment building and associated parking lot to the east and Canterbury Park (condominiums and mixed-use developments) to the south.

Contract Zone Analysis

Pursuant to the OCP, a Contract Zone may be applied at City Council's discretion with the provision that the proposed development:

- Conforms to the general intent of the OCP or any applicable concept plan.
- Represents a unique and/or positive development opportunity.
- Is compatible with existing adjacent development and, where applicable, contributes beneficially to the public realm.

The Zoning Bylaw also provides guidance on the application of Contract Zones, requiring that a Contract Zone be designated only on:

- Small or irregularly shaped lots.
- Lots restricted by physical barriers such as water courses, slopes, roadways, railways.
- Infill sites in higher density or mixed use area.
- Sites accommodating unique development opportunities.

In practice, Contract Zones have been applied to infill developments where relaxations to development standards are justified based on the nature of the development to provide greater certainty in the form and layout of the development on the site or where the development is seen as a positive benefit to the community. For example, Contract Zones have been used to relax parking requirements for low-income housing, or allowed for additional height and density of proposed residential development that otherwise complies with the regulations in the Zoning Bylaw and demonstrates strong public benefits by responding to applicable goals and policies in the OCP.

During the review of the subject proposal, it was not demonstrated that the proposed rezoning and use of a contract zone can be justified. The contract zoning is being proposed as a method to introduce a commercial land use into a residential neighbourhood. In addition, the proposal does not comply with policies in the OCP that apply to the Heritage Neighbourhood. The Policy/Strategic Implications section of this report provides more details regarding compliance with OCP policies.

<u>Options other than Contract Zoning</u>

The Administration considered other options to the use of contract zoning to accommodate the proposed Medical Clinic at this location.

1. Rezone the property to LC1-Local Commercial Zone

   The LC1 Zone is intended to provide commercial and personal service uses at moderate intensity to service areas beyond the immediate residential neighbourhood. The zone is restricted to established residential neighbourhoods and locations on minor arterial and collector streets. College Avenue is classified as an arterial street. The size of permitted establishments is also limited to 300m^2 to minimize their undesirable impacts on adjacent residential neighbourhoods.

   A Medical Clinic is a permitted use in the LC1 zone. The analysis of the proposed development indicated that the proposed development is 319m^2. The Administration could work with the applicant to ensure compliance with the 300m^2 area maximum.

   The disadvantages associated with this option are as follows:

   - Creates a spot zone - The rezoning to LC1 would create a spot zone of commercial in a residential neighbourhood. Spot zones, especially one lot of commercially zone land

within a residential neighbourhood, is not considered to be good planning practise and harmful encroachments of incompatible uses is not supported by the OCP.

- Permits other future commercial use of the site - If the land is zoned to LC1 and the Medical Clinic closes, the land can be used for any permitted commercial use in the LC1 zone (eg: retail, repair service, personal service establishment). These uses could have more impact on adjacent residential properties than the Medical Clinic may have.
- Potential for additional commercial development in the area. A rezoning to LC1 could result in more property owners seeing opportunity to redevelop their property, which could result in more applications for spot zoning for commercial development within the neighbourhood. The north side of College Avenue, between Broad Street and Winnipeg Street, has always contained residential use. Introduction of commercial development that could change the character of the street would be premature without further study.
- Does not comply with OCP policy - This option cannot be implemented as commercial development at this location is contrary to the OCP policies contained in *Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan*.

2. Rezone the property to MX- Mixed Residential Business Zone

   The MX Zone is intended to provide opportunities for the flexible use of properties that are in transition from residential development. The zone is intended to assists in maintaining the general residential character of the area while ensuring that accommodation is made for services required by residents of the zone. This north side of College Avenue at this location is residential and is not transitioning to commercial use.

   A Medical Clinic is a Discretionary Use in the MX Zone. As such, in addition to the rezoning application, the applicant would also require application for discretionary use approval.

   The disadvantages with this option are the same as for Option 1 above.

3. Amend the House-form Commercial/Residential Building land use definition in the Zoning Bylaw and rezone the property on the north side of College Avenue between Broad Street and Winnipeg Street to TAR – Transitional Area Residential Zone

   Demolition and incompatible redevelopment, as well as a lack of maintenance of many buildings, were recognized as factors that detracted from the original character of the Centre Square Neighbourhood (formerly Transitional Area) as identified in *Part B.3 Transitional Area Neighbourhood Plan* of the OCP. The Plan also identified that incompatible redevelopment of infill sites had changed the existing streetscapes characterized by rows of house-form buildings of traditional form and materials and tree-lined streets. The House-form Commercial/Residential Building land use was created for this neighbourhood as a Discretionary Use in the TAR-Transitional Area Residential Zone as a tool to encourage redevelopment of the existing building stock and has worked reasonably well in encouraging retention of existing dwelling while allowing for redevelopment opportunities. With the

exception of four properties, College Avenue between Albert Street and Broad Street is zoned TAR-Transitional Area Residential, in which House-form Commercial/Residential Building is a discretionary use. Businesses have been developed in many of the residences, which have retained their original design.

College Avenue between Broad Street and Winnipeg Street is a residential street composed primarily of detached dwellings constructed between 1919 and 1943. Extension of the use of the House-form Commercial/Residential Building land use would enable the same redevelopment opportunities as afforded to the properties on College Avenue west of Broad Street.

This option would require amending the definition of the House-form Commercial/ Residential land use to add a Medical Clinic as a permitted use. As this change would apply to all property zoned TAR-Transitional Area Residential, consultation would be required with the Centre Square neighbourhood. Implementation of this option would also require rezoning the property along College Avenue to TAR. These changes significantly affect how the House-form Commercial/Residential land use is currently applied. It would be premature to make any changes without further study.

Also, as noted in Option 1, commercial development at this location is contrary to the OCP policies contained in *Part B.8 Core Area Neighbourhood Plan* and *Part B.12 General Hospital Area Neighbourhood Plan*.

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 standards and applicable legal requirements.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

The Planning and Development Act, 2007 enables City Council to adopt an Official Community Plan. The Act also requires that no development be carried out that is contrary to the Official Community Plan. *Design Regina: The Official Community Plan Bylaw No. 2013-48* is comprised of two parts. Part A is the overall policy plan for the City. Part B consists of all of the Neighbourhood Plans that have been adopted by Council. The Heritage Neighbourhood takes policy direction from two neighbourhood plans: *Part B.8 Core Area Neighbourhood Plan* (Core Plan) *and Part B.12 General Hospital Area Neighbourhood Plan* (General Hospital Plan).

The proposal is generally 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

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:

7.1.3 A framework, where appropriate, of smaller neighbourhood districts and a centrally located neighbourhood hub.

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

However, there are also two secondary plans that contain specific direction regarding the location of commercial development within the neighbourhood.
Core Neighbourhood Plan

The goal of the Core Plan, approved in the early 1990s, is "to improve the Core Neighbourhood by enhancing its viability as a residential neighbourhood". The plan contains the following direction with regard to zoning:

> Implementation
> The Core Neighbourhood is diverse in terms of its land use and zoning. The conflicts among some uses including commercial and industrial uses adjacent to residential areas, have contributed to the weakening of the residential nature of the area.
>
> To enhance the area there is a need for zoning to:
> a) Direct residential redevelopment to those areas most suitable in terms of location, existing land use and life expectancy of existing housing stock;
> b) Encourage rehabilitation and continuance of existing family orientated housing stock while providing for redevelopment with similar types of housing;
> c) Introduce more appropriate commercial zoning on sites adjacent to residential areas.

The Core Plan further states "that the Zoning Bylaw shall regulate development in the Core Neighbourhood in a manner that is compatible with the general character of the land use areas shown on Map 2". The Future Land Use Map (Map 2) from the Core Plan is attached as Appendix A-4. This property proposed for a medical clinic is located in a residential area.

General Hospital Plan

The goal of the General Hospital Plan, adopted in 2006, "is to strike a balance between enhancing the viability of the residential community while enabling the hospital to meet the needs of the Regina Qu'Appelle Health Region in accordance with its mandate to provide tertiary health services to residents of Regina and southern Saskatchewan". One of the objectives developed to address the specific needs of the General Hospital area is "to direct the location of future medical related development to locations consistent with the preservation of the residential character of the area".

To achieve this objective, a Medical District was created around the Hospital as shown on Map 11.4 in Appendix A-5 to this report.

> 3) Medical District
> This plan proposes the creation of a Medical District to provide guidance for the location of hospital expansion and other medical related uses (eg. medical offices, clinics and short term accommodations for hospital visitors) that may be proposed in the future. These uses will be directed to locations that are primarily non-residential at the periphery of the area, and will therefore not jeopardize the viability of the existing residential community.
>
> The Plan further specifies:
> a) That future medical related uses be directed to the Medical District shown on Map 11.4.
> b) That there be no encroachment of medical related land uses into the residential neighbourhood as shown on Map 11.4.

Both of these plans contain specific policies with regard to the use of the subject property, that use being residential. The General Hospital Plan goes further to specify that all medical related land uses be located in the identified Medical District as shown on the map in Appendix A-5 of this report. Any amendment to these documents would require consideration of the impact of permitting commercial developments in currently residential areas of the neighbourhood, which should be accomplished through a thorough review and the preparation of a new plan for the Heritage Neighbourhood.

<u>Other Implications</u>

It should be noted that the Administration is currently conducting a comprehensive review of the Zoning Bylaw, which has not been reviewed in a significant way since it was adopted by City Council in 1992. Recommendations for zoning changes as a result of this review may have impacts for the existing neighbourhood plans, requiring amendments to existing policy statements in neighbourhood plans. It would be premature to proceed with changes to land use zones or policy until the work on the comprehensive Zoning Bylaw review is complete.

Accessibility Implications

The Zoning Bylaw requires that 2 per cent of required parking stalls be accessible stalls. The proposed development provides one parking stall for persons with disabilities, which exceeds the minimum requirements by one stall.

The proposed addition at the rear of the property contains ramps to ensure that the main floor of the building is accessible.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on:	March 7, 2017
Will be published in the Leader Post on:	Not required due to denial recommendation
Letter sent to immediate property owners	March 2, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	5

There were five public comments 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 Heritage Community Association. The Association provided the following comments:

> "We recognize that the application is not supported by the Official Community Plan's zoning guideline; however, we feel that this is a unique case for the following reasons:
> - The property is already isolated from the residential area, situated on a corner lot with only a large parking lot as its immediate neighbour to the east, and a non-profit organization across Osler. The only residential neighbour is across the alley to the north and we have seen communication from then that they are supportive of the project.
> - The property is not appealing as a residential property due to its isolation and the amount of time it has spent on the market.
>
> Generally, we support the Official Community Plan's intent to preserve the residential nature of the neighbourhood. However, we feel that this application presents more opportunity for our neighbourhood than it does threat to its residential nature.
>
> The Core Neighbourhood Sustainability Action Plan supports this application in the following ways:
> - It supports and strengthens local business in our neighbourhood. (Strategy 2)
> - It involves the renovation and reuse of an existing building to preserve the heritage and character of the neighbourhood. (Strategy 3)"

The Regina Qu'Appelle Heath Region expressed concerns regarding lack of parking and pedestrian safety.

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

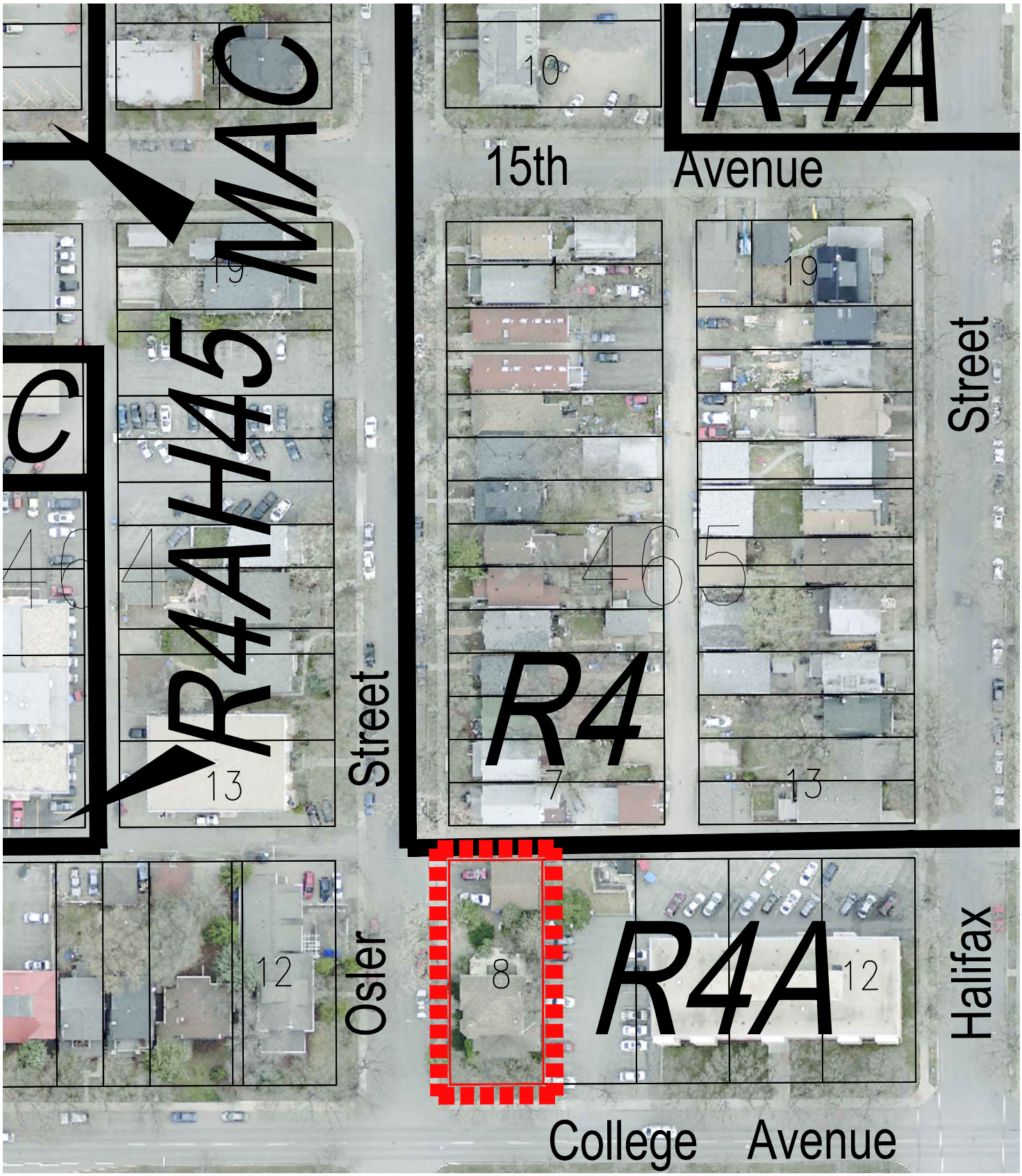
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke

Elaine Gohlke, Secretary



Subject Property

Project 17-CZ-01 Civic Address/Subdivision 1636 College Avenue

Appendix A-2

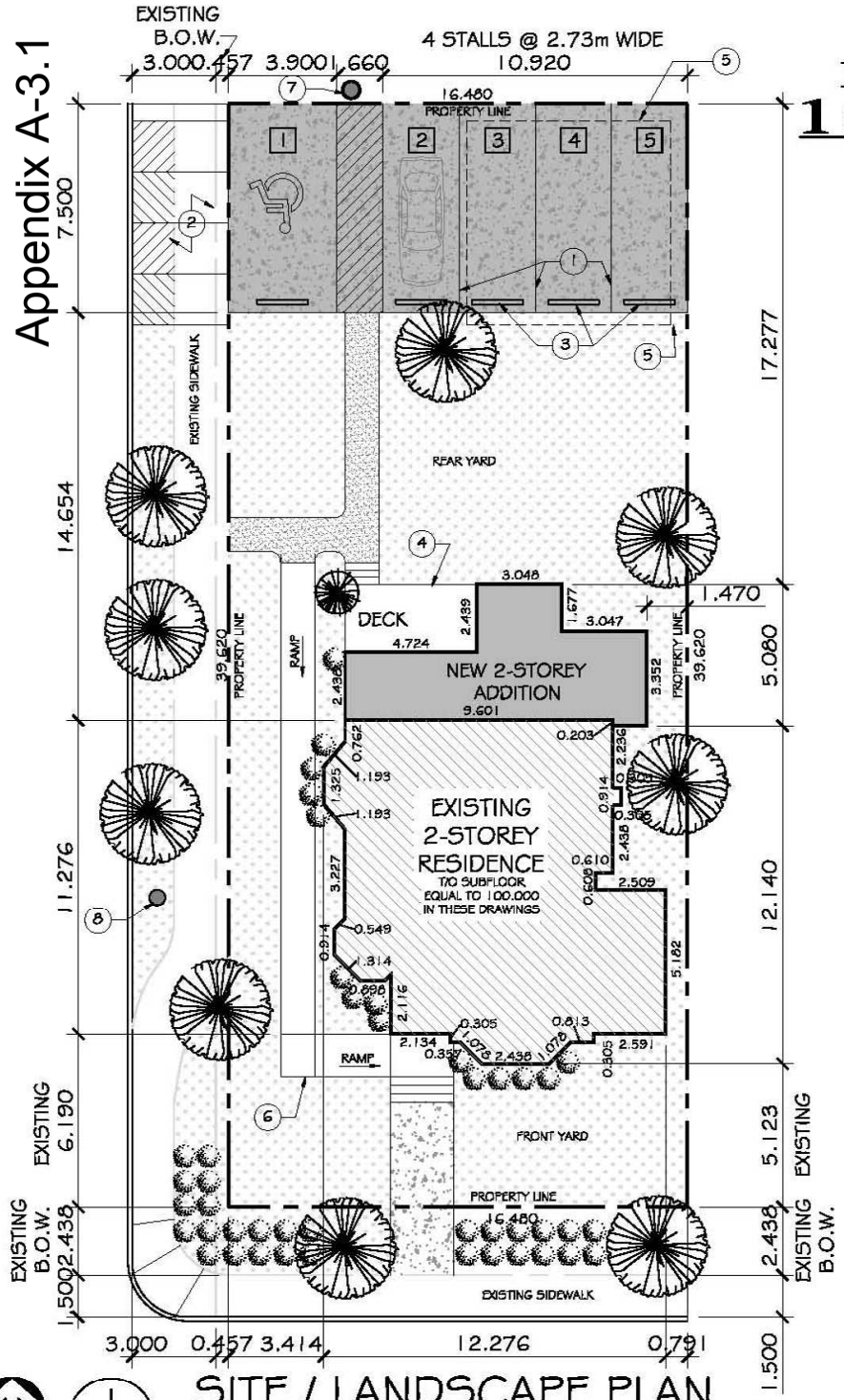
Subject Property

Date of Photography: 2016

Project 17-CZ-01

Civic Address/Subdivision 1636 College Avenue

Appendix A-3.1



SITE / LANDSCAPE PLAN

SCALE 1:200

NORTH

A1.1 | A1.1

RENOVATION & ADDITION TO 1636 COLLEGE AVENUE

- MEDICAL CLINIC -

LANDSCAPE LEGEND

- EXISTING GRASS/SOD
- EXISTING CONIFEROUS TREES
- NEW SHRUBS @ 1m O/C.
- PROPERTY LINE
- EXISTING CONC. WALKWAY
- EXISTING ASPHALT PAVEMENT
- NEW CONCRETE WALKWAY

LEGAL DESCRIPTION

LOT: 8
BLOCK: 465
PLAN: OLD33

CIVIC ADDRESS

1636 COLLEGE AVENUE,
REGINA, SASK.

SITE AREA

651 m² (7,014 ft²)

SITE CONSTRUCTION NOTES:

1. NEW PARKING LINES - PAINTED TYPICAL
2. EXISTING DRIVEWAY ACCESS
3. NEW CONCRETE PARKING PIN CURB
4. NEW WOOD DECK & STAIRS
5. OUTLINE OF EXISTING DETACHED GARAGE TO BE DEMOLISHED.
6. NEW EXTERIOR RAMP (MIN. SLOPE 1:12)
7. EXISTING POWER POST
8. EXISTING LIGHT POST

ZONING BYLAW ANALYSIS:

THE FOLLOWING ANALYSIS IS BASED UPON THE CITY OF REGINA ZONING BYLAW NO. 9250.

1. BUILDING AREA :

MAIN FLOOR	:	157 m2 (1,690 ft2)
EXISTING	:	121 m2 (1,302 ft2)
NEW ADDITION	:	36 m2 (388 ft2)
SECOND FLOOR	:	114 m2 (1,227 ft2)
EXISTING	:	87 m2 (936 ft2)
NEW ADDITION	:	27 m2 (291 ft2)
ATTIC FLOOR	:	48 m2 (517 ft2)
EXISTING	:	40 m2 (430 ft2)
NEW ADDITION	:	8 m2 (86 ft2)
TOTAL GROSS FLOOR AREA	:	319 m2 (3,434 ft2)

2. LOT AREA : 651 m2 (7,014 ft2)
3. LAND USE ZONE : RESIDENTIAL INFILL HOUSING (R4A)
4. LAND USE TYPES : EXISTING: RESIDENTIAL INFILL HOUSING (R4A)
   PROPOSED: CONTRACT (C)
5. SETBACKS REQ'TS. :
   FRONT YARD: EXISTING: 5.12m
   REAR YARD: PROVIDED: 17.27m
   EAST SIDE: EXISTING: 0.79m
   WEST SIDE: EXISTING: 3.41m
6. BUILDING HEIGHT : EXISTING 8.25m
7. FLOOR AREA RATIO : PROVIDED = 271 m2
8. SITE COVERAGE : PROVIDED = 163m2 (25%)
9. SITE LANDSCAPING : PROVIDED = 295m2 (45%)
10. PARKING REQUIREMENTS : PROVIDED = 5 STALLS

(NOTE: NOT REQUIRED IF LESS THAN 325m2 OR 325m2 OR GREATER, 1 SPACE PER 60m2 OF GROSS FLOOR AREA)

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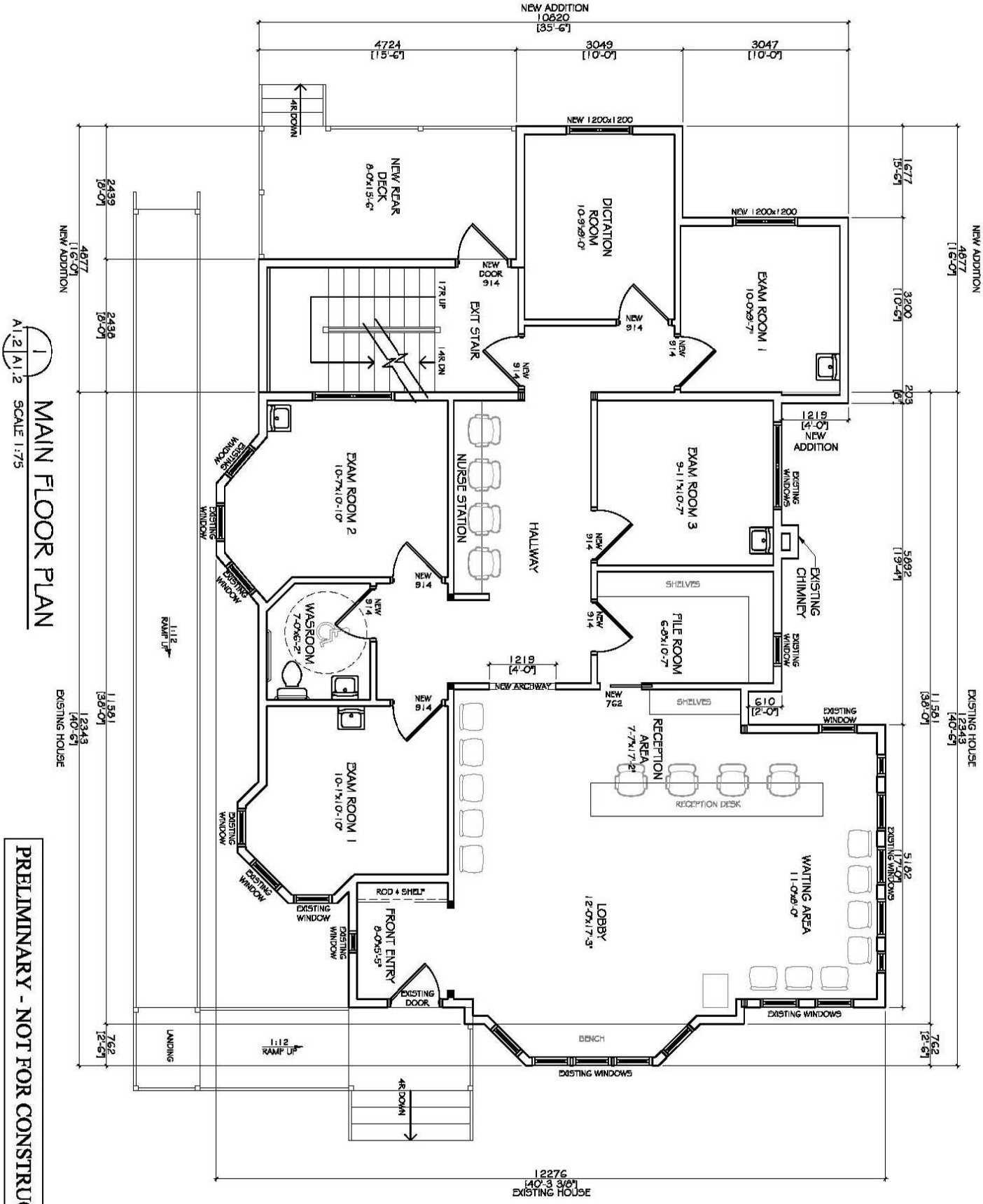

A1.2 | A1.2 MAIN FLOOR PLAN
SCALE 1:75

PRELIMINARY - NOT FOR CONSTRUCTION

R1 - JAN 15/14
- ISSUED FOR
CONSTRUCTION
APPROVAL

PROJECT
RENOVATIONS & ADDITION
- MEDICAL CLINIC
LOT: 8, BLOCK: 1
PLAN: 0121 AB

1636 College Avenue
Regina, Saskatchewan

DRAWING
MAIN FLOOR PLAN

DESIGN
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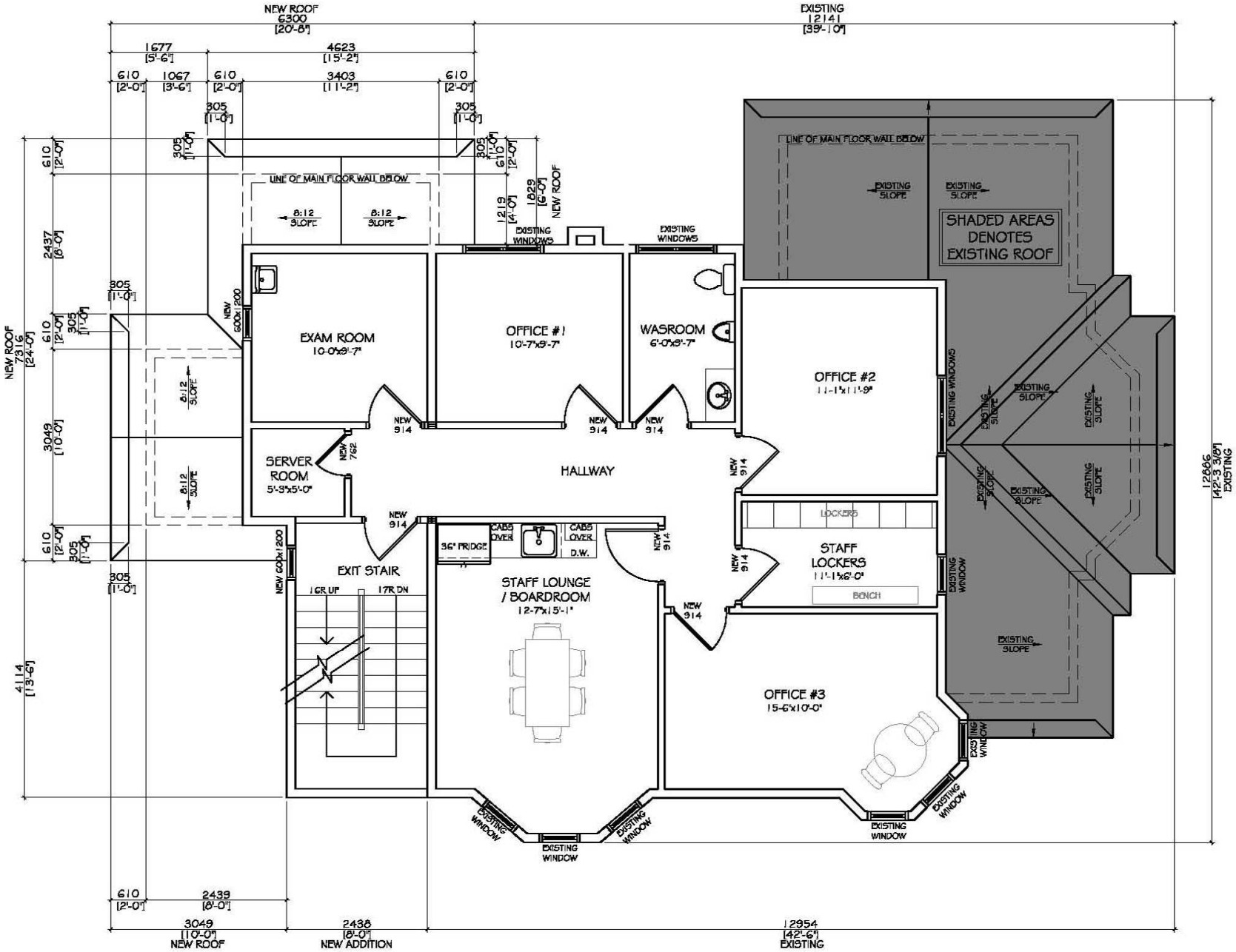
DATE
PROJECT
SHEET NO
A1.2

Appendix A-3.3



1 A1.3 | A1.3 SECOND FLOOR PLAN & LOWER ROOF PLAN

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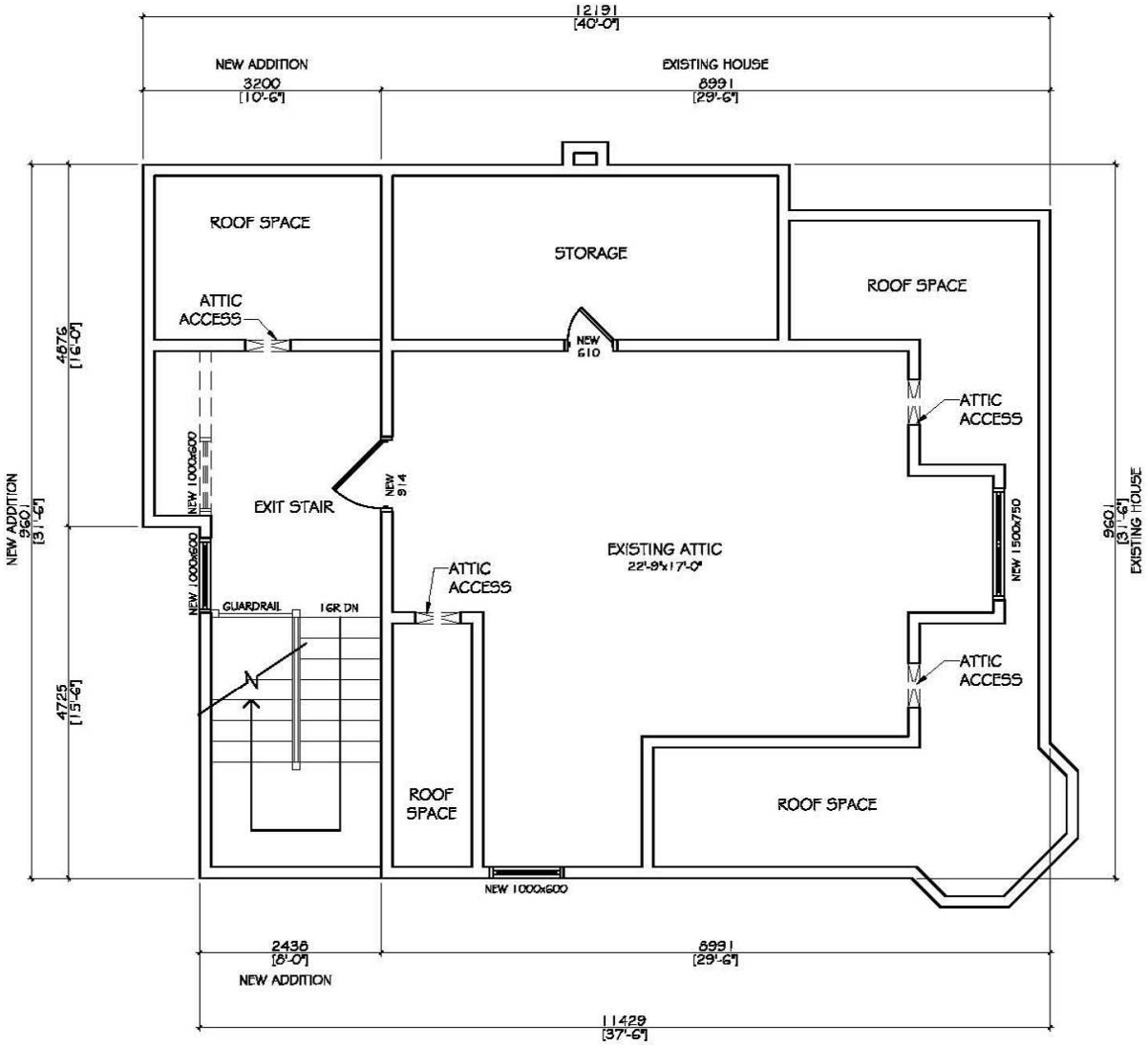
Appendix A-3.4



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ATTIC FLOOR PLAN

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Appendix A-3.5

FRONT ELEVATION
SCALE 1:75

EXISTING HOUSE DRAWN FOR ILLUSTRATION PURPOSES ONLY

PLEASE CONFIRM ALL SITE CONDITIONS

PRELIMINARY - NOT FOR CONSTRUCTION

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PLAN: O

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Regina, Sas

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ELEVATIO

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DRAWN
DATE
PROJECT

SHEET NO
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Appendix A-3.6

LEFT ELEVATION
SCALE 1:75

EXISTING HOUSE DRAWN FOR ILLUSTRATION PURPOSES ONLY
PLEASE CONFIRM ALL SITE CONDITIONS

PRELIMINARY - NOT FOR CONSTRUCTION

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LOT: 8,
PLAN: O

1636 Colle
Regina, Sas

DR
LEFT
ELEVATIO

DESIGN
DRAWN
DATE
PROJECT

SHEET NO
A2.2

Appendix A-3.7

REAR ELEVATION
SCALE 1:75

EXISTING HOUSE DRAWN FOR ILLUSTRATION PURPOSES ONLY

PLEASE CONFIRM ALL SITE CONDITIONS

PRELIMINARY - NOT FOR CONSTRUCTION

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Regina, Sas

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DESIGN
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PROJECT

SHEET NO
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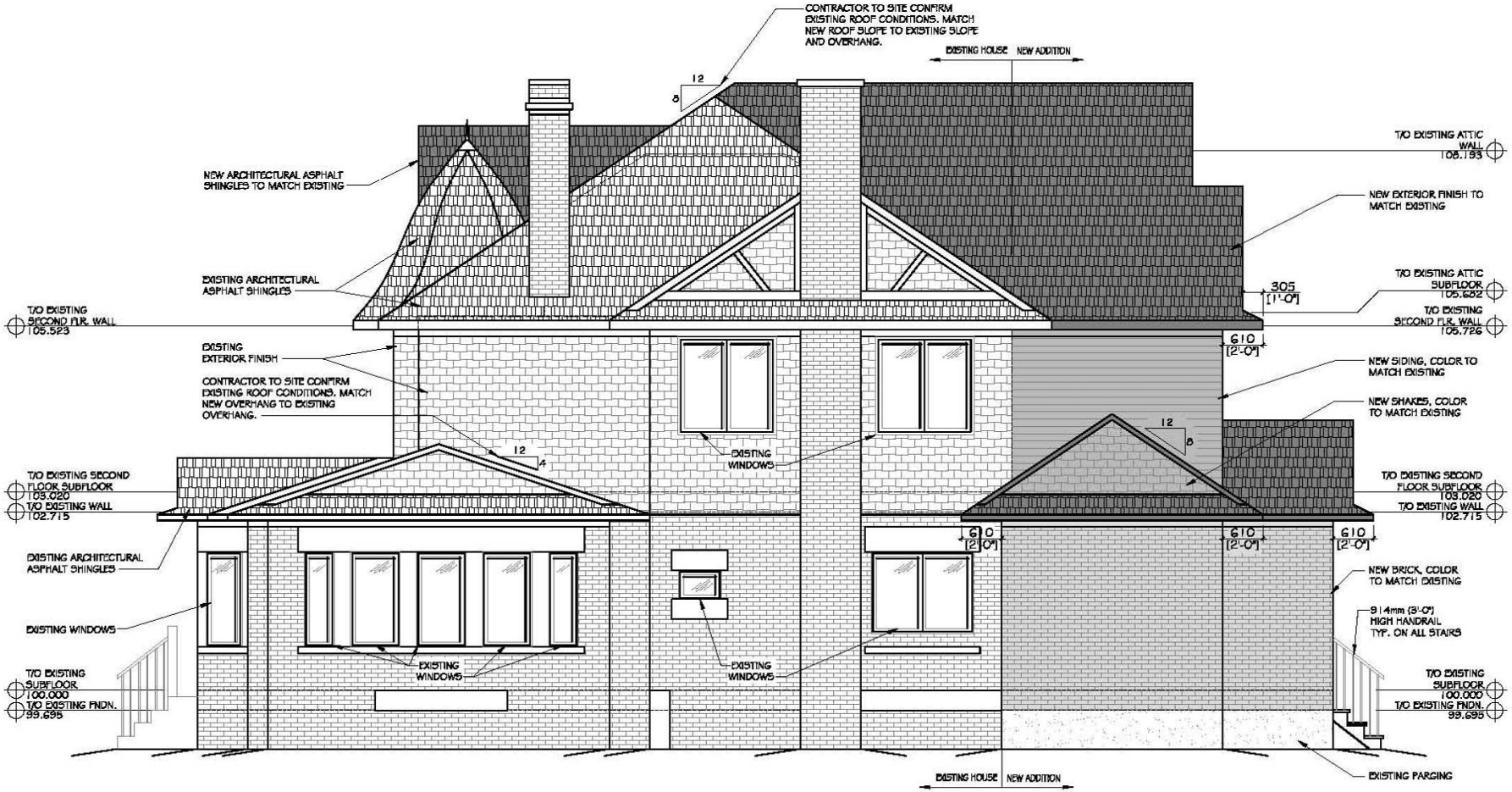
Appendix A-3.8



RIGHT ELEVATION
SCALE 1:75

EXISTING HOUSE DRAWN FOR ILLUSTRATION PURPOSES ONLY

PLEASE CONFIRM ALL SITE CONDITIONS

PRELIMINARY - NOT FOR CONSTRUCTION

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SHEET NO
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Implementation

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

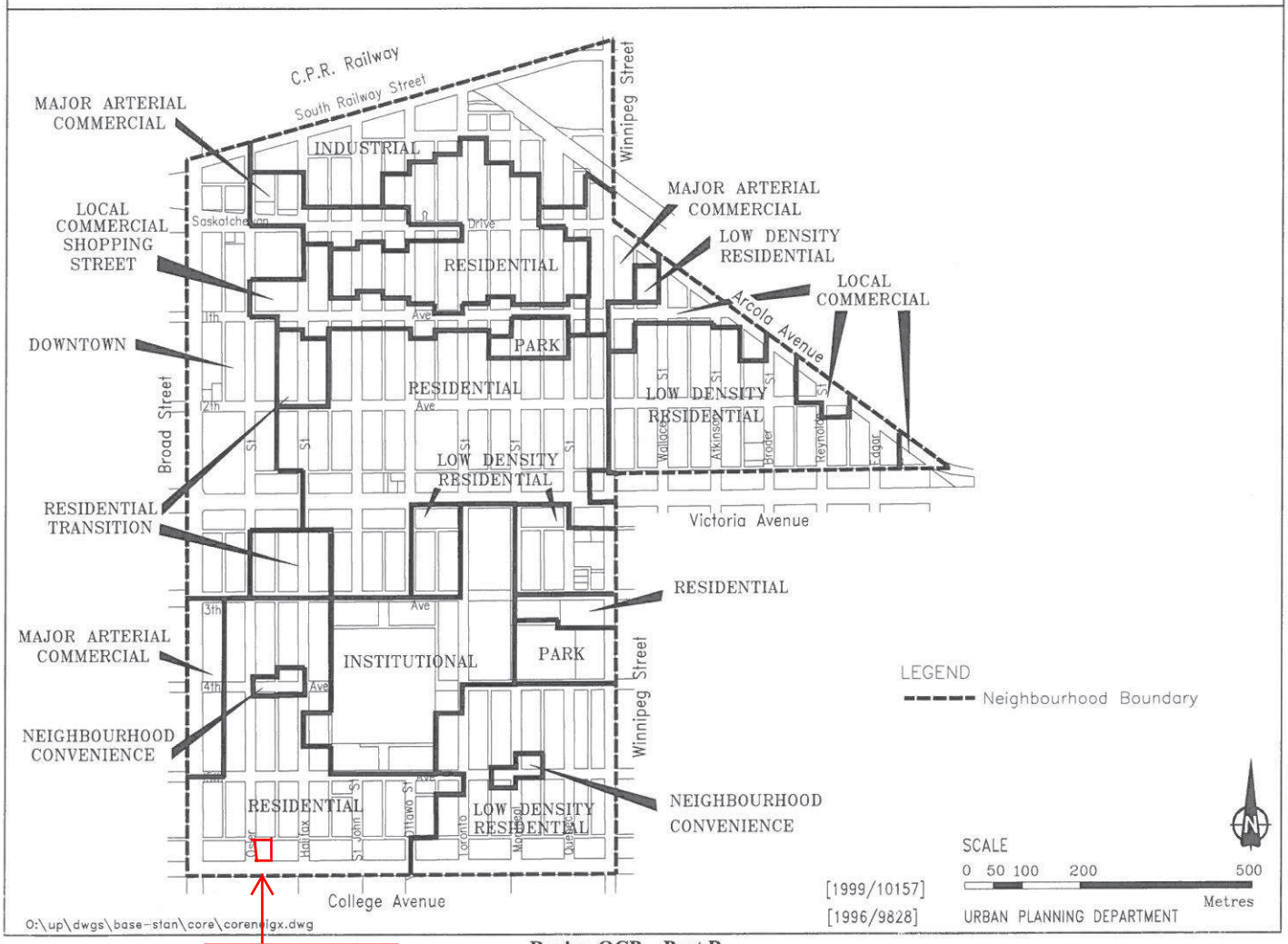
To enhance the area there is a need for zoning to:

a) direct residential redevelopment to those areas most suitable in terms of location, existing land use and life expectancy of existing housing stock;

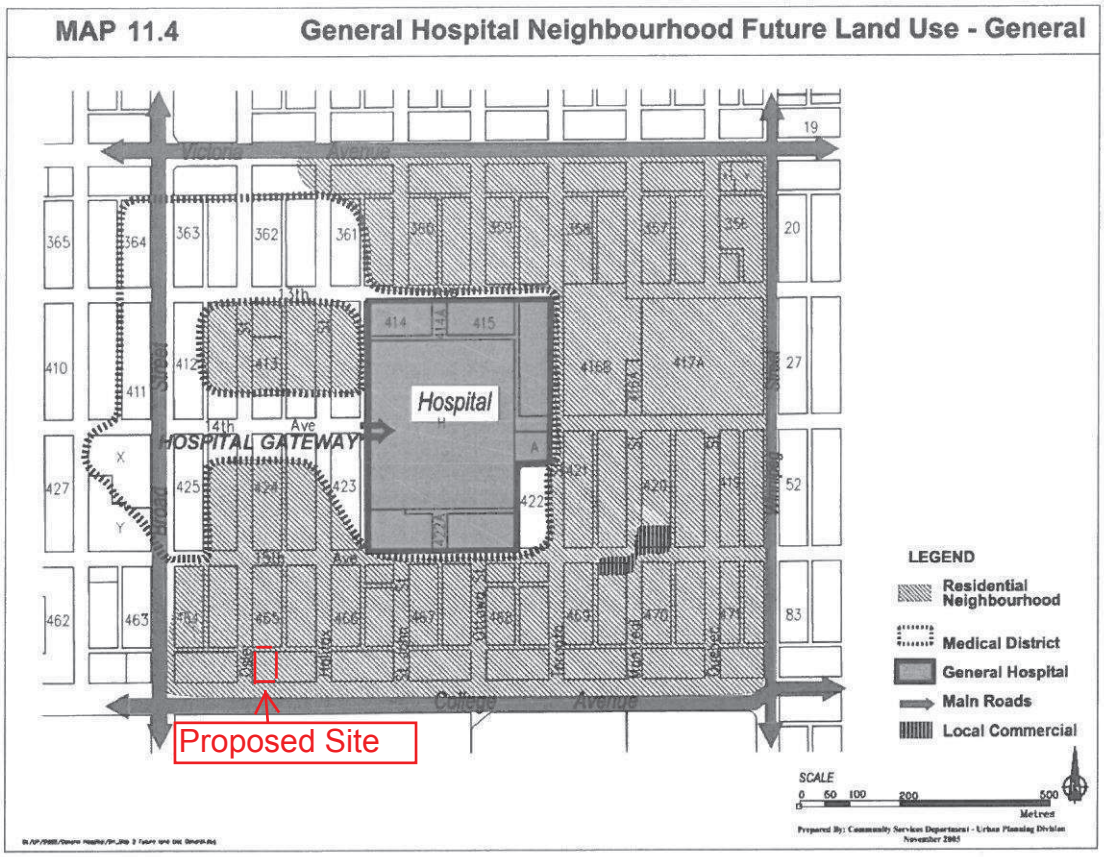
b) encourage the rehabilitation and continuance of existing family oriented housing stock while providing for redevelopment with similar types of housing;

c) introduce more appropriate commercial zoning on sites adjacent to residential areas.

MAP 2 **FUTURE LAND USE - GENERAL**



Proposed Site



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

a) That future medical related uses be directed to the Medical District shown on Map 11.4.

b) That there be no encroachment of medical related land uses into the residential neighbourhood as shown on Map 11.4.

4) Hospital Access

The General Hospital is located in the centre of the neighbourhood, and does not have direct access to arterial streets such as Broad Street, Victoria Avenue, College Avenue and Winnipeg Street. Hospital traffic therefore impacts on the local residential streets within the neighbourhood.

This plan proposes to enhance the portion of 14th Avenue between Broad Street and the General Hospital as the gateway for visitors to the hospital, in order to direct visitor traffic to the main entrance, while limiting traffic on residential streets. In order to implement the gateway concept, co-operation between the City, Core Community Association and the Regina Qu'Appelle Health Region will be required. An example of the type of elements that may be considered is shown on Map 11.5. Supporting the gateway function for 14th Avenue will mean that priority be given for some municipal services (snow removal and landscaping). Existing emergency routes would be maintained and are appropriately marked.

Appendix B

Public Consultation Summary

Response	Number of Responses	Issues Identified
Completely opposed	1	Lack of Parking
Accept if many features were different	1	Lack of parking for employees and patients Provision for disposal of biohazard waste Provision for onsite storage of controlled substances Hours of operation are not known Does the proposed change of occupancy require installation of a sprinkler system? Is clinic exempt from snow clearing of public sidewalk? Does the zoning change prohibit the use of any portion of the building as a residence? Is the decision to maintain the exterior look of the building controlled by any heritage bylaws?
Accept if one or two features were different	2	Lack of public parking. Use should not be general practitioner's office
I support this proposal	1	Great addition to the neighbourhood.

1. **Issue: Lack of Parking**
   Administration's Response: According to the parking requirements in the Zoning Bylaw, the proposed Medical Clinic does not require parking if it is under 325m^2 in floor area. The area of the proposed medical clinic is 319m^2. The applicant is providing five parking stalls located at the rear of the property with access from the alley.

   College Avenue and Osler Street currently signed for 2 hour parking limits.

2. **Issue: Information about the clinic**
   Administration's Response: The following information was provided by the applicant:
   The primary use of the office will be as a plastic surgeon's office where patients will visit for consultation only. No surgical procedures will be performed on the premises. Surgeons generally spend one, or sometimes two, days per week in the office seeing patients. There are on average 25 patient visits on a typical day. Appointments are generally 30 minutes in duration or shorter for follow-up visits.

   The office is designed to accommodate up to four doctors. It is intended to accommodate surgical specialists who see a relatively low number of patients per day compared to general practitioners. We expect, on average, one doctor per day to see patients at the office. Therefore the expected average number of visitors per day is about 25. The office is not expected to be open on weekends.

3. **Issue: Installation of sprinkler system**
   Administration's Response:
   Any change of occupancy/land use requires that the building be upgraded to comply with the National Building Code of Canada requirements.

4. **Issue: Snow clearing of public sidewalk**
   Administration's Response: Bylaw No. 9881, The Regina Clean Property Bylaw, 1997 requires the owner of a commercial building to clear any hazardous condition created by snow or ice within 48 hours of accumulation. (Part 3 6.(2))

5. **Issue: Residential Use**
   Administration's Response: The applicant has applied for a Contract Zone amendment. If approved, an agreement would be entered into between the applicant and the City which would be specific to the proposed development that was applied for. In this case, the applicant has applied for a Medical Clinic with no residential component. Should the Medical Clinic cease to operate the zoning would revert to R4A-Residential Infill Housing Zone which permits residential use of the property.

6. **Issue: Heritage Concerns**
   Administration's Response: The property is not a designated Municipal Heritage Property and is not listed on the Heritage Holding Bylaw. Therefore there is no requirement for the applicant to maintain the exterior character of the building. However, the applicant has chosen to do so as shown on the elevation drawings provided with the application.

CP17-13

June 26, 2017

To: His Worship the Mayor
and Members of City Council

Re: Discretionary Use Application (17-DU-03) Fast Food Outlet (Coffee Shop) - 3008 13th Avenue

---

I am happy to be present at the Council meeting tonight to answer questions and represent our client Eric Galbraith of 33 1/3 Coffee Roasters.

I am the project architect from local architecture firm P3A. I have been working directly with Eric and our team of consultant engineers to facilitate the discretionary use and building permit applications.

Kind thanks,
Brad Pickard

CR17-75

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Discretionary Use Application (17-DU-03) Fast Food Outlet (Coffee Shop) - 3008 13th Avenue

---

RECOMMENDATION

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – JUNE 7, 2017
That the discretionary use application for a proposed Fast Food Outlet located at 3008 13th Avenue, being Lot 55, Block 376, Plan No. 99RA05074, be Approved, and that a Development Permit be issued subject to the following conditions:

a) The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 and Appendix A-3.2 inclusive, prepared by P3Architecture Partnership and dated February 10, 2017; and

b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250.*

REGINA PLANNING COMMISSION – JUNE 7, 2017

The Commission adopted a resolution to concur in the recommendation contained in the report after amending the Communications section of the report to show that the Cathedral Area Community Association (CACA) responded and had no comment or concern with the proposal.

Recommendation #2 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Jerry Flegel and Barbara Young; Commissioners: David Bale, Pam Dmytriw, Phil Evans, Simon Kostic, Andre Kroeger and Laureen Snook were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on June 7, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the discretionary use application for a proposed Fast Food Outlet located at 3008 13th Avenue, being Lot 55, Block 376, Plan No. 99RA05074, be Approved, and that a Development Permit be issued subject to the following conditions:

    a) The development shall be generally consistent with the plans attached to this report as

Appendix A-3.1 and Appendix A-3.2 inclusive, prepared by P3Architecture Partnership and dated February 10, 2017; and

b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250.*

2. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

CONCLUSION

The applicant proposes to develop and operate a Fast Food Outlet (Coffee Shop) as one of two commercial businesses in a multi-tenant commercial building within the 13th Avenue Shopping District. The existing commercial space is currently vacant and was previously used as extra space for Gales Florist which continues to operate in the building. There is also an existing second floor apartment suite above the proposed coffee shop. The subject property is currently zoned LC3-Local Commercial Zone in which a Fast Food Outlet is a discretionary use.

The proposal will provide an additional amenity within proximity to residents in the area and is accessible by all modes of travel. As such, the proposal will positively contribute to the local economy and activity of the immediate area and the array of services along the 13th Avenue corridor. There were no technical concerns identified in the review process.

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*.
Pursuant to Subsection 56(3) of *The Planning and Development Act, 2007,* City Council may establish conditions for discretionary uses based on the nature of the proposed development (e.g. site, size, shape and arrangement of buildings) and aspects of site design (e.g. landscaping, site access, parking and loading), but not including the colour, texture or type of materials and architectural details.

DISCUSSION

The applicant proposes to develop the existing commercial space as a Fast Food Outlet, specifically a take-away coffee shop without seating. The proposed development will be located on the ground floor of the building adjacent to existing retail space (Gales Florist). A second storey dwelling unit is existing and located above the proposed development.

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

Land Use Details	**Existing**	**Proposed**
Zoning	LC3–Local Commercial Zone	LC3–Local Commercial Zone
Land Use	Vacant Commercial Unit	Fast Food Outlet
Number of Dwelling Units	1	1
Building Area	529.4 m^2	529.4 m^2 75.25 m^2 for proposed use

Zoning Analysis	**Required**	**Proposed**
Number of Parking Stalls Required	Additional parking requirement is exempt because the subject location is less than 325 m^2 in size.	4 stalls
Minimum Lot Area (m^2)	100 m^2	587.85 m^2 existing
Minimum Lot Frontage (m)	5 m	38.11 m
Maximum Building Height (m)	13 m	6.1 m existing
Maximum Floor Area Ratio	2.0	N/A (existing building)
Maximum Coverage (%)	100%	N/A (existing building)

The proposed development is exempt from any additional parking requirement as it is less than 325 square metres in size. Pursuant to Table 14.6: Off-street parking Requirements for Commercial Uses, Fast Food Outlets in LC-3 Zone less than 325 square metres of gross floor area there is no off-street parking requirement.

Access to the subject property is provided from 13th Avenue via a lane and existing parking is at the west side of the building. The proposed Fast Food Outlet (Coffee Shop) has a separate exterior entrance from Gales Florist Shop. There is also an existing second floor apartment suite above the proposed coffee shop that has existing parking provided.

Surrounding land uses include commercial to the east and west, the Westminster United Church to the south and detached dwellings to the north.

The lands are within the 13th Avenue Shopping District, which includes the businesses located from Angus Street to Elphinstone Street on 13th Avenue in the Cathedral Neighbourhood. Most buildings and businesses have developed with little or no setback from the street, which has encouraged a pedestrian orientation to the street. This shopping district provides commercial services to neighbourhood residents but it is also patronized by population outside the Cathedral area.

The proposed development is consistent with the purpose and intent of the LC3-Local Commercial Zone with respect to:

- Providing commercial uses to serve the immediate neighborhood;
- Accommodating local commercial services near arterial and collector streets; and
- Integrating shopping in facilities in residential neighbourhoods.

RECOMMENDATION IMPLICATIONS

Financial Implications

The subject area currently receives a full range of municipal services, including water, sewer and storm drainage. The applicant will be responsible for the cost of any additional changes to the 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 4 – Employment Areas: Provide appropriate locations and development opportunities for a full range of industrial, commercial and institutional activities.
>
> 7.16 Encourage local commercial within residential areas.

The proposal is consistent with the policy objectives contained within Part B.6 of the OCP, the Cathedral Area Neighbourhood Plan, with respect to:

4.1.9 13th Avenue Shopping District

1) To ensure that commercial development occurs in a manner which is compatible with adjacent residential areas.

2) To encourage the consolidation of the existing commercial area and to prevent further commercial encroachment along 13th Avenue and into abutting residential areas.

The proposed development provides commercial choice to the surrounding residents within an existing underutilized space, which enhances the public realm along the 13th Avenue Shopping District.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report as the proposed development is exempt from any additional parking requirement.

COMMUNICATIONS

Communication with the public has been summarized below:

Public notification signage posted on	March 23, 2017
Letter sent to immediate property owners	March 23, 2017
Number of public comments sheets received	5

Administration received five public comments regarding the proposal. A more detailed accounting of the respondents' comments and concerns and the Administration's response to them is provided in Appendix B.

A copy of the application was circulated to the Cathedral Area Community Association (CACA) and it responded that it had no comment or concern with the proposal.

DELEGATED AUTHORITY

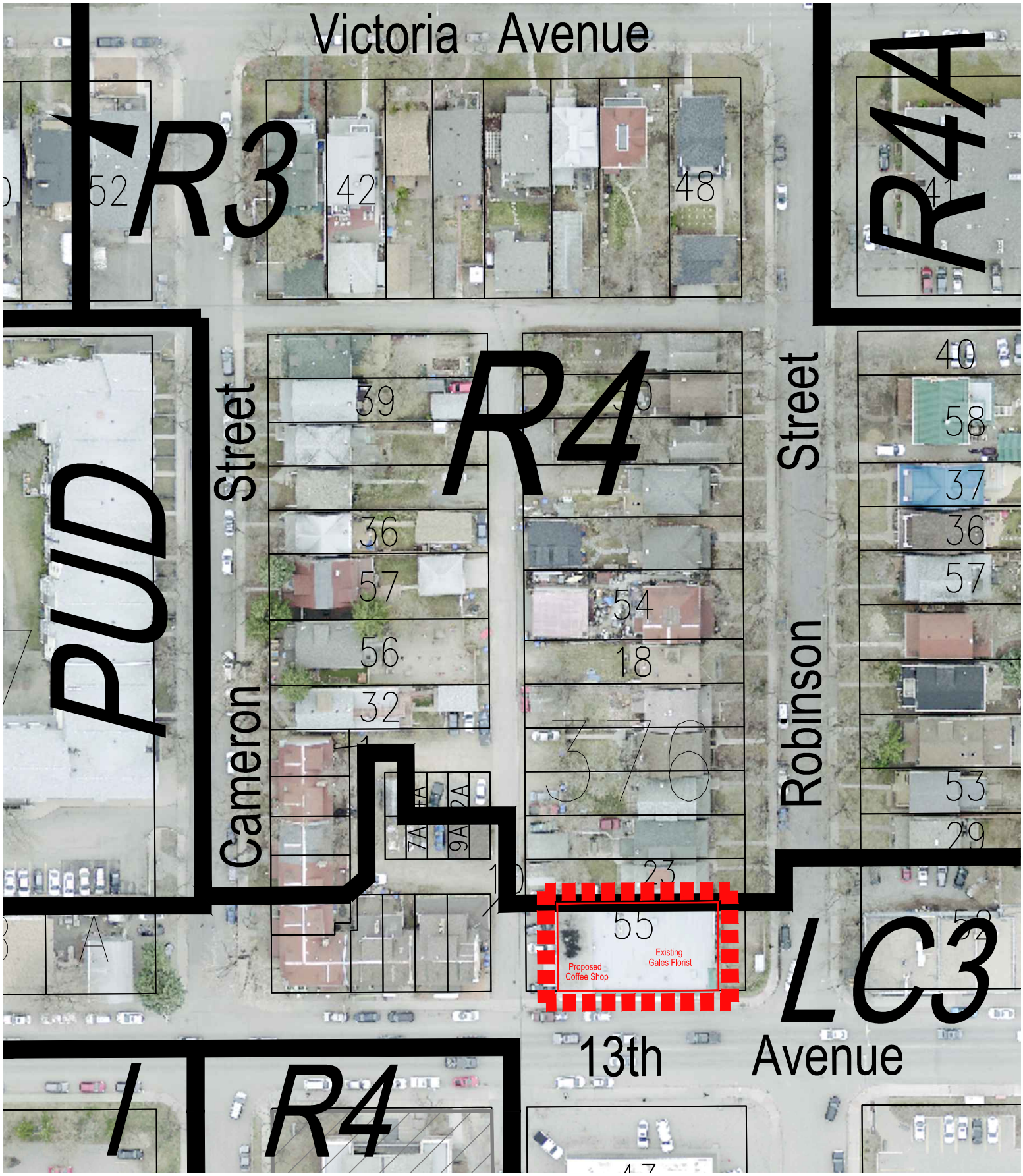
City Council's approval is required, pursuant to *Part V of The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION

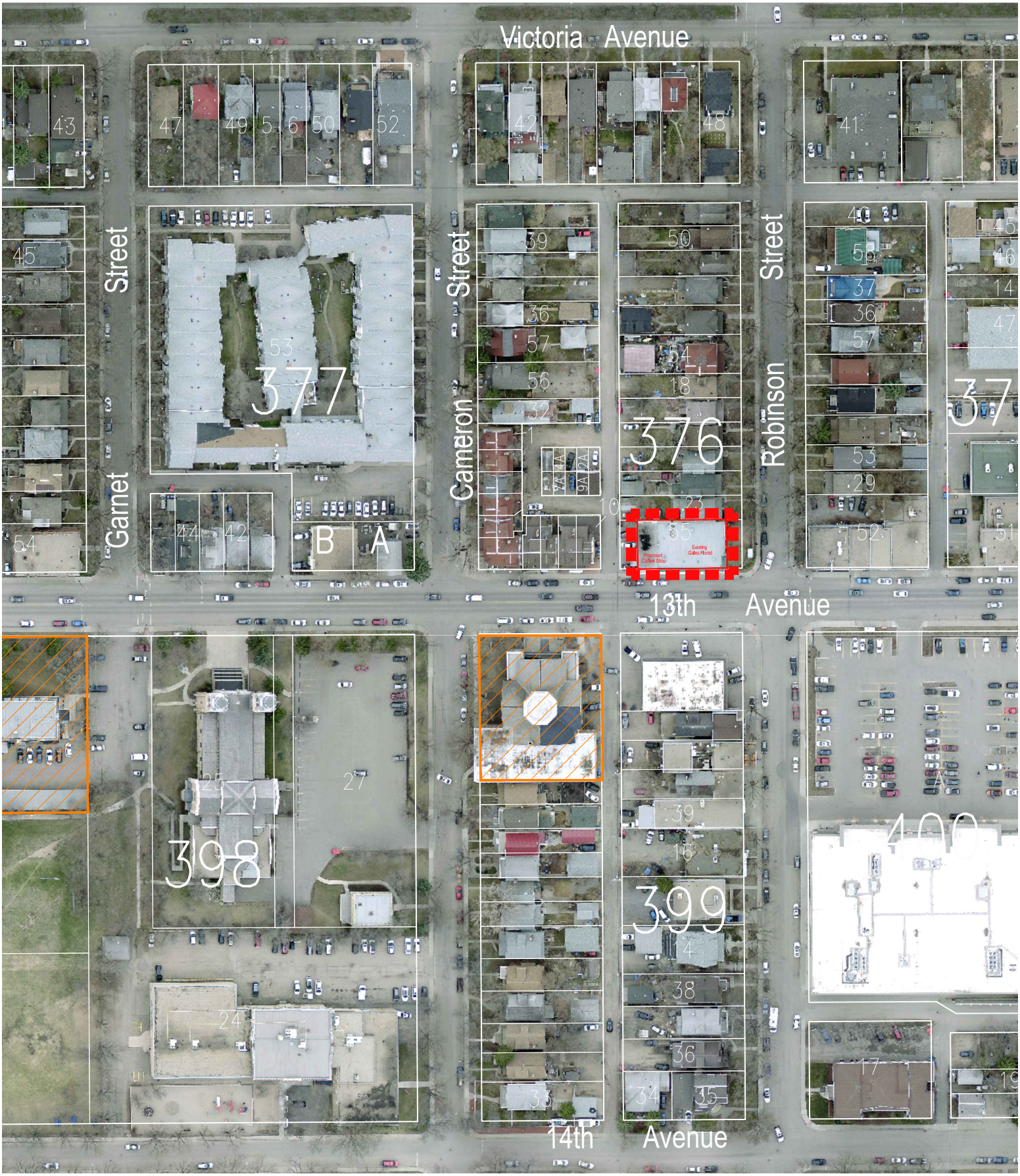
Elaine Gohlke

Elaine Gohlke, Secretary



Subject Property

Project 17-DU-03 Civic Address/Subdivision 3008 - 13th Avenue



Subject Property

Date of Photography: 2014

Project 17-DU-03 Civic Address/Subdivision 3008 - 13th Avenue

Appendix A-3.1

33 1/3 COFFEE ROASTERS

3008 13th AVENUE | REGINA | SASKATCHEWAN

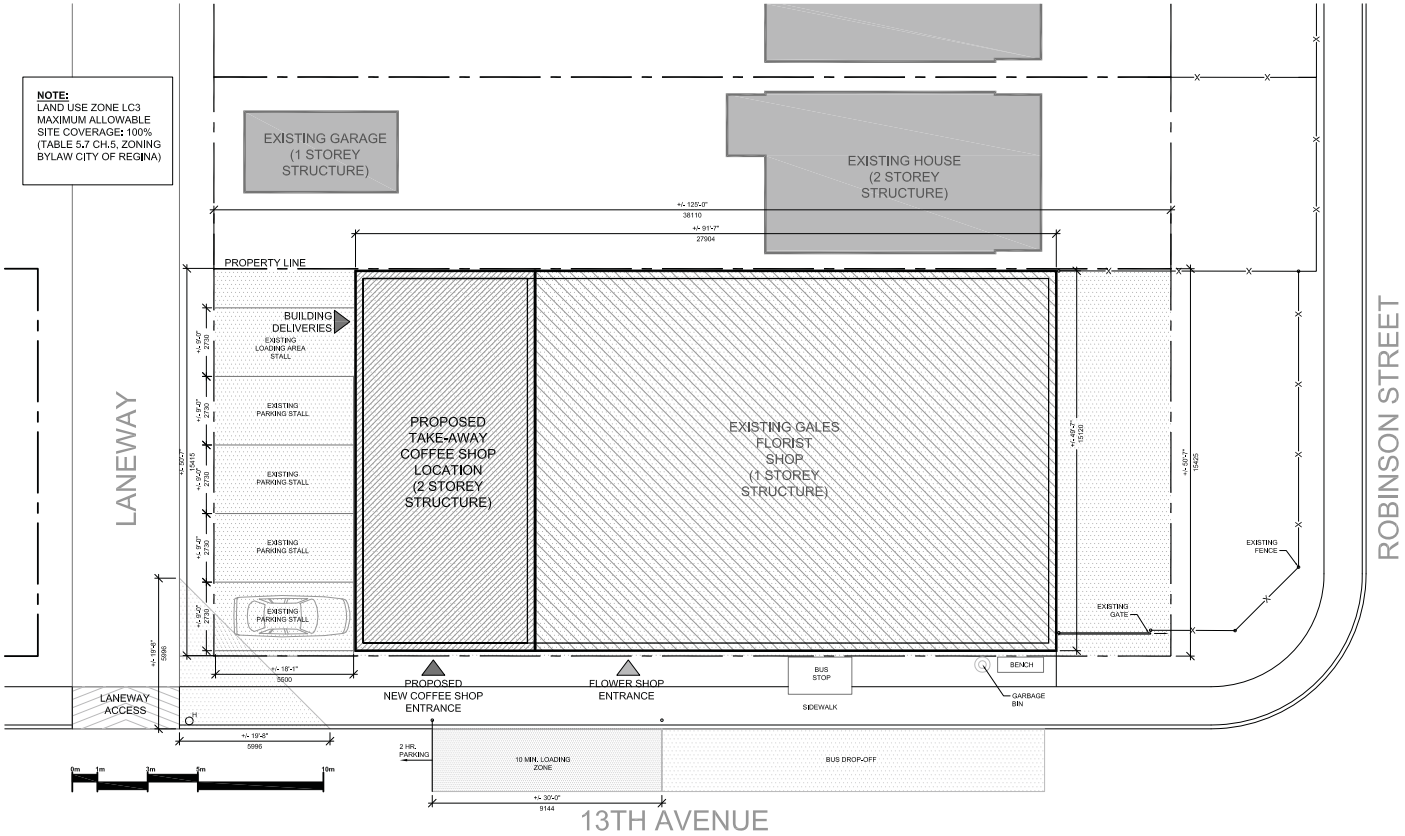
LOT 55 / BLK 376

P3A
2292 Dewdney Avenue Regina, Saskatchewan
Canada S4R 1H3 306-757-1669
P3ARCH.COM

ISSUED FOR CITY OF REGINA DISCRETIONARY USE APPLICATION

NOT A LEGAL SURVEY

NOTE:
LAND USE ZONE LC3
MAXIMUM ALLOWABLE SITE COVERAGE: 100%
(TABLE 5.7 CH.5, ZONING BYLAW CITY OF REGINA)



NORTH

1 A1.0 SITE PLAN 1:100

ZONING MAP

PROPERTY INFORMATION

ADDRESS
3008 13TH AVENUE
REGINA, SASKATCHEWAN

LAND DESCRIPTION
LOT 55
BLK/PAR 376
PLAN 99RA00074 Ext 0

LAND USE INFORMATION

LAND USE ZONE
LC3

MIN LOT AREA:	100m2
MIN FRONTAGE:	5m
MIN FRONT YARD SETBACK:	NIL
MIN REAR YARD SETBACK:	NIL
MIN SINGLE SIDE YARD SETBACK:	NIL
MIN TOTAL SIDE YARD SETBACK:	NIL
MAX SITE COVERAGE:	100%
MAX BUILDING HEIGHT:	13m
MAX FLOOR AREA RATIO:	2.0

BUILDING INFORMATION

PROPOSED BUSINESS USE/OCCUPANCY ON GROUND FLOOR ONLY.

STOREFRONT AND PUBLIC ACCESS ON 13TH AVENUE

LEGEND:

2 STOREY STRUCTURE

1 STOREY STRUCTURE

TOTAL LOT AREA:
587.85 m2 (6,328 ft2)

TOTAL BUILDING AREA:
529.40 m2 (5,698 ft2)
GROUND FLOOR: 421.91 m2 (4,541 ft2)
2ND FLOOR: 107.49 m2 (1,157 ft2)

FLOOR AREA RATIO:
0.9

NET AREA FOR PROPOSED TAKE-AWAY COFFEE SHOP:
75.25 m2 (810 ft2)

PARKING SUMMARY

ON SITE PARKING
EXISTING PARKING STALLS: **4 STALLS**
(2.73m WIDTH x 5.50m LENGTH)

NO REQUIREMENT FOR OFF-STREET FOR LC3 ZONE BUILDING USE LESS THAN 325m2 OF GROSS FLOOR AREA*

*TABLE 14.6 - CoR PARKING & LOADING REGULATIONS

LANDSCAPE SUMMARY

NO REQUIREMENT FOR MINIMUM TOTAL SITE LANDSCAPING FOR LC3 LOCAL COMMERCIAL ZONE**

**TABLE 15.4 - CoR MINIMUM TOTAL SITE LANDSCAPING

PRELIMINARY
-NOT FOR CONSTRUCTION-

NO.	DATE	ITEM	BY
1	17/02/10	ISSUED FOR PLANNING	BP

REVISIONS

PROJECT

33 1/3 COFFEE ROASTERS

3008 13th AVENUE, REGINA, SK

2 A1.0 CONTEXT PHOTO 1:100

SHEET TITLE

INFORMATION SHEET
SITE PLAN
CONTEXT PHOTO

DESIGN BY	
DRAWN BY	
CHECKED	BP
APPROVED	
OWNER	ERIC GALBRAITH
SCALE	AS NOTED
DATE	02-09-2017
FILE NO.	16-06
DRAWING NO.	PL-A1.0
Number of Sheets	

Appendix A-3.2

33 1/3 COFFEE ROASTERS

3008 13th AVENUE | REGINA | SASKATCHEWAN

LOT 55 / BLK 376

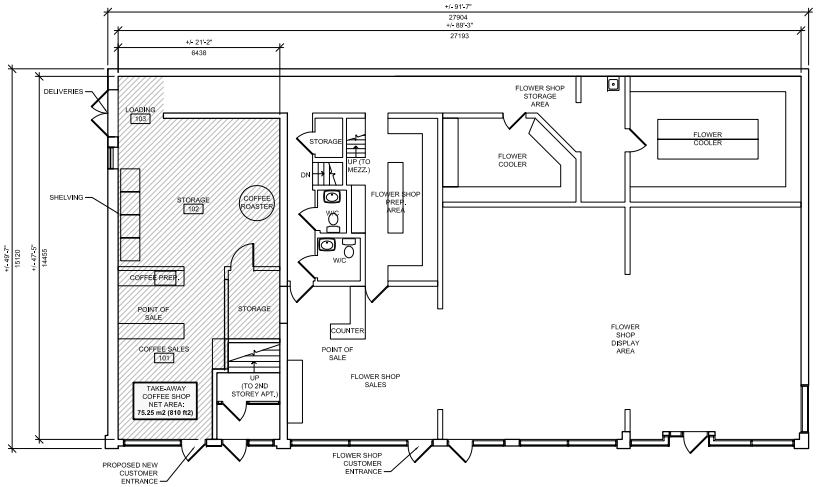
P3A

2292 Dewdney Avenue Regina, Saskatchewan
Canada S4R 1H3 306•757•1669

P3ARCH.COM

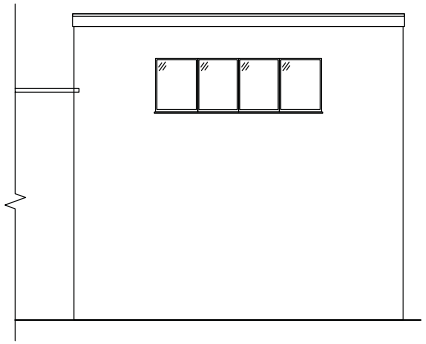
ISSUED FOR CITY OF REGINA DISCRETIONARY USE APPLICATION

NOT A LEGAL SURVEY

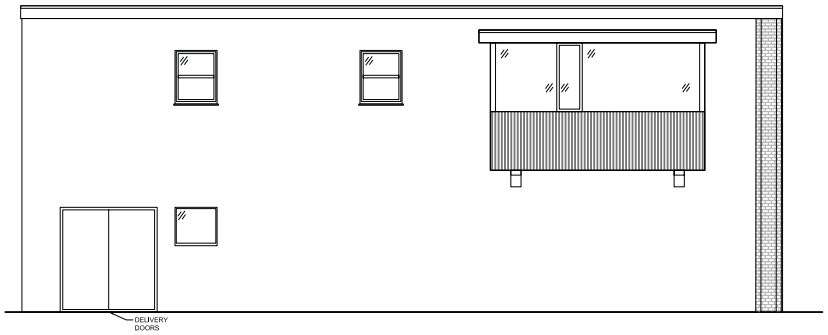


NORTH

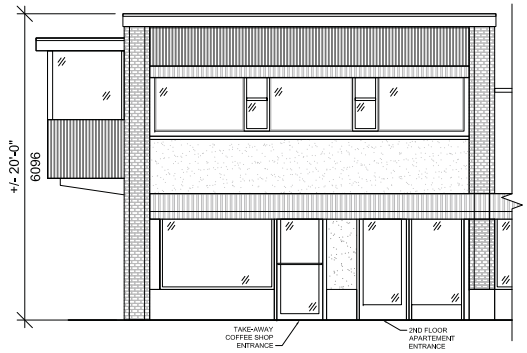
1 A1.0 GROUND FLOOR PLAN 1:100



2 A1.0 NORTH ELEVATION 1:50



2 A1.0 WEST ELEVATION 1:50



2 A1.0 SOUTH ELEVATION 1:50

PRELIMINARY
-NOT FOR CONSTRUCTION-

NO.	DATE	ITEM	BY
1	17/02/10	ISSUED FOR PLANNING	BP

REVISIONS

PROJECT

33 1/3 COFFEE ROASTERS

3008 13th AVENUE, REGINA, SK

SHEET TITLE

FLOOR PLAN & BUILDING ELEVATIONS

DESIGN BY	
DRAWN BY	
CHECKED	BP
APPROVED	
OWNER	ERIC GALBRAITH
SCALE	AS NOTED
DATE	02-09-2017
FILE NO. 16-06	DRAWING NO. PL-A2.0
Number of Sheets	

Appendix B

Public Consultation Summary

Response	Number of Responses	Issues Identified
I support this proposal	3	▪ Is essential for residents in area.
Accept if one or two features were different	1	▪ Number of coffee shops already in the neighbourhood. ▪ Odour from roasting.
Accept if many features were different	0	
Completely opposed	1	▪ Parking.

A total of five comment sheets were received through the circulation process.

1. **Issue: Parking**

   Administration's Response: There are five existing parking stalls for the entire site that includes a florist and a second floor apartment suite. Additional parking requirement is exempt because the subject location is less than 325 square meters in size. The entire development meets the parking requirements of the Zoning Bylaw.

2. **Issue: Number of Coffee Shops in the Area**

   Administration's Response: The LC3 Zone accommodates a number of local commercial service related land uses. The Administration reviews developments proposals on a case by case basis to ensure compliance with the land use requirements of the LC3 Zone. The Zoning Bylaw does not set quotas or limit types of land uses.

3. **Issue: Odour**

   Administration's Response: The LC3 Zone accommodates a number of uses and that Administration uses that as the framework for considering land use. The Zoning bylaw does not regulate number of establishments or competition between similar businesses.

CR17-66

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: 2017-2018 Community Services Fees and Charges

RECOMMENDATION

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - JUNE 15, 2017

1. That the fees and charges as outlined in Appendix A, Schedules A-H be approved.

2. That the City Solicitor be instructed to prepare an amendment to *The Community Services Fees Bylaw, 2011* to update the fees and charges as outlined in Appendix A of this report.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - June 15, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Jerry Flegel (Chairperson), Lori Bresciani, John Findura, Bob Hawkins and Andrew Stevens were present during consideration of this report by the Community and Protective Services Committee.

The Community and Protective Services Committee, at it's meeting held June 15, 2017, considered the following report from the Administration:

RECOMMENDATIONS:

1. That the fees and charges as outlined in Appendix A, Schedules A-H be approved.

2. That the City Solicitor be instructed to prepare an amendment to *The Community Services Fees Bylaw, 2011* to update the fees and charges as outlined in Appendix A of this report.

3. That this report be forwarded to the June 26, 2017 City Council meeting for approval.

CONCLUSION

The Community Services Department has reviewed the current fees and charges for admissions, leisure passes and rentals at the City of Regina's sport, culture and recreation facilities. In order to ensure the Department accounts for the rising operating and maintenance costs associated with

inflation, Administration is proposing a 1.92 per cent increase on leisure passes and rentals at the City's sport, culture and recreation facilities. Administration's proposed fee schedules can be found in Appendix A. An extensive review of fees and charges, along with cost recovery levels is planned for 2018, after the Recreation Master Plan is considered by City Council.

Please note, rates for golf courses are not included in the scope of this report. Golf course fees for the period of 2017 to 2019 were approved by City Council at its meeting on December 14, 2016 meeting report CR16-143.

BACKGROUND

The City's fees and charges for sport, culture and recreation facilities are renewed regularly. Historically, the fee schedule associated with a particular facility or service area was determined by a market based pricing strategy or a cost-recovery based pricing strategy. Administration's current recommendations however are based on an inflationary increase to the previous fee schedule. During 2017, the Community Services Department will complete its development of a Recreation Master Plan. A more comprehensive review of the City's recreation fees and charges strategy will be prepared in 2018 in alignment with the Recreation Master Plan.

DISCUSSION

The Community Services Department is currently developing a Recreation Master Plan that will be presented to Council in December 2017. This plan will provide strategic directions to guide the delivery of recreation programs and services, as well as influence future investments in recreation facilities and infrastructure. As such this plan will influence a fees and charges strategy that accounts for community priorities identified in the Recreation Master Plan.

Consequently, a one year interim fee schedule for Community Services fees and charges has been presented in this report. Administration recommends an approximate 1.92 per cent inflationary increase on leisure pass and rentals at the City's sport, culture and recreation facilities. The 1.92 per cent increase is equivalent to average of the projected 2017 (1.78 per cent) and 2018 (2.05 per cent) Municipal Price Index (MPI) for the City of Regina. It should be noted that the fee increase for single admissions is approximate to allow for penny rounding and simplified cash payments. For example, a 1.70 per cent increase was levied on a Youth single admission, so that the total cost paid by the customer, including Goods and Services Tax (GST), would be $4.50.

In addition to the above inflationary increase, below are the additional fee schedule changes of note:

1. Administration has added a Dog Swim Fee to Schedule A. In 2016, the City held a pilot Dog Swim at the end of the outdoor pool season. The event was very popular. The Dog

Swim Fee will allow Community Services to continue to offer an annual Dog Swim on a cost recovery basis.

2. A Parking Lot Fee will be added to Indoor Ice Arenas (Schedule E) and Athletic Fields (Schedule H). The City has experienced an increasing number of requests from commercial ventures to use City owned parking lots adjacent to City recreation facilities. For example, in the summer of 2016, the Insane Inflatable 5K rented the Mount Pleasant Park parking lot to serve as a staging area for the run, and an unloading area for the company's semi-trucks. Without a Parking Lot fee, Administration was only able to charge the business a facility permit fee of $16.52. A Parking Lot Fee will enable Administration to recover the costs associated with the usage of our parking lots.

3. Administration has removed the Rush Ice Fee from Schedule A, as the City no longer offers that program.

The proposed fees schedules associated with sport, culture and recreation facilities will take effect on September 1, 2017, and expire August 31, 2018. Fees for indoor arenas and the speed skating oval will take effect October 1, 2017, and expire September 30, 2018. Fees associated with athletic fields will take effect January 1, 2018, and expire December 31, 2018. Different effective dates are utilized for different fee schedules to simplify the rental and cost estimation processes for user groups.

RECOMMENDATION IMPLICATIONS

Financial Implications

Implementation of the proposed fee schedules, will result in approximately $150,000 in new revenue. This amount does not include the revenue that will result from the addition of Dog Swim and parking lot fees. The increased revenue from fee increases will be reflected in the 2018 budget.

Environmental Implications

There are no environmental implications related to the content of this report.

Policy and/or Strategic Implications

The Community Services Department is currently developing a Recreation Master Plan that will be presented to Council in December 2017. In 2018, a Community Services strategy will be developed in alignment with the Recreation Master Plan. Consequently, the fees in the attached schedules will be reassessed and redesigned for 2018 and beyond.

Other Implications

There are no other implications related to the content of this report.

Accessibility Implications

The City of Regina offers an Affordable Fun Program for residents who experience financial barriers to participation in sport, culture and recreation programs and services. The Affordable Fun Program provides subsidies for purchase of passes and participation in programs.

COMMUNICATIONS

Upon approval of the Community Services fees and charges, the Administration will ensure customers have advance notice of the rental fee changes through the City of Regina website and public notices at facilities. Rental groups will also be sent correspondence advising them of the fee change prior to the fees being implemented. The implementation dates for the proposed increases will provide organizations and groups with adequate time to plan their programs and if necessary, adjust their fees to reflect the City of Regina's new fees.

DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

Kristina Gentile, Secretary

SCHEDULE "A"
Community Services Fees & Charges
Single Admission and Bulk Tickets
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Single Admissions:		
Adult (25-64)	**6.49**	**6.67**
Young Adult (19-24) & Senior (65+)	**4.94**	**5.00**
Youth (13-18)	**4.22**	**4.29**
Child (2-12)	**2.93**	**2.86**
Family	**12.67**	**13.22**
Bulk Tickets – 10 Admissions @ 10% Discount		
Adult (25-64)	**58.25**	**60.00**
Young Adult (19-24) & Senior (65+)	**44.40**	**44.95**
Youth (13-18)	**38.21**	**38.57**
Child (2-12)	**26.27**	**25.71**
Family	**114.13**	**120.00**
Bulk Tickets – 20 Admissions @ 15% Discount		
Adult (25-64)	**110.01**	**113.33**
Young Adult (19-24) & Senior (65+)	**83.90**	**84.95**
Youth (13-18)	**72.15**	**72.76**
Child (2-12)	**49.60**	**48.57**
Family	**215.50**	**226.67**
Dog Swim Fee:	**N/A**	**$9.52**

Note:

Group Admissions - Groups of 10 or more individuals paying single admissions (excluding those receiving the family rate) will receive a 10% discount.

(#2014-52, s. 4, 2014)

SCHEDULE "B"
Community Services Fees & Charges
Passes - Indoor and Outdoor Aquatics, Fitness, Fieldhouse and Skating
(GST Not Included)

Fee Category		One Month	Three Month	Six Month	Nine Month	One Year
		September 1 - 2016 Fee (GST Not Included)				
Leisure Pass:						
Adult (25-64)	$	**53.06**	**144.62**	**273.63**	**385.99**	**482.75**
Young Adult (19-24) & Senior (65+)		**39.54**	**107.16**	**202.88**	**285.07**	**356.86**
Youth (13-18)		**32.25**	**86.35**	**164.38**	**230.97**	**289.23**
Child (2-12)		**26.01**	**67.63**	**129.01**	**182.07**	**226.81**
Family		**105.08**	**282.99**	**535.81**	**756.37**	**944.68**

Fee Category		One Month	Three Month	Six Month	Nine Month	One Year
		September 1 - 2017 Fee (GST Not Included)				
Leisure Pass:						
Adult (25-64)	$	**54.14**	**147.38**	**278.86**	**393.38**	**492.00**
Young Adult (19-24) & Senior (65+)		**40.29**	**109.24**	**206.76**	**290.52**	**363.71**
Youth (13-18)		**32.86**	**88.00**	**167.52**	**235.38**	**294.76**
Child (2-12)		**26.52**	**68.90**	**131.48**	**185.57**	**231.14**
Family		**107.14**	**288.43**	**546.14**	**770.90**	**962.81**

Increase for Single and Bulk Admissions **1.92%**

(#2014-52. s. 4, 2014)

SCHEDULE "C"
Community Services Fees & Charges
Aquatic Rentals
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Indoor Pool Rentals (Per Hour):		
Sandra Schmirler Leisure Centre:		
All Pools	**208.97**	**212.98**
Leisure Pool	**166.13**	**169.32**
Teach or Swirl Pool	**39.80**	**40.57**
25 Metre Lane (Base)	**12.98**	**13.23**
Strength & Conditioning Area	**30.59**	**31.18**
Lobby	**28.12**	**28.66**
Activity Room	**23.80**	**24.25**
Birthday Party Room	**24.99**	**25.48**
North West Leisure Centre:		
Leisure Pool (Including Swirl Pool)	**132.82**	**135.37**
25 Metre Lane (base)	**12.98**	**13.23**
Strength & Conditioning Area	**30.59**	**31.18**
Lobby	**28.12**	**28.66**
Activity Rooms (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)	**10.49**	**10.69**
Private	**20.98**	**21.39**
Social (Non-Profit/Private) (125% of Private Activity Room Charge)	**26.17**	**26.68**
Gymnasiums (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations	**25.49**	**25.98**
Private	**50.98**	**51.96**
		0.00
Social (Non-Profit/Private) (125% of Private Activity Room Charge)	**63.67**	**64.89**
Indoor Pool Rentals (Per Hour):		
Lawson:		
Teach or Swirl Pool	**39.80**	**40.57**
Main Pool (65 Metre Pool Only)	**223.67**	**227.97**
Whole Pool (65 Metre Pool, Teach Pool and Swirl Pool)	**257.85**	**262.80**
Whole Building (Whole Pool, Classrooms and Lobby)	**283.60**	**289.04**
Per Lane:		
5 Metre Lane (Base Charge)	**2.60**	**2.65**
15 Metre Lane (3 X 5 Metre)	**7.79**	**7.94**
25 Metre Lane (5 X 5 Metre)	**12.98**	**13.23**
30 Metre Lane (6 X 5 Metre)	**15.58**	**15.87**
50 Metre Lane (2 X 25 Metre)	**25.96**	**26.46**
18.5 Metre Width Lane	**9.60**	**9.79**

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Lawson (continued):		
Strength & Conditioning Area (Full Room, Exclusive)	**61.38**	**62.56**
Strength & Conditioning Area (1/2 Room, Shared)	**30.69**	**31.28**
Activity Room	**23.80**	**24.25**
Lobby	**28.12**	**28.66**
Deck (When no pool space is rented)	**12.98**	**13.23**
Outdoor Deck	**12.98**	**13.23**
Competitive Meets - Pool Rental Rates for High Performance Clubs:		
Daily Pool Rate (5 Hours @ Whole Building Fee)	**1419.06**	**1446.31**
Outdoor Pool Rentals (Per Hour):		
Massey/Regent	**166.13**	**169.32**
Dewdney/Maple Leaf	**99.29**	**101.20**
Wascana	**176.95**	**180.35**
Per Lane:		
1 Long Course Lane	**23.15**	**23.59**
1 Width Lane	**11.68**	**11.91**
Increase for Aquatic Rentals		**1.92%**
Increase for Activity Room Rentals		**1.92%**
Increase for Gymnasium and Strength & Conditioning Area Rentals		**1.92%**

Note:

1. A 25% discount is applied to pool rental rates, weekday early mornings (prior to 7:30 a.m.) and Sunday evenings (after 5:00 p.m.), for competitive training.
2. All pool rental rates for competitive training receive a 5% discount, except for those times noted above.
3. The rate charged to commercial users will be 1.5 x the applicable adult or private rate.
4. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "D"
Community Services Fees & Charges
Fieldhouse Rentals
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Rentals (Per Hour):		
Strength and Conditioning Area	**61.38**	**62.56**
Fitness Area	**31.19**	**31.79**
Infield (4 Tennis Courts, 2 Badminton Courts)	**108.53**	**110.61**
Cell (Infield, Track – All Lanes, 3 Badminton Courts)	**209.85**	**213.88**
Fieldhouse - Whole Building (Cell, Activity Rooms 1 and 2, Work Room, Lounge and Hallway)	**257.16**	**262.10**
Track - Per Lane	**18.25**	**18.60**
Track - All Lanes	**93.15**	**94.94**
Tennis Court	**24.40**	**24.87**
Badminton Court	**15.06**	**15.35**
Work Room	**14.49**	**14.77**
Activity Room 1	**28.12**	**28.66**
Activity Room 2	**23.80**	**24.25**
Lounge and Hallway	**28.12**	**28.66**
Parking Lot	**93.57**	**95.37**
Increase for Room Rentals		**1.92%**
Increase for Fieldhouse Rentals		**1.92%**
Increase for Strength & Conditioning Area Rentals		**1.92%**

Notes:

1. A 10% discount is applied to all rental rates for competitive training.
2. Rental groups receive a 50% discount on the rental rates during the summer months (June, July and August).
3. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
4. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.
5. The maximum daily rental fee for competitive events shall be no more than the cost of 12 hours of rental.

(#2014-52, s. 4, 2014)

SCHEDULE "E"
Community Services Fees & Charges
Indoor Arenas and Speed Skating Oval
(GST Not Included)

Effective Date	Sep-01	Oct-01
Fee Category	**2016**	**2017**
Indoor Arena Ice Rental Rates (Per Hour):		
Winter Ice Use:		
Adult/Private		
Prime Time	**241.37**	**246.01**
Non-Prime Time	**144.62**	**147.39**
Minor (Youth/Child)	**144.62**	**147.39**
Regina High School Athletic Association Program	**112.36**	**114.52**
Spring/Summer/Fall Ice Use:		
Per Hour	**241.37**	**246.01**
Rental of Boarded Areas (No Ice)		
Program Use (Per Hour):		
All Users	**43.70**	**44.54**
Socials (Per Hour):		
All Users	**145.66**	**148.45**
Speed Skating Oval (Per Hour):		
Exclusive Use:		
Adult	**35.79**	**36.48**
Youth/Child (65% of Adult Rate)	**23.30**	**23.75**
Shared Use:		
Adult (50% of Exclusive Use)	**17.89**	**18.24**
Youth/Child (50% of Exclusive Use)	**11.65**	**11.88**
Arena Activity Rooms (Per Hour):		
City of Regina Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)	**10.49**	**10.69**
Private	**20.98**	**21.39**
Social (Non-Profit/Private) (125% of Private Activity Room)	**26.17**	**26.68**
Parking Lot Fee (Per Hour):	**N/A**	**95.37**
Increase for Indoor Arena and Speed Skating Oval Rentals		**1.92%**
Increase for Activity Room Rentals		**1.92%**

Notes:

1. Minor sport ice rentals that are in addition to the base allocation are charged the adult rates less 15%.
2. The Arena Activity Room rate charged to commercial users will be 1.5x the applicable private rate.
3. Rentals of Arena Activity Rooms on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "F"
Community Services Fees & Charges
Neil Balkwill Civic Arts Centre
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Open Studio Rates (Per Person/Hour):		
Photography/Jewellery/Lampwork/Woodworking	**14.57**	**14.85**
Printmaking/Drawing/Fibre/Painting	**8.74**	**8.91**
Program Use (Per Hour):		
Specialized Studios (i.e. Woodworking, Photography, Jewellery, and Lampwork)	**23.30**	**23.75**
Craft Rooms (Stained Glass, Fibre, Printmaking, Painting, Drawing)	**15.61**	**15.91**
Courtyard	**20.39**	**20.78**
Gallery	**29.13**	**29.69**
Board Room (Per Hour):	**16.22**	**16.54**
Meeting Use (Per Hour - Excluding Board Room):	**9.73**	**9.92**
Increase for Open Studio Rentals		**1.92%**
Increase for Program Use Rentals		**1.92%**
Increase for Room Rentals		**1.92%**

Notes:

1. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
2. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "G"
Community Services Fees & Charges
Neighbourhood and Recreation Centres & City Hall Meeting Spaces
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Activity Rooms (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)	**10.49**	**10.69**
Private	**20.98**	**21.39**
		0.00
Social/Fundraiser		
Social (Non-Profit/Private) (125% of Private Activity Room charge)	**26.17**	**26.68**
Multipurpose Rooms (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private rate)	**21.63**	**22.05**
Private	**43.26**	**44.09**
Social/Fundraiser		
Social (Non-Profit/Private) (125% of Private Activity Room charge)	**54.08**	**55.12**
Gymnasiums (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private rate)	**25.49**	**25.98**
Private	**50.98**	**51.96**
Social/Fundraiser		
Social (Non-Profit/Private) (125% of Private Activity Room charge)	**66.19**	**67.46**
Increase for Room Rentals		**1.92%**
Increase for Gymnasium Rentals		**1.92%**

Notes:

1. All rentals serving alcohol, and rentals with over 100 attendees will be charged a Security Fee.
2. A Set-Up or Cleaning Fee may be charged at the discretion of the City.
3. A deposit for all rentals serving alcohol, and rentals with over 100 attendees is required.
4. When a user group is deemed responsible for a call-out to a facility, a Call Out Fee will be charged.
6. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
7. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "H"
Community Services Fees & Charges
Athletic Fields
(GST Not Included)

Effective Date	Jan-01	Jan-01	Jan-01
Fee Category	**2016**	**2017**	**2018**
Mosaic Stadium			
Adult/Private Allocations (Including Regina Rams)	**100.16**	**102.17**	**104.13**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**65.08**	**66.38**	**67.65**
Stair/Ramp Program Rate	**27.34**	**27.88**	**28.42**
Leibel Field			
Adult/Private	**84.20**	**84.20**	**85.82**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**54.80**	**54.80**	**55.85**
Currie and Kaplan Fields			
Adult /Private	**63.85**	**65.13**	**66.38**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**41.41**	**42.24**	**43.05**
Rambler Fields			
Adult/Private	**57.53**	**58.68**	**59.81**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**37.33**	**38.08**	**38.81**
Adult Tournament Rate	**28.76**	**29.34**	**29.90**
Youth Tournament Rate (65% of Adult Tournament Rate)	**18.77**	**19.14**	**19.51**
Livingstone and Soccer			
Adult /Private	**50.18**	**51.19**	**52.17**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**32.64**	**33.29**	**33.93**
Level 2A (per Hour):			
Adult /Private	**24.48**	**24.97**	**25.45**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**15.91**	**16.23**	**16.54**
Level 2B (Per Hour):			
Adult /Private	**19.79**	**20.18**	**20.57**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**12.85**	**13.11**	**13.36**
Level 3 & 4, All Parks, Boarded Outdoor Rinks, Outdoor Shelters, Outdoor Basketball Courts and City Hall Courtyard:			
Facility Permit Fee (Single use and/or seasonal)	**16.52**	**16.85**	**17.18**

Effective Date	Jan-01	Jan-01	Jan-01
Fee Category	**2016**	**2017**	**2018**
Canada Games Athletics Complex (Track and Infield) (Per Hour):			
Exclusive Use:			
Adult /Private	**36.92**	**37.66**	**38.39**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**24.07**	**24.55**	**25.02**
Shared Use			
Adult/Private (50% of exclusive use)	**18.46**	**18.83**	**19.19**
Youth/Child (50% of exclusive use)	**12.04**	**12.28**	**12.51**
Tennis Courts (Per Hour/Per Court):			
AE Wilson, Canada Games Complex, Gardiner Park, Lakeview.			
Adult /Private	**8.36**	**8.53**	**8.70**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**5.51**	**5.62**	**5.73**
Kiwanis Waterfall (per hour)	**37.50**	**40.00**	**40.77**
Facility Permit Fee (Single use and/or seasonal)	**16.52**	**16.85**	**17.18**
Parking Lot Fee (Per Hour):	**N/A**	**N/A**	**95.37**
Increase for Athletic Fields			**1.92%**
Increase for Kiwanis Waterfall			**1.92%**

Notes:

1. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
2. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.
3. The maximum daily rental fee for competitive events shall be no more than the cost of 12 hours of rental.
4. The applicable athletic field rental rate for school use of 2A fields adjacent to schools will only be applied to games.
5. The applicable athletic field rental rate will be assessed for school use of Taylor Field, Mount Pleasant, and 2A fields not adjacent to schools (for games and practices).
6. School activity use of 2B, Class 3 and lower athletic fields will not be subject to rental fees.
7. Lighting charges (both demand and per hour) are charged based on the operational charges. These charges will be passed onto the customer once the monthly bill is received and the appropriate portions of the charges can be separated amongst all of the user groups.

(#2012-74, s. 4, 2012; #2013-50, s. 5, 2013, #2014-52, s. 4, 2014)

CR17-67

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Long Term Disability Plan

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That changes to the City's Long Term Disability Plan ("LTD Plan") set out in the Summary Report from AON, the LTD Plan's actuary, contained in Appendix "A" be approved.

2. That the City Solicitor be instructed to prepare amendments to Bylaw 9566, *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw* to incorporate the changes contained in Appendix "A", effective July 1, 2017.

3. That the Executive Director, Organization & People, or his or her designate, be authorized to negotiate changes to LTD Plan governance, substantially similar to the governance structure recently established for the Civic Pension Plan.

EXECUTIVE COMMITTEE - JUNE 14, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #4 does not require City Council approval.

Mayor Michael Fougere, Councillors: Mike O'Donnell (Chairperson), Lori Bresciani, John Findura, Jerry Flegel, Bob Hawkins, Joel Murray and Andrew Stevens were present during consideration of this report by the Executive Committee.

The Executive Committee, at the **PRIVATE** session of its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That changes to the City's Long Term Disability Plan ("LTD Plan") set out in the Summary Report from AON, the LTD Plan's actuary, contained in Appendix "A" be approved.

2. That the City Solicitor be instructed to prepare amendments to Bylaw 9566, *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw* to incorporate the changes

contained in Appendix "A", effective July 1, 2017.

3. That the Executive Director, Organization & People, or his or her designate, be authorized to negotiate changes to LTD Plan governance, substantially similar to the governance structure recently established for the Civic Pension Plan.

4. That this report be forwarded to the June 26, 2017 City Council meeting for approval.

CONCLUSION

Amendments to the LTD Plan are possible because of the large surplus currently held within the Plan. These amendments permit contribution rates by both employers and employees to decrease, while at the same time improving benefits to achieve industry standards.

BACKGROUND

The Regina Civic Employees' Long Term Disability Plan (hereinafter referred to as the "Plan") provides eligible members with protection against the potential loss of income in the event they become ill or accidentally injured. The Plan was established January 1, 1992 under Schedule "A" of Bylaw #9566.

The Plan was designed to complement the members' sick leave plan and to integrate with government disability programs. The Plan also offers high quality claims administration services and continues to review and implement emerging alternatives in disability management that are of mutual benefit to plan members and the Plan.

Plan members contribute 0.92% of basic earning and the employers contribute an equal amount. A number of other employers participate in the Plan. They include:

City of Regina
Regina Qu'Appelle Regional Health Authority
Regina Board of Education (non-teaching staff)
Regina Public Library
Buffalo Pound Water Administration Board
Mobius Benefit Administrators Inc. (also administrators of the Plan)

The Plan has a significant surplus. In order for the Plan to be amended, the consent of the Civic Pension and Benefits Committee is required.

DISCUSSION

The 2015 Annual Report for the Plan is attached, for background, as Appendix "B".

The Plan has a surplus in excess of $30 million. The plan is 50/50 cost shared between the employer and the employee. The current contribution rate is 1.84% of salary (0.92% employee/0.92% employer). The Plan's current provisions are out of date in the following areas:

1. Limitations and Exclusions
2. Employment Insurance Offsets
3. Own Occupation Period
4. Cost of Living Adjustments (COLA)
5. Benefit Amount
6. Contribution Rate

The significant surplus and very positive experience with rehabilitation return to work programs offered the employers and employees the opportunity to determine the best use of the surplus funds. A Working Committee comprised of representatives from all participating employers and unions was convened in 2016 to consider and discuss amendments to the LTD Plan. In addition to considering changes to the contribution rate, there were a number of areas within the Plan that would benefit all parties if they were amended. The Working Committee participated in three meetings facilitated by AON Hewitt in 2016 to consider options. That committee, with the assistance of AON Hewitt, the Plan's actuary, have agreed on the recommendations to amend the Plan that are more fully described in the attached Appendix "A".

Long Term Disability Plans are offered by the majority of employers. There were a number of areas with the current LTD Plan that would benefit all parties if they were amended. The benefit structure has not been thoroughly reviewed since the creation of the Plan and there are a number of areas in the Plan that had not been updated to represent industry norms as a result. AON Hewitt, the actuary of the Plan also reviewed the plan provisions and made recommendations to the Working Group to consider:

1. **Limitations and Exclusions**

   The current plan does not have a pre-existing condition exclusion. Such an exclusion is required to prevent potential abuse of the plan. This is standard industry practice.

2. **Employment Insurance Offsets**

   Under the current plan, there is a requirement for the disability benefit to be offset for any payments received from Employment Insurance. This is rarely utilized as EI sickness benefits are payable for 15 weeks and would terminate as the qualifying period expires. EI sickness benefits are also reduced by payments made from group wage loss replacement plans or accident insurance plans such as LTD. It is recommended that this offset for EI be removed as is may result in a double reduction, is rarely used and is not standard industry practice.

3. Own Occupation Period

The current plan provides for 12 months. It is recommended this be changed to the industry standard of 24 months for own occupation coverage.

4. Cost of Living Adjustments (COLA)

Under the current plan, benefits payable are adjusted annually at a rate of 50% of the increase in the Consumer Price Index for Canada (CPI) to a maximum annual increase of 4.25%. There are two areas which require adjustment. For ease of administration and to mirror the pension plan, indexing would occur at January 1 of each year. It is recommended that an ad-hoc COLA to top up the remaining 50% change in CPI is applied if plan funding permits.

5. Benefit Amount

The current benefit is 65% of earnings and is a taxable benefit which according to the results of the survey provided by AON is on the low end. Implementation of a change in benefit amount to 75% would provide members with an improved standard of living, and would balance the need to have employees want to return to work when they are able to.

6. Contribution Rate

Currently, Plan members contribute 0.92% of basic earnings and the employers contribute an equal amount. Since the Plan has a significant surplus, it is recommended that the contribution rate be reduced by 50% for both employers and employees. The proposed contribution rate of .46% of basic earnings for both employers and employees is comparable to other LTD plans. It should be noted that neither employers nor employees will make contributions to the Plan from July 1, 2017 until December 31, 2017, in order for the premium reduction to be given full effect for the year 2017. Both sides have already contributed the higher rate of 0.92% for the first half of the year 2017. The reduction in contribution rates to 0.46% per side will be fully implemented January 1, 2018.

Your Administration believes that the recommendations of the Working Committee, if adopted, will result in an updated, affordable and effective Long Term Disability Plan. It is recommended that these changes be made effective July 1, 2017. AON Hewitt, the Plan's actuaries, have stated that with implementing all of the proposed changes, it will take approximately 20 years to draw down the surplus if current plan experience and utilization remains unchanged.

The governance of the Plan also needs to be updated. An updated governance structure was adopted by the City of Regina and the participating employers for the Pension Plan, in 2016. A

similar structure may be appropriate for the LTD Plan. It is the intention of the City of Regina, the participating employers and employee groups to negotiate a new governance structure for the LTD Plan following the approval and implementation of the recommended LTD benefit improvements and contribution reductions.

All participating employers support the proposed changes. However, the Regina Board of Education will not be meeting to formally approve the changes until June 14, 2017.

It is expected that the Employees' Pension and Benefits Committee will consent to the proposed changes after their meeting scheduled for June 15, 2017.

RECOMMENDATION IMPLICATIONS

Financial Implications

The City of Regina will save approximately $600,000.00 annually, and its employees will save an equal amount.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The City's LTD Plan will contribute to the City's ability to attract, recruit and retain employees.

Other Implications

The City can reduce expenditures in this area in a challenging fiscal environment.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

Regina Civic Employee's LTD Plan

Summary of Proposed Plan Amendments

Amendment Type	Plan Design Change	Plan Text Reference
Limitations and Exclusions	Addition of a pre-existing condition limitation	Section 2.1 (18) Section 6.7 (1) (d)
	Disability benefits from Veterans Affairs Canada will be offset against disability benefits received from this plan if they are for the same disability	Section 6.6 (1) (a, b) Section 6.6 (2) (a)
Employment Insurance Offsets	Remove offsets for Employment Insurance	Section 6.6 (1) (d) - deleted
Own Occupation Period	Increase the own occupation period from 12 months to 24 months	Section 2.1 (27)
Cost of Living Adjustments (COLA)	Indexing occurs at January 1 of each year	Section 8.1(1) Section 8.2 (1, 2, 4)
	Ad-hoc COLA to top up the remaining 50% change in CPI if plan funding permits	Section 8.2 (3, 4)
Benefit Amount	Increase benefit amount from 65% to 75% of earnings	Section 6.1 (1)
Contribution Rate	Reduce Member and Employer contributions by 50% to 0.46% of salary	Section 4.1 (1) Section 4.2 (1)

Regina Pensions & Disability

Regina Civic Employees' Long Term Disability Plan

Annual Report & Audited Financial Statements

December 31, 2015

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Message from the **Chairperson**

The Plan provides self insured coverage for eligible employee disabilities preventing them from continuing their active service. It is intended as a financial and rehabilitation bridge to support their recovery to return to full employment.

The Board appointed under Bylaw No. 9566 of the City of Regina is responsible to administer the plan and its assets on behalf of the employer and employee sponsors. The board engages outside expertise as required to invest the funds and adjudicate claims.

The Plan remains in exceptional financial position to meet the needs and claims of the employees. An Actuarial Valuation completed to December 31, 2014 by Aon Hewitt and tabled with the Board in October showed continued improvement in assets over the 2012 Valuation ($42,413,000 compared to $32,562,000), decrease in liabilities ($11,869,000 compared to $14,461,000) and significant surplus increase well above requirements ($30,544,000 compared to $18,101,000).

The Board has felt for some time that this plan should be reviewed by the sponsors and has proposed a Working Group supported by the Board resources (financial and staff). The significant surplus and very positive experience with rehabilitation return to work programs offers the employers and employees an opportunity to determine the best use of the surplus funds and nature of plan to serve them both going forward.

It is comforting to all that the plan has achieved remarkable financial and functional success serving the members to ensure a safety net and work place transition when required. The Board recognizes the considerable efforts of the administrative staff, the employers and employees committed actively to working together to achieve security to employees with a very positive financial structure.

The Board in its voluntary capacity deserves appreciation and recognition along with the dedicated staff for fulfilling the plan mandate and then some.

Bob Linner
2015 Chair Administrative Board

The number of employees in receipt of long term disability benefits decreased from 82 at December 31, 2014 to 81 at December 31, 2015. A total of $2.0 million was paid in disability benefits in 2015. 2015 saw an increase in the average monthly disability benefit before offsets from $2,664 in 2014 to $2,829 in 2015. The duration of disablement has decreased to 4.9 years from 5.4 years in 2014. There were 63 new long term disability claims approved in 2015 and 48 claims resolved.

The adjudication and administrative services for the Plan have been provided by Standard Life since the beginning of 2012. In April of 2015 Manulife acquired the Canadian operations of Standard Life. In early 2016, the Regina Civic Employees' Long Term Disability Plan will transition to the Manulife platform. We are expecting this to be a positive experience enabling more meaningful and robust reporting. The Board will continue to monitor this service provider.

Over the past year, the net assets available for benefits experienced an increase from a balance of $42.4 million at the end of 2014 to a balance of $46.4 million at the end of 2015. The Plan's disability obligations decreased from a balance of $18.3 million in 2014 to $13.0 million at the end of 2015, resulting in a surplus of $33.4 million, a 38% increase from 2014. Total invested assets of the Plan (including accrued income) were $46.7 million. Contributions for the year were $4.4 million, while disability payments were $2.0 million, and administrative expenses were $0.8 million. Investment income for the year was 5.5% or $2.3 million.

The Regina Civic Employees' Long Term Disability Plan provides eligible members with protection against the potential loss of income in the event they become ill or accidentally injured. The Plan was established January 1, 1992 under Schedule "A" of Bylaw No. 9566.

Some of the benefits of belonging to the Plan include:

- monthly disability payments equal to 65% of your pre-disability salary;
- coverage for recurrent disabilities;
- early access to diagnostics and surgeries;
- access to therapy programs, conditioning, and rehabilitation programs; and
- access to return to work programs such as cross jurisdictional placement, split shifts, and work from home programs.

The Plan has been designed to complement the members' sick leave plan and to integrate with government disability programs. The Plan also offers high quality claims administration services and continues to review and implement emerging alternatives in disability management that are of mutual benefit to plan members and the Plan.

Plan members contribute 0.92% of basic earnings and the employers contribute an equal amount.

Following is a list of employers participating in the Plan:

- City of Regina
- Regina Qu'Appelle Regional Health Authority
- Regina Board of Education (non-teaching Staff)
- Regina Public Library
- Buffalo Pound Water Administration Board

Benefit Provisions
Disability benefits are payable to a member who suffers any physical or mental condition which, based on medical evidence, is so severe that he/she is prevented from performing the duties of their own occupation during the 120 calendar day qualifying period and the first twelve (12) months immediately following the qualifying period. Thereafter, benefits may continue, if the condition continues to limit the member from engaging in any gainful occupation or employment for remuneration or profit, for which he/she is reasonably well qualified by education, training or experience.

Benefits are payable subject to the provision of medical evidence supporting disability, and the approval of the Plan adjudicator. A member may not receive disability benefits while in receipt of sick leave benefits or ongoing vacation leave payments.

The total disability payment is based on 65% of the current salary rate at the date of disability or the date the disability payments become effective, whichever is greater. After having received total disability benefits for a period of twelve (12) months, partial disability payments may be payable if the medical evidence indicates that the member is not totally disabled from employment but a permanent medical impairment does exist.

Disability benefits will be reduced by payments received from the Workers' Compensation Board, the Canada Pension Plan (disability benefit), the Canada Employment and Immigration Commission, the Saskatchewan Government Insurance Personal Injury Protection Plan, and salary or wage loss awarded as the result of action against any third party for the same disability except for benefits received from a member's private disability plan.

Where a person with a disability is considered to be a suitable candidate for rehabilitation, such rehabilitation may be pursued in order to assist the person to become actively employed. Wage top-up benefits may be provided if a member is engaged in rehabilitative employment that does not afford a salary rate of 90% or more of the previous salary. If the member is engaged in rehabilitative employment and again ceases work as a result of disability, the member is not obliged to serve a further one hundred and twenty (120) calendar day waiting period.

If a member qualifies for disability benefits, they will be required to maintain membership in the Regina Civic Employees' Superannuation & Benefit Plan by making the necessary contributions during the period of disability. The required pension contributions shall be on the basis of seventy-five percent (75%) of normal contributions. The member may waive these provisions if they are in receipt of partial disability benefits, which are fifty percent (50%) or less than the total disability benefit.

Plan Administration
The operational activities of the Plan are performed by the Pensions & Disability Administration Department. The staff of the Pensions & Disability Administration Department provides assistance to members regarding their individual benefit entitlements.

Contact Us:

By Phone:
306-777-7402

By Email:
pensions@regina.ca

In Person:
Suite B101 –
2055 Albert Street
Regina, SK

By Mail:
P.O. Box 3030
Regina, SK
S4P 3G8

To access additional information regarding the Plan, please visit our website located at www.reginapensions.ca

Governance

The Plan is governed by a Board of Trustees made up of 12 voting members, comprised of six employer representatives and six employee representatives. The employer representatives are made up of two representatives appointed by the City Manager, and four others appointed by City of Regina City Council, one of which must be from the Regina Qu'Appelle Regional Health Authority. The employee representatives are elected annually by the membership.

The Board is required to meet at least quarterly and quorum is eight members. Under the terms of Schedule "A" of City of Regina Bylaw No. 9566, an affirmative vote of at least eight members is required for the passing of any motion relating to (a) management of the fund, (b) an amendment to an existing policy, and (c) adoption of a new policy relating to the fund.

The Administrative Board members during 2015 were:

Bob Linner, Chairperson
Mr. Linner was appointed by City Council in 1987 while holding the position of City Manager for the City of Regina. Mr. Linner retired from the City in May of 2006 but continues in his role as Trustee. Mr. Linner holds a Bachelor of Arts Honors equivalent in Urban Geography and Economics from the University of Saskatchewan and is a frequently invited speaker on urban issues and leadership.

Colin Jensen, Vice-chairperson
Mr. Jensen was elected by the plan members in 2011. He has been employed with the Regina Public School Board since 1999, working in the Information Technology Services Department. He currently holds the title of Senior Systems and Database Administrator. Prior to that, Mr. Jensen had a ten-year career with Wascana Energy Inc. as a Financial Accountant. Mr. Jensen holds the degrees of Bachelor of Administration (Accounting) and Bachelor of Science (Computer Science), both from the University of Regina. Mr. Jensen is also an Employee Representative on the Civic Pension & Benefits Committee, serving continuously since 2008.

Councillor Wade Murray
Councillor Murray was appointed by the Board of Police Commissioners in 2006. He has owned several small businesses in Regina and has brought his family into the operation of his latest venture, Ultimate Insulation, to assist clients in the assessment of attic venting and insulation needs. Councillor Murray is active in many organizations including Canadian Blood Services, where he is a platelet donor. Councillor Murray serves on a number of boards and committees and is currently sitting for his fourth term on Regina City Council, representing the residents of Ward 6.

John Gangl
The plan members first elected Mr. Gangl in 2008. He retired in 2012 after 33 ½ years with the City of Regina overseeing the Sewer maintenance operations, supervising 30 employees in the last position he held, Supervisor of Sewage Collection. He was a member of the Pension & Benefits committee since the early 1990s until he retired. He was also very active in his union, CUPE Local 21, for over 25 years and was the Secretary Treasurer for 17 years. He also represented Saskatchewan CUPE members on CUPE National's National Advisory Committee on Pensions.

Jo-ann Hincks
Ms. Hincks was elected by the plan members in 2009. She has been employed with the Regina Public School Board commencing September 3, 1974 and entered the Civic Pension Plan on that date. Ms. Hincks has been a payroll officer with the Public School Board since October 1976 and has also been an Employee Representative on the Civic Pension & Benefits Committee continuously since 1975.

Kathy Lewis
Ms. Lewis was appointed by City Council in 2013 as nominated by the Regina Qu'Appelle Regional Health Authority. She has been employed for 13 years with the Regina Qu'Appelle Regional Health Authority and has been in the position of Director of Payroll and Benefits for the past five years. Ms. Lewis also serves on the 3SHealth Employee Benefits Committee in a fiduciary role as well as other oversight committees.

John McCormick
Mr. McCormick was elected by the plan members in 2007. He retired from his position in the Transit Department in 2009 after working for the City of Regina for 31 years.

Scott McDonald
Mr. McDonald has been employed by the Regina Qu'Appella Health Region and a member of the Regina Civic Pension plan for 28 years. For 10 years he has had the privilege of holding the position of President for CUPE Local 3967 and sit as the Local's representative on the Pension committee.

Brian Seidlik
Mr. Seidlik was elected by the plan members in 2012. Mr. Seidlik joined the City of Regina in 1983 and is currently a Captain with the Regina Fire Department.

Brian Smith
Mr. Smith was appointed by the City Manager in 2009. Mr. Smith has been employed by the Government of Saskatchewan for the past 27 years and is currently serving in the role of Assistant Deputy Minister, Saskatchewan Finance, in the Public Employee Benefits Agency. Mr. Smith is an Honorary Life Member of the Canadian Pension & Benefits Institute, a Fellow of the Life Management Institute, and currently sits as Chair on a number of pension and disability plan Boards.

Bob Watt
Mr. Watt was appointed by City Council in 2011. Prior to his retirement in 2010, Mr. Watt was City Leader for Deloitte in Regina. In his role as City Leader he was the senior representative of Deloitte on a day-to-day basis responsible for ensuring a team of 70 professionals in its public accounting practice embraced Deloitte ethical values and client service principles in the marketplace. In his practice he was responsible for a number of major private and public entities. Mr. Watt is also a Fellow of the Institute of Chartered Accountants of Saskatchewan.

Rod Wiley
Mr. Wiley was appointed by the City Manager in 2013. He is currently as Associate with Praxis Management Consulting. Prior to that, senior positions he held include: Chief Financial Officer with Saskatchewan Liquor and Gaming Authority (from which he retired in 2012); Executive Director Finance and Administration with Saskatchewan Ministry of Health; and Controller with Wascana Energy Inc. In addition to this Board, he is currently a member of the National Board of Directors of the Certified Management Accountants of Canada and the National Board of Directors of the Chartered Professional Accountants of Canada. Mr Wiley is a Fellow of the Certified Management Accountants of Canada.

Deb Cooney (Non-voting Employee Alternate)
Ms. Cooney was elected by the plan members in 2011. She joined the City of Regina in 1999 as a Business Analyst and has worked in numerous areas. Ms. Cooney volunteers in a number of community groups for fundraising including a ten year project for the building of a new rink in Balgonie, SK. She has also served as an Employee Representative on the Civic Pension & Benefits Committee since 2006.

Lorna Glasser (Non-Voting Employee Alternate)
Ms. Glasser was elected by the plan members in 2006 to assume the seat designated for the Regina Qu'Appelle Regional Health Authority. She was a member of the Civic Pension & Benefits Committee from 2003 up until her retirement. Ms. Glasser worked as a laboratory technologist for 29 years. During that time she assumed a variety of leadership roles in her professional association, her union, and her community. Ms. Glasser was a non-voting employee alternate until the resignation of another trustee late in 2015.

Governance

The Board met six times during 2015. Following is the Board Meeting attendance for each Member:

Trustee	Meetings Attended
Bob Linner	6
Colin Jensen	5
Councillor Wade Murray	6
John Gangl	5
Jo-ann Hincks	6
Kathy Lewis	5
John McCormick	6

Trustee	Meetings Attended
Scott McDonald*	0
Brian Seidlik	5
Brian Smith	6
Bob Watt	1
Rod Wiley	5
Deb Cooney	6
Lorna Glasser	5

**Mr. McDonald resigned his position on the Board late in October 2015*

Standing (left to right):Brian Smith, Brian Seidlik, John Gangl, Councillor Wade Murray, Colin Jensen, Bob Linner, Rod Wiley.

Seated (left to right): John McCormick, Kathy Lewis, Deb Cooney, Jo-an Hincks.

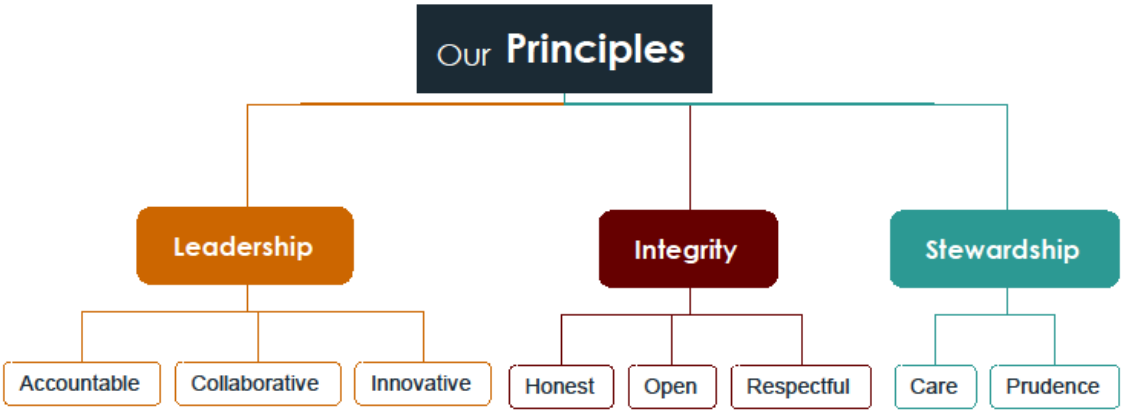
Not Pictured: Scott McDoanld , Bob Watt and Lorna Glasser.

Governance

The Long Term Disability Plan provides insurance for its membership in the event they are unable to work, due to extended illness or injury. For many, it is the only long term income protection that they hold and forms an integral piece of their financial wellness. As a result, plan members and the law demand that those charged with administering a trust conduct their affairs to the highest standards.

In law, the standard by which the administrator of a trust is measured is that of the fiduciary. By its very nature the fiduciary duty is owed solely to the beneficiaries and paramount to earning their confidence and trust. Confidence and trust are earned over time and lost in an instant. They are earned through adherence to legislation and sound business decisions. More importantly, confidence and trust are earned each day through how an organization conducts its business. Honesty, integrity, fidelity and professionalism are the cornerstones of confidence and trust, and the basis by which the Board conducts itself.

To build confidence and trust, the Board has identified three primary principles that underlie what they do. From the core formed by the duty to the beneficiaries the Board conducts their business based on three primary principles; Leadership, Integrity and Stewardship.



Leadership
We are passionate about people and driven to inspire and motivate ourselves and others. As Leaders we are:

- **Accountable** – Leaders hold themselves and others accountable for actions, results, successes and failures.
- **Collaborative** – Leaders recognize the value of working together, towards common goals, and understand that the whole is greater than the sum of its parts.
- **Innovative** – Leaders encourage creativity and understand that innovation requires being different.

Integrity
We understand that trust is earned through actions and consistently act with candour and in good faith. We are:

- **Honest** – We are truthful, accurate and straight forward in all of our dealings.
- **Open** – We conduct ourselves in an open and transparent fashion.
- **Respectful** – We treat everyone with respect and dignity.

Stewardship
As stewards we are:

- **Careful** – We fully employ the knowledge and skills that we individually and collectively possess to diligently balance risk and opportunity.
- **Prudent** – We are judicious and cautious (in practical affairs).

Responsibilities

1. **Compliance With Plan Provisions**
   The Board ensures the Plan is administered in accordance with the plan document and benefits are paid appropriately to members.

2. **Pensions & Disability Administration Department**
   The Pensions & Disability Administration Department reports to the Board on all aspects of plan administration. The Board reviews the performance of the department on an ongoing basis and ensures that reports provided to the Board are appropriate and adequate to meet their fiduciary duties.

3. **Annual Financial Statements**
   The Board ensures that an annual audit is conducted of the Plan and the annual financial statements for the Plan are prepared. The current auditors for the Plan are KPMG LLP and the statements audited by them are included in this report.

4. **Plan Funding and Valuations**
   The Board must ensure the Plan is able to meet the long term disability obligations as they occur and ensure the long-term solvency of the Plan. In order to accomplish this, the Bylaw requires that a valuation of the Plan be completed every three years. The purpose of the valuation is to provide an actuarial estimate of the present value of the Plan's liabilities and assets plus determine whether the assets are adequate to meet the obligations or a contribution increase is required. The Plan's current actuary is AonHewitt.

5. **Custody of Plan Assets**
   The Board must ensure all monies due to the Fund are kept separate and apart from other funds of the employers. This is accomplished by hiring a fund custodian to ensure the money is kept separate from the employer's funds and is only used for long term disability benefit purposes. In addition to holding the Plan's securities, the custodian is required to verify that any transfer requested by those involved with the Plan complies with the Plan's rules and governing legislation. The current custodian is Northern Trust, Institutional and Investor Services.

6. **Fund Management**
   The Board is responsible for making investments in accordance with the investment requirements of the Plan's Statement of Investment Policies & Procedures. The activities the Board performs to fulfill this responsibility include regular reviewing of investment activities, ensuring compliance with the Statement of Investment Policies & Procedures, monitoring investment results and meeting with the Plan's fund managers.

7. **Performance Measurement**
   The Board ensures the various investment managers are managing the fund assets in an appropriate manner and in compliance with the Statement of Investment Policies & Procedures.

8. **Policy Documents**
   To support the objectives of the Plan the Board has adopted the following policies:

   - Administration Policy
   - Code of Conduct
   - Communication Plan
   - Disability Management Policy
   - Funding Policy
   - Procedural Rules
   - Purchasing Policy
   - Risk Management Framework
   - Statement of Investment Policies & Procedures
   - Travel Policy
   - Trustee Education Policy

Activities

Why do we exist?

We exist to provide secure and affordable long term disability benefits.

What do we want to accomplish?

Efficient & Effective Governance

Managed Risk & Returns

Financial Sustainability

Engaged Sponsors and Members

Efficient & Effective Governance

Governance is the process used for decision-making and the process by which decisions are implemented, or not. Governance is about achieving desired results, in the right way, and it is the cornerstone of every organization. Governance is multi faceted with elements that are legislated, elements that are agreed to, elements that are historic and elements that are self determined. Some are outside the control of an organization and can only be changed through influence. Those within the control of an organization can be moulded by and evolve with an organization.

We understand that governance is the cornerstone of every organization and recognize that in order to fulfill our duty we must continually seek ways to improve how decisions are made and implemented. Where we have the authority to change and improve, we will. Where we do not we will collaborate with and influence those who have the authority to change and evolve. All with an eye to building governance practices that permit efficient and effective decision making.

Initiative	Actions	Outcomes	Targets & Measures
Formal Planning	1) Establish & implement planning cycle	1) Planning meeting & discussions	1) Planning meeting held in 2012 • Strategic Planning to be completed in 2016
	2) Define, measure and manage to relevant metrics	2) Establish relevant metrics	2) Metrics established in 2012 • Further work undertaken in 2016 pending plan design consultations
Organization	1) Independent, focused on managing pension and disability plans	1) Establish an independent entity	1) Möbius Benefit Administrators was incorporated on July 2, 2014 with operations transferring on April 1, 2016.
	2) Appropriate structure	2) Review organization structure • determine needs • re-allocate staff • adapt to fit	2) Management accountabilities were re-aligned in Q3 2014.
Trustee Education	1) Establish policies and processes to ensure the appropriate knowledge and skills are available	1) Trustee Education Policy • Education Initiatives	1) Policy was reviewed and revised in 2015 • Trustee Education Day

Efficient & Effective Governance (continued)

Initiative	Actions	Outcomes	Targets & Measures
Policy & Procedure	1) Allocation of duties	1) Develop & implement a full suite of policies and procedures which include clear delegation	2) Full suite of policies is now in place. • Reviews completed of policies at the end of 2015.
	2) Continuous evolution	3) Review cycle established • institutionalized	1) 50% reviewed annually/100% triennially • 5 of 10 reviewed • Trustee Education, Travel Policy & Procedural Rules reviewed

Managed Risk & Return

Risk is the possibility that outcomes will deviate from expectations. It can have both positive and negative impacts and cannot be eliminated. Risk is a requirement for value creation and progress. Where there is no risk there is no reward. At the same time, the greater the potential reward, the less probable receiving that reward becomes. There are a multitude of risks in this world. Some are highly probable and have a great impact. Others are highly improbable with only minor impact. All are relative and must be evaluated in that context.

We seek to find an appropriate balance between the desired reward and the acceptable level of risk. Risks are taken knowingly, with an understanding of the associated implications, both positive and negative. We understand the level of return we require from each decision and the level of risk we are willing to take to achieve that reward and use that knowledge to manage risk and return in a responsible and prudent manner.

Initiative	Actions	Outcomes	Targets & Measures
Risk Aware	1) Review and identify policy & procedure gaps and opportunities	1) Full suite of policy and procedures	1) Full suite of policies is now in place.
	2) Continuous evolution of policy and procedure	2) Review cycle established • institutionalized	2) 50% reviewed annually/100% triennially • 5 of 10 reviewed • Procedural rules updated

Managed Risk & Return (continued)

Initiative	Actions	Outcomes	Targets & Measures
Asset Liability Management	1) Liability monitoring	1) Triennial actuarial valuations	1) Valuation completed as at December 31, 2014 • Initiated review of plan design and funding
	2) Investment portfolio evolution	2) Portfolios evaluated relative to liabilities	2) Changes implemented at end of 2015
	3) Investment manager evaluation	3) Guidelines & standards	3) Reviews completed on Canadian Equity manager
Consultant Reviews	1) Periodic formal reviews and/or RFP	1) Report delivered to the Boards including any recommended changes	1) Consultant & Advisor reviews • Banking relationship reviewed • Custodian Reviewed & re-affirmed
Education & Training	1) Board & Staff training & education	Education focused on: alternative investments asset/liability management governance pensions	1) See Trustee Education activities listed below. • 1 staff member completed CFA •
Employee Compensation	1) Compensation survey	1) Compensation in line with industry & job function • base line for moving forward	1) 60th percentile target compensation • completed Q2 2012 • relationships with employees will be moved to administrative corporation in 2016. • Agreement reached with one bargaining unit to bring salaries in line with 2012 study.
	2) Development of compensation plan	2) Structure to move forward with independent entity	2) 60th percentile target compensation • completed Q2 2012 • relationships with employees will be moved to administrative corporation in 2016. • Agreement reached with one bargaining unit to bring salaries in line with 2012 study.
	3) Independent entity	3) Separation from City of Regina • establish an independent entity	3) Key business areas operate outside of City of Regina • Business Plan adopted Q4 2013 • Operations to transfer April 1, 2016.

Financial Sustainability

Long term disability plans are challenged by the unpredictability of financial markets and the nature of actuarial methods. Contributions must be invested to attempt to generate the income required to pay plan benefits while liabilities, and the related contribution rates are determined based on a variety of assumptions, all of which are uncertain.

Mismatch between the duration of assets and liabilities creates interest rate risk. Sustained low interest rates and volatile investment returns over the last decade plus have generally resulted in volatility in funded levels and the requirement to contribute more money to fund future benefit obligations. Matching the duration of Plan assets to the duration of Plan liabilities reduced contribution and funded level volatility.

Initiative	Actions	Outcomes	Targets & Measures
Liability Driven Investing	1) Maintain portfolio of liability matched assets equal to the value of disability obligations	1) Liability values fluctuate relative to asset values • reduces funded level volatility	1) Portfolio amount determined triennially in conjunction with actuarial valuation • last valuation completed as at December 31, 2014

Engaged Sponsors & Members

The sponsors of the various plans managed by the Pensions & Disability Administration Department depend on the plans to provide a valuable benefit to their employees. Those same employees, who comprise the membership of the plans, rely on the benefit to provide piece of mind should they become ill or accidentally injured and are unable to work. It is therefore vital that an ongoing dialogue with both groups takes place.

In the case of the various plan sponsors, discussions must take place on a regular basis to ensure that all understand the wants and needs of each other as well as to provide insight into the plans being administered. Plan members will better understand their benefit, and hold it in high regard, if they receive factual information that provides insight into their benefit in a timely and accurate manner.

Activities

We seek to initiate open, honest and frank communication with both groups in a manner that is appropriate for them. We understand that both sponsors and members have a need and desire to not only be informed but also provide their feedback.

Initiative	Actions	Outcomes	Targets & Measures
Consistent Candid & Focused Communication	1) Develop supportive policies & processes	1) Revised Communication Plan • regular discussions regarding approach(s) •	1) Implemented 2012 • annual discussion included in planning • Plan design consultations undertaken in 2016
Plan Reviews	2) Conduct a comprehensive review of the benefit offered and funding structure	2) Plan Re-design/modernization	2) Plan design consultations undertaken in 2016
Technology	1) Implement technologies that can be used to assist in engaging employees	2) Independent Web site • employer data transfer • secure portals	2) Website complete by 2012

The Administrative Board of the Regina Civic Employees' Long Term Disability Plan recognizes the importance of education to the successful fulfillment of the fiduciary duty to the members of the Plan. To that end, the Board has developed the Trustee Education Policy based on the following principles:

(a) Board members are required to make policy decisions to facilitate the administration of the Plan;
(b) Board members have an obligation to participate in Board meetings in a meaningful way; and
(c) a unique body of knowledge is required to carry out the roles and responsibilities of the Board.

The Trustee Education Policy requires that, in addition to basic education obtained within the first three years of becoming a Trustee:

(a) new Trustees must attend a minimum of 20 hours of educational opportunities on an annual basis; and
(b) senior Trustees must attend a minimum of 30 hours of educational opportunities on an annual basis.

The Administrative Board of the Regina Civic Employees' Long Term Disability Plan is comprised of the same members as the Regina Civic Employees' Superannuation & Benefit Plan. Educational opportunities attended by trustees are considered education credits for both plans.

The following Administrative Board members attended conferences and seminars for educational opportunities:

Trustee	Conference/Seminar	Date	Location	Hours
Bob Linner	Mercer Pension Outlook & Fearless Forecast	Jan 20	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	Total Expenses	**$85**	**Total Hours**	**10**
Colin Jensen	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	CFA Dinner	Jan 19	Regina, SK	3
	Mercer Pension Outlook & Fearless Forecast	Jan 20	Regina, SK	2
	Pension & Benefits Legal Update	Feb 12	Regina, SK	2
	The Importance of Early Intervention when managing Disability	Mar 12	Regina SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Saskatchewan Regional Conference	Apr 22-23	Saskatoon, SK	20
	CPBI Forum	May 25-27	New York, NY	30
	Pulling Your Hair Out?	Oct 15	Regina, SK	2
	Are Alternative Investments Worth the Effort?	Nov 19	Regina, SK	2
	Total Expenses	**$4,565**	**Total Hours**	**75**
Councillor Wade Murray	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	Trustees & Administrators Institute	Feb 9-11	Orlando, FL	30
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CAIP West	Dec 1-2	Lake Louise, AB	20
	Total Expenses	**$5,134**	**Total Hours**	**60**
John Gangl	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Saskatchewan Regional Conference	Apr 22-23	Saskatoon, SK	20
	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$3,584**	**Total Hours**	**60**

Trustee	Conference/Seminar	Date	Location	Hours
Jo-ann Hincks	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	Pension & Benefits Legal Update	Feb 12	Regina, SK	2
	Importance of Early Intervention when managing Disability	Mar 12	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	2
	CPBI Saskatchewan Regional Conference	Apr 22-23	Saskatoon, SK	20
	CPBI Forum	May 25-27	New York, NY	30
	Pulling Your Hair Out?	Oct 15	Regina, SK	2
	Are Alternative Investments Worth the Effort?	Nov 19	Regina, SK	2
	Total Expenses	**$3,150**	**Total Hours**	**62**
Kathy Lewis	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	Pension & Benefits Legal Update	Feb 12	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Saskatchewan Regional Conference	Apr 22-23	Saskatoon, SK	20
	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$3,453**	**Total Hours**	**62**
John McCormick	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Saskatchewan Regional Conference	Apr 22-23	Saskatoon, SK	20
	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$4,781**	**Total Hours**	**58**
Brian Seidlik	Trustee Education Workshop	Apr 16	Regina, SK	8
	Total Expenses	**$85**	**Total Hours**	**8**
Brian Smith	CFA Dinner	Jan 19	Regina, SK	3
	Trustee Education Workshop	Apr 16	Regina, SK	8
	Total Expenses	**$85**	**Total Hours**	**11**
Bob Watt	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$2,737**	**Total Hours**	**30**
Rod Wiley	Pension – Beyond the Basics	June 2-3	Regina, SK	15
	Total Expenses	**$210**	**Total Hours**	**15**
Deb Cooney	CFA Dinner	Jan 19	Regina, SK	3
	Mercer Pension Outlook & Fearless Forecast	Jan 20	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$2,610**	**Total Hours**	**43**
Lorna Glasser	2015 and Beyond – Global Implications for Portfolio Positioning	Jan 15	Regina, SK	2
	Mercer Pension Outlook & Fearless Forecast	Jan 20	Regina, SK	2
	Trustee Education Workshop	Apr 16	Regina, SK	8
	CPBI Forum	May 25-27	New York, NY	30
	Total Expenses	**$3,506**	**Total Hours**	**42**

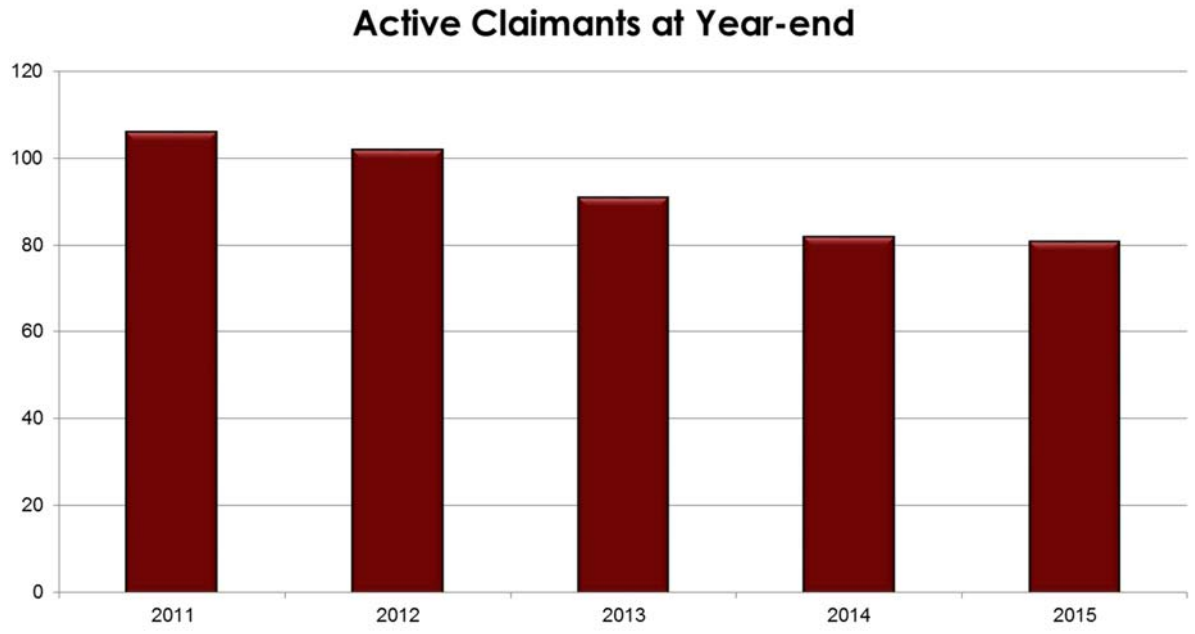
The expenses above show total costs per member. In the event a Trustee sits on more than one Administrative Board, education and training expenses are shared with the other Plans.

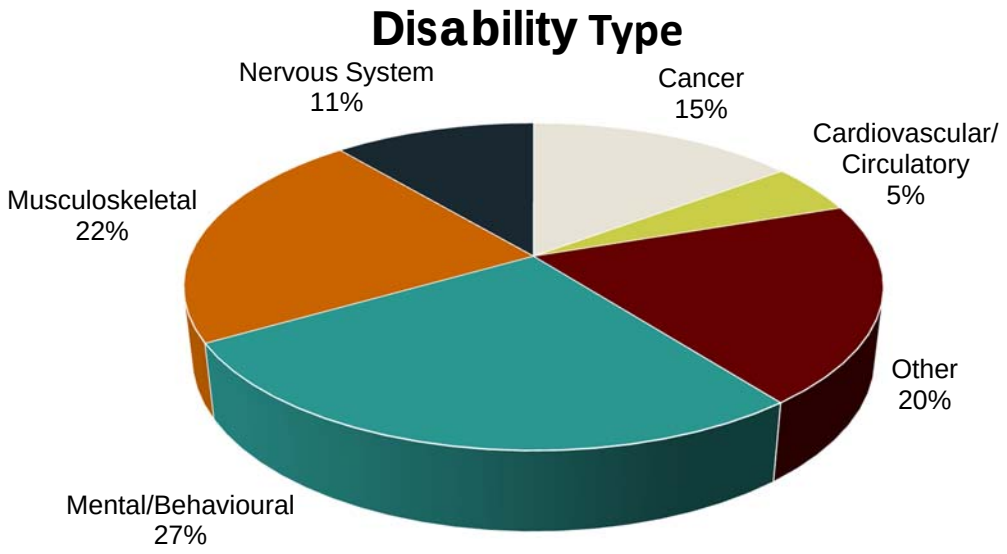
** Some Trustees are able to attend training and education events as a result of professional standards, employment requirements or personal interests at no cost to the Plan.*

Administration

During 2015 the claims adjudication of the Regina Civic Employees' LTD Plan was performed by Standard Life.

The number of employees in receipt of long term disability benefits at December 31, 2015 was 81.

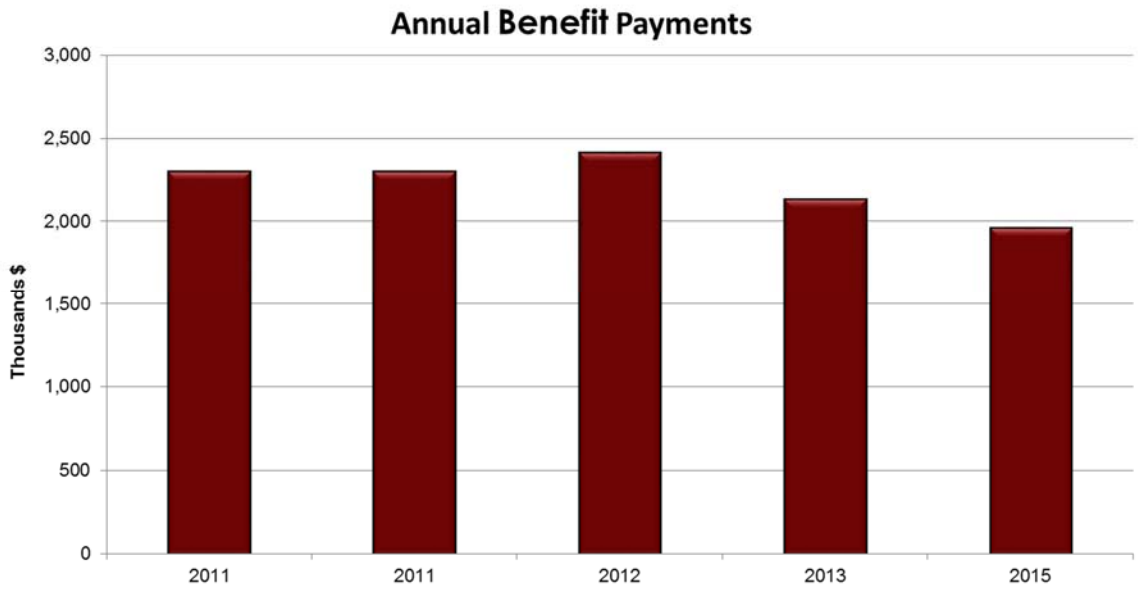




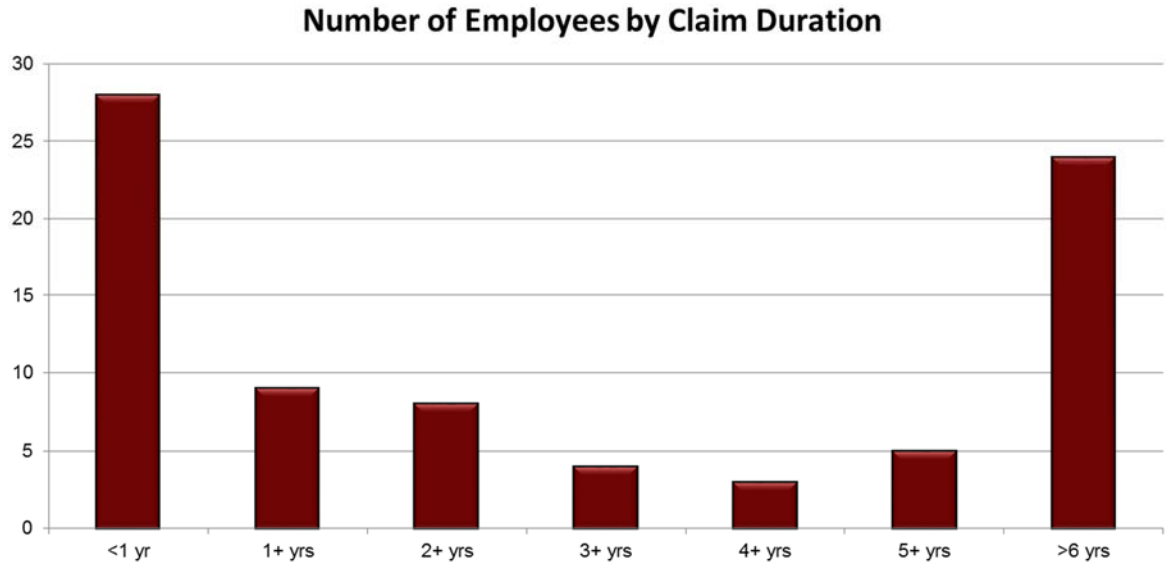
**Other includes Kidney/Bowel Disorders, Urinary System, Visionary Disability and Chronic Pain Syndrome.*

2015 saw no real significant change in disability types from 2014. The main difference was in the type of disability included in other.

A total of $2.0 million was paid in disability benefits in 2015, which is consistent with 2014. 2015 saw an increase in the average monthly disability benefit before offsets from $2,664 in 2014 to $2,829.



The duration of disablement has decreased to 4.9 years in 2015 from 5.4 years in 2014.

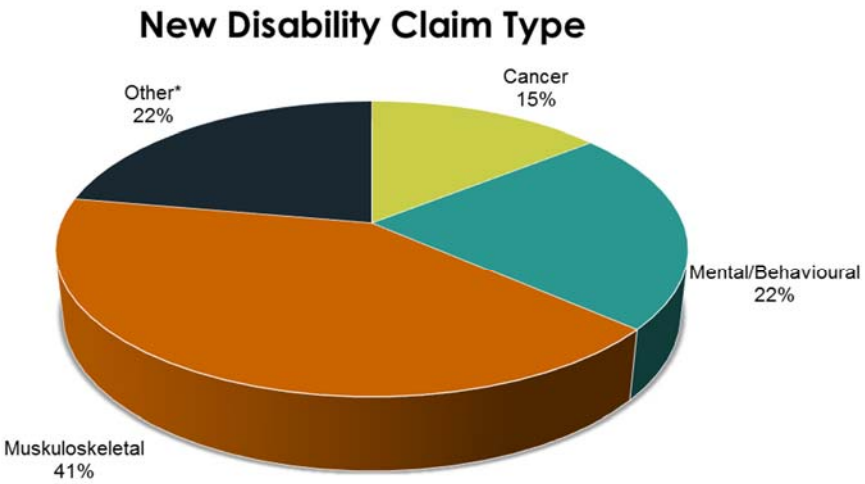


Annual Change in Claims

Active Claims as of December 31, 2014	82
New Claim Applications	63
Withdrawn prior to adjudication	(3)
Claims Resolved and Denied	(61)
Active Claims as of December 31, 2014	81*

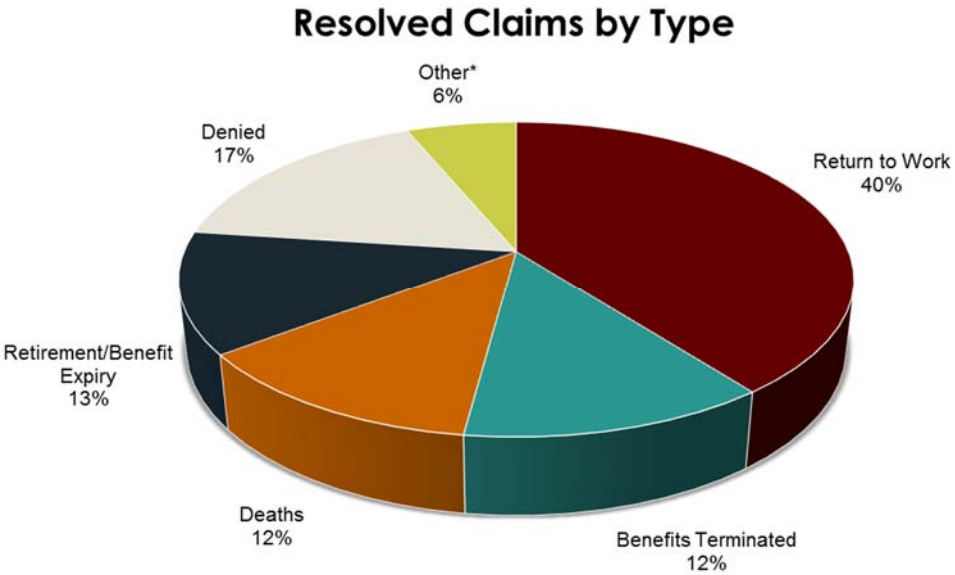
*3 disability claims were in adjudication or pending medical at December 31, 2015.

There were 63 new long term disability claims approved in 2015.



**Other includes Nervous System, Gastrointestinal Related Disabilities, Cardiovascular and Endocrine Systems*

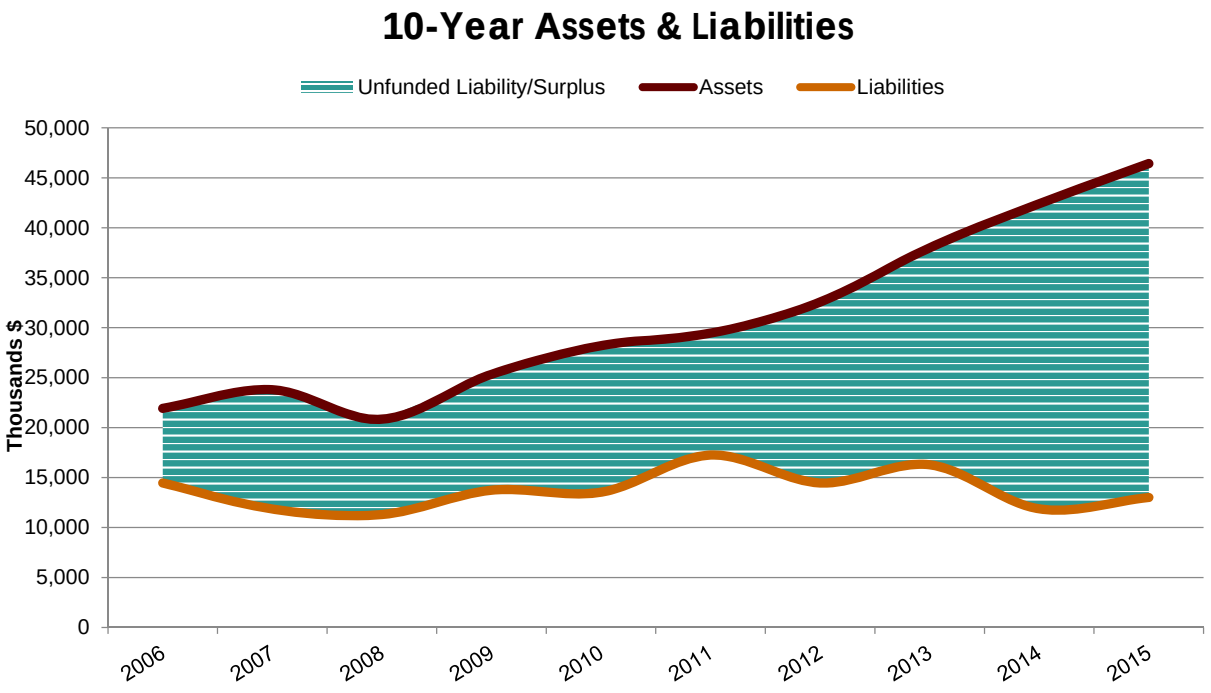
There were 48 long term disability claims resolved in 2015. Following is a break-down of claims resolved.



Year End Financial Position
As at December 31, 2015 the Plan had net assets available for benefits of $46.4 million. Net assets consist of investments at fair value of $46.7 million, contributions and accounts receivable of $164,000 and accrued income of $3,000, less accounts payable of $436,000.

Disability Obligations were $13.0 million at December 31, 2015.

The surplus of the Plan, as of December 31, 2015, was $33.4 million.



There are four main factors that contribute to the size of the asset base of the Plan. These factors are the investment income earned over the year, the contributions made to the Plan by the employer and employees, the Plan's administration and investment expenses, and the long term disability benefit payments made to disabled members. Investment income, contribution revenues, and benefit payments & expenses over the last ten years are shown below:

For The Year Ending	Investment Income / (Loss) ($ Thousands)	Revenue From Contributions ($ Thousands)	Benefit Payments & Expenses ($ Thousands)
2015	2,343	4,408	(2,855)
2014	3,024	4,202	(2,820)
2013	4,266	4,066	(2,887)
2012	2,182	4,072	(3,139)
2011	258	3,966	(2,980)
2010	1,652	3,958	(2,736)
2009	3,493	4,078	(3,072)
2008	(4,021)	3,778	(2,714)
2007	2,894	3,498	(2,354)
2006	1,980	3,532	(2,215)

The Civic Long Term Disability Administrative Board oversees the investments of the Civic LTD Plan in accordance with the Statement of Investment Policies & Procedures (SIP&P) which is reviewed annually, and whenever a change is required. The SIP&P provides general policy guidelines for the management and investment of the assets of the Plan and sets out the risk philosophy, the asset mix and diversification policy, and permitted investments. The primary investment objectives (below) are set out in the SIP&P as well as the Actuarial Valuation of the Plan:

- meet the disability obligations as they occur and to ensure the long-term solvency of the Plan;
- achieve a real rate of return in excess of 1.80% over a rolling four-year period; and
- earn the stated performance objective for each asset class over a rolling four-year period.

1. Earn a minimum inflation-adjusted investment return of 1.80%

2. Earn a rate of return that exceeds the return earned on a benchmark portfolio

Asset Class	Total Fund Benchmark
Canadian Equities	S&P/TSX 300 Index
Global Equities	MSCI World Index
Canadian Short Term Bonds	FTSE TMX Canada Short Term Overall Bond Index
Canadian Universe Bonds	FTSE TMX Canada Universe Bond Index
Real Return Bonds	FTSE TMX Canada Real Return Bond Index
Commercial Mortgages	FTSE TMX Canada Universe Bond Index + 2%

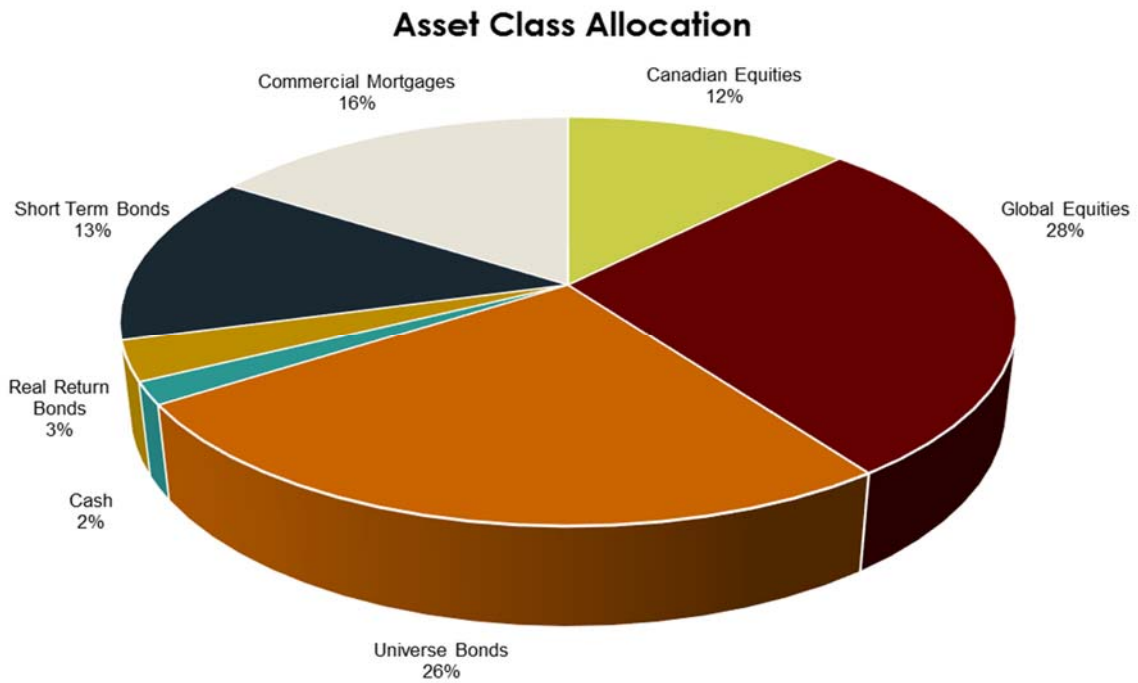
The benchmarks for equity and fixed income were selected because all are publicly-traded and readily investible indices.

3. Earn rates of return that exceed the returns earned on the relevant market index over rolling 4-year periods (active mandates) or rates of return within 15 basis points of the returns earned on the relevant market index over rolling 4-year periods (passive mandates)

The Plan does not manage currency within the portfolios, preferring to take a longer term approach that currencies will fluctuate in the short term, but will achieve some equilibrium over the longer term.

Total invested assets of the Civic LTD Plan at December 31, 2015 were $46.7 million.

The Plan's assets are invested across several asset classes and with multiple investment managers to reduce the overall risk to the Plan. By spreading the investments out among different types of assets, different geographical areas and different investment styles, the overall risk to the Plan is reduced and the returns of the Plan become less volatile.



The assets of the Civic LTD Plan are separated into two portfolios – the Return Seeking Portfolio and the Liability Matching Portfolio. Assets held in the return seeking portfolio are intended to earn a market return as outlined in the Statement of Investment Policies & Procedures. Assets held in the Liability Matching Portfolio are meant to fluctuate in correlation with the value of the liabilities of the Plan.

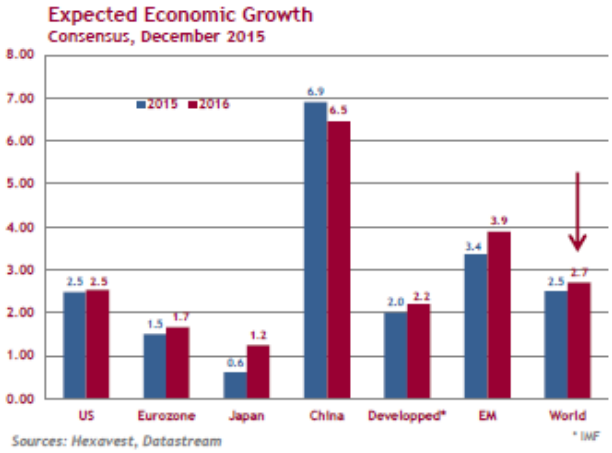
The table below provides the current asset allocation policy of the Civic LTD Plan:

Return Seeking Portfolio					
Asset Class	**Total Fund Benchmark**	**Actual % Allocation**	**Min %**	**Target % Allocation**	**Max %**
Equities:					
Canadian Equities	S&P/TSX 300 Index	18.13	15	20	25
Global Equities	MSCI World Index	41.34	35	40	45
	Total Equities:	**59.47**		**60**	
Fixed Income:					
Universe Bonds	FTSE TMX Canada Universe Bond Index	37.91	25	40	55
	Total Fixed Income:	**37.91**		**40**	
Cash:	n/a	**2.62**	n/a	n/a	n/a
Total Return Seeking Portfolio:		**100.00**		**100**	
Liability Matching Portfolio					
Fixed Income:					
Real Return Bonds	FTSE TMX Canada Real Return Bond Index	9.75	8	12	16
Short Term Bonds	FTSE TMX Canada Short Term Overall Bond Index	41.60	38	43	48
Commercial Mortgages	FTSE TMX Canada Universe Bond Index + 2%	48.65	40	45	50
	Total Fixed Income:	**100.00**		**100**	
Total Liability Matching Portfolio:		**100.00**		**100**	

As the performance of individual managers and markets move the assets in the fund away from the normal strategic positions, the assets are rebalanced to bring the fund back within the parameters of the current strategic asset allocation policy set by the Administrative Board. Such rebalancing is achieved through directed cash flow or by actively transferring funds among managers when specified trigger points are reached. The actual management and asset allocation structure of the Civic LTD Plan as at December 31, 2015 is shown below:

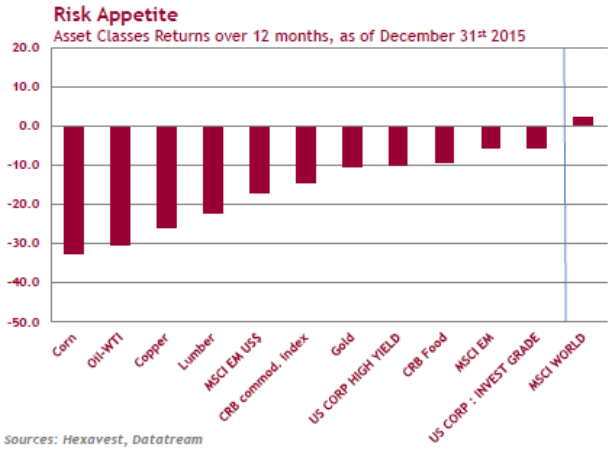
Return Seeing Portfolio				
Asset Class	**Manager**	**Start Date**	**Amount* ($ Thousands)**	**% Of Holdings**
Equities:				
Canadian Equities	QV Investors Inc.	2014	5,715	12.24
Global Equities	Franklin Templeton Investments Corp.	1998	13,030	27.90
	Total Equities:		**18,745**	**40.14**
Fixed Income:				
Universe Bonds	TD Asset Management	2004	11,948	25.59
	Total Fixed Income:		**11,948**	**25.59**
Cash:	n/a	n/a	**825**	**1.77**
Total Return Seeking Portfolio			**31,518**	**67.50**
Liability Matching Portfolio				
Fixed Income:				
Real Return Bonds	Internal	n/a	1,480	3.17
Short Term Bonds	TD Asset Management	2010	6,314	13.52
Commercial Mortgages	Addenda Capital Inc.	2010	7,384	15.81
	Total Fixed Income:		**15,178**	**32.50**
Total Liability Matching Portfolio:			**15,178**	**32.50**
Total Fund:			**46,696**	**100.00**

**Amount includes small cash balances held by each manager within their investment portfolio.*



Global equities posted positive returns over the first quarter of 2015 with central banks in the Eurozone and China easing monetary policy, while crude oil prices stabilised after their previous sharp decline. Canadian Gross Domestic Product (GDP) rose at an annualized rate of 2.4% in the fourth quarter of 2014, aided by an increase in household consumption. The Canadian unemployment rate rose to 6.8% while headline inflation was just 1.0% year over year (YoY) in February. Core inflation, which excludes energy and food, was up 2.1% YoY. The S&P/TSX Composite Index rose 2.6% during the first quarter of 2015. Eight of the Index's ten sectors ended in positive territory, with gains led by the Healthcare, IT and Consumer Discretionary sectors. The S&P 500 delivered a modest positive return. Merger and acquisition activities and hopes of a further delay in the first rise in interest rates helped the quarterly returns, yet were counterbalanced by fears about the impact of the strong dollar on earnings and business sentiment. Eurozone equities posted strong returns after the European Central Bank's announcement of quantitative easing with the size of the package exceeding market expectations. Japanese equities gained with the backdrop of positive corporate earnings and were further supported by hopes of additional stimulus from the Bank of Japan. Emerging markets posted positive returns with Chinese equities supported by the authorities' moves to boost growth by cutting the required reserve ratio by 50 basis points to counter the capital outflows and liquidity conditions before the Chinese New Year. Russia gained amid the stabilization of oil price and hopes of a peace deal with Ukraine, while Brazilian equities fell amid weak economic growth.

Global equities registered a small positive return in US dollar terms over the second quarter. Regional performances were mixed with strong gains from Japan while the Eurozone and UK were weak. Canadian GDP declined 0.6% in the first quarter of 2015 - its weakest result since the second quarter of 2009 - with corporate profits and non-residential structural investment particularly impacted. Unemployment has held steady at 6.8% while headline Consumer Price Index (CPI) was low in May as lower oil prices continued to weigh on it and core inflation was held steady at 2.2% YoY. The S&P/TSX Composite Index declined 1.6%, with losses led by the Industrials, Utilities and IT sectors. The S&P 500 reached all-time highs although returns were modest at 0.3%. Economic data was mixed but improved towards the end of the period. Merger & acquisition activity continued, especially in the Healthcare sector. Eurozone and UK equities came under pressure as the Greek debt crisis escalated, leading to concerns over the potential knock-on impact if Greece were to leave the Eurozone. Brazil equities were strong as the government vetoed measures that would have increased spending on pensions by over $13 billion over the next decade. Chinese equities saw gains after the authorities cut interest rates and reserve requirement ratios twice over the quarter to reassure equity markets and to revive slowing growth. Bond yields rose across most major markets amid expectations that interest rates could rise in the US and UK this year, and stronger economic data in the Eurozone also sent Bund (German government bonds) yields higher over the quarter.



Global equities declined in the third quarter of 2015 amid worries about the economic slowdown in China and the implications for global growth. While the Canadian economy entered a technical recession by declining in both the first and second quarters of 2015, growth turned positive in June and July. As a result, the Bank of Canada anticipates that the economy's return to full capacity will be delayed until the first half of 2017. Employment numbers improved modestly during the quarter, but not enough to improve the unemployment rate as it inched up to 7% in August as more people began to look for work. Headline CPI remained low due to lower oil prices while core inflation remained steady at 2.1% YoY. The S&P/TSX Composite Index declined 8.0%, with losses led by the Materials, Energy and Healthcare sectors. Commodities continued to struggle with weaker global demand while the Healthcare sector was impacted by the drug pricing practices of Valeant Pharmaceutical. The US Federal Reserve's decision to defer an interest rate rise exacerbated the sense of uncertainty in markets. In the Eurozone, the autos sector came under severe pressure after revelations that VW had misled regulators on emissions from diesel vehicles. Japanese equities suffered as a result of weaker than expected data for Japan's economy with stocks sliding to an eight month low while the yen saw inflows due to its 'safe haven' status. Weak Chinese economic data and concerns over deleveraging and unwinding of margin financing was a drag on emerging markets. The third quarter was broadly positive for global bonds as commodity weakness and fears over global economic growth led investors to seek out 'safe havens'.

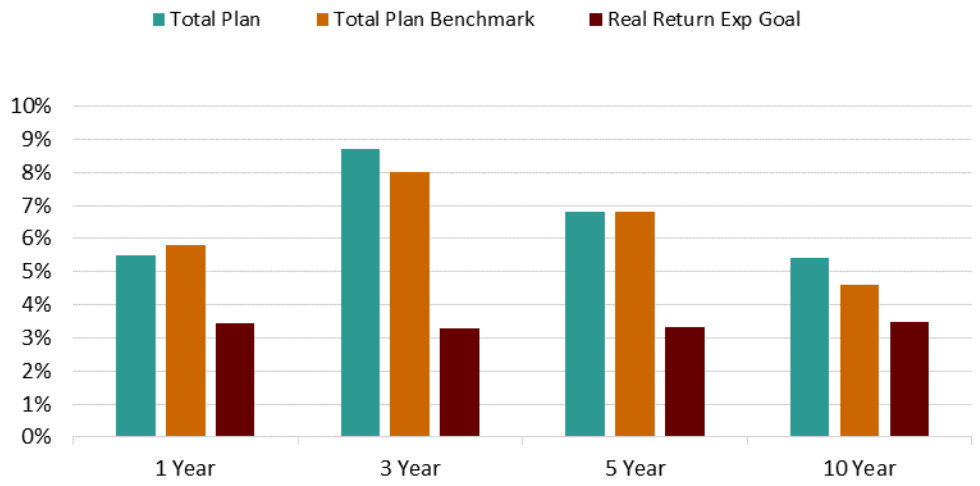
Global equities delivered positive returns for the fourth quarter despite poor performance in December. Government bond markets broadly reflected the policy trajectories of the world's major central banks. The Canadian economy picked up steam in the third quarter as GDP expanded at 2.3%. Unemployment rose to 7.1% in November while Headline CPI increased slightly to 1.4% YoY while core inflation held steady. The S&P/TSX Composite Index declined 1.4% with losses led by the Healthcare, Consumer Discretionary and Telecom sectors. US equities gained 7.0% over the quarter after the Federal Reserve increased its main policy rate in December following strong non-farm payrolls data. Eurozone equities posted positive returns overall, lifted by hopes for further quantitative easing. However, the announcement fell short of investors' expectations with the timetable for purchases extended to March 2017 but the €60 per month left unchanged, which weighed on returns in December. Japan was the best performing equity market over the quarter, driven by a recovery in cyclicals followed by a resumption of defensive areas. The Chinese equity market posted a solid gain as the People's Bank of China cut interest for the sixth time in the year, providing further support to their economy. Economic data in Brazil continued to deteriorate as two rating agencies downgraded Brazil debt to non-investment grade prompting impeachment proceedings against the president, and the finance minister to resign.

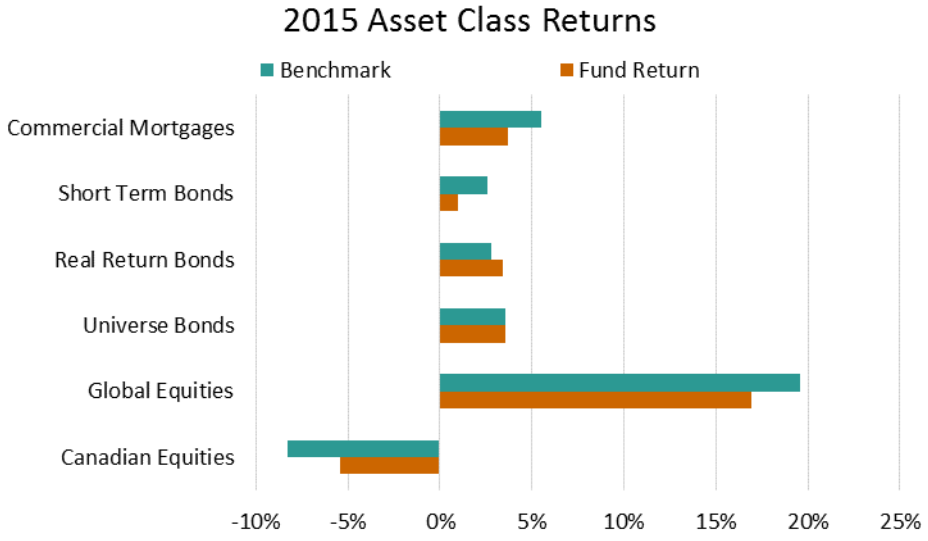
Main Indices	**1 Year Return**	
December 31, 2015	**CAD**	**Local**
MSCI ACWI	8.8%	5.8%
MSCI World	9.3%	6.2%
MSCI EAFE	8.5%	6.3%
MSCI Europe	6.2%	5.2%
MSCI Pacific	12.9%	8.6%
MSCI Emerging	4.3%	1.5%
S&P 500	10.9%	7.0%
S&P/TSX	-1.4%	-1.4%

On a total fund basis the 2015 return of the Regina Civic Employees' Long Term Disability Plan was 5.52%, outperforming the real return expectation goal by 2.12% and underperforming the return of the custom benchmark by (0.30)%. The Plan has achieved the minimum inflation-adjusted return in each of the one through ten-year periods.

OBJECTIVE: Earn a minimum inflation-adjusted return of 1.80%				
	1 Year	**3 Year**	**5 Year**	**10 Year**
Total Plan Return	5.52	8.70	6.78	5.38
Real Return Expectation Goal (CPI+1.80%)	3.40	3.23	3.28	3.44
Excess Return	**2.12**	**5.47**	**3.50**	**1.94**

OBJECTIVE: Earn a rate of return that exceeds the rate of return earned on a benchmark portfolio				
	1 Year	**3 Year**	**5 Year**	**10 Year**
Total Plan Return	5.52	8.70	6.78	5.38
Total Plan Benchmark Return	5.82	8.02	6.82	4.61
Excess Return	**(0.30)**	**0.68**	**(0.04)**	**0.77**





OBJECTIVE: Earn rates of return that exceed the returns earned on the relevant market index over rolling 4-year periods (Active)						
Rolling 4-year period ending:	**Dec 2015**	**Dec 2014**	**Dec 2013**	**Dec 2012**	**Dec 2011**	**Dec 2010**
Canadian Equity	8.04	5.12	6.41	8.21	(4.99)	2.09
Benchmark	5.26	5.15	6.79	11.65	(0.72)	3.98
Excess Return	2.78	(0.03)	(0.38)	(3.44)	(4.27)	(1.89)
Global Equity	22.95	15.41	13.48	6.87	(6.51)	(5.79)
Benchmark	20.99	15.06	12.75	6.89	(3.83)	(5.21)
Excess Return	1.96	(0.35)	0.73	(0.02)	(2.68)	(0.58)
Mortgages	4.27	4.91	-	-	-	-
Benchmark	5.62	7.13	-	-	-	-
Excess Return	(1.35)	(2.22)	-	-	-	-
Short Term Bonds	1.14	1.21	-	-	-	-
Benchmark	2.35	2.86	-	-	-	-
Excess Return	(1.21)	(1.65)	-	-	-	-

OBJECTIVE: Earn rates of return within 15 basis points of the returns earned on the relevant market index over rolling 4-year periods (Passive)						
Rolling 4-year period ending:	**Dec 2015**	**Dec 2014**	**Dec 2013**	**Dec 2012**	**Dec 2011**	**Dec 2010**
Universe Bonds	3.56	4.88	4.33	6.02	6.61	5.27
Benchmark	3.62	5.13	4.63	6.33	7.05	5.56
Excess Return	(0.06)	(0.25)	(0.30)	(0.31)	(0.44)	(0.29)
Real Return Bonds	1.24	4.64	4.59	11.00	10.38	6.29
Benchmark	0.99	4.61	4.12	11.55	10.88	6.73
Excess Return	0.25	(0.03)	0.47	(0.55)	(0.50)	(0.44)

Expenses

Description	2015 ($ thousands)
Actuarial Services	
AonHewitt	**26**
Audit Services	
KPMG LLP	**10**
Custodial and Performance Management Fees	
Northern Trust Corporation	**38**
Investment Manager Fees	
Addenda Capital Inc.	37
TD Asset Management	4
Franklin Templeton Investments Corp.	93
QV Investors	18
	152
Legal Services	
McDougall Gauley	**36**
Other Administrative Expenses	
Pensions & Disability - Salaries & Benefits	218
Standard Life	154
Medical and Rehabilitation Services	73
Self-Assessed GST	11
SaskCentral	28
City of Regina	(6)
Printing and Photocopying Services	2
Conferences and Seminars	8
Stonefield Systems Group	4
SaskTel	2
AonHewitt Consulting	5
EVest	2
Other	12
	513
Total for the Plan:	**775**

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Regina Saskatchewan S4P 4K9
Canada

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INDEPENDENT AUDITORS' REPORT

To the Administrative Board of the Regina Civic Employees' Long Term Disability Plan:

We have audited the accompanying financial statements of the Regina Civic Employees' Long Term Disability Plan, which comprise the statement of financial position as at December 31, 2015 and the statements of changes in net assets available for benefits and changes in disability obligations for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for pension plans, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Out responsibility is to express and opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Regina Civic Employees' Long Term Disability Plan as at December 31, 2015, and the changes in its net assets available for benefits and the changes in its disability obligations for the year then ended in accordance with Canadian accounting standards for pension plans.

KPMG LLP

Chartered Professional Accountants
April 27, 2016
Regina, Canada

STATEMENT OF FINANCIAL POSITION
(in thousands of dollars)

As at December 31

		2015		2014
ASSETS				
Investments - Note 4	**$**	**46,696**		42,799
Contributions Receivable				
Members		**80**		38
Employers		**80**		38
Accounts Receivable		**4**		-
Accrued Income Receivable		**3**		3
		46,863		42,878
LIABILITIES				
Accounts Payable		436		465
Net Assets Available for Benefits		**46,427**		42,413
Disability Obligations - Note 5		**13,006**		18,260
Surplus	**$**	**33,421**	$	24,153

See accompanying notes

APPROVED BY:

_____ Board Member

_____ Board Member

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
(in thousands of dollars)

For the year ended December 31

		2015		2014
INCREASE IN NET ASSETS				
Investment Income - Note 6	**$**	**2,461**	$	1,566
Increase in Fair Value of Investments		**-**		1,458
Contributions				
Member		**2,204**		2,102
Employer		**2,204**		2,100
		6,869		7,226
DECREASE IN NET ASSETS				
Decrease in Fair Value of Investments		**118**		-
Disability Payments		**1,962**		2,107
Administration Expenses – Note 10		**775**		713
		2,855		2,820
Net Increase for the Year		**4,014**		4,406
Net Assets Available for Benefits, Beginning of Year		**42,413**		38,007
Net Assets Available for Benefits, End of Year	**$**	**46,427**	$	42,413

See accompanying notes

STATEMENT OF CHANGES IN DISABILITY OBLIGATIONS
(in thousands of dollars)

For the year ended December 31

		2015		2014
INCREASE IN DISABILITY OBLIGATIONS				
Accrual of Disability Benefits	**$**	**4,657**	$	4,495
Change in Assumptions – Note 5		**729**		-
Interest Accrued on Benefits		**258**		502
		5,644		4,997
DECREASE IN DISABILITY OBLIGATIONS				
Disability Payments		**2,021**		2,169
Experience Gain		**8,877**		848
		10,898		3,017
Net Increase (Decrease) for the Year		**(5,254)**		1,980
Disability Obligations, Beginning of Year		**18,260**		16,280
Disability Obligations, End of Year	**$**	**13,006**	$	18,260

See accompanying notes

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

1. Description of Plan

The Regina Civic Employees' Long Term Disability Plan (the "Plan") is a multi-employer disability plan covering eligible employees of the City of Regina and the following participating Boards: Regina Qu'Appelle Regional Health Authority, Regina Public Library Board, non-teaching staff of the Board of Education of the Regina School Division No. 4 of Saskatchewan, and the Buffalo Pound Water Administration Board. The following description is a summary only. For more complete information, reference should be made to the Plan text.

(a) Contributions

Members' contributions are 0.92% of salary. The employer matches the members' contributions to the Plan.

(b) Benefits

Disability benefits are based on 65% of the member's salary. Benefits will be paid either throughout the duration of the disability, until the member elects voluntary early retirement, reaches age 65 or upon death, whichever occurs first.

(c) Income Taxes

The Plan is a self insured disability income plan and as such is not subject to income taxes under The *Income Tax Act*. Disability benefits paid from the Plan are subject to deductions that are withheld and remitted to the Canada Revenue Agency.

2. Basis of Preparation

(a) Statement of compliance

The financial statements for the year ended December 31, 2015, have been prepared in accordance with Canadian accounting standards for pension plans as outlined in Part IV of the CPA Canada Handbook section 4600, Pension plans. For matters not addressed in section 4600, International Financial Reporting Standards (IFRS) guidance has been implemented. The financial statements were authorized and issued by the Plan's Administrative Board on April 27, 2016.

(b) Basis of measurement

The financial statements have been prepared using the historical cost basis except for financial instruments which have been measured at fair value.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

2. Basis of Preparation (continued)

(c) Functional and presentation currency

These financial statements are presented in Canadian dollars, which is the Plan's functional currency and are rounded to the nearest thousand unless otherwise noted.

3. Summary of Significant Accounting Policies

The following policies are considered to be significant:

(a) Basis of Presentation of Financial Statements

These financial statements are prepared on the going concern basis and present the aggregate financial position of the Plan as a separate financial reporting entity independent of the Plan sponsors and Plan members. They are prepared to assist Plan members and others in reviewing the activities of the Plan for the fiscal period, but they do not portray the funding requirements of the Plan or the benefit security of individual Plan members.

Employers of members are responsible for the accuracy and completeness of members' contributions remitted and of employee payroll information on which benefit payments are determined. Accordingly, these financial statements presume the accuracy and completeness of the members' contributions and payroll information received from employers of the members.

(b) Investments

Investments are recorded at fair value. The fair value of equities is based on year-end market quotations obtained from recognized security dealers. The fair value of bonds is based on model pricing techniques that effectively discount prospective cash flows to present value taking into consideration duration, credit quality, and liquidity.

Pooled funds are recorded at fair value based on the net asset value per unit determined by the investment manager with reference to the underlying investments' year-end market prices.

Short term investments are recorded at cost, which together with accrued interest income, approximates fair value.

(c) Investment Income and Transaction Costs

Investment income includes interest and dividends. Interest income is recorded on the accrual basis. Dividend income from equity securities is recognized as entitlement arises. Changes in fair value of investments includes both realized and unrealized gains and losses. Realized gains and losses from the sale of investments are calculated using a weighted average cost basis and are reflected in earnings as incurred. Investment transactions are accounted for on the trade date. Transaction costs are recognized in the statement of changes in net assets available for benefits in the period incurred.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

3. Summary of Significant Accounting Policies (continued)

(d) Foreign Exchange

Foreign investment purchases, sales and income are recorded in Canadian dollars at exchange rates in effect at the transaction date. Foreign denominated investments and accrued income are translated at year end exchange rates. The gains and losses arising from the transaction are included in the statement of changes in net assets available for benefits as part of the change in fair value of investments.

(e) Contributions

Contributions are accounted for on the accrual basis.

(f) Use of Estimates and Judgements

The preparation of financial statements in conformity with Canadian accounting standards for pension plans requires management to make estimates and use assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. Significant estimates subject to estimates and assumptions include the valuation of investments and the determination of the disability obligation.

(g) Future Accounting Policy Changes

The relevant new guidance issued by the International Accounting Standards Board not yet adopted by the Plan includes:

- IFRS 9, Financial Instruments. The new standard will replace IAS 39, Financial Instruments: Recognition and Measurement, and includes guidance and de-recognition of financial assets and financial liabilities, impairment and hedge accounting. The new standard will come into effect January 1, 2018, with early application permitted.

Management does not expect any significant impact to the Plan's financial statements upon adopting the new standard.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

4. Investments

The investment objectives of the Plan are to ensure the Plan has sufficient assets to optimize the risk/return relationship of the Plan and to generate sufficient cash flows to meet disability benefits payments. The Plan holds the following investments:

		2015		2014
Canadian Bonds	**$**	**1,461**	$	1,449
Cash		**843**		802
Pooled Funds:				
Short Term		**6,314**		6,250
Fixed Income		**19,332**		17,838
Canadian Equities		**5,715**		5,231
Global Equities		**13,031**		11,229
Total Investments	**$**	**46,696**	$	42,799

Investment concentration in any one investee or related group of investees is limited to no more than 10% of the total book value of the Plan's assets or no more than 30% of the votes that may be cast to elect the directors of the investee.

The Plan's assets may be invested through in-house investment activities or through external investment managers including without limitation, mutual funds, pooled funds, segregated funds, unit trusts, limited partnerships, and similar vehicles.

The Statement of Investment Policies and Procedures permits investment in all bonds, debentures, notes, non-convertible preferred stock, real return bonds and other debt instruments of Canadian issuers whether denominated and payable in Canadian dollars or a foreign currency including mortgage-backed securities, guaranteed under *The National Housing Act (Canada)*, asset backed securities, term deposits and guaranteed investment certificates. It also permits investment in private placement of bonds that are rated by a recognized rating agency. The Plan's investment policy states that a minimum of 80% of fixed income must be invested in investment grade as rated by a recognized credit rating service.

The Plan may invest in equity securities, and equity substitutes that are convertible into equity securities, which are listed and traded on recognized exchanges, and unlisted equity securities, such as private placement equity, where the investment manager determines the security will become eligible for trading on a recognized exchange within a reasonable and defined timeframe, not to exceed six months, and the issuing company is publicly listed on a recognized exchange.

The Plan may also invest in cash and short term investments which consist of cash on hand, Canadian and US money market securities, such as treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, commercial paper, term deposits and contracts with life insurance companies.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

4. Investments (continued)

Canadian Bonds

The Plan holds Government of Canada bonds with a term to maturity greater than five years with a carrying value of $1,461 (2014 - $1,449). The effective average interest rate on the bonds is 2.62% (2014 – 2.62%).

Pooled Funds

The Plan owns units in Canadian and Global pooled equity funds as well as Canadian bonds and unit trust mortgage funds. These pooled funds have no fixed distribution rate. Fund returns are based on the success of the fund managers.

Fair Value of Investments

Fair value is best evidenced by an independent quoted market price for the same instrument in an active market. An active market is one where quoted prices are readily available, representing regularly occurring transactions. The determination of fair value requires judgement and is based on market information where available and appropriate. Fair value measurements are categorized into levels within a fair value hierarchy based on the nature of the inputs used in the valuation.

Level 1 – where quoted prices are readily available from an active market.
Level 2 – inputs other than quoted prices included in Level 1 that are observable for the investment, either directly (for example, as prices) or indirectly (for example, derived from prices).
Level 3 – inputs for the investment that are not based on observable market data.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

4. Investments (continued)

	2015			
Asset Class	**Quoted Prices in Active Markets (Level 1)**	**Significant Observable Inputs (Level 2)**	**Significant Unobservable Inputs (Level 3)**	**Total**
Equity Pooled Funds	**$ -**	**$ 18,746**	**$ -**	**$ 18,746**
Canadian Bonds	**1,461**	**-**	**-**	**1,461**
Fixed Income Pooled Funds	**-**	**19,332**	**-**	**19,332**
Short Term Investments	**-**	**6,314**	**-**	**6,314**
Cash	**843**	**-**	**-**	**843**
Total Investments	**$ 2,304**	**$ 44,392**	**$ -**	**$ 46,696**

	2014			
Asset Class	**Quoted Prices in Active Markets (Level 1)**	**Significant Observable Inputs (Level 2)**	**Significant Unobservable Inputs (Level 3)**	**Total**
Equity Pooled Funds	$ -	$ 16,460	$ -	$ 16,460
Canadian Bonds	1,449	-	-	1,449
Fixed Income Pooled Funds	-	17,838	-	17,838
Short Term Investments	-	6,250	-	6,250
Cash	802	-	-	802
Total Investments	$ 2,251	$ 40,548	$ -	$ 42,799

There were no investments transferred between levels during the current year.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

5. Disability Obligations

There is no external legislative requirement for actuarial valuations to be performed for disability plans. Schedule A of Bylaw 9566 requires that actuarial valuations for the Plan are carried at a minimum every three years to determine the funding requirements. On an annual basis, the Board reviews the Plan's activities to determine whether a valuation is required. The last valuation was carried out as of December 31, 2014.

Aon Hewitt is the appointed actuary of the Plan. The actuarial value of disability obligations as of December 31, 2015 has been determined by extrapolating the figures from December 31, 2014, the date of the last actuarial valuation.

The assumptions used in the valuation were developed by reference to expected long term market conditions. Significant long term assumptions used in the valuation were:

Assumption	2015 Rate (%)	2014 Rate (%)
Inflation Rate	**2.2**	2.2
Discount Rate	**2.55**	3.0
Retirement Age	**65**	65
Active Life Earnings Adjustment	**N/A**	3.6
Rehabilitation Earnings Increase	**2.2**	2.2
Continuing in Year Claims Expense	**3.0**	3.0
Termination Rates	**2004-2008 LTD termination study conducted by CIA**	**Adjusted. 1988 – 1997 LTD termination study conducted by CIA**

During 2015 the disability obligation increased by $8,877 (2014 - $848) as a result of the Plan's termination experience. The disability obligation is sensitive to changes in the inflation rate and the discount rate, which impacts future claims benefits and the assumed real rate of return on Plan assets.

A change in the following assumptions (with no other change in other assumptions) would have the following approximate effects on the disability obligations:

	Approximate Effect on Disability Obligations	
50 Basis Point Decrease/Increase	**$**	**%**
Discount Rate	**+345/-326**	**-2.5/+2.6**
Inflation	**-219/+222**	**-1.7/+1.7**

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

6. Investment Income

Investment Income		2015		2014
Cash and Short Term Investments	**$**	**94**	$	103
Bond Interest		**788**		709
Dividend Income		**1,579**		754
Total	**$**	**2,461**	$	1,566

7. Capital Management

The Plan defines its capital as consisting of net assets available for benefits, which consists primarily of investments. Investments are managed to fund future disability obligations. The extent that net assets available for benefits are greater than disability obligations is reflected as a surplus or deficit. The objective of managing the Plan's capital is to ensure that the Plan is fully funded to pay the Plan's benefits over time.

The Plan receives new capital from member and employer contributions. The Plan also benefits from income and market value increases on its invested capital. The Plan's capital is invested in a number of asset classes including short-term investments, bonds, and equities. The Board has delegated the operational investment decisions to a number of different investment management firms through a number of different investment mandates as defined in the Plan's Statement of Investment Policy and Procedures.

8. Investment Risk Management

Investment risk management relates to the understanding and active management of risks associated with invested assets. Investments are primarily exposed to foreign currency, interest rate volatility, market and credit risk. They may also be subject to liquidity risk. The Plan has set formal policies and procedures that establish an asset mix among equity and fixed income investments; requires diversification of investments within categories; and sets limits on the size of exposure to individual investments. The Board of Trustees approves the Statement of Investment Policies and Procedures which is reviewed annually.

Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. The Plan's policy is to invest in a diversified portfolio of investments, based on criteria established in the Statement of Investment Policies and Procedures.

The impact on the net assets of the Plan due to a 10% change in the respective benchmark stock index using a three year historical measure of the sensitivity of the returns relative to the returns of the benchmark stock index, as of December 31, 2015 would result in an increase/decrease of 9.5% (2014 - 11.6%) in the value of the portfolio.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

8. Investment Risk Management (continued)

Credit Risk

Credit risk refers to the potential for counterparties to default on their contractual obligation to the Plan. Credit risk is mitigated by entering into contracts with the counterparties that are considered high quality. Quality is determined via the following credit rating agencies: DBRS, Standard and Poor's and Moody's Investor Service.

The maximum credit risk to which it is exposed at December 31, 2015 is limited to the carrying value of the financial assets summarized as follows:

Asset Class		2015		2014
Canadian Bonds	**$**	**1,461**	$	1,449
Contributions Receivable		**160**		76
Accounts Receivable		**4**		-
Accrued Income Receivable		**3**		3
Cash		**843**		802
Total	**$**	**2,471**	$	2,330

Canadian bonds consist of Government of Canada bonds with an AAA rating.

Interest Rate Risk

Interest rate risk refers to the effect on the market value of the Plan's investments due to fluctuation of interest rates. The risk arises from the potential variation in the timing and amount of cash flows related to the Plan's assets and liabilities. Disability obligations are relatively short term. Asset values are affected by equity markets and short-term changes in interest rates. The fixed income portfolio has guidelines on duration and distribution which are designed to mitigate the risk of interest rate volatility.

At December 31, 2015 a 1% increase/decrease in interest rates would result in a $1,289 (2014 – $1,192) change in the value of the Plan's fixed income portfolio.

Foreign Currency Risk

Foreign currency exposure arises from the Plan holding investments denominated in currencies other than the Canadian Dollar. During the year, the Plan held only investments denominated in Canadian Dollars.

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

8. Investment Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Plan maintains an adequate amount of liquid assets with varying maturities in order to ensure that the Plan can meet all of its financial obligations as they fall due. Liquidity risk is managed by limiting the Plan's exposure to illiquid assets and through positive net cash inflows from contributions.

9. Related Party Transactions

Related Party Transactions		2015		2014
Accounts Payable include the following amounts due to:				
City of Regina	$	271	$	193
Regina Civic Employees Superannuation and Benefits Plan		23		76
	$	294	$	269
Expenditures include amounts paid to the City of Regina	$	-	$	6

10. Administration Expenses

Administration Expenses		2015		2014
Actuarial Services	$	26	$	8
Audit Services		10		9
Custodial and Portfolio Measurement Fees		38		39
Investment Manager Fees		152		166
Legal Services		36		17
Adjudication Services		154		197
Medical & Rehabilitation Services		73		59
Other Administrative Expenses		286		218
Total	$	775	$	713

NOTES TO THE FINANCIAL STATEMENTS
(in thousands of dollars)

For the Year Ended December 31, 2015

11. Subsequent Event

Since the Plan's inception, it has been administered by a department of the City of Regina, most recently by the Pension and Disability Administration Department. The Pension and Disability Administration Department administered five plans, the Regina Civic Employees' Superannuation and Benefit Plan, the Regina Civic Employees' Long Term Disability Plan, the Regina Police Pension Plan, the Target Retirement Income Plan for the Regina Police Service and the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan. Effective April 1, 2016 all employees of the Pension and Disability Administration Department transferred to Möbius Benefit Administrators Inc., a joint venture established by all five plans, along with all plan administration responsibilities.

BYLAW NO. 2017-25

THE COMMUNITY SERVICES FEES AMENDMENT BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1 The purpose of this Bylaw is to set new fees and charges for sport, culture and recreation facilities.

2 The authority for this Bylaw is section 8 of *The Cities Act*.

3 Bylaw No. 2011-67, being *The Community Services Fees Bylaw*, is amended in the manner set forth in this Bylaw.

4 Schedules "A", "B", "C", "D", "E", "F", "G", and "H" are repealed and the attached Schedules "A", "B", "C", "D", "E", "F", "G", and "H" are substituted.

5 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 26th DAY OF June 2017.

READ A SECOND TIME THIS 26th DAY OF June 2017.

READ A THIRD TIME AND PASSED THIS 26th DAY OF June 2017.

Mayor	City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

SCHEDULE "A"
Community Services Fees & Charges
Single Admission and Bulk Tickets
(GST Not Included)

Effective Date	**Sep-01**	**Sep-01**
Fee Category	**2016**	**2017**
Single Admissions:		
Adult (25-64)	**6.49**	**6.67**
Young Adult (19-24) & Senior (65+)	**4.94**	**5.00**
Youth (13-18)	**4.22**	**4.29**
Child (2-12)	**2.93**	**2.86**
Family	**12.67**	**13.22**
Bulk Tickets – 10 Admissions @ 10% Discount		
Adult (25-64)	**58.25**	**60.00**
Young Adult (19-24) & Senior (65+)	**44.40**	**44.95**
Youth (13-18)	**38.21**	**38.57**
Child (2-12)	**26.27**	**25.71**
Family	**114.13**	**120.00**
Bulk Tickets – 20 Admissions @ 15% Discount		
Adult (25-64)	**110.01**	**113.33**
Young Adult (19-24) & Senior (65+)	**83.90**	**84.95**
Youth (13-18)	**72.15**	**72.76**
Child (2-12)	**49.60**	**48.57**
Family	**215.50**	**226.67**
Dog Swim Fee:	**N/A**	**$9.52**

Note:

Group Admissions - Groups of 10 or more individuals paying single admissions (excluding those receiving the family rate) will receive a 10% discount.

(#2014-52, s. 4, 2014)

SCHEDULE "B"
Community Services Fees & Charges
Passes - Indoor and Outdoor Aquatics, Fitness, Fieldhouse and Skating
(GST Not Included)

Fee Category		One Month	Three Month	Six Month	Nine Month	One Year
			September 1 - 2016 Fee (GST Not Included)			
Leisure Pass:						
Adult (25-64)	$	**53.06**	**144.62**	**273.63**	**385.99**	**482.75**
Young Adult (19-24) & Senior (65+)		**39.54**	**107.16**	**202.88**	**285.07**	**356.86**
Youth (13-18)		**32.25**	**86.35**	**164.38**	**230.97**	**289.23**
Child (2-12)		**26.01**	**67.63**	**129.01**	**182.07**	**226.81**
Family		**105.08**	**282.99**	**535.81**	**756.37**	**944.68**

Fee Category		One Month	Three Month	Six Month	Nine Month	One Year
			September 1 - 2017 Fee (GST Not Included)			
Leisure Pass:						
Adult (25-64)	$	**54.14**	**147.38**	**278.86**	**393.38**	**492.00**
Young Adult (19-24) & Senior (65+)		**40.29**	**109.24**	**206.76**	**290.52**	**363.71**
Youth (13-18)		**32.86**	**88.00**	**167.52**	**235.38**	**294.76**
Child (2-12)		**26.52**	**68.90**	**131.48**	**185.57**	**231.14**
Family		**107.14**	**288.43**	**546.14**	**770.90**	**962.81**

Increase for Single and Bulk Admissions	**1.92%**

(#2014-52. s. 4, 2014)

SCHEDULE "C"
Community Services Fees & Charges
Aquatic Rentals
(GST Not Included)

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Indoor Pool Rentals (Per Hour):		
Sandra Schmirler Leisure Centre:		
All Pools	**208.97**	**212.98**
Leisure Pool	**166.13**	**169.32**
Teach or Swirl Pool	**39.80**	**40.57**
25 Metre Lane (Base)	**12.98**	**13.23**
Strength & Conditioning Area	**30.59**	**31.18**
Lobby	**28.12**	**28.66**
Activity Room	**23.80**	**24.25**
Birthday Party Room	**24.99**	**25.48**
North West Leisure Centre:		
Leisure Pool (Including Swirl Pool)	**132.82**	**135.37**
25 Metre Lane (base)	**12.98**	**13.23**
Strength & Conditioning Area	**30.59**	**31.18**
Lobby	**28.12**	**28.66**
Activity Rooms (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)	**10.49**	**10.69**
Private	**20.98**	**21.39**
Social (Non-Profit/Private) (125% of Private Activity Room Charge)	**26.17**	**26.68**
Gymnasiums (Per Hour):		
City of Regina and Program Partners	**0.00**	**0.00**
Non-Profit Organizations	**25.49**	**25.98**
Private	**50.98**	**51.96**
		0.00
Social (Non-Profit/Private) (125% of Private Activity Room Charge)	**63.67**	**64.89**
Indoor Pool Rentals (Per Hour):		
Lawson:		
Teach or Swirl Pool	**39.80**	**40.57**
Main Pool (65 Metre Pool Only)	**223.67**	**227.97**
Whole Pool (65 Metre Pool, Teach Pool and Swirl Pool)	**257.85**	**262.80**
Whole Building (Whole Pool, Classrooms and Lobby)	**283.60**	**289.04**
Per Lane:		
5 Metre Lane (Base Charge)	**2.60**	**2.65**
15 Metre Lane (3 X 5 Metre)	**7.79**	**7.94**
25 Metre Lane (5 X 5 Metre)	**12.98**	**13.23**
30 Metre Lane (6 X 5 Metre)	**15.58**	**15.87**
50 Metre Lane (2 X 25 Metre)	**25.96**	**26.46**
18.5 Metre Width Lane	**9.60**	**9.79**

Effective Date	Sep-01	Sep-01
Fee Category	**2016**	**2017**
Lawson (continued):		
Strength & Conditioning Area (Full Room, Exclusive)	**61.38**	**62.56**
Strength & Conditioning Area (1/2 Room, Shared)	**30.69**	**31.28**
Activity Room	**23.80**	**24.25**
Lobby	**28.12**	**28.66**
Deck (When no pool space is rented)	**12.98**	**13.23**
Outdoor Deck	**12.98**	**13.23**
Competitive Meets - Pool Rental Rates for High Performance Clubs:		
Daily Pool Rate (5 Hours @ Whole Building Fee)	**1419.06**	**1446.31**
Outdoor Pool Rentals (Per Hour):		
Massey/Regent	**166.13**	**169.32**
Dewdney/Maple Leaf	**99.29**	**101.20**
Wascana	**176.95**	**180.35**
Per Lane:		
1 Long Course Lane	**23.15**	**23.59**
1 Width Lane	**11.68**	**11.91**
Increase for Aquatic Rentals		**1.92%**
Increase for Activity Room Rentals		**1.92%**
Increase for Gymnasium and Strength & Conditioning Area Rentals		**1.92%**

Note:

1. A 25% discount is applied to pool rental rates, weekday early mornings (prior to 7:30 a.m.) and Sunday evenings (after 5:00 p.m.), for competitive training.
2. All pool rental rates for competitive training receive a 5% discount, except for those times noted above.
3. The rate charged to commercial users will be 1.5 x the applicable adult or private rate.
4. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "D"
Community Services Fees & Charges
Fieldhouse Rentals
(GST Not Included)

Effective Date	**Sep-01**	**Sep-01**
Fee Category	**2016**	**2017**
Rentals (Per Hour):		
Strength and Conditioning Area	**61.38**	**62.56**
Fitness Area	**31.19**	**31.79**
Infield (4 Tennis Courts, 2 Badminton Courts)	**108.53**	**110.61**
Cell (Infield, Track – All Lanes, 3 Badminton Courts)	**209.85**	**213.88**
Fieldhouse - Whole Building (Cell, Activity Rooms 1 and 2, Work Room, Lounge and Hallway)	**257.16**	**262.10**
Track - Per Lane	**18.25**	**18.60**
Track - All Lanes	**93.15**	**94.94**
Tennis Court	**24.40**	**24.87**
Badminton Court	**15.06**	**15.35**
Work Room	**14.49**	**14.77**
Activity Room 1	**28.12**	**28.66**
Activity Room 2	**23.80**	**24.25**
Lounge and Hallway	**28.12**	**28.66**
Parking Lot	**93.57**	**95.37**
Increase for Room Rentals		**1.92%**
Increase for Fieldhouse Rentals		**1.92%**
Increase for Strength & Conditioning Area Rentals		**1.92%**

Notes:

1. A 10% discount is applied to all rental rates for competitive training.
2. Rental groups receive a 50% discount on the rental rates during the summer months (June, July and August).
3. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
4. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.
5. The maximum daily rental fee for competitive events shall be no more than the cost of 12 hours of rental.

(#2014-52, s. 4, 2014)

SCHEDULE "E"
Community Services Fees & Charges
Indoor Arenas and Speed Skating Oval
(GST Not Included)

Effective Date	**Sep-01**	**Oct-01**
Fee Category	**2016**	**2017**
Indoor Arena Ice Rental Rates (Per Hour):		
Winter Ice Use:		
Adult/Private		
Prime Time	**241.37**	**246.01**
Non-Prime Time	**144.62**	**147.39**
Minor (Youth/Child)	**144.62**	**147.39**
Regina High School Athletic Association Program	**112.36**	**114.52**
Spring/Summer/Fall Ice Use:		
Per Hour	**241.37**	**246.01**
Rental of Boarded Areas (No Ice)		
Program Use (Per Hour):		
All Users	**43.70**	**44.54**
Socials (Per Hour):		
All Users	**145.66**	**148.45**
Speed Skating Oval (Per Hour):		
Exclusive Use:		
Adult	**35.79**	**36.48**
Youth/Child (65% of Adult Rate)	**23.30**	**23.75**
Shared Use:		
Adult (50% of Exclusive Use)	**17.89**	**18.24**
Youth/Child (50% of Exclusive Use)	**11.65**	**11.88**
Arena Activity Rooms (Per Hour):		
City of Regina Program Partners	**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)	**10.49**	**10.69**
Private	**20.98**	**21.39**
Social (Non-Profit/Private) (125% of Private Activity Room)	**26.17**	**26.68**
Parking Lot Fee (Per Hour):	**N/A**	**95.37**
Increase for Indoor Arena and Speed Skating Oval Rentals		**1.92%**
Increase for Activity Room Rentals		**1.92%**

Notes:

1. Minor sport ice rentals that are in addition to the base allocation are charged the adult rates less 15%.
2. The Arena Activity Room rate charged to commercial users will be 1.5x the applicable private rate.
3. Rentals of Arena Activity Rooms on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "F"
Community Services Fees & Charges
Neil Balkwill Civic Arts Centre
(GST Not Included)

Effective Date	**Sep-01**	**Sep-01**
Fee Category	**2016**	**2017**
Open Studio Rates (Per Person/Hour):		
Photography/Jewellery/Lampwork/Woodworking	**14.57**	**14.85**
Printmaking/Drawing/Fibre/Painting	**8.74**	**8.91**
Program Use (Per Hour):		
Specialized Studios (i.e. Woodworking, Photography, Jewellery, and Lampwork)	**23.30**	**23.75**
Craft Rooms (Stained Glass, Fibre, Printmaking, Painting, Drawing)	**15.61**	**15.91**
Courtyard	**20.39**	**20.78**
Gallery	**29.13**	**29.69**
Board Room (Per Hour):	**16.22**	**16.54**
Meeting Use (Per Hour - Excluding Board Room):	**9.73**	**9.92**
Increase for Open Studio Rentals		**1.92%**
Increase for Program Use Rentals		**1.92%**
Increase for Room Rentals		**1.92%**

Notes:

1. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
2. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "G"
Community Services Fees & Charges
Neighbourhood and Recreation Centres & City Hall Meeting Spaces
(GST Not Included)

Effective Date		Sep-01	Sep-01
Fee Category		**2016**	**2017**
Activity Rooms (Per Hour):			
City of Regina and Program Partners		**0.00**	**0.00**
Non-Profit Organizations (50% of Private Rate)		**10.49**	**10.69**
Private		**20.98**	**21.39**
			0.00
Social/Fundraiser			
Social (125% of Private Activity Room charge)	(Non-Profit/Private)	**26.17**	**26.68**
Multipurpose Rooms (Per Hour):			
City of Regina and Program Partners		**0.00**	**0.00**
Non-Profit Organizations (50% of Private rate)		**21.63**	**22.05**
Private		**43.26**	**44.09**
Social/Fundraiser			
Social (125% of Private Activity Room charge)	(Non-Profit/Private)	**54.08**	**55.12**
Gymnasiums (Per Hour):			
City of Regina and Program Partners		**0.00**	**0.00**
Non-Profit Organizations (50% of Private rate)		**25.49**	**25.98**
Private		**50.98**	**51.96**
Social/Fundraiser			
Social (125% of Private Activity Room charge)	(Non-Profit/Private)	**66.19**	**67.46**
Increase for Room Rentals			**1.92%**
Increase for Gymnasium Rentals			**1.92%**

Notes:

1. All rentals serving alcohol, and rentals with over 100 attendees will be charged a Security Fee.
2. A Set-Up or Cleaning Fee may be charged at the discretion of the City.
3. A deposit for all rentals serving alcohol, and rentals with over 100 attendees is required.
4. When a user group is deemed responsible for a call-out to a facility, a Call Out Fee will be charged.
6. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
7. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.

(#2014-52, s. 4, 2014)

SCHEDULE "H"
Community Services Fees & Charges
Athletic Fields
(GST Not Included)

Effective Date	Jan-01	Jan-01	Jan-01
Fee Category	**2016**	**2017**	**2018**
Mosaic Stadium			
Adult/Private Allocations (Including Regina Rams)	**100.16**	**102.17**	**104.13**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**65.08**	**66.38**	**67.65**
Stair/Ramp Program Rate	**27.34**	**27.88**	**28.42**
Leibel Field			
Adult/Private	**84.20**	**84.20**	**85.82**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**54.80**	**54.80**	**55.85**
Currie and Kaplan Fields			
Adult /Private	**63.85**	**65.13**	**66.38**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**41.41**	**42.24**	**43.05**
Rambler Fields			
Adult/Private	**57.53**	**58.68**	**59.81**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**37.33**	**38.08**	**38.81**
Adult Tournament Rate	**28.76**	**29.34**	**29.90**
Youth Tournament Rate (65% of Adult Tournament Rate)	**18.77**	**19.14**	**19.51**
Livingstone and Soccer			
Adult /Private	**50.18**	**51.19**	**52.17**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**32.64**	**33.29**	**33.93**
Level 2A (per Hour):			
Adult /Private	**24.48**	**24.97**	**25.45**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**15.91**	**16.23**	**16.54**
Level 2B (Per Hour):			
Adult /Private	**19.79**	**20.18**	**20.57**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**12.85**	**13.11**	**13.36**

Level 3 & 4, All Parks, Boarded Outdoor Rinks, Outdoor Shelters, Outdoor Basketball Courts and City Hall Courtyard:

Facility Permit Fee (Single use and/or seasonal)	**16.52**	**16.85**	**17.18**
Effective Date	**Jan-01**	**Jan-01**	**Jan-01**
Fee Category	**2016**	**2017**	**2018**
Canada Games Athletics Complex (Track and Infield) (Per Hour):			
Exclusive Use:			
Adult /Private	**36.92**	**37.66**	**38.39**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**24.07**	**24.55**	**25.02**
Shared Use			
Adult/Private (50% of exclusive use)	**18.46**	**18.83**	**19.19**
Youth/Child (50% of exclusive use)	**12.04**	**12.28**	**12.51**
Tennis Courts (Per Hour/Per Court):			
AE Wilson, Canada Games Complex, Gardiner Park, Lakeview.			
Adult /Private	**8.36**	**8.53**	**8.70**
Youth/Child Governing Sport Body Allocations (65% of Adult Rate)	**5.51**	**5.62**	**5.73**
Kiwanis Waterfall (per hour)	**37.50**	**40.00**	**40.77**
Facility Permit Fee (Single use and/or seasonal)	**16.52**	**16.85**	**17.18**
Parking Lot Fee (Per Hour):	**N/A**	**N/A**	**95.37**
Increase for Athletic Fields			**1.92%**
Increase for Kiwanis Waterfall			**1.92%**

Notes:

1. The rate charged to commercial users will be 1.5x the applicable adult or private rate.
2. Rentals on statutory holidays (if staff are required) will be charged actual staff costs.
3. The maximum daily rental fee for competitive events shall be no more than the cost of 12 hours of rental.
4. The applicable athletic field rental rate for school use of 2A fields adjacent to schools will only be applied to games.
5. The applicable athletic field rental rate will be assessed for school use of Taylor Field, Mount Pleasant, and 2A fields not adjacent to schools (for games and practices).
6. School activity use of 2B, Class 3 and lower athletic fields will not be subject to rental fees.
7. Lighting charges (both demand and per hour) are charged based on the operational charges. These charges will be passed onto the customer once the monthly bill is received and the appropriate portions of the charges can be separated amongst all of the user groups.

(#2012-74, s. 4, 2012; #2013-50, s. 5, 2013, #2014-52, s. 4, 2014)

ABSTRACT

BYLAW NO. 2017-25

THE COMMUNITY SERVICES FEES AMENDMENT BYLAW, 2017

PURPOSE:	To set new fees and charges for sport, culture and recreation facilities.
ABSTRACT:	This Bylaw amends *The Community Services Fees Bylaw*, to substitute new schedules which set fees and charges effective September 1, 2017 and October 1, 2017
STATUTORY AUTHORITY:	Section 8 of *The Cities Act*
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Community & Protective Services Committee, June 15, 2017, CPS17-8
AMENDS/REPEALS:	Amends Bylaw 2011-67
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Community Services

BYLAW NO. 2017-28

THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN AMENDMENT BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1 Schedule "A" of Bylaw No. 9566, being *The Regina Civic Employees' Long Term Disability Plan, 1992 Bylaw* is amended in the manner set forth in this Bylaw.

2 In section 2.0, subsection 2.1, the following clause is added after clause (17):

"(17.1) 'Pre-existing Condition' means an accidental injury or illness for which an Employee received medical diagnosis, or treatment during the twelve (12) months before the Employee became covered by the Plan;"

3 In section 2.0, clause 2.1(26) is amended by striking out "twelve (12)" wherever it appears in that clause and substituting "twenty-four (24)" in each case.

4 In section 4.0, clause 4.1(1) is repealed and the following substituted:

"(1) Subject to subsections 9.11 and 9.12, from July 1, 2017 until December 31, 2017 each Member shall contribute 0% of Salary to the fund.

(1.2) Subject to subsections 9.11 and 9.12, effective January 1, 2018, each Member shall contribute 0.46% of Salary to the fund."

5 In section 4.0, clause 4.2(1) is repealed and the following substituted:

"(1) Except as provided by subsections 4.2(2), 9.11 and 9.12, from July 1, 2017 until December 31, 2017 each Employer shall contribute 0% of each eligible Member's Salary to the fund.

(1.2) Except as provided by subsections 4.2(2), 9.11 and 9.12, effective January 1, 2018, each Employer shall contribute 0.46% of each eligible Member's Salary to the fund."

6 In section 6.0, clause 6.1(1) is amended by striking out "sixty-five percent (65%)" and substituting "seventy-five percent (75%)".

7 In section 6.0, clause 6.6(1) is amended by:

(a) adding "or Veterans Affairs Canada" after "Workers' Compensation Board" wherever that phrase appears in subclauses (a) and (b);

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

City Solicitor

(b) adding “and” after “disability benefit;” in subclause (c); and

(c) repealing subclause (d).

8 In section 6.0, subclause 6.6(2)(a) is amended by adding “or Veterans Affairs Canada” after “Workers’ Compensation Board”.

9 In section 6.0, clause 6.7(1) is amended by:

(a) striking out “Act.” in subclause (c) and substituting “Act;” and

(b) adding the following subclause after subclause (c):

“(d) for disabilities incurred after July 1, 2017 if Total Disability is related to a Pre-existing Condition and begins within twenty-six (26) weeks of the Employee’s initial effective date of coverage or any subsequent effective date of coverage following a lapse in coverage.”

10 Section 8.0, clause 8.1(1) is repealed and the following substituted:

“(1) The effective date of indexing for all Members, for the purposes of this Section, is January 1st of each year.”

11 Section 8.0, clause 8.2(1) is amended by striking out “the anniversary date” and substituting “the effective date”.

12 In section 8.0 subsection 8.2, the following is added after clause (1):

“(1.1) Notwithstanding clause 8.2(1), the amount of any increase in benefits payable on the effective date shall be prorated if the previous increase precedes the date of the benefit increase by less than twelve (12) months.

(1.2) If the plan assets were greater than the plan liabilities and the target surplus in the prior year, all benefits payable will be increased by an additional amount equivalent to the amount determined in clauses 8.2(1) and 8.2(1.1).

(1.3) For the purposes of clause 8.2(1.2), target surplus as defined in the Statement of Investment Policies and Procedures is the maximum of the following:

(a) the previous calendar year’s contributions;

(b) the sum of two years of benefit payments plus expenses.”

13 Section 8.0, clause 8.2(2) is repealed and the following substituted:

"(2) Increases granted pursuant to clauses 8.2(1), (1.1) and (1.2) above shall be on the gross benefit payable from this Plan."

14 This Bylaw comes into force on July 1, 2017.

READ A FIRST TIME THIS 26th DAY OF June 2017.

READ A SECOND TIME THIS 26th DAY OF June 2017.

READ A THIRD TIME AND PASSED THIS 26th DAY OF June 2017.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-28

THE REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN AMENDMENT BYLAW, 2017

PURPOSE:	To amend *The Regina Civic Employees' Long Term Disability Plan*, Bylaw No. 9566 to incorporate a decrease to the contribution rates by both employers and employees.
ABSTRACT:	The amendments permit contribution rates by both employers and employees to decrease, while at the same time improving benefits to achieve industry standards.
STATUTORY AUTHORITY:	Clause 8(1)(a) and 8.1 of *The Cities Act.*
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Report E17-27, June 14, 2017, Executive Committee
AMENDS/REPEALS:	Amends Bylaw 9566, *The Regina Civic Employees' Long Term Disability Plan, 1992*
CLASSIFICATION:	Administrative
INITIATING DIVISION:	Organization & People
INITIATING DEPARTMENT:	Human Resources

CM17-10

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Public Transit Infrastructure Fund (PTIF) and Canada Water Wastewater Fund (CWWF) – Contribution Agreements – City of Regina and the Government of Saskatchewan

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RECOMMENDATION

1. That the City Manager be delegated the authority to enter into contribution agreements with the Government of Saskatchewan for the City of Regina's PTIF and CWWF projects, in accordance with the terms and conditions of the PTIF and CWWF programs.

2. That the City Clerk be authorized to execute the contribution agreements, in a form approved by the City Solicitor.

CONCLUSION

At the September 19, 2016 City Council meeting, approval was provided to the Administration, through Council Report (CR16-105), to apply for funding under the CWWF and PTIF programs. The Administration recommends City Council provide the appropriate authorizations necessary to sign and execute the contribution agreements for the following projects:

PTIF:

- Arcola Express Bus Route (3 buses) - $1.725 million;
- Paratransit Bus Addition Spare Ratio Increase (1 paratransit bus) - $130,000;
- Transit Customer Service and Safety - $1.548 million;
- Transit Technology and Software Improvements - $1.2 million;
- Fleet Addition (3 buses) - $1.725 million;
- Transit Fleet Replacement (17 buses and 9 paratransit buses) $10.945 million.

CWWF:

- Upgrades to McCarthy Boulevard Pump Station (MBPS) – third force main - $15 million;
- Wastewater and storm water collection system rehabilitation – $5 million;
- Wastewater collection and drainage system upgrades - $7.4 million.

BACKGROUND

The federal government has committed to providing $60 billion over ten years in infrastructure investment in two phases. Phase I, focused on the state of good repair of existing infrastructure, includes $11.9 billion for short-term projects designed to address repair and maintenance needs.

Phase I funding directed to municipal priorities will be delivered through the Public Transit Infrastructure Fund (PTIF) and the Clean Water and Wastewater Fund (CWWF). The remaining $48.1 billion in funding will be announced as part of Phase II of the long-term plan, for which further details are expected in the coming months.

DISCUSSION

PTIF:

The PTIF is a $3.4 billion fund that will primarily support investments that meet immediate public priorities including: projects that improve the state of good repair of public transit; that support system optimization and efficiency; increase asset management capacity; and, design and plan for future expansion of public transit systems. Effective use of innovative new technologies that can unlock improved environmental benefits and projects that advance improvements in safety and accessibility are also eligible. Projects for system expansion may be considered if they can be completed within the program timeframe.

Eligible investments include:

- Capital projects for the rehabilitation, optimization and modernization of public transit infrastructure, or that improve the efficiency, accessibility and/or safety of public transit infrastructure (including rehabilitation or enhancement of existing guide ways, maintenance and storage facilities, or other existing public transit capital assets; refurbishment or replacement of existing rolling stock; and replacement or enhancement of transit stations);

- Expenditures to support the asset management capacity of a public transit system;

- Expenditures to support the design and planning for the future expansion and improvements to public transit systems, including transportation demand management measures and studies and pilot projects related to innovative and transformative technologies; and,

- Projects for system expansion, which may include active transportation, if they can be completed within the program timeframe.

Allocation details:

- Total Saskatchewan allocation is $29 million.

- Program completion date: March 31, 2018; however, projects will be eligible for a one-year extension to March 31, 2019, on a case-by-case basis.

- Regina will receive an allocation from the Government of Canada based on the 2014 Canadian Urban Transit Association (CUTA) statistics.

Funding Source	Percentage of Contribution	Dollar Value
Government of Canada	50%	$8,637,506
Government of Saskatchewan	0%	$0
City of Regina	50%	$8,637,506
TOTAL:	100%	$17,275,012

City of Regina Projects:

1. Arcola Express Bus Route:
   The growth in the southeast portion of the City has outpaced the expansion of bus routes to that area. There is limited bus service to the new communities in this area. The addition of an express route would service the communities of Greens on Gardner, Woodland Grove, Windsor Park, and Gardiner Heights.

   The current service to these areas results in lengthy travel time to reach the downtown areas. The longest trip could take up to 55 minutes. Three additional buses are required to be purchased to establish this service and would reduce the travel time to 15 minutes to the downtown.

2. Paratransit Bus Fleet Addition – Spare Ratio Increase:
   Currently, the City's paratransit fleet has 32 buses, with 28 operating in peak service times resulting in a 12.5 per cent spare bus ratio. The industry standard is a 15 per cent spare bus ratio to ensure there are sufficient buses that can be taken out of service for repairs and maintenance. The current ratio of 12.5 per cent results in impacts to services and service levels when buses are not available.

3. Transit Customer Service and Safety:
   There are a number of service and safety initiatives identified that will impact the transit service for customers. These include:
   - Improved bus stop accessibility including painting bus stop poles, adding braille identification plates at stops, adding large stop signage at eye level and repairs to concrete bus stop pads.
   - Replacement of 55 bus shelters to meet accessibility standards in various locations.
   - Implementation of external bus stop announcements and internal stop displays.
   - Installation of Q-Pod securement systems (forward facing mobility device) and quantum securement systems (rear facing mobility device) on conventional buses.
   - Purchase and instalment of adjustable paratransit driver seats to improve driver comfort and safety and reduce injuries.

4. Transit Technology and Software Improvements:

Transit requires a new scheduling software to improve efficiency in scheduling operators to deliver established service levels. The technology currently employed by Regina Transit is outdated and requires upgrades. Transit has identified several projects that will improve current technology and increase the efficiency and enhancement of customer service.

5. Transit Fleet Addition:
   Increasing the size of the fleet by three buses will ensure the City's ability to continue delivering current levels of transit services to the community.

6. Transit Fleet Replacement:
   The City has established a Transit Fleet Replacement Plan to ensure a clean, safe, and reliable inventory is available to satisfy operational requirements as well as reduce the risk of unmanageable repair costs on equipment that has exceeded its economic life. Replacement of 17 conventional and nine Paratransit buses that have completed or exceeded their economic service life are in support of this plan.

CWWF:

The CWWF is a $2 billion fund designed to encourage economic growth and support sustainable, livable communities. The fund will primarily focus investments on meeting immediate priorities for clean water and wastewater to support a cleaner and healthier environment for communities.

Eligible investments include:

- the rehabilitation and optimization of water, storm water and wastewater related infrastructure;
- improvement of asset management approaches, including studies and pilot projects;
- planning for future upgrades to wastewater treatment and collection infrastructure to meet applicable regulatory requirements; and
- new construction projects, including the construction of naturalized systems for management and treatment of wastewater and storm water may also be considered if they can be completed within the program timeframe.

Allocation details:

- Total Saskatchewan allocation is $89,342,112.
- Program completion date: March 31, 2018; however, projects will be eligible for a one-year extension to March 31, 2019, on a case-by-case basis.
- Regina will receive an allocated portion of funding from the Government of Saskatchewan and the Government of Canada in the amount of $20,550,000. The City of Regina's contribution is $6,850,000, for a total amount of $27.4 million.

Funding Source	Percentage of Contribution	Dollar Value
Government of Canada	50%	$13,700,000
Government of Saskatchewan	25%	$6,850,000
City of Regina	25%	$6,850,000
TOTAL:	100%	$27,400,000

City of Regina Projects:

1. Upgrades to McCarthy Boulevard Pump Station (MBPS):
   To meet regulatory requirements set in place by the Water Security Agency (WSA), the City must upgrade the MBPS. The new provincial regulations require the City to not release untreated wastewater, at the MBPS, to the environment during a major rainfall event. As the weather becomes more extreme and the infrastructure ages, there is an increased risk that wastewater could be diverted to the environment without a significant upgrade. Analysis indicates that installing a third force main from the MBPS to the wastewater treatment plant will be required at a cost of approximately $15 million.

2. Wastewater and storm water collection system rehabilitation:
   The City of Regina has a proactive pipeline relining program to ensure the underground wastewater and storm water infrastructure is preserved and restored for future generations. The program is based on prioritizing critical infrastructure like large diameter wastewater and storm water pipelines. The City is actively relining this infrastructure and expects the program to continue for years to come. The estimated cost to continue this work is approximately $5 million

3. Wastewater collection and storm system upgrades:
   The City is in the process of completing a wastewater master plan in order to maintain/improve its level of service, accommodate growth, reduce risk and meet provincial regulatory requirements. It is expected that the wastewater master plan will recommend significant upgrades to the wastewater collection system in order to avoid discharging untreated wastewater to the environment during major rainfall events. This work will include twinning wastewater trunks and upsizing existing wastewater pump stations and pipes. This work will also include upgrading our storm water system to reduce the amount of rainwater from entering the wastewater system. This will reduce the risk of flooded basements and discharges of untreated wastewater to the environment. Significant investments are required in this infrastructure and approximately $7.4 million will be submitted for the CWWF.

RECOMMENDATION IMPLICATIONS

Financial Implications

Funding for the City's portion of the costs will come from the Asset Revitalization Reserve and the Utility Reserve as follows:

- PTIF amount of $8,637,506 to be accessed from the Asset Revitalization Reserve; and,
- CWWF amount of $6,850,000 from the Utility Reserve.

Environmental Implications

In addition to meeting provincial regulatory requirements, upgrading the City's storm water system will reduce the amount of rainwater entering the wastewater system, reducing the risk of flooded basements and discharges of untreated wastewater.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

The accessibility benefits are listed below:

- Replacement of nine paratransit buses will better serve residents with accessibility issues.
- Improved bus stop accessibility including painting bus stop poles, adding braille identification plates at stops, adding large stop signage at eye level and repairs to concrete bus stop pads.
- Replacement of 55 bus shelters to meet accessibility standards in various locations.
- Implementation of external bus stop announcements and internal stop displays.
- Installation of adjustable paratransit driver seats to improve driver comfort and safety and reduce injuries.

COMMUNICATIONS

Any and all communication activities will be discussed between all parties involved, as per the terms of the Contribution Agreement.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

Sheila Harmatiuk
Senior Advisor,
Government & Indigenous Relations

Respectfully submitted,

Chris Holden
City Manager

CR17-68

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Economic Development Regina (EDR) - Annual Report

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

That the Chief Financial Officer, as the City's proxy, be authorized to exercise the City's voting rights in Economic Development Regina (EDR) and approve the following at the annual general meeting:

a) The following Directors be appointed to the EDR Board of Directors:
Mr. Eric Dillon - May 2017 to April 2018;
Ms. Tina Svedahl - May 2017 to April 2018;
Mr. Frank Hart - May 2017 to April 2019;
Mr. Murad Al-Katib - May 2017 to April 2019;
Dr. Vianne Timmons - May 2017 to April 2019;
Mr. David Brundige - May 2017 to April 2019;
Ms. Cari Lemieux - May 2017 to April 2019;
Mr. Dale Griesser - May 2017 to April 2019;
Mr. Marty Klyne - May 2017 to April 2019;
Mr. Jason Drummond - May 2017 to April 2020;
Mr. Mark Lang - May 2017 to April 2020;
b) Receive the audited financial statements for the 2016 operating year;
c) Receive the 2016 Annual Report;
d) Receive the 2017 Business Plan;
e) Receive the 2017 Operating Budget;
f) Appoint auditor selected by the City of Regina through the Request for Proposal process as auditor of EDR for 2017, pursuant to section 149 of *The Non-profit Corporations Act, 1995 (Saskatchewan)*.

EXECUTIVE COMMITTEE - JUNE 14, 2017

John Lee, representing Economic Development Regina addressed the Committee.

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not require City Council approval.

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

The Executive Committee, at its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the Chief Financial Officer, as the City's proxy, be authorized to exercise the City's voting rights in Economic Development Regina (EDR) and approve the following at the annual general meeting:

    a) The following Directors be appointed to the EDR Board of Directors:
    Mr. Eric Dillon - May 2017 to April 2018;
    Ms. Tina Svedahl - May 2017 to April 2018;
    Mr. Frank Hart - May 2017 to April 2019;
    Mr. Murad Al-Katib - May 2017 to April 2019;
    Dr. Vianne Timmons - May 2017 to April 2019;
    Mr. David Brundige - May 2017 to April 2019;
    Ms. Cari Lemieux - May 2017 to April 2019;
    Mr. Dale Griesser - May 2017 to April 2019;
    Mr. Marty Klyne - May 2017 to April 2019;
    Mr. Jason Drummond - May 2017 to April 2020;
    Mr. Mark Lang - May 2017 to April 2020;
    b) Receive the audited financial statements for the 2016 operating year;
    c) Receive the 2016 Annual Report;
    d) Receive the 2017 Business Plan;
    e) Receive the 2017 Operating Budget;
    f) Appoint auditor selected by the City of Regina through the Request for Proposal process as auditor of EDR for 2017, pursuant to section 149 of *The Non-profit Corporations Act, 1995 (Saskatchewan)*.

2. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

CONCLUSION

As the sole voting membership holder of EDR, the City must exercise its voting rights at the EDR annual general meeting to (i) appoint members to the Board of Directors; (ii) appoint or waive the requirement of an auditor; (iii) receive the audited financial statements of EDR; and (iv) consider any other resolutions that may be brought forward. There are eleven (11) Board of

Director positions on EDR's Board of Directors to be filled for 2017, and there are no additional resolutions to be considered.

Administration requires delegated authority from City Council in order to exercise the City's voting rights at EDR's annual general meeting in accordance with the direction provided by City Council.

BACKGROUND

Effective January 1, 2016, Economic Development Regina Inc. (EDR) was continued under *The Non-profit Corporations Act, 1995 (Saskatchewan)*, with the City becoming its sole voting member. This change in structure made EDR a "municipal corporation" of the City. As the sole voting membership holder of EDR, the City must exercise its voting rights at the EDR annual general meeting.

DISCUSSION

Board of Director Appointments

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

a) Eight (8) to twelve (12) voting directors that are nominated by EDR's Governance/Nominating Committee;
b) One (1) non-voting director to be appointed by City Council.

In order to ensure consistency and maintenance of ongoing operations, the Board of Directors existing as at the date of transition were moved to staggered terms. This will ensure a limited turn-over of members of the Board of Directors each year and provide consistency going forward.

This report is seeking delegated authority to exercise the City's voting rights to fill the two (2) one year terms, seven (7) two year terms, and two (2) three year terms to the Board of Directors.

Aside from the member appointed by the City, EDR will continue to use its selection process that relies upon its Governance/Nominating Committee to assess potential candidates for the Board of Directors and recommend those successful candidates as a slate to City Council for appointment. Under this arrangement, City Council can approve the slate of candidates or request that the Governance/Nominating Committee bring forward an alternate slate of candidates.

Audited Financial Statements

Pursuant to the Unanimous Membership Agreement, EDR is required to provide the City with its annual report and audited financial statements, with the audited financial statements to be received by Council. Administration has reviewed the audited financial statements and has consolidated the information into the City's December 31, 2016 financial statements (as is required by accounting standards). Administration found no irregularities or items of concern within the financial statements.

Appointment of Auditor

As the sole voting member, the City must appoint or waive the requirements for an auditor for EDR pursuant to *The Non-profit Corporations* Act, 1995 (Saskatchewan). EDR is recommending the engagement of the same auditor used by the City of Regina. The audit contract for the City is expiring and Administration is in the process of selecting a new auditor for 2017-2021 through a competitive procurement process. The auditor selected through this process will provide audit services to EDR.

RECOMMENDATION IMPLICATIONS

Financial Implications

As EDR is a municipal corporation of the City of Regina, the audited financial statements of EDR have been consolidated into the City's 2016 Annual Report and Consolidated Financial Statements.

The financial results presented in EDR's December 31, 2016 financial statement reflect an overall positive financial position with revenues exceeding expenses by almost $50,000 and an accumulated surplus of $501,000.

Environmental Implications

None with regard 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 EDR, and provide leadership for the economic growth to the City of Regina and the surrounding area.

Other Implications

None with regards to this report

Accessibility Implications

None with regards to this report

COMMUNICATIONS

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

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

May 1, 2017

Mr. Chris Holden, City Manager
City of Regina
Queen Elizabeth II Court
2476 Victoria Avenue
PO Box 1790
Regina, SK S4P 3C8

Dear Mr. Holden:

RE: Economic Development Regina Inc. (EDR)

BACKGROUND

Pursuant to Articles of Incorporation registered on January 1, 2016, Economic Development Regina Inc. (EDR) was incorporated under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the "Non-Profit Act"). The City is the owner of all of the issued Class A voting memberships of EDR. The City, as the sole voting member of EDR, has set out certain expectations and requirements of EDR through a Unanimous Membership Agreement, approved by Council on January 12, 2016, in accordance with section 136 of the Non-Profit Act.

The following annual requirements are herein provided to the City Manager, who shall bring the matter forward to the Executive Committee for Council approval.

Board Appointments and Terms

A revised governance structure was set out in the Unanimous Membership Agreement. For the inaugural first year all directors were appointed for one year. A staggered term structure will begin in 2017 to ensure continuity and succession planning. Under the proposed new governance structure, the Board shall consist of a minimum size of nine (9) and a maximum size of thirteen (13), including the City's appointment.

The Governance and Human Resources Committee and Board of Directors of EDR employ a rigorous process of candidate identification, recruitment and evaluation to achieve a finalized list of nominees for approval by the Board and for appointment by its member(s). This process includes recruiting and selecting appropriate and contributing members to the Board, who collectively have the knowledge, skills and experience needed to govern EDR.

EDR's Board recruitment considers potential candidates' competencies as well as the need to ensure the Board's composition represents the demographics of EDR's stakeholders. EDR seeks to achieve continuity through a smooth succession of Directors that balances new ideas and energy with experience and institutional memory.

The EDR Governance and Human Resources Committee is assigned the responsibility to oversee and implement Board recruitment and selection. Their process includes:

- Developing a competencies and skills matrix giving consideration to required knowledge, skills and expertise; alignment with the City of Regina's Diversity Policy; and other diversity considerations.
- Identifying current and upcoming Director vacancies.
- Identifying current or anticipated gaps in competencies and diversity.
- A search for candidates who have the required attributes.
- Conducting due diligence to assess the candidate's fit with the identified attributes.
- Approaching and assessing candidates through various methods which may include:
    - Requirement for nominees to submit an application, including two references;
    - Meeting with Governance and Human Resources Committee Chair to confirm suitability including freedom from conflicts of interest and commitment to serving and overseeing EDR effectively;
    - Short-listing of candidates;
    - Interview with representation of the Governance and Human Resources Committee.
- Recommending candidates to the Board

The EDR Board, at their meeting of April 27, 2017, completed this process and approved recommending appointments to the EDR Board for 2017.

Annual Reporting

Pursuant to the Unanimous Membership Agreement, EDR is to provide to the City Manager, who shall bring it forward to the Executive Committee for Council approval, its annual report, audited financial statements, strategic plan, and operating and capital budget.

The City Administration has reviewed the audited 2016 financial statements and has consolidated the information into the City's financial statements (as is required by accounting standards).

The 2016 annual report, audited 2016 financial statements, 2017 business plan, and 2017 operating budget is attached.

Appointment of Auditor

As the sole voting member, the City must appoint or waive the requirements for an auditor of EDR. City Administration has requested that EDR use the same auditor as the City. The audit contract for the City of Regina is expiring and City Administration is in the process of selecting a new auditor for 2017-2021 through a competitive process. The auditor selected through this process will provide services to EDR.

RECOMMENDATIONS:

1. **That City Council appoint a proxy to be authorized to exercise the City's voting rights at the EDR Annual General Meeting, as follows:**

a. Board Appointments and Terms

Appoint the following individuals as new Board members to the Board of Directors of Economic Development Regina Inc. for a one year term effective May 2017 to April 2018:

Mr. Eric Dillon (1 year and then a 2 year term per bylaws)
Ms. Tina Svedahl (1 year and then a 2 year term per bylaws)

Reappoint the following individuals as Board members to the Board of Directors of Economic Development Regina Inc. for two year terms effective May 2017 to April 2019:

Mr. Frank Hart
Mr. Murad Al-Katib
Dr. Vianne Timmons
Mr. David Brundige
Ms. Cari Lemieux
Mr. Dale Griesser
Mr. Marty Klyne

Reappoint the following individuals as Board members to the Board of Directors of Economic Development Regina Inc. for three year terms effective May 2017 to April 2020:

Mr. Jason Drummond
Mr. Mark Lang

All members continue to hold office for the term indicated or until successors are appointed.

b. Annual Reporting

i. That the Economic Development Regina Inc. 2016 Annual Report be approved;
ii. That the Economic Development Regina Inc. audited financial statements for the 2016 fiscal year be approved;
iii. That the Economic Development Regina Inc. 2017 Business Plan be approved; and
iv. That the Economic Development Regina Inc. 2017 operating budget be approved.

c. Appointment of Auditor

i. Appoint the auditor selected by the City of Regina through the Request for Proposal process as auditor of EDR for 2017, pursuant to Section 149 of the Non-Profit Act.

Sincerely,

John D. Lee
President & CEO

Enclosure:

- EDR Annual Report
- EDR Business Plan
- EDR Audited Statements
- EDR 2017 Operating budget

CC: Ian Rea, Chief Financial Officer
Jim Nicol, City Clerk
Byron Werry, Legal Council

ECONOMIC
DEVELOPMENT REGINA INC.

2016 Annual Report

Advancing Economic Prosperity for the Greater Regina Area

Tourism Regina

REGINA Infinite Horizons | Economic Development Regina Inc.

Board of Directors

Murad Al-Katib, Chair
President and CEO
AGT Food & Ingredients Inc.

Frank Hart, Vice-Chair
President & Managing Director
Greystone Managed Investments Inc.

David Brundige, Q.C.
Partner
Willows, Wellsch, Orr & Brundige, LLP

Tony Coppola
Chief Financial Officer
MLT Aikins LLP

Jason Drummond
Managing Partner
York Plains Investment Corp.

Michael Fougere
Mayor
City of Regina

Dale Griesser
President
Avision Young Commercial Real Estate

Marty Klyne
CEO
RCMP Heritage Centre

Mark Lang
Office Managing Partner, Regina
KPMG LLP

Cari Lemieux
General Manager
Days Inn (East)

Marla Preston
Hospitality Consultant

Dr. Vianne Timmons
President and Vice-Chancellor
University of Regina

President & CEO
John D. Lee

2016 Review: A Message from our Chair and CEO

2016 was a pivotal year. City Council approved a new status and name for our organization, which transitioned from Regina Regional Opportunities Commission to Economic Development Regina Inc. (EDR) effective January 1, 2016. This new status established EDR as an independent not-for-profit corporate entity. This change enhances EDR's investment potential from the private sector, creates new opportunities for partnerships, and allows EDR to apply for additional funding dollars and grant opportunities. It also better articulates our role and function in the community, as we believe for a community to reach its full potential, economic development must be a collaborative effort.

2016 was the second of a two year transformation strategy and was a building year for our organization. The primary focus of EDR is smart growth in strategic industry sectors and in 2016 EDR met or exceeded all of its targets, marking the transition from strategy to execution. EDR completed the essential work of laying the foundation for long term success, and is beginning to realize the fruits of our collective labour. Our partners are motivated, mobilized and engaged. Businesses and community leaders are investing into our Growth Strategy with their dollars, time and energy. These outcomes reinforce our belief that EDR is on the right path for success in our community. We look forward to reaching our strategic goal 300,000 residents by 2040, and contributing to the creation of 50,000 new jobs in our community.

We will continue, through a number of initiatives, to advance a smart growth strategy that will primarily focus on long-term growth prospects to ensure stable growth, diversity and prosperity for the Greater Regina Area, including the Tourism, Events, Conventions & Tradeshows, Manufacturing, and Agri-value sectors.

In addition to advancing our smart growth strategy, high level priorities in 2017 include launching the Regina Advantage, implementation of Regina's first Entrepreneurship Strategy and attracting $1.4 million of incremental investments into EDR. We will also lead the creation of an industrial land inventory, and link prospective developers and investors to EDR's Investment Concierge Office.

The lead time in realizing the results of economic development work can take time, however we are encouraged and proud of our accomplishments to date. 2017 will be a year of building on our strong foundation of success and taking significant steps towards realizing our smart growth strategy.

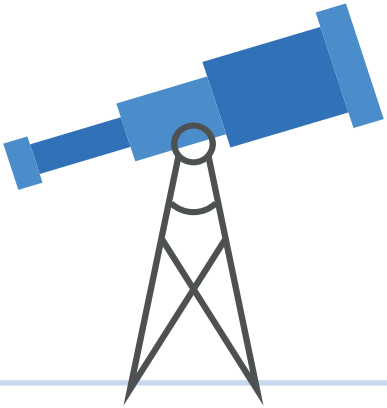
In closing, we are indebted to our many stakeholders, partners and supporters who share our vision. As well, to our board and staff thank you for your leadership and commitment to growing Regina.

Sincerely,

Murad Al-Katib

John D. Lee

EDR's Vision of the Greater Regina Area Economy in 2020 and Beyond



The Greater Regina Area prospers as a vibrant and diversified economy for investors, a strong destination experience for visitors, and a place of choice with a high standard and quality of life for residents.

Eight key sectors have emerged with sector teams who drive **activity, awareness, intelligence** and **excellence.**

Events, conventions and tradeshows drive over **$50 million annually** to the local economy.

The Greater Regina Area is perceived to be the **most desirable place** to invest, live, play and work in Canada.

Citizens of Regina are **bursting with confidence and pride** for their city.

EDR is the catalyst for driving economic growth and advancement in the Greater Regina Area.

Strategic Intent

EDR is responsible for providing leadership for economic growth to the City of Regina and the community, with specific accountability for the following core functions:

- Support industry growth and diversification through retention, development and attraction of business and tourism.
- Find innovative ways to support the community in sustaining growth while effectively addressing the challenges of growth.
- Market and promote the Greater Regina Area for business and tourism.
- Ensure the Greater Regina Area prospers as a vibrant and diversified economy for investors, is a strong destination experience for visitors, and a place of choice with a high quality of life for residents.

Long-Term Goals

Increase the Greater Regina Area's (GRA) profile as an economic and entrepreneurial powerhouse in targeted sectors.

- The GRA is nationally recognized as an economic and entrepreneurial powerhouse in targeted sectors.
- The GRA is one of the top places to start and grow a business.
- The Agri-Value sector has grown from $300 million of GDP to over $1 billion, and has doubled total employment in the sector.
- The Manufacturing sector has grown from $6.8 billion in sales, to over $10 billion, and from 6,500 employees to over 10,000.
- Events, Conventions, and Tradeshows has grown from $25 million in economic impact, to $50 million.
- The Tourism sector has grown the GRA to be a destination of choice for over 2.5 million visitors annually.

Advancing the City's Official Community Plan

EDR's long term strategic plan is aligned with the City's Official Community Plan, specifically the city's provisions on economic growth, including:

- Establish and implement mechanisms to expand and diversify the economy, promote the attractiveness of the Greater Regina Area as a place to live, invest, do business and visit.
- Collaborate with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities.
- Encourage innovative options to support and incubate new entrepreneurs and commercial ventures.

2016 Selected Highlights

YEAR OF THE PULSE CENTERED ON REGINA

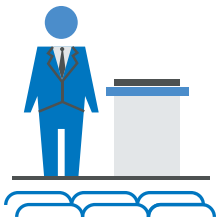
Launched The Great Canadian Pulse Off! presented by AGT Foods. 2016 is the International Year of Pulses. We created a campaign titled: "The Great Canadian Pulse Off". Through a variety of tactics, such as a new website, restaurant contest, guerilla marketing and social media we showcased the impact the pulse industry has on the Greater Regina Area and spread awareness of this incredibly valuable business happening in our own backyard.

BEST PLACE TO LIVE, INVEST, WORK & PLAY

Launched Phase I of the Regina Advantage initiative, which identifies and articulates our unique features and assets. In alignment with the Infinite Horizon identity, it is these differentiating features that support pride of place, and positions the Greater Regina Area as a desirable place to live, work, visit, and invest.

REGINA IS THINKING BIG!

Launched *Think BIG Regina*, a call-to-action for community leaders to bring forward bold, visionary, and innovative ideas to grow Regina, and to take personal responsibility for bringing them to life. The Think BIG Regina initiative included hosting round table discussions with over 200 stakeholders and a monthly e-newsletter with over 300 subscribers.



Regina Hotel

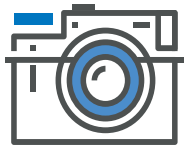
$30 MILLION ECONOMIC IMPACT

The Events, Conventions & Tradeshows (ECT) attracted to Regina will provide a significant contribution to the economy of the Greater Regina Area. Working closely with a number of stakeholders, in particular the Regina Hotel Association, ECTs secured during 2016 are expected to generate more than $30 million worth of estimated economic impact in future years. There were 16 conventions and seven events secured. Notable wins secured include:

- 2018 Tim Hortons Brier events
- 2017 Skate Canada International
- 2017 Canadian Football League – CFL Week
- 2017 Golf Canadian Men's Amateur Championship
- 2017 Pinty's Grand Slam of Curling

$940,000 IN LEVERAGED INVESTMENTS

Stakeholder and Partner investments (cash and value-in-kind) in EDR totals more than $940,000 in 2016, leveraging the City's core investment .55: 1.00 (stakeholder and partner investment to City core investment).



25K EVENT VISITORS SEE MORE OF REGINA

Tourism Regina, in collaboration with our stakeholders, operates an activation program, which involves leading and coordinating an enhanced visitor experience by connecting attendees at events and conventions with unique Regina venues, attractions and activities. Event Activation provided to 19 events and seven Conferences with over 25,000 visitors reached through our activities.

Tourism Regina

69% INCREASE IN TOURISM WEBSITE VISITORS

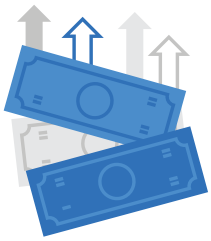
Tourism Regina Successfully completed the 2016 summer leisure ad campaign and showed increases in all areas.

- 69% increase in website visitors year over year
- 47% increase in website traffic during the campaign
- 192% increase in Instagram followers
- 80% increase in Facebook likes

ENTREPRENEURS COMMIT TO INVEST $5.02 MILLION

Square One Business Services unit provided 293 client interactions, with eight Square One clients confirming they have started their business. *The Saskatchewan Immigrant Nominee Program* delivered by EDR, had the following results:

- 113 clients engaged
- Intended or committed investment of $5.02 million
- 46 jobs created



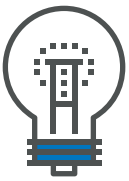
OVER $300 MILLION IN POTENTIAL INVESTMENT ATTRACTION

EDR's Investment Attraction Office is currently working on investment files and prospects that have the potential to result in new investments in the Greater Regina Area of more than $300 million, and on projects which align with our key industry sectors.

U OF R'S ESTIMATED ECONOMIC IMPACT TO REGINA IS $408 MILLION

EDR's Office of Strategic and Competitive Intelligence (SCI) has created, managed, or assisted in the development of a significant number of projects including:

- University of Regina Economic Impact Report
- Saskatchewan Intelligence Network joint Import Replacement report
- Customized SCI for the Global Transportation Hub (GTH), YQR, City, and priority investors.
- Agri-Value Supply Chain Analysis
- Economic Impact Assessment for RDBID (in progress)
- Food Hub Comparative Analysis/ Business Plan Analysis



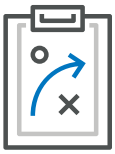
SMART SECTOR GROWTH

EDR produced an **Agri-value Strategy** for Regina and is actively being executed. The strategy, based on EDR's Strategic Growth Pillars contains 31 short and long term action items to build capacity and foster economic growth. EDR also completed a **Fabricated Metal Products Manufacturing Import Replacement Assessment** and initiated the development of an **Entrepreneurial Strategy.**

CONFIDENCE IN EDR IS AT 84%

An independent survey of Stakeholders, administered by Conroy Ross, to gauge their perceptions of and satisfaction with the organization was completed. Key results:

- Perceived importance of EDR's strategic intents: 84%
- Progress made against each of the strategic intents: 65%
- Perceived relevance of EDR's mandate, mission and vision: 83%
- Confidence in EDR leadership's ability to steward its mission: 79%
- Progress made in 2016 to advance its vision: 72%
- Stakeholder experience of the value proposition rose 11% over the last year.

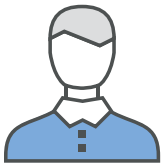


WE ARE WORKING TOGETHER

EDR enjoys a long list of relationships, partnerships and interdependencies with other like-minded groups which are critical to our success. Those relationships continued in 2016 with more added. The list is too long to detail here, but it includes collaborators in business, education, government, sports and the arts.

INFRASTRUCTURE STIMULUS: PART OF THE PLAN

Supported and assisted Certified Management Consultants (CMC) of Saskatchewan's "Think BIG 2" report. CMC Saskatchewan commissioned a second study to examine Saskatchewan's infrastructure needs in detail and identified the best places to invest in infrastructure projects to stimulate the economy and plan for the future.



TOURISM AMBASSADORS PROGRAM A SUCCESS

This summer, launched the Tourism Ambassador program to support and enhance our #SeeYQR campaign. The program has been a great success with three ambassadors chosen and partnerships with many key stakeholders including Canadian Western Agribition, Regina Downtown Business Improvement District, City of Regina, Saskatchewan Roughriders, and the Regina Folk Festival. Initial results have been positive with our organic reach exceeding 22,000 views.

REGINA FOOD HUB GETS BOOST

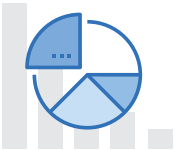
A committee was created and tasked to advance the Regina Food Hub, to advance food processing incubation and acceleration services in the Greater Regina Area.

COLLABORATIVE DEVELOPMENT OF ECT FOR THE FUTURE

Continued the development of a 10-Year, Event, Conventions and Tradeshow Acquisition Target Calendar, used to guide the development of collaborative, multi-organizational strategies/tactics for securing each identified opportunity.

INVESTMENT CONCIERGE SERVICE IMPLEMENTED

EDR's Investment Concierge Service was initiated, providing free and confidential business intelligence and pathfinding services to investors.



BUSINESS GROWTH & ASSESSMENT TOOL LAUNCHED

Launched a Business Growth & Expansion Assessment Tool, which formalizes EDR's pathfinding and economic gardening services. The assessment analyzes internal and external business challenges which can preclude business growth.

ECT BOOMING

The Alliance for Events, Conventions and Tradeshows (ECT) continues to provide high-level strategic direction, enhancing Regina's positioning as a destination for ECT. Through the Events Regina and Conventions Regina partnerships, 33 expressions of interest and bids were prepared in order to attract national and international ECT to Regina.

Financial Statement

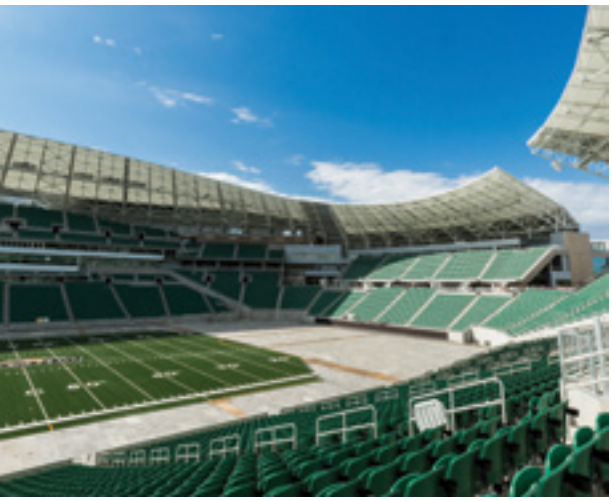
Statement of Operations

Year Ended
December 31, 2016

	2016 Budget	2016	2015
REVENUE			
City of Regina core funding	$ 1,719,500	$ 1,719,500	$ 1,719,500
Project funding	104,110	168,379	170,302
Partner contributions	739,800	782,067	533,678
Other income	35,155	37,294	37,220
	2,598,565	2,707,240	2,460,700
EXPENSES			
Administration	548,945	552,751	554,295
Enterprise	1,043,705	965,162	741,789
Tourism, Events, Conventions & Tradeshows	754,340	806,775	680,154
Corporate	301,575	332,664	246,875
Gain on disposal of asset	-	-	(220)
	2,648,565	2,657,352	2,222,893
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(50,000)	49,888	237,807
ACCUMULATED SURPLUS, BEGINNING OF YEAR	451,555	451,555	213,748
ACCUMULATED SURPLUS, END OF YEAR	$ 401,555	$ 501,443	$ 451,555

The accumulated surplus is distributed as follows:

	Unrestricted	Invested in Property and Equipment	Restricted Surplus Capital Improvements	Restricted Surplus Special Projects	2016 Actual	2015 Actual
Balance, beginning of the year	$ 100,338	$ 92,822	$ 108,395	$ 150,000	$ 451,555	$ 213,748
Excess (deficiency) of revenue over expense	70,336	(20,448)	-	-	49,888	237,807
Tangible capital assets investment	(2,811)	2,811	-	-	-	-
Internally restricted by board for:						
Capital Office Improvements	-	2,429	(2,429)	-	-	-
Special Projects	(117,863)	-	-	117,863	-	-
Balance, end of the period	**$ 50,000**	**$ 77,614**	**$ 105,966**	**$ 267,863**	**$ 501,443**	**$ 451,555**



Census Metropolitan Area Highlights

1 ***$385.6 MILLION IN TOURISM SPENDING*** *in the GRA*

2 *Regina GDP is on track to reach* ***$15 BILLION BY 2020***

3 ***5,000 MORE PEOPLE*** *now call Regina home*

4 ***$1.4 BILLION*** *is contributed to the GDP from the manufacturing sector*

5 ***$605 MILLION*** *in new investment* ***BUILDING PERMITS FOR THE GRA***

Contact Us:

Economic Development Regina Inc.

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P: 306-789-5099
TF: 1-800-661-5099
F: 306-352-1630
E: info@economicdevelopmentregina.com

economicdevelopmentregina.com
tourismregina.com

Tourism Regina

REGINA Infinite Horizons | Economic Development Regina Inc.

ECONOMIC
DEVELOPMENT REGINA INC.

2017 Business Plan

ADVANCING ECONOMIC PROSPERITY FOR
THE GREATER REGINA AREA

Tourism Regina

REGINA Infinite Horizons | Economic Development Regina Inc.

The EDR Board of Directors and management are confident in achieving the objectives contained in our 2017 Business Plan.

Summary

Economic Development Regina Inc. (EDR)'s role is to advance a bold, collaborative vision and to build a foundation to ensure economic prosperity and growth for the Greater Regina Area (GRA). As progress continues towards the objectives of the 2020 Strategic Plan, 2016 was a transitional year for EDR, moving from building a strong foundation, to now in 2017, prepared to be fully mobilized.

Smart growth in the strategic industry sectors is the primary focus for EDR. Key Performance Indicators (KPIs) were established that align with the strategic intents of the organization, and EDR has further integrated these KPIs to reflect the cross functional nature of each operating unit's activities and the optimization of growth for each of our key sectors: Tourism; Events, Conventions & Tradeshows; Agri-value; and Manufacturing.

In order to execute our strategy effectively EDR is aligned with the City's Official Community Plan, specifically the city's provisions on economic growth, including:

- Establish and implement mechanisms to expand and diversify the economy, promote the attractiveness of the Greater Regina Area as a place to live, invest, do business and visit.
- Collaborate with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities.
- Encourage innovative options to support and incubate new entrepreneurs and commercial ventures.

The subsequent business strategy to deliver on EDR's vision was developed under the guidance of a fully engaged Board and our shareholder, the City of Regina, and through engagement and collaboration of the community, business leaders and other stakeholders.

The EDR Board of Directors and management are confident in achieving the objectives contained in our 2017 Business Plan.

Board of Directors

Murad Al-Katib, Chair
President and CEO
AGT Foods & Ingredients Inc.

Frank Hart, Vice-Chair
President & Managing Director
Greystone Managed Investments Inc.

David Brundige, Q.C.
Partner
Willows, Wellsch, Orr & Brundige, LLP

Tony Coppola
Chief Financial Officer
MLT Aikins LLP

Jason Drummond
Managing Partner
York Plains Investment Corp.

Michael Fougere
Mayor
City of Regina

Dale Griesser
President
Avison Young Commercial Real Estate

Marty Klyne
CEO
RCMP Heritage Centre

Mark Lang
Office Managing Partner, Regina
KPMG LLP

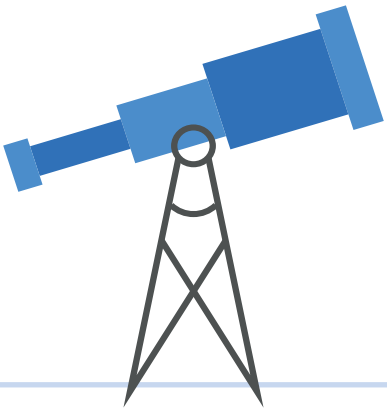
Cari Lemieux
General Manager & SK Operations Manager
Days Inn (East)

Marla Preston
Hospitality Consultant

Dr. Vianne Timmons
President and Vice-Chancellor
University of Regina

President and CEO
John D. Lee

EDR's Vision of the Greater Regina Area Economy in 2020 and Beyond



The Greater Regina Area prospers as a vibrant and diversified economy for investors, a strong destination experience for visitors, and a place of choice with a high standard and quality of life for residents.

Eight key sectors have emerged with sector teams who drive **activity, awareness, intelligence** and **excellence.**

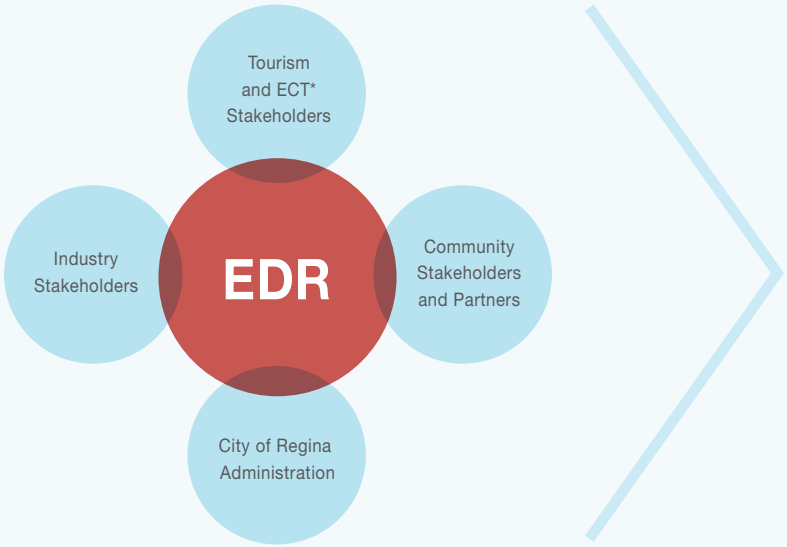
Events, conventions and tradeshows drive over **$50 million annually** to the local economy.

The Greater Regina Area is perceived to be the **most desirable place** to invest, live, play and work in Canada.

Citizens of Regina are **bursting with confidence and pride** for their city.

EDR is the catalyst for driving economic growth and advancement in the Greater Regina Area.

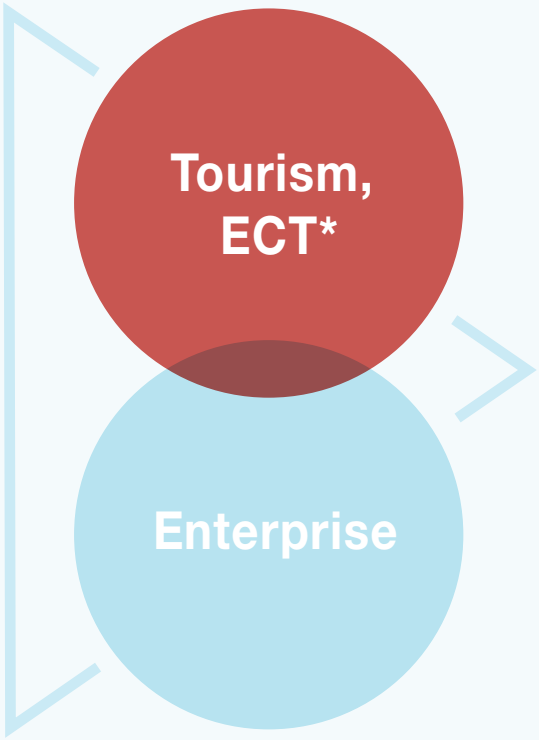
Business Model



Shared Vision & Outcomes

Value Proposition

- EDR is a leader and catalyst for economic development
- Facilitates the rapid advancement of strategic industry sectors
- Coordinates sharing and exchange of ideas, pooling resources, and leveraging of community investments
- Successful project implementation
- Insights and idea generation which identifies promising and emerging opportunities/ needs
- Industry intelligence to assist in informing and guiding industry and entire sectors on growth and expansion strategies



The Greater Regina Area prospers as a vibrant and diversified economy for investors, a strong destination experience for visitors, and a place of choice with a high standard and quality of life for residents.

*Events, Conventions and Tradeshows

Strategic Intent

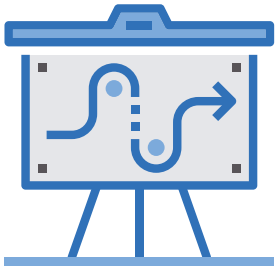
EDR is responsible for providing leadership for economic growth to the City of Regina and the community, with specific accountability for the following core functions:

- Support industry growth and diversification through retention, development and attraction of business and tourism.
- Find innovative ways to support the community in sustaining growth while effectively addressing the challenges of growth.
- Market and promote the Greater Regina Area for business and tourism.
- Ensure the Greater Regina Area prospers as a vibrant and diversified economy for investors, is a strong destination experience for visitors and a place of choice with a high quality of life for residents.

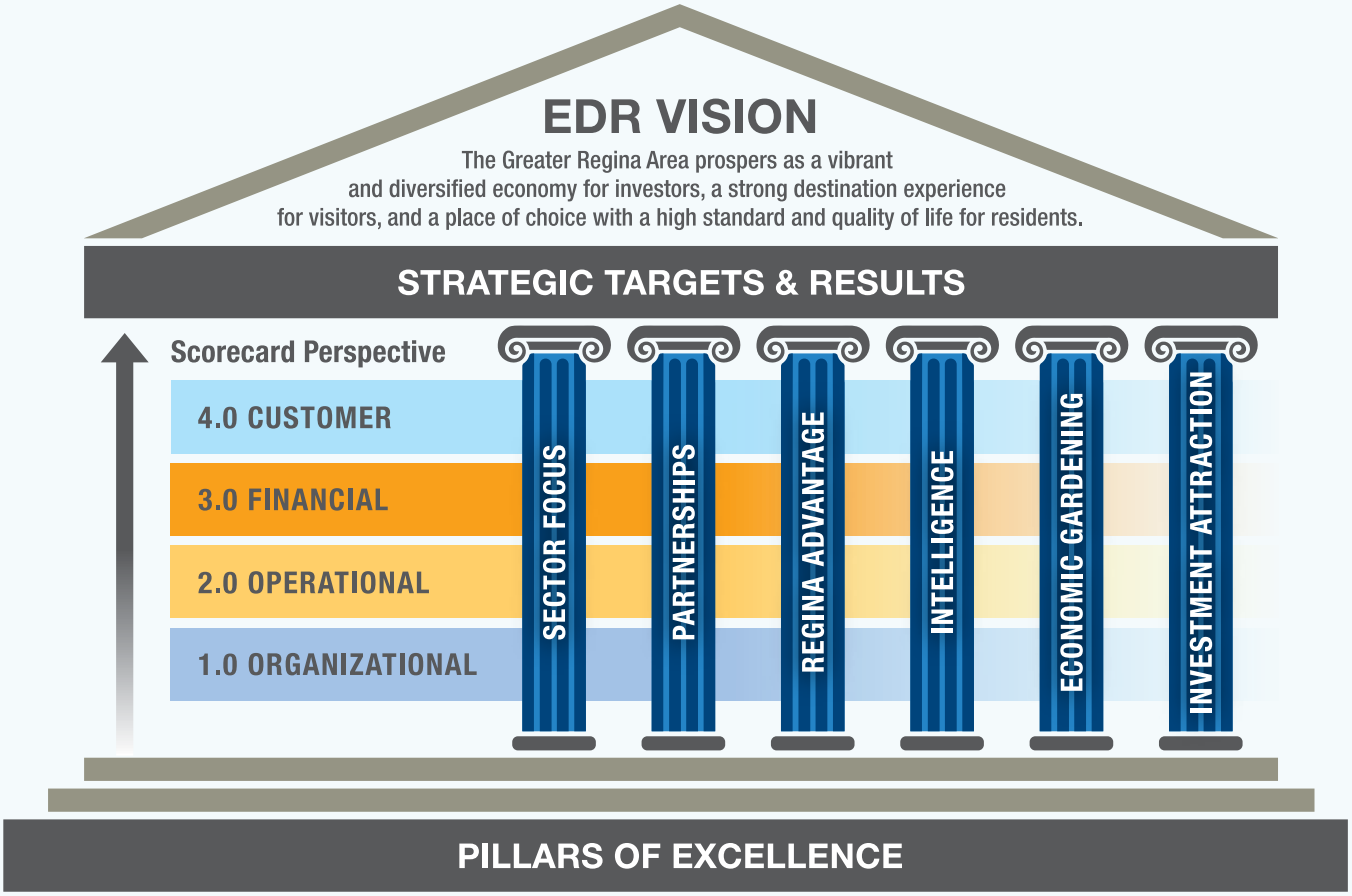
LONG-TERM GOALS

Increase the Greater Regina Area's (GRA) profile as an economic and entrepreneurial powerhouse in targeted sectors.

- The GRA is nationally recognized as an economic and entrepreneurial powerhouse in targeted sectors.
- The GRA is one of the top places to start and grow a business.
- The Agri-value sector has grown from $300 million of GDP to over $1billion, and has doubled total employment in the sector.
- The Manufacturing sector has grown from $6.8 billion in sales, to over $10 billion, and from 6,500 employees to over 10,000.
- Events, Conventions, and Tradeshows has grown from $25 million in economic impact, to $50 million.
- The Tourism sector has grown the GRA to be a destination of choice for over 2.5 million visitors annually.



Strategic Execution



EDR's six strategic pillars are essential elements that form the foundation for a balanced scorecard. We sometimes use the analogy of strategic pillars as "load bearing" walls. They support the entire structure of your building, but their placement and design may actually dictate what you can and cannot do in terms of redesigning the layout and function.

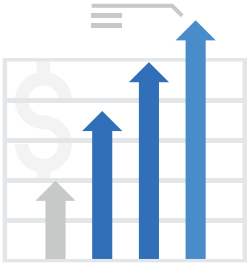
For EDR, the six strategic pillars provide structure, focus, support and boundaries for the EDR 2020 strategic plan. They apply to every part of the organization and define what major strategic thrusts EDR will pursue to achieve its vision. They affect all four of the balanced scorecard perspectives (1.0 – Organizational; 2.0 – Operational; 3.0 – Financial; and 4.0 – Customer.

If we excel at these six strategic pillars, we will achieve our vision and the strategic results (targets) in the balanced scorecard.

2017 Strategic Priorities

The 2017 Business Plan will lead EDR to a successful execution of its balanced scorecard and the 2020 strategic plan, approved by the Board. The annual balanced scorecard has several established targets and key performance indicators. High level priorities and critical new investments for 2017 include:

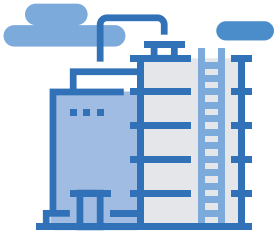
1.45 MILLION OF INCREMENTAL INVESTMENT



Projected stakeholder and partner contributions total over $1.45 million in cash and value-in-kind, offsetting budgeted items that are critical to the success of the business plan. This represented a projected 70% increase over 2016. For every $1 invested by the City, EDR will secure another $0.75 from partners and third parties. In 2016 the ratio was approximately $0.50 for every dollar.

This includes the launch of an investment partnership program to generate in excess of $500,000 to support EDR's growth strategy and launch of the Regina Advantage.

INDUSTRIAL LAND INVENTORY & SERVICING ANALYSIS



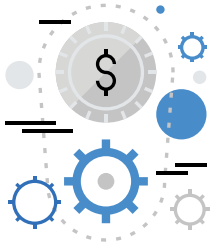
Completion of a land inventory and key sector service analysis to be done in collaboration with the City of Regina and other regional stakeholders to complement with the City's Industrial Land Strategy. The long-term Industrial Land Growth Strategy will support strategic sector growth and investment attraction.

STRONG, COMPETITIVE IDENTITY

Launch the 'Regina Advantage' program which will articulate the Greater Regina Area's strategic advantages and assets to create a defined and succinct competitive identity, focused on growing Regina.

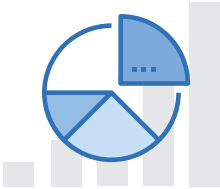
ROBUST ENTREPRENEURIAL ECOSYSTEM

Implementation of Regina's first Entrepreneurial Strategy is a critical piece of our overall smart-growth strategy. The goal is to create an innovative, robust and best in class entrepreneurial ecosystem.



SMART GROWTH SECTOR STRATEGIES

Over the last two years with the help of the business community we have built made-in Regina sector strategies. We continue through a number of initiatives to advance these strategies that primarily focus on long-term growth prospects to ensure stable growth, diversity and prosperity for the Greater Regina Area, including the Tourism; Events, Conventions & Tradeshows; Manufacturing; and Agri-value sectors.



2017 Strategy Map

1.0

EDR has developed a "best in class" organizational culture, structure and competency to support its strategy now and in the future

Organizational Perspective //
To achieve our organizational goals, how must we learn and improve?

1.1 Excellence in relationship building and collaboration

1.2 Excellence in performance management and reporting

1.3 Scalable and fluid systems and structures that respond to change and opportunity

Key Performance Indicators

1.11 Key partnerships and relationships are supported by actionable agreements

1.21 Quarterly reporting to metrics

1.31 Organizational assessment

2017 Targets

1.11.1 Surveying of partners to establish success in achieving defined relationship objectives

1.11.2 New partnerships/alliances developed that allow EDR to deliver on emerging 2017 priorities

1.21.1 2017 quarterly reports submitted to the EDR Board

1.31.1 Shareholder and partner survey measuring responsiveness to opportunities (e.g. leadership, effectiveness/value of relationship, outcomes against objectives, etc.)

1.31.2 Staff engagement and enablement survey

2.0

EDR excels at developing and delivering on its economic development priorities and core functions for the Greater Regina Area

Operational Perspective //
To succeed, what must we excel at?

2.1 Strategic utilization/leverage of key industry hubs where the Greater Regina Area has a distinct advantage

2.2 Aggregator of strategic and competitive intelligence (S&CI) to support informed business decisions for both EDR and stakeholders

2.3 Lead projects where opportunities or initiatives exceed scope of our core functions

2.4 Communications with stakeholders, shareholder and partners

Key Performance Indicators

2.11 Industry stakeholder satisfaction with EDR relationship

2.21 Internal and external stakeholder satisfaction with strategic and competitive intelligence

2.31 Project benefits are realized

2.41 Stakeholder, partner and shareholder awareness and satisfaction levels relative to EDR services and objectives

2017 Targets

2.11.1 Industry stakeholder survey measuring effectiveness of EDR's industry development strategies and initiatives (e.g. EDR's value-add contribution in facilitating growth and development initiatives, value-add in leading S&CI, collaboration effectiveness, etc.)

2.21.1 Improve key industry stakeholder satisfaction levels through further development of the three foundational S&CI pillars - internal capacity, organizational alliances and private sector partnerships

2.31.1 Measure the intended economic development outcomes on projects/ initiatives undertaken by EDR that fall outside its core functions

2.41.1 Improve key industry stakeholder satisfaction levels

3.0

EDR has the necessary resources and systems

Financial Perspective //

3.1 Maintain/ enhance investment commitment from City of Regina to maintain core organizational functions

Key Performance Indicators

3.11 Current revenue (2017) and two year projected revenues (2018 and 2019) are secure and sufficient to resource core functions

2017 Targets

3.11.1 Approval of 2017 City of Regina minimum core investment of $1,969,500

that support the long term effectiveness of the organization

4.0

EDR contributes to the strength of the economy and vibrancy of the Greater Regina Area as a place to visit and live

Vision

The Greater Regina Area prospers as a vibrant and diversified economy for investors, a strong destination experience for visitors, and a place of choice with a high standard and quality of life for residents.

If we succeed how will we look to our shareholder?

3.2 Develop resource models to support incremental growth initiatives and projects

3.21 Current and projected projects/initiatives have sufficient internal resources and/or partnerships to support project costs

3.21.1 Partner/alliance investment (cash & VIK) and third-party contracts in 2017 totalling in excess of $1,450,000

3.21.2 Undertake and complete an opportunities analysis of meaningful and sustainable diversified funding options

Customer Perspective //
If we succeed, how will we look to our Stakeholders/Citizens of Regina?

4.1 The entrepreneurial spirit has powered the Greater Regina Area to consistently achieve superior economic performance; and to have a top performing regional tourism ecosystem

Key Performance Indicators

4.11 Business growth, expansion and retention

4.12 Start ups within key industries/supply chains

4.13 Investment attraction to the Greater Regina Area

4.14 Marketing metrics for the regional audience

4.15 Number of visitors and impact to the Greater Regina Area

2017 Targets

4.11.1 Identify ten products or services not presently manufactured in the Greater Regina Area that have identifiable and willing buyers; and that a local business has the capacity to manufacture/provide

4.11.2 The manufacture/service offering of one product or service arising from the those identified in 2016 or 2017 – and where EDR has contributed to the result in a meaningful and measurable way

4.11.3 Four key industry hub companies with which EDR has partnered will report an expansion; or alternatively announce their intention to expand

4.11.4 Contribute to the development of fifty new jobs (FTEs) in the Greater Regina Area

4.11.5 Execute the growth strategies developed for each of the three ECTs identified in 2016 – and identify gaps and opportunities for the retention and growth of an additional two existing ECTs

4.11.6 Provide activation and servicing activities to four targeted events and nine conferences

4.12.1 Contribute to/facilitate five new business start-ups of which at least two will be in Machinery & Equipment Manufacturing, Food Manufacturing & Processing, Fabricated Metal Manufacturing or ECT

4.12.2 Develop and implement a concept plan for a potential signature ECT for the Greater Regina Area, with specific emphasis on supporting EDR's sector strategy

4.12.3 Complete and implement an entrepreneurial strategy

4.13.1 Investment attraction activities will result in two new businesses from outside Saskatchewan locating – or announcing their intention to locate – to the Greater Regina Area

4.13.2 In collaboration with the City of Regina and other Greater Regina Area stakeholders, develop a long term regional industrial land inventory and servicing requirements analysis that supports strategic sector growth/investment attraction

4.13.3 Estimated economic impact (EEI) of future secured ECTs will provide a contribution of $30 million to the Greater Regina Area

4.13.4 Secure one major event in 2017 with an EEI of no less than $10 million

4.13.5 Execute the Regina Advantage initiative

4.14.1 Increase Tourism's marketing metrics in all initiatives by 10 percent in targeted regional areas

4.15.1 12,500 overnight visitors attracted to Greater Regina Area for future secured ECTs

4.15.2 40,000 projected 'person nights' for future secured ECTs

4.15.3 Confirm the efficacy of the online 'person nights' conversion model – and establish future targets

4.15.4 Execute the Integrated Services Model (IVS) for improving the visitor experience based on defined priorities and tracking a pathway of defined initiatives

EDR is the lead economic development agency for the Greater Regina Area.

CONTACT US

Economic Development Regina Inc.

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F: 306-352-1630

info@economicdevelopmentregina.com

economicdevelopmentregina.com

tourismregina.com

Tourism Regina

REGINA Infinite Horizons | Economic Development Regina Inc.

ECONOMIC DEVELOPMENT REGINA INC.

(FORMERLY REGINA REGIONAL OPPORTUNITIES COMMISSION)

FINANCIAL STATEMENTS

December 31, 2016

Deloitte LLP
2103 - 11th Avenue
Mezzanine Level
Bank of Montreal Building
Regina SK S4P 3Z8
Canada

Tel: 306-565-5200
Fax: 306-757-4753
www.deloitte.ca

Independent Auditor's Report

To the Chairman and Members of the Board of Directors of Economic Development Regina Inc.:

We have audited the accompanying financial statements of Economic Development Regina Inc., which comprise the statement of financial position at December 31, 2016, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements present fairly, in all material respects, the financial position of Economic Development Regina Inc. as at December 31, 2016, and the results of its operations, changes in its net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Deloitte LLP

Chartered Professional Accountants
Licensed Professional Accountants

April 27, 2017
Regina, Saskatchewan

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Financial Position

As at December 31, 2016

	2016	2015
FINANCIAL ASSETS		
Cash	$ **370,219**	$ 407,971
Short-term investment (Note 5)	**200,000**	-
Accounts receivable	**103,804**	114,221
Total financial assets	**674,023**	522,192
FINANCIAL LIABILITIES		
Accounts payable and accrued charges	**111,316**	131,834
Deferred revenue (Note 7)	**146,098**	41,170
Total financial liabilities	**257,414**	173,004
Net financial assets	**416,609**	349,188
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	**77,614**	92,822
Prepaid expenses	**7,220**	9,545
	84,834	102,367
ACCUMULATED SURPLUS (Note 9)	$ **501,443**	$ 451,555

See accompanying notes

APPROVED BY THE BOARD

..... **Director**

..... **Director**

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Operations

Year Ended December 31, 2016

	2016 Budget	2016	2015
REVENUE			
City of Regina core funding	$ 1,719,500	$ 1,719,500	$ 1,719,500
Project funding	104,110	168,379	170,302
Partner contributions	739,800	782,067	533,678
Other income	35,155	37,294	37,220
	2,598,565	2,707,240	2,460,700
EXPENSES			
Administration (Schedule 1)	548,945	552,751	554,295
Enterprise (Schedule 2)	1,043,705	965,162	741,789
Tourism, Events, Conventions & Tradeshows (Schedule 3)	754,340	806,775	680,154
Corporate (Schedule 4)	301,575	332,664	246,875
Gain on disposal of asset	-	-	(220)
	2,648,565	2,657,352	2,222,893
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(50,000)	49,888	237,807
ACCUMULATED SURPLUS, BEGINNING OF YEAR	451,555	451,555	213,748
ACCUMULATED SURPLUS, END OF YEAR	$ 401,555	$ 501,443	$ 451,555

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Changes in Net Financial Assets

Year Ended December 31, 2016

		2016 Total		2015 Total
Excess of revenue over expenses	**$**	**49,888**	$	237,807
Acquisition of tangible capital assets		**(5,240)**		(70,430)
Amortization of tangible capital assets		**20,448**		16,483
Disposal of asset at net book value		**-**		3,780
		15,208		(50,167)
Acquisition of prepaid expenses		**(7,220)**		(9,545)
Use of prepaid expenses		**9,545**		3,182
		2,325		(6,363)
Increase in net financial assets		**67,421**		181,277
Net financial assets, beginning of year		**349,188**		167,911
NET FINANCIAL ASSETS, END OF YEAR	**$**	**416,609**	$	349,188

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Cash Flows

Year Ended December 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Excess of revenue over expenses	**$ 49,888**	$ 237,807
Add non-cash items:		
Amortization of tangible capital assets	**20,448**	16,483
Gain on disposal of asset	**-**	(220)
Changes in non-cash working capital items:		
Accounts receivable	**10,417**	(26,014)
Prepaid expenses	**2,325**	(6,363)
Accounts payable and accrued charges	**(20,518)**	57,932
Deferred revenue	**104,928**	1,908
Cash provided by operating activities	**167,488**	281,533
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	**(5,240)**	(70,430)
Proceeds on disposal of tangible capital asset	**-**	4,000
Cash (applied to) capital activities	**(5,240)**	(66,430)
INVESTING ACTIVITIES		
Purchase of short-term investment	**(200,000)**	-
Cash provided by investing transactions	**(200,000)**	-
NET (DECREASE) INCREASE IN CASH	**(37,752)**	215,103
CASH, BEGINNING OF YEAR	**407,971**	192,868
CASH, END OF YEAR	**$ 370,219**	$ 407,971

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.
Notes to the Financial Statements
December 31, 2016

1. DESCRIPTION OF OPERATIONS

On January 1, 2016, Economic Development Regina Inc. ("EDR") incorporated under *The Non-Profit Corporations Act, 1995*, with the City of Regina its sole voting member. Prior to its incorporation, EDR operated as the Regina Regional Opportunities Commission, which was created on April 27, 2009 by Bylaw 2009-20.

The broad mandate of EDR is to create and implement an economic development strategy to grow and sustain prosperity in the Regina region.

2. BASIS OF ACCOUNTING

The financial statements of EDR are the representation of management and have been prepared in accordance with Canadian Public Sector Accounting Standards, as recommended by the Chartered Professional Accountants of Canada ("CPA"). The financial statements are included in the consolidated financial statements of the City of Regina.

3. SIGNIFICANT ACCOUNTING POLICIES

EDR's significant accounting policies are as follows:

a) Measurement uncertainty

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards ("PSAS") requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the amortization of tangible capital assets.

b) Tangible capital assets

Tangible capital assets are recorded at cost. Amortization has been provided using the straight-line method over the following years:

Leasehold improvements	3 years
Furniture and equipment	10 years
Highway turnouts	10 years
Computer hardware	5 years
Computer software	2-3 years

When conditions indicate that a tangible capital asset no longer contributes to EDR's ability to provide goods or services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value an impairment loss is recognized against the cost of the tangible capital asset and an expense is recognized in the Statement of Operations.

3. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

c) Revenue recognition

Government transfers without eligibility criteria or stipulations are recognized as revenue when the transfer is authorized. Government transfers with eligibility criteria but without stipulations are recognized as revenue when the transfer is authorized and all eligibility criteria have been met. Government transfers with or without eligibility criteria but with stipulations are recognized as revenue in the period the transfer is authorized and all eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability.

Donations in kind are recorded at fair market value when received.

Grant revenue is recognized in the period in which the funds are received unless the grant is restricted. If the grant is restricted by the contributor, the revenue is deferred and recognized when the conditions of the grant have been met.

d) Financial instruments

All financial instruments are initially recognized at fair value. The fair value of a financial instrument is the amount of consideration that would be agreed upon in an arm's-length transaction between knowledgeable, willing parties who are under no compulsion to act. The fair value of a financial instrument on initial recognition is the transaction price, which is the fair value of the consideration given or received.

All financial instruments are subsequently measured at cost. Losses on financial instruments are written down to reflect other than temporary declines in value and are included in the Statement of Operations.

4. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

a) Currency risk

EDR is not exposed to significant foreign currency risk.

b) Interest rate risk

EDR is not exposed to significant interest rate risk.

c) Credit risk

EDR's credit risk is primarily attributable to its accounts receivable. The amounts disclosed in the Statement of Financial Position are net of allowance for doubtful accounts.

d) Liquidity risk

EDR's objective is to have sufficient liquidity to meets its liabilities when due. EDR manages liquidity risk through cash flow forecasting and regular monitoring of cash requirements to ensure that it has sufficient funds to fulfill its obligations.

5. SHORT-TERM INVESTMENT

Short-term investment consists of a term deposit with an interest rate of 0.95% maturing on December 1, 2017.

6. TANGIBLE CAPITAL ASSETS

Tangible capital assets consist of the following:

	Net Book Value	
	2016	2015
Furniture and equipment	**$ 39,167**	$ 42,465
Computer hardware	**26,624**	35,265
Computer software	**3,578**	5,877
Leased Asset - Copier	**8,245**	9,215
	$ 77,614	$ 92,822

For additional information, refer to Schedule 5.

7. DEFERRED REVENUE

Deferred revenues represent unspent resources externally restricted for specific projects.

EDR managed several projects during the year which were funded by various governments and other parties. At the year end, not all funds received were expended on the related projects. These amounts will be included in income as the related expenses are incurred.

Changes in the deferred revenue balance are as follows:

	Think Big / CMC	Ministry of Economy (SINP)	SREDA (Square One)	Special Event	Infrastructure Audit	Regina Advantage	**2016**	2015
Balance, beginning of year	$ 26,170	$ -	$ 7,500	$ 7,500	$ -	$ -	**$ 41,170**	$ 39,262
Accounts received	15,000	135,025	30,000	7,500	10,000	125,000	**322,525**	134,184
Amounts recognized as revenue	(26,118)	(128,775)	(30,000)	(7,500)	-	(25,204)	**(217,597)**	(132,276)
Balance, end of year	$ 15,052	$ 6,250	$ 7,500	$ 7,500	$ 10,000	$ 99,796	**$ 146,098**	$ 41,170

8. LEASE COMMITMENT

On June 15, 2016, EDR renewed their lease for one year at the location on Rose Street. The minimum annual lease payment is $96,240 plus common area costs plus applicable taxes, paid monthly on the 15th of the month. EDR is granted one option to renew the lease for a period of three years and is currently in discussions with the landlord regarding renewal.

9. ACCUMULATED SURPLUS

	Unrestricted	Invested In Property and Equipment	Restricted Surplus Capital Improvements	Restricted Surplus Special Projects	2016 Actual	2015 Actual
Balance, beginning of the year	$ 100,338	$ 92,822	$ 108,395	$ 150,000	$ 451,555	$ 213,748
Excess (deficiency) of revenue over expense	70,336	(20,448)	-	-	49,888	237,807
Tangible capital assets investment	(2,811)	2,811	-	-	-	-
Internally restricted by board for:						
Capital Office Improvements	-	2,429	(2,429)	-	-	-
Special Projects	(117,863)	-	-	117,863	-	-
Balance, end of the period	**$ 50,000**	**$ 77,614**	**$ 105,966**	**$ 267,863**	**$ 501,443**	**$ 451,555**

a) *Capital Improvements*
The purpose of the Capital Improvements internally restricted surplus is to update old equipment and furniture for EDR's office and other capital requirements, subject to a Board approved budget.

b) *Special Projects*
The purpose of the Special Projects internally restricted surplus is for Special Project initiatives that would advance EDR's strategic business plan, subject to a Board approved project business case and budget.

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 1 - Administration

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 163,590	**$ 162,689**	$ 182,426
Occupancy	234,110	**218,795**	223,219
General & administration	73,045	**73,829**	59,408
Professional services	26,295	**49,748**	51,265
Conference, seminar & staff development	16,500	**19,290**	22,326
Meetings & promotion	20,405	**17,077**	9,436
Board & committee	5,000	**1,824**	2,253
Staff travel	10,000	**9,499**	3,962
	$ 548,945	**$ 552,751**	$ 554,295

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 2 - Enterprise

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 578,910	**$ 564,104**	$ 500,827
Sector development	79,500	**134,061**	69,936
Investment attraction	22,000	**11,138**	-
Entrepreneurship	15,000	**16,662**	32,045
Square One program	-	**1,147**	941
Saskatchewan Immigrant Nominee program	32,795	**76,070**	39,536
Strategic & competitive intelligence	90,500	**44,362**	59,443
Marketing & communications	30,000	**21,850**	12,551
Think Big project	195,000	**95,768**	26,510
	$ 1,043,705	**$ 965,162**	$ 741,789

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 3 - Tourism, Events, Conventions & Tradeshows

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 415,840	**$ 416,362**	$ 309,860
Tourism marketing	213,500	**185,278**	144,643
Events, conventions & tradeshows	95,000	**176,501**	193,621
Local activation program	20,000	**5,170**	9,409
Visitor services	10,000	**23,464**	22,621
	$ 754,340	**$ 806,775**	$ 680,154

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 4 - Corporate

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 206,765	**$ 201,465**	$ 189,850
Stakeholder & partnership engagement	22,310	**31,912**	27,035
Strategic planning	25,000	**31,059**	25,000
Branding	7,500	**38,418**	2,490
Funding assessment model	10,000	**13,207**	2,500
Opportunities assessment	30,000	**16,603**	-
	$ 301,575	**$ 332,664**	$ 246,875

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 5 - Tangible Capital Assets

As at December 31, 2016

Tangible capital asset cost:

	December 31, 2015	Additions	Disposals and write downs	December 31, 2016
Leasehold improvements	$ 107,679	$ -	$ -	$ 107,679
Furniture and equipment	123,056	3,175	-	126,231
Computer hardware	70,587	1,317	-	71,904
Highway turnout	21,049	-	-	21,049
Computer software	59,681	748	-	60,429
Leased Asset - Copier	9,700	-	-	9,700
Balance, end of year	$ 391,752	$ 5,240	$ -	$ 396,992

Accumulated amortization:

	December 31, 2015	Amortization charged during year	Disposals and write downs	December 31, 2016
Leasehold improvements	$ 107,679	$ -	$ -	$ 107,679
Furniture and equipment	80,590	6,474	-	87,064
Computer hardware	35,323	9,957	-	45,280
Highway turnout	21,049	-	-	21,049
Computer software	53,804	3,047	-	56,851
Leased Asset - Copier	485	970	-	1,455
Balance, end of year	$ 298,930	$ 20,448	$ -	$ 319,378
Net book value	$ 92,822			$ 77,614

ECONOMIC DEVELOPMENT REGINA INC.

(FORMERLY REGINA REGIONAL OPPORTUNITIES COMMISSION)

FINANCIAL STATEMENTS

December 31, 2016

Deloitte LLP
2103 - 11th Avenue
Mezzanine Level
Bank of Montreal Building
Regina SK S4P 3Z8
Canada

Tel: 306-565-5200
Fax: 306-757-4753
www.deloitte.ca

Independent Auditor's Report

To the Chairman and Members of the Board of Directors of Economic Development Regina Inc.:

We have audited the accompanying financial statements of Economic Development Regina Inc., which comprise the statement of financial position at December 31, 2016, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements present fairly, in all material respects, the financial position of Economic Development Regina Inc. as at December 31, 2016, and the results of its operations, changes in its net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Deloitte LLP

Chartered Professional Accountants
Licensed Professional Accountants

April 27, 2017
Regina, Saskatchewan

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Financial Position

As at December 31, 2016

	2016	2015
FINANCIAL ASSETS		
Cash	$ **370,219**	$ 407,971
Short-term investment (Note 5)	**200,000**	-
Accounts receivable	**103,804**	114,221
Total financial assets	**674,023**	522,192
FINANCIAL LIABILITIES		
Accounts payable and accrued charges	**111,316**	131,834
Deferred revenue (Note 7)	**146,098**	41,170
Total financial liabilities	**257,414**	173,004
Net financial assets	**416,609**	349,188
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 6)	**77,614**	92,822
Prepaid expenses	**7,220**	9,545
	84,834	102,367
ACCUMULATED SURPLUS (Note 9)	$ **501,443**	$ 451,555

See accompanying notes

APPROVED BY THE BOARD

..... **Director**

..... **Director**

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Operations

Year Ended December 31, 2016

	2016 Budget	2016	2015
REVENUE			
City of Regina core funding	$ 1,719,500	$ 1,719,500	$ 1,719,500
Project funding	104,110	168,379	170,302
Partner contributions	739,800	782,067	533,678
Other income	35,155	37,294	37,220
	2,598,565	2,707,240	2,460,700
EXPENSES			
Administration (Schedule 1)	548,945	552,751	554,295
Enterprise (Schedule 2)	1,043,705	965,162	741,789
Tourism, Events, Conventions & Tradeshows (Schedule 3)	754,340	806,775	680,154
Corporate (Schedule 4)	301,575	332,664	246,875
Gain on disposal of asset	-	-	(220)
	2,648,565	2,657,352	2,222,893
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	(50,000)	49,888	237,807
ACCUMULATED SURPLUS, BEGINNING OF YEAR	451,555	451,555	213,748
ACCUMULATED SURPLUS, END OF YEAR	$ 401,555	$ 501,443	$ 451,555

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Changes in Net Financial Assets

Year Ended December 31, 2016

		2016 Total		2015 Total
Excess of revenue over expenses	**$**	**49,888**	$	237,807
Acquisition of tangible capital assets		**(5,240)**		(70,430)
Amortization of tangible capital assets		**20,448**		16,483
Disposal of asset at net book value		**-**		3,780
		15,208		(50,167)
Acquisition of prepaid expenses		**(7,220)**		(9,545)
Use of prepaid expenses		**9,545**		3,182
		2,325		(6,363)
Increase in net financial assets		**67,421**		181,277
Net financial assets, beginning of year		**349,188**		167,911
NET FINANCIAL ASSETS, END OF YEAR	**$**	**416,609**	$	349,188

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.

Statement of Cash Flows

Year Ended December 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Excess of revenue over expenses	**$ 49,888**	$ 237,807
Add non-cash items:		
Amortization of tangible capital assets	**20,448**	16,483
Gain on disposal of asset	**-**	(220)
Changes in non-cash working capital items:		
Accounts receivable	**10,417**	(26,014)
Prepaid expenses	**2,325**	(6,363)
Accounts payable and accrued charges	**(20,518)**	57,932
Deferred revenue	**104,928**	1,908
Cash provided by operating activities	**167,488**	281,533
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	**(5,240)**	(70,430)
Proceeds on disposal of tangible capital asset	**-**	4,000
Cash (applied to) capital activities	**(5,240)**	(66,430)
INVESTING ACTIVITIES		
Purchase of short-term investment	**(200,000)**	-
Cash provided by investing transactions	**(200,000)**	-
NET (DECREASE) INCREASE IN CASH	**(37,752)**	215,103
CASH, BEGINNING OF YEAR	**407,971**	192,868
CASH, END OF YEAR	**$ 370,219**	$ 407,971

See accompanying notes

ECONOMIC DEVELOPMENT REGINA INC.
Notes to the Financial Statements
December 31, 2016

1. DESCRIPTION OF OPERATIONS

On January 1, 2016, Economic Development Regina Inc. ("EDR") incorporated under *The Non-Profit Corporations Act, 1995*, with the City of Regina its sole voting member. Prior to its incorporation, EDR operated as the Regina Regional Opportunities Commission, which was created on April 27, 2009 by Bylaw 2009-20.

The broad mandate of EDR is to create and implement an economic development strategy to grow and sustain prosperity in the Regina region.

2. BASIS OF ACCOUNTING

The financial statements of EDR are the representation of management and have been prepared in accordance with Canadian Public Sector Accounting Standards, as recommended by the Chartered Professional Accountants of Canada ("CPA"). The financial statements are included in the consolidated financial statements of the City of Regina.

3. SIGNIFICANT ACCOUNTING POLICIES

EDR's significant accounting policies are as follows:

a) Measurement uncertainty

The preparation of financial statements in conformity with Canadian Public Sector Accounting Standards ("PSAS") requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. Significant estimates include the amortization of tangible capital assets.

b) Tangible capital assets

Tangible capital assets are recorded at cost. Amortization has been provided using the straight-line method over the following years:

Leasehold improvements	3 years
Furniture and equipment	10 years
Highway turnouts	10 years
Computer hardware	5 years
Computer software	2-3 years

When conditions indicate that a tangible capital asset no longer contributes to EDR's ability to provide goods or services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value an impairment loss is recognized against the cost of the tangible capital asset and an expense is recognized in the Statement of Operations.

3. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

c) Revenue recognition

Government transfers without eligibility criteria or stipulations are recognized as revenue when the transfer is authorized. Government transfers with eligibility criteria but without stipulations are recognized as revenue when the transfer is authorized and all eligibility criteria have been met. Government transfers with or without eligibility criteria but with stipulations are recognized as revenue in the period the transfer is authorized and all eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability.

Donations in kind are recorded at fair market value when received.

Grant revenue is recognized in the period in which the funds are received unless the grant is restricted. If the grant is restricted by the contributor, the revenue is deferred and recognized when the conditions of the grant have been met.

d) Financial instruments

All financial instruments are initially recognized at fair value. The fair value of a financial instrument is the amount of consideration that would be agreed upon in an arm's-length transaction between knowledgeable, willing parties who are under no compulsion to act. The fair value of a financial instrument on initial recognition is the transaction price, which is the fair value of the consideration given or received.

All financial instruments are subsequently measured at cost. Losses on financial instruments are written down to reflect other than temporary declines in value and are included in the Statement of Operations.

4. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

a) Currency risk

EDR is not exposed to significant foreign currency risk.

b) Interest rate risk

EDR is not exposed to significant interest rate risk.

c) Credit risk

EDR's credit risk is primarily attributable to its accounts receivable. The amounts disclosed in the Statement of Financial Position are net of allowance for doubtful accounts.

d) Liquidity risk

EDR's objective is to have sufficient liquidity to meets its liabilities when due. EDR manages liquidity risk through cash flow forecasting and regular monitoring of cash requirements to ensure that it has sufficient funds to fulfill its obligations.

5. SHORT-TERM INVESTMENT

Short-term investment consists of a term deposit with an interest rate of 0.95% maturing on December 1, 2017.

6. TANGIBLE CAPITAL ASSETS

Tangible capital assets consist of the following:

	Net Book Value	
	2016	2015
Furniture and equipment	**$ 39,167**	$ 42,465
Computer hardware	**26,624**	35,265
Computer software	**3,578**	5,877
Leased Asset - Copier	**8,245**	9,215
	$ 77,614	$ 92,822

For additional information, refer to Schedule 5.

7. DEFERRED REVENUE

Deferred revenues represent unspent resources externally restricted for specific projects.

EDR managed several projects during the year which were funded by various governments and other parties. At the year end, not all funds received were expended on the related projects. These amounts will be included in income as the related expenses are incurred.

Changes in the deferred revenue balance are as follows:

	Think Big / CMC	Ministry of Economy (SINP)	SREDA (Square One)	Special Event	Infrastructure Audit	Regina Advantage	**2016**	2015
Balance, beginning of year	$ 26,170	$ -	$ 7,500	$ 7,500	$ -	$ -	**$ 41,170**	$ 39,262
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On June 15, 2016, EDR renewed their lease for one year at the location on Rose Street. The minimum annual lease payment is $96,240 plus common area costs plus applicable taxes, paid monthly on the 15th of the month. EDR is granted one option to renew the lease for a period of three years and is currently in discussions with the landlord regarding renewal.

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Internally restricted by board for:						
Capital Office Improvements	-	2,429	(2,429)	-	-	-
Special Projects	(117,863)	-	-	117,863	-	-
Balance, end of the period	**$ 50,000**	**$ 77,614**	**$ 105,966**	**$ 267,863**	**$ 501,443**	**$ 451,555**

a) *Capital Improvements*
The purpose of the Capital Improvements internally restricted surplus is to update old equipment and furniture for EDR's office and other capital requirements, subject to a Board approved budget.

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The purpose of the Special Projects internally restricted surplus is for Special Project initiatives that would advance EDR's strategic business plan, subject to a Board approved project business case and budget.

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 1 - Administration

Year Ended December 31, 2016

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Salaries & benefits	$ 163,590	**$ 162,689**	$ 182,426
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Staff travel	10,000	**9,499**	3,962
	$ 548,945	**$ 552,751**	$ 554,295

ECONOMIC DEVELOPMENT REGINA INC.

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Year Ended December 31, 2016

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Sector development	79,500	**134,061**	69,936
Investment attraction	22,000	**11,138**	-
Entrepreneurship	15,000	**16,662**	32,045
Square One program	-	**1,147**	941
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Strategic & competitive intelligence	90,500	**44,362**	59,443
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Think Big project	195,000	**95,768**	26,510
	$ 1,043,705	**$ 965,162**	$ 741,789

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 3 - Tourism, Events, Conventions & Tradeshows

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 415,840	**$ 416,362**	$ 309,860
Tourism marketing	213,500	**185,278**	144,643
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Local activation program	20,000	**5,170**	9,409
Visitor services	10,000	**23,464**	22,621
	$ 754,340	**$ 806,775**	$ 680,154

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 4 - Corporate

Year Ended December 31, 2016

	2016 Budget	**2016**	2015
Salaries & benefits	$ 206,765	**$ 201,465**	$ 189,850
Stakeholder & partnership engagement	22,310	**31,912**	27,035
Strategic planning	25,000	**31,059**	25,000
Branding	7,500	**38,418**	2,490
Funding assessment model	10,000	**13,207**	2,500
Opportunities assessment	30,000	**16,603**	-
	$ 301,575	**$ 332,664**	$ 246,875

ECONOMIC DEVELOPMENT REGINA INC.

Schedule 5 - Tangible Capital Assets

As at December 31, 2016

Tangible capital asset cost:

	December 31, 2015	Additions	Disposals and write downs	December 31, 2016
Leasehold improvements	$ 107,679	$ -	$ -	$ 107,679
Furniture and equipment	123,056	3,175	-	126,231
Computer hardware	70,587	1,317	-	71,904
Highway turnout	21,049	-	-	21,049
Computer software	59,681	748	-	60,429
Leased Asset - Copier	9,700	-	-	9,700
Balance, end of year	$ 391,752	$ 5,240	$ -	$ 396,992

Accumulated amortization:

	December 31, 2015	Amortization charged during year	Disposals and write downs	December 31, 2016
Leasehold improvements	$ 107,679	$ -	$ -	$ 107,679
Furniture and equipment	80,590	6,474	-	87,064
Computer hardware	35,323	9,957	-	45,280
Highway turnout	21,049	-	-	21,049
Computer software	53,804	3,047	-	56,851
Leased Asset - Copier	485	970	-	1,455
Balance, end of year	$ 298,930	$ 20,448	$ -	$ 319,378
Net book value	$ 92,822			$ 77,614

CR17-69

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: 2020 Special Olympics Canada Winter Games

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

1. That the City of Regina (City) provide a cash grant of $100,000 in support of the 2020 Special Olympics Canada Winter Games (Games) subject to the following conditions:
    a. The bid to host the event is successful;
    b. The 2020 Special Olympics Canada Winter Games Host Committee secures an additional $807,500 in funding from other community partners.

2. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the organizers of the 2020 Special Olympics Canada Winter Games, as outlined in the body of this report.

3. That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor.

EXECUTIVE COMMITTEE - JUNE 14, 2017

The following addressed the Committee:

- John Lee; representing Economic Development Regina
- Kirk Morrison; representing Economic Development Regina and
- Faye Matt, representing Special Olympics Sask

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #4 does not require City Council approval.

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

The Executive Committee, at its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the City of Regina (City) provide a cash grant of $100,000 in support of the 2020 Special Olympics Canada Winter Games (Games) subject to the following conditions:
    a. The bid to host the event is successful;
    b. The 2020 Special Olympics Canada Winter Games Host Committee secures an additional $807,500 in funding from other community partners.

2. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the organizers of the 2020 Special Olympics Canada Winter Games, as outlined in the body of this report.

3. That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor.

4. That this report be forwarded to the June 26, 2017 City Council for approval.

CONCLUSION

The City's Administration has been invited by the Alliance for Events Conventions and Tradeshows (Events Alliance) to participate, on behalf of the community, in the preparation of a bid to host the 2020 Special Olympics Canada Winter Games.

The purpose of this report is to recommend support to host the 2020 Special Olympics Canada Winter Games should the bid be successful.

The Events Alliance is led by Economic Development Regina, and consists of representation from senior leaders at the City of Regina, Regina Hotel Association, Evraz Place, Tourism Saskatchewan, Wascana Centre Authority and the University of Regina. The Events Alliance mandate is to provide strategic, long-term guidance, and oversight in the identification of major city-wide and regional event prospects that are an ideal fit within our community, facilities and hotels. The Events Alliance has recently secured several events for 2017 and 2018. These include 2017 Skate Canada International, 2017 Pinty's Grand Slam of Curling Tour Challenge, 2018 Canadian Pacific Women's Open and the 2018 Tim Horton's Brier. The Events Alliance is now focussed on securing events for 2019 and 2020.

It is important to note that the City's support and involvement in these events is contingent on confirmation of the proposed funding to be provided by the City's community partners, the potential organizing committee's strength and capacity to deliver the event and recognition by its

community partners that the City accepts no obligations for deficits, loans or guarantees for the proposed event. These terms will form part of the Contribution Agreement.

BACKGROUND

Special Olympics Saskatchewan (the Host) is submitting a bid to host the 2020 Special Olympics Canada Winter Games (the Games) in Regina. Preparation of the bid for this event is made possible through a collaborative process including Special Olympics Saskatchewan and the Events Alliance.

The Host will submit its bid on June 16, 2017 and the bid will be awarded by July 28, 2017. The Host is proud to promote Regina as a major sport and event-hosting destination. The proposed dates for the Games are February 15 - 22, 2020.

The hosting opportunity provided by the Games has been assessed by the Events Alliance for its economic impact, legacy, contribution to community pride, community engagement, potential for media exposure, availability of partnerships, and an assessment of the Host's strength and capacity to deliver the event.

This analysis concluded that hosting this event will: (i) contribute to Regina's calendar of winter sports events that have the potential to add additional life and vibrancy to the City of Regina during winter months, (ii) provide significant national tourism exposure for the City of Regina, and (iii) provide economic benefits to the community.

DISCUSSION

Special Olympics Saskatchewan has been working with children, youth and adults with an intellectual disability for over 40 years. Within this time, Special Olympics has grown well beyond being an event to become a year-round national movement. Special Olympics Saskatchewan's vision is to continue to improve and expand the quality, opportunity and accessibility of sport to individuals with an intellectual disability.

For people with intellectual disability in Saskatchewan, Special Olympics is often the only place where they have an opportunity to develop a strong sense of self. Special Olympics Saskatchewan optimizes the benefits of a healthy and active lifestyle through sport to improve the wellbeing of individuals with an intellectual disability. Part of Special Olympics Saskatchewan's mission is to educate people about the dignity and gifts of all people.

The confidence and skills Special Olympians gain translates into other areas of life as well. Many Special Olympics Saskatchewan athletes lead busy lives, from fulfilling work obligations, volunteering, hanging out with friends, to playing in a band, to dedicating time to their beloved sport. Special Olympics teaches the community to recognize similarities instead of differences.

In Canada, more than 42,565 children, youth and adults with an intellectual disability participate in Special Olympics programs run with the support of local sport clubs across 12 provincial and territorial Chapters. They are supported by a network of more than 20,505 volunteers. The national games are held every two years, alternating between summer and winter events.

Over five days in February 2020, athletes with intellectual disabilities from across Canada will gather and compete in the following eight sports:

- Alpine Skiing
- Cross Country Skiing
- Figure Skating
- Speed Skating
- Floor Hockey
- Curling
- Snowshoeing
- Bowling

Anticipated venues for these events include Evraz Place, Mission Ridge, Wascana Centre and others still to be determined.

The Host estimates that the Games will attract:

- 1,200 athletes, coaches and support staff
- 1,500 additional friends and family members
- Staying an estimated seven days

Previous host communities are:

- 2016 Corner Brook, Newfoundland
- 2012 St. Albert, Alberta
- 2008 Quebec City, Quebec
- 2004 Charlottetown, Prince Edward Island

Holding the Games in Regina will provide many benefits to the community. The Host estimates that the economic impact generated by the Games at approximately $5.0 million. An economic impact study was completed on the 2016 Canada Winter Games hosted in Corner Brook, Newfoundland. Below are some of the highlights from that study:

- 2.2 supporters per athlete
- 1,425 family members traveled to Corner Brook
- $3.9 million in visitor and operation spending
- $1,100 in tourism spending per supporter
- $5.4 million in total economic activity

It should be noted that the host anticipates attendance in Regina would surpass that of Corner Brook due to the relative accessibility of Regina to other communities throughout Canada.

The Games will provide other benefits to the community such as:

- expose Regina and area to participants and spectators;
- provide development opportunities for volunteers obtained through interactions with professional event planners from Special Olympics Canada as well as with skilled host committee members;
- provide an opportunity for volunteers to contribute to "pride of place" by playing a critical role in welcoming visitors from across Canada to Regina for the event;
- promote the values of sport and healthy living to the community; and
- support for inclusion.

The Events Alliance, which includes representation from the City's Community Services Department, has assessed this opportunity based on its economic impact, legacy, contribution to community pride, community engagement, potential for community exposure, availability of partnerships and an assessment of the Host's strength, and capacity to deliver the event. This opportunity was rated favourably as a result of its economic benefits, opportunity for positive exposure for Regina and the strong community support to host the event.

The Administration also believes that the Games will be beneficial to the community and recommends a cash grant of $100,000. The Host estimates that a total of $907,500 in community funding will need to be raised to support this event. To date, $307,500 has been raised. Other community partners supporting the bid for this event include Tourism Saskatchewan, Tourism Regina and Regina Hotel Association. The Host will submit its bid on June 16, 2017 and the bid will be awarded by July 28, 2017.

As a condition of the City's financial support of the Games, the City will negotiate and execute a Contribution Agreement with the organizers of the Games. The Games are an entity of Special Olympics Canada. Special Olympics Saskatchewan is submitting a bid to host the Games in Regina. Consequently, the Administration anticipates that the Contribution Agreement will be a multi-party agreement that will include Special Olympics Canada, Special Olympics Saskatchewan and the City of Regina.

The Contribution Agreement defines the terms and conditions of the City's total contribution of $100,000 cash in support of the Games. The Contribution Agreement will include terms and conditions such as but not limited to the following:

- the Host's demonstration of their ability to plan and host the Games through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan;
- that the funding provided by the City shall only be used for operating costs associated with the Games as outlined in the Host's approved operating budget;
- a commitment by the Host to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event; and

- that there is recognition by the Host that the City will accept no obligations for deficits, loans or guarantees for the Games incurred or made by the Host.

RECOMMENDATION IMPLICATIONS

Financial Implications

The City's proposed contribution support the Games is a cash grant of $100,000. While the Games will be held in February 2020, it is anticipated that the host will require access to the City's funding during the fourth quarter of 2019. Consequently, the Administration recommends that a one-time expenditure of $100,000 be added to the 2019 General Operating Budget to account for the City's support of the Games.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

This funding supports the City's Vision and aligns with its community priority to embrace built heritage and invest in arts, culture, sport and recreation.

Other Implications

None related to this report.

Accessibility Implications

The Games and their competition venues will be accessible.

COMMUNICATIONS

The decision of Executive Committee and City Council will be communicated to the Host.

The Contribution Agreement will include a requirement for the Host to work closely with the Communications Department to ensure that the City of Regina receives the appropriate level of recognition for its contribution to the Games.

DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

CR17-70

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Global Transportation Hub Authority – Municipal Servicing Agreements for Water, Wastewater and Transportation Infrastructure

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RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- JUNE 14, 2017

1. That the Executive Director of City Planning & Development be authorized to finalize and approve the terms of a Municipal Servicing Agreement(s) for the capital contribution to water, wastewater and transportation infrastructure between the City of Regina and the Global Transportation Hub Authority.

2. That the City Clerk be authorized to execute the Agreement after review and approval by the City Solicitor.

EXECUTIVE COMMITTEE - JUNE 14, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

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

The Executive Committee, at its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- MAY 17, 2017

1. That the Executive Director of City Planning & Development be authorized to finalize and approve the terms of a Municipal Servicing Agreement(s) for the capital contribution to water, wastewater and transportation infrastructure between the City of Regina and the Global Transportation Hub Authority.

2. That the City Clerk be authorized to execute the Agreement after review and approval by the City Solicitor.

3. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

EXECUTIVE COMMITTEE - MAY 17, 2017

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

Mayor Michael Fougere, Councillors: Mike O'Donnell (Chairperson), Lori Bresciani, Sharron Bryce, Bob Hawkins, Jason Mancinelli 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 May 17, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the Executive Director of City Planning & Development be authorized to finalize and approve the terms of a Municipal Servicing Agreement(s) for the capital contribution to water, wastewater and transportation infrastructure between the City of Regina and the Global Transportation Hub Authority.

2. That the City Clerk be authorized to execute the Agreement after review and approval by the City Solicitor.

3. That this report be forwarded to the June 14, 2017 public meeting of Executive Committee and the June 26, 2017 meeting of City Council for approval.

CONCLUSION

The Global Transportation Hub Authority (GTHA) has jurisdiction over approximately 420 hectares of developable land that they wish to develop in accordance with *The Global Transportation Hub Authority Act* (GTHA Act).

The City of Regina (City) Administration has reached an agreement in principle with the GTHA respecting its capital contribution for the initial capital costs of infrastructure associated with water, wastewater and transportation service. The agreement for the capital contribution is contingent upon reaching an agreement in respect to the ongoing operation, maintenance and recapitalization of these assets. The servicing agreement will include an initial payment for the existing development in the Global Transportation Hub (GTH), and the mechanisms to obtain

additional capacity from the City's infrastructure networks for additional development that occurs until the end of year 2040. The amount of capacity being made available to the GTHA through this agreement will be limited to certain thresholds for each of the three services.

BACKGROUND

In 2006, the Government of Saskatchewan (Province) approached the City to work collaboratively to create an intermodal facility west of the city to support a relocated Canadian Pacific Intermodal rail facility and a Loblaws warehouse. In order to support this proposed development, in 2008, the City prepared a concept plan for an area west of the city, which included rationale for a boundary alteration of lands from the Rural Municipality of Sherwood (RM) as a future tax revenue generating opportunity for the City. The City added over 600 hectares of land, specifically designated for an intermodal facility from the RM on February 6, 2009 (Report CR09-21).

The City and Province discussed in good faith, the need to enter into an agreement that would outline how the GTHA would contribute to regional infrastructure projects to support the GTH. The City and GTHA had discussions about the potential terms of such an agreement from 2010 to 2013, at which time the Province passed Bill 81 to officially form the GTHA through the GTHA Act. The GTHA Act specifies that the GTHA has the authority to enter into an agreement with the City to establish each party's responsibilities to provide properties within the GTH lands with public highways (streets), sanitary and storm sewer and water. In addition, the GTHA and City are to determine an appropriate cost and funding mechanism to purchase these services. The GTHA Act also indicates that any compensation to the City must be on a cost recovery basis.

The City currently has agreements with the GTHA as follows:

- In 2013 a one-time payment in lieu of Municipal Reserve (Parks & Recreation) of $398.473 was paid.
- On December 31, 2014, the City and GTHA reached a Fire Services Agreement that defines the service level standards and compensation model for the provision of fire protection.
- On September 24, 2015, the City and GTHA reached a Taxation and Assessment Agreement, whereby the City provides assessment and taxation service for the GTHA in exchange for three per cent of the taxation revenue within the GTH.

DISCUSSION

The parties have come to an arrangement that defines the financial contribution the GTHA will make to the City to pay for the off-site capital costs associated with providing the GTHA access to the City's water supply, wastewater treatment and road network. The arrangement is subject to City Council and GTHA Board approval and must reach a mutually acceptable operating agreement. The terms of the agreement will be presented to the GTHA Board on June 28, 2017.

The City will provide these three services to the GTHA pursuant to the following general terms and conditions:

Water Agreement

1) The GTHA Water Agreement will be based on a list of water infrastructure projects that the GTHA's use has a net direct incremental impact. The list includes projects related to treatment (Buffalo Pound Treatment Plant), supply, storage and distribution.
2) The GTHA will have access to purchase up to 1.0 ML/day of water capacity from the City's system. The water purchase amount will be reconciled bi-annually with metered water use by GTH tenants.
3) The GTHA will make an initial payment for the existing water users. The payment for existing water users is locked in and not subject to future adjustments.
4) Capacity for future users will be purchased as land is sold. The payment for future users will be subject to a correction based on actual projects constructed by the end of year 2040.
5) To account for the time value of money, all costs will be converted to 2040 dollars using an inflation adjustment of three per cent per year from when any payment is made by the GTHA to the City or from when a project was paid for by the City.
6) The City and GTHA will hold bi-annual contract update meetings to reconcile the water consumption adjustment and project costs.

Wastewater

1) The GTHA Wastewater Agreement will be based on purchase of a load capacity of the Wastewater Treatment Plant (WWTP).
2) The GTHA will have access to purchase up to 600 kg/d of Chemical Oxygen Demand (COD) on a monthly averaging basis with quantities of other treatment parameters in the wastewater limited.
3) The wastewater purchase amount will be reconciled bi-annually using effluent testing to establish usage.
4) The GTHA will make an initial payment based on an estimate of total required capacity in the WWTP at full buildout of the GTH.
5) In the event that the GTHA requires additional capacity, it will be purchased based on its percentage use of COD treatment capacity in the WWTP. The cost would be subject to an inflation amount of 6.462 per cent per year.
6) The City and GTHA will hold bi-annual contract update meetings to reconcile the wastewater generation adjustment and project costs.
7) In the event that either the GTHA or City trigger the need to expand the pumping or force-main capacity from the GTH to the plant, the party that triggers it will pay the initial capital and recoup future costs in accordance with an Endeavour to Assist policy.

Transportation

1) The GTHA Transportation Agreement will be based on a list of transportation infrastructure projects that the GTHA's use has a net direct incremental impact. The list includes arterial and collector roadways on the west side of the city up to Lewvan Drive.
2) The GTHA will have access to purchase capacity in the City's road network for up to 5,183 trips into or out of the GTH during the PM peak hour. The road network capacity purchase amount will be reconciled bi-annually with traffic counts.
3) The GTHA will make an initial payment for the existing trip generators.
4) Capacity for future users will be purchased as land is developed/permitted.
5) The payment for future users will be subject to a correction based on actual projects constructed by the end of year 2040.
6) To account for the time value of money, all costs will be converted to 2040 dollars using an inflation adjustment of three per cent per year from when any payments are paid by the GTHA to the City or from when a project was paid for by the City.
7) The City and GTHA will hold bi-annual contract update meetings to reconcile the trip generation volumes and project costs.

In addition to the above service specific components, the agreement will include language that causes the termination of the Agreement(s) in the event that the GTHA is dissolved or subject to any change of ownership, whether in whole or in part. The Agreement(s) will expire on December 31, 2040; however, the City anticipates that they would either be renewed or renegotiated based on the pace of development and the actual consumption rates of the City's system capacity. An expiration date of 2040 was selected because it aligns with the City's current land use and infrastructure planning horizon.

The proposed Agreement(s) is considered a Municipal Servicing Agreement due to the GTHAs independent jurisdiction and legislation, as such a traditional Servicing Agreement was not used. These Agreements are reflective of cost recovery for the volume of capacity that the GTHA seeks to purchase from the City. As such, City Administration considers the arrangement to be fair and equitable for the purpose of compensating the City for the capital costs of obtaining capacity from the City's infrastructure network.

RECOMMENDATION IMPLICATIONS

Financial Implications

The Agreement(s) have been structured at full cost recovery to the City to ensure minimal impact on the City's long-term infrastructure requirements.

The anticipated revenue in present dollars from the Agreement(s), which would be available only to fund, in part, the capital projects listed in the Agreement(s) is as follows:

Service Type	Initial Payment	Future Payment Totals*

Water	$1.1M	$3.7M to $10.8M
Wastewater	$0.7M	Up to $2.1M
Transportation	$1.5M	$10M to $34M

*Varies depending upon final servicing requirements of future development

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Agreement proposed is consistent with the following City policies and regulations:

Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP)

There are a number of policy statements within the OCP that support the signing of the Agreement(s) with the GTHA as the Agreement(s) are consistent with the following policies:

- 1.16 - Ensure that growth pays for growth by aligning the City's development fees, property taxes and other charges with the policies and intent of this Plan.
- 1.20 - Apply the benefits model to ensure that costs shared with other municipalities or external agencies are paid for on a proportionate basis.
- 6.14 - Plan and build infrastructure from a long-term perspective and permit servicing only when aligned with the servicing needs for long-term growth.
- 12.5 - Establish and implement mechanisms to expand and diversify the economy, promote attractiveness of Regina and the region as a place to live, invest, do business and visit, by identifying and leveraging opportunities to expand existing industries; and identifying and encouraging the development of new economic opportunities.
- 12.6 - Collaborate with community economic development stakeholders across the region to leverage shared economic advantages […] including but not limited to maximizing potential linkages and leveraging special economic assets such as Innovation Place, the Global Transportation Hub […] and other specific lands and land uses with high linkage/spinoff potential.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The GTHA will receive a copy of the report and notification of City Council's decision.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

CR17-71

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Support to Host the 2018 MasterCard Memorial Cup

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - DECEMBER 14, 2016

1. That the City of Regina (City) provide a total contribution of $250,000, consisting of a cash grant of $200,000 for event operations and the provision of City services valued up to $50,000, in support of the community's bid to host the 2018 MasterCard Memorial Cup, subject to the following conditions:

    a. The bid to host the 2018 MasterCard Memorial Cup in Regina is successful;

    b. Demonstration of the ability of the 2018 MasterCard Memorial Cup host committee to plan and execute the event through, but not limited to, a plan which outlines the proposed organizational structure, a human resource plan, an operations and financial plan, and a risk management plan;

    c. Recognition by the 2018 MasterCard Memorial Cup host committee that the City accepts no obligation for deficits, loans or guarantees incurred by the host committee.

2 That the Executive Director City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City and the 2018 MasterCard Memorial Cup host committee as outlined in this report.

3 That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City after review by the City Solicitor.

EXECUTIVE COMMITTEE – DECEMBER 14, 2016

The Committee adopted a resolution to concur in the recommendation contained in the report after making the following adjustment to recommendation #1:

– That the cash grant be changed to $200,000 for event operations and remove the $100,000 for increased seating capacity.

Recommendation #4 does not require City Council approval.

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

The Executive Committee, at the **PRIVATE** session of its meeting held on December 14, 2016, considered the following report from the Administration:

RECOMMENDATION

1. That the City of Regina (City) provide a total contribution of $250,000, consisting of a cash grant of $100,000 for event operations, a cash grant of $100,000 for increased seating capacity at the Brandt Centre and the provision of City services valued up to $50,000, in support of the community's bid to host the 2018 MasterCard Memorial Cup, subject to the following conditions:

    a. The bid to host the 2018 MasterCard Memorial Cup in Regina is successful;

    b. Demonstration of the ability of the 2018 MasterCard Memorial Cup host committee to plan and execute the event through, but not limited to, a plan which outlines the proposed organizational structure, a human resource plan, an operations and financial plan, and a risk management plan;

    c. Recognition by the 2018 MasterCard Memorial Cup host committee that the City accepts no obligation for deficits, loans or guarantees incurred by the host committee.

2 That the Executive Director City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City and the 2018 MasterCard Memorial Cup host committee as outlined in this report.

3 That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City after review by the City Solicitor.

4 That this report be forwarded to City Council for approval at a time deemed appropriate by the City Manager.

CONCLUSION

The Regina Pats have been working with the Western Hockey League (WHL) to promote Regina to the Canadian Hockey League (CHL) as a potential host destination for the 2018 MasterCard Memorial Cup (Memorial Cup). The CHL is the world's largest development hockey league with 52 Canadian and eight American teams participating in the Ontario Hockey League (OHL), Quebec Major Junior Hockey League (QMJHL) and WHL.

The Regina Pats is the only WHL team moving forward to submit a bid to host the Memorial Cup in 2018. A host committee has been established and is in the process of finalizing its bid. The Regina based bid is strongly supported by the WHL Commissioner and other teams across the league.

The City of Regina's support of the Memorial Cup will provide short and long term benefits to the community. The host committee engaged an independent third party to assess the economic impact that the Memorial Cup will have on the community. Within Regina, the event is expected to generate gross economic activity of $11.2 million. Hosting the Memorial Cup in Regina promotes the values of sport and healthy living to the community and creates opportunities to engage youth and support inclusion.

The Contribution Agreement details the terms and conditions of the City's total contribution of $250,000, which will consist of a cash grant of a cash grant of $100,000 for event operations, a cash grant of $100,000 for increased seating capacity at the Brandt Centre and the provision of City services valued up to $50,000.

BACKGROUND

The Memorial Cup is the premier annual major-junior hockey championship tournament in North America. The trophy was originally known as the OHA Memorial Cup and was donated by the Ontario Hockey Association in March, 1919 in remembrance of the many soldiers who paid the supreme sacrifice for Canada in The First World War. In 2010 the Memorial Cup was rededicated to the memory of all fallen Canadian Military Personnel.

The modern day Memorial Cup is a round-robin format tournament in which the league champions from the OHL, QMJHL and the WHL as well as a team from the host city, compete for the top prize. The tournament features eight or nine games in total, including tiebreaker (if necessary), semi-final and championship games.

The 2018 Memorial Cup will mark the 100th time this prestigious trophy will be presented. Due to this historic anniversary, the opportunity to host has been opened up to teams from across Canada, a deviation from the typical rotation between the OHL, QMJHL and WHL. Of the 22 teams in the WHL, only the Regina Pats are moving forward to submit a bid to host the Memorial Cup in 2018. The event will be the culmination of a year-long celebration of the history of the Memorial Cup, led nationally by the CHL.

DISCUSSION

The Memorial Cup is one of Canada's largest and most well-known annual sports events. 2001 marks the last time that Regina hosted the Memorial Cup. 2018 marks the 100th anniversary of both the Memorial Cup and the Regina Pats hockey club providing a platform to showcase the history of the Regina Pats and by extension, the history of the City of Regina.

The proposed dates of event are Friday, May 18 to Sunday, May 27, 2018, which will include a total of nine days of competition. The primary venue will be the Brandt Centre. Total attendance

is estimated to be 60,000. A total of 500 volunteers will be required to run the event. The total operating budget for the event is estimated to be $3,800,000.

Previous host cities include:
2017 | Windsor, Ontario
2016 | Red Deer, Alberta
2015 | Quebec City, Quebec
2014 | London, Ontario
2013 | Saskatoon, Saskatchewan
2012 | Shawinigan, Quebec
2011 | Mississauga, Ontario
In addition to the Memorial Cup Hockey Championship tournament, there are five other events that will be hosted in Regina as part of the event. These additional CHL sanctioned events include:

- MasterCard Memorial Cup Arrival Ceremony – Celebration where Memorial Cup is brought to host city in spectacular fashion – available free of charge to the public.
- MasterCard Memorial Cup Opening Banquet – Welcoming celebration for visitors, sponsors, competing teams, guests and special dignitaries.
- MasterCard Memorial Cup Golf Tournament – Golf tournament for special guests, sponsors, etc.
- CHL FanFest – As not all members of the community will be able to attend all games, the host committee will produce a high quality fan fest environment so everyone has the opportunity to get in on the fun and excitement.
- CHL Awards – The last Saturday of the event will feature a gala dinner recognizing the recipients of the CHL's ten annual awards.

Hosting the 2018 edition of the Memorial Cup in Regina would provide many benefits to the community such as:

- Provide the opportunity for Regina to host a national level sport competition;
- Generate $11.2 million in gross economic activity for the community;
- Expose Regina as a destination are to participants, spectators and a national market;
- Promote the values of sport and healthy living to the community
- Build capacity and leadership competencies within the community in terms of knowledge, skills and informational resources, leaving a legacy of trained volunteers and staff;
- A potential financial and sport development legacy for the community. The CHL requires a profit guarantee from the host committee. The host committee has indicated that a portion of any profits over and above this guarantee will be contributed to charities such as the WHL Education Fund, Kidsport and Big Brothers Big Sisters;
- A potential enhancement to local infrastructure to benefit the Memorial Cup while also supporting future local hockey and community events. The host committee anticipates that upgrades to the Brandt Centre, including the addition of premium box seating, increased seating capacity, upgraded lighting and sound, as well as enhanced dressing room facilities will strengthen the community's bid to host the Memorial Cup in 2018.

The Administration believes that the Memorial Cup will be beneficial to the community and recommends approval of the host committee's request for a total contribution of $250,000, consisting of a cash grant of $100,000 for event operations, a cash grant of $100,000 for increased seating capacity at the Brandt Centre and the provision of City services valued up to $50,000.

As a condition of the City's financial support of the Memorial Cup, the City will negotiate and execute a Contribution agreement with the host committee. The Contribution Agreement will include terms and conditions such as but not limited to the following:

- Demonstration of the ability of the host committee to plan and execute the event by way of planning documents such as a proposed organizational structure, a human resource plan, an operations and financial plan, a risk management plan, etc.;
- Recognition by the host committee that the City accepts no obligation for deficits, loans or guarantees incurred by the host committee.

RECOMMENDATION IMPLICATIONS

Financial Implications

The proposed City contribution to support the Memorial Cup is $250,000 and includes the following:

- a cash grant of $100,000 for increased seating capacity at the Brandt Centre;
- a cash grant of $100,000 for event operations and;
- the provision of City services valued up to $50,000.

The cash grant of $100,000 for increased seating capacity at the Brandt Centre will be required during 2017. This expenditure was not anticipated during the development of the City's 2017 General Operating Budget as it was not known until recently that the City would be asked to provide financial support to the Memorial Cup. Consequently, the Administration recommends the cash grant of $100,000 for increased seating capacity at the Brandt Centre be funded by a withdrawal from the General Fund Reserve.

The December 31, 2017 balance in this reserve is forecasted to be $22,341,800. The 2017 target minimum balance for this reserve is $21,789,000. The 2017 target maximum balance for this reserve is $43,579,000.

The cash grant of $100,000 for event operations and the provision of City services valued up to $50,000 should be added to and approved in the 2018 General Operating Budget as a one-time investment. Categorizing these items as one-time investments ensures that the resulting $150,000 increase in budgeted expenditures will not inadvertently carry forward into the City's future operating budgets for 2019 and beyond.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

This funding supports the City's Vision and aligns with its Community Priority to embrace built heritage and invest in arts, culture, sport and recreation.

Other Implications

None related to this report.

Accessibility Implications

The Memorial Cup's competition and other venues will be accessible.

COMMUNICATIONS

The decision of the Executive Committee and City Council will be communicated to the host committee.

The Contribution Agreement will include a requirement for the host committee to work closely with the Communications Department to ensure that the City of Regina receives the appropriate level of recognition for its contribution to the Memorial Cup.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

CR17-72

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Tax Notices

RECOMMENDATION

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - June 6, 2017

1. The tax notices delivered to property owners beginning in 2018 be converted to a three-page document with:
   - the provincial education taxes displayed on one page;
   - the municipal and library taxes displayed on another page; and
   - a summary of the total taxes and amount payable with one payment stub on the third page.

2. That item MN17-3 be removed from the list of outstanding items.

FINANCE AND ADMINISTRATION COMMITTEE – JUNE 6, 2017

The Committee adopted the following resolution:

1. The tax notices delivered to property owners beginning in 2018 be converted to a three-page document with:
   - the provincial education taxes displayed on one page;
   - the municipal and library taxes displayed on another page; and
   - a summary of the total taxes and amount payable with one payment stub on the third page.

2. That item MN17-3 be removed from the list of outstanding items.

3. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

Recommendation #3 does not require City Council approval.

Councillors: Bob Hawkins (Chair), Sharron Bryce, John Findura, 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 June 6, 2017 considered the following report from the Administration:

RECOMMENDATION

1. That tax notices delivered to property owners beginning in 2018 include an information brochure which explains:
   - the City's role in collecting property taxes for the three taxing authorities (municipal, school and library); and
   - how taxes are determined and calculated.

2. That item MN17-3 be removed from the list of outstanding items.

3. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

CONCLUSION

This report is in response to Motion MN17-3 (February 13, 2017) which directed Administration to provide an information report respecting the implementation of two separate property tax notices in future tax bills.

After consideration of the options outlined in the report, Administration is recommending continuation of a single, comprehensive tax notice. Administration believes that the Information Brochure (Option 2) provides the best opportunity to increase the public's awareness and knowledge of the distribution of property taxes while providing the most consistent communication for residents. The additional brochure is also the most practical and cost-effective option and presents the least overall risk to the City.

Other communication tools, such as the City's website, property tax information ads and media will provide further opportunities to enhance public awareness and understanding of property taxes.

BACKGROUND

At its meeting on February 13, 2017, City Council adopted *Motion MN17-3: City of Regina Property Tax Billing* (Appendix A) directing that:

- beginning in 2018, property owners receive two tax notices—one for municipal and library taxes and the other for education taxes; and
- Administration provide an informational report to Council in Q2, 2017.

Following the provincial budget release in March 2017, Administration was directed to include a one-time insert with the 2017 tax notices (Appendix B) to explain the three taxing authorities, the 2017 tax increases, and the amount of provincial funding lost after the province terminated the grants-in-lieu funds the City received from SaskPower and SaskEnergy.

Section 237(3) of *The Cities Act* allows municipalities some flexibility on the form of tax notices:

> 237(3) a tax notice may consist of:
>
> (a) one notice for all taxes imposed pursuant to this Act or any other Act;

(b) a separate notice for each tax; or
(c) several notices showing one or more taxes.

Subsection 237(5) of *The Cities Act* sets out the information that must be included in a tax notice – including the total taxes due and payment date – and permits the City to include any other information that it considers appropriate.

The current tax notice format was designed in 2009 with the assistance of a professional design firm. The goal was threefold:

- the tax notice must be clear and understandable to all audiences,
- it must identify separately the taxes required by each taxing authority, and
- it must comply with all aspects of the legislation.

The firm worked with Administration to draft three designs, which were then tested on focus groups from the general public to produce the final product. The final design features three discrete colour-coded sections on the first page to clearly identify what portion of the property taxes are allocated to each taxing authority. General information explaining property taxes is included on the reverse side.

In 2013, a further review of the tax notice process was conducted with a view to reducing administrative costs and improving operational efficiency. Up until that time, the production of the tax notices (printing, folding, envelope insertion, mailing) was outsourced to an external commercial printer. With support from the City's internal print services, the bulk of the production was brought in-house. This resulted in cost savings of approximately $18,000 per year improving quality and reducing the net process time to approximately 11 business days.

DISCUSSION

Option 1: Status Quo – Current Tax Notice (Single Sheet, Double-Sided, Colour-Coded)
The City currently provides a single sheet, double-sided and colour-coded tax notice to property owners. The notice was designed with the help of a professional design firm and tested on focus groups to provide clear and accurate property tax information to taxpayers (Appendix C).

The taxes relating to the three tax authorities are separated into three discrete colour-blocked sections to assist property owners to clearly distinguish between them. Each section identifies the assessed value of the property, the mill rate and mill rate factor and the total tax payable to that taxing authority for increased clarity. General information explaining property taxes is included on the reverse side.

In 2017, the City mailed 80,543 tax notices to property owners at an approximate cost of $76,551.47 (final costs are still pending). The production time was 11 business days.
Following the provincial budget release in March 2017, Administration was directed to include a one-time insert with the notices, which added $4,529.35 to the cost and was not accounted for in the 2017 budget.

Option 2: Add an Information Brochure to the Current Tax Notice
Administration recommends adding an information brochure to the current tax notice on an ongoing basis to provide additional information on how property taxes work and the City's role in collecting taxes on behalf of other taxing authorities. Tables and graphs may be included, where appropriate, to further

explain the allocation of tax dollars collected and the breakdown of municipal spending by major category.

Adding an information brochure to the current tax notice will increase the cost from $76,551.47 to approximately $81,533.76, an increase of $4,982.29 (7 per cent). The notices and brochure can still be produced in-house and processing time is expected to remain at 11 business days.

Option 3: Convert the Current Tax Notice to a Three-Page Document Plus a Cover Letter
A third option is to redesign the current tax notice to a three-page document with:

- the provincial education taxes displayed on one page;
- the municipal and library taxes displayed on another page; and
- a summary of the total taxes and amount payable with one payment stub on the third page.

Since this would mark a significant departure from past practice, Administration recommends including a cover letter to explain the changes and the rationale for making them.

Changing the size and style of the tax notices increases production costs significantly from $76,551.47 to approximately $104,457.68 (an increase of 36 per cent). External design services and focus group testing would add approximately $20,000 to the costs.

Processing time would increase from 11 business day to 35 business days if the notices are printed in-house and 25 business days if they are outsourced to a commercial printer. This presents a significant operational challenge, since June 30 is the deadline for paying property taxes in Regina, Saskatoon and many other communities (City of Regina Bylaw 2003-69) and tax notices are mailed out 30 days before the deadline. To accommodate a 35-business day production time (approximately seven weeks), Administration would need final tax rates approved by Council by the end of March. However, in 2017 and in most years, the final tax rates are approved by Council in the last week of April.

There are several other costs and risks associated with this option:

- This option will require substantial changes to the City's Tax and Assessment System (TAS) software, which is used to calculate and process the tax information for each property owner. The system has been programmed to produce the information to fit the current tax notices, and system changes will be required for any tax form redesign. These changes will exceed the current capabilities of the City's information technology services and will require additional resources. The cost to hire an external consultant to rewrite and test the program is approximately $40,000, and is expected to take up to 98 days.

- Outsourcing the production to an external commercial printer brings increased security risks in that the City has less control over the security of the data being printed. Outsourcing increases the risks associated with how the data is sent to an external printer and how the printer handles, uses and stores the data once received.

- There currently are few commercial printers in Saskatchewan with these production capabilities, which means the City may have to look outside the province for a vendor. This creates a number of project management challenges, from quality control issues to additional delays and costs.

Option 4: Convert the Current Tax Notice to Two Separate Tax Notices Each with a Cover Letter Mailed in Separate Envelopes.

This option will produce two separate tax notices for each property owner: one to cover the education taxes paid to the school divisions and the other to cover the municipal and library taxes. Producing two notices and mailing them in separate envelopes, each with its own cover letter, will increase the cost from $76,551.47 to approximately $166,176.71, an increase of $89,625.24 (117 per cent). Additionally, external design and focus groups costs are approximately $20,000.

This option will also extend the processing time from 11 business days to 35 business days which presents the same operational challenge as identified under Option 3.

This option comes with additional costs and risks as well:

- Substantial changes will need to be made to the City's TAS system, which will require additional resources. The cost to hire an external consultant to rewrite and test the program is approximately $40,000 and is expected to take up to 98 days.

- Moving to a multiple page or separate tax notice system marks a significant departure from the current notice. This may confuse residents, who have been receiving the same form of tax notice since 2009 and they may require additional customer service support to assist them. An increase in customer inquiries on the tax notices may place additional demand on communications, customer service and tax administration staff.

- Customers may not understand the total taxes payable because of the separate notices and there is no guarantee that Canada Post will deliver them at the same time. For owners of multiple properties, this may be especially confusing if they have designated different mailing addresses for their properties. Residents who receive their tax notices on different dates may only pay one tax notice and not the other(s), or not pay taxes at all. This can impact the City's ability to collect the full amount of taxes owing. In turn, this may lead to an increase in inquiries, arrears and resources required, as well as less revenue for the City to the extent that taxes remain unpaid.

Environmental Scan

As part of its analysis, Administration reviewed the tax notices of other Saskatchewan municipalities:

- In 2010, the City of Saskatoon moved from a single sheet colour-coded tax notice to a multiple page notice. Saskatoon reverted back to a single page in 2014 based on negative feedback from residents who complained that there were too many pages and the notices were too complex.

- The City of Yorkton and Medicine Hat provide a one page tax notice. As a part of the notice, both Cities provide a brochure insert that visually explains how the property taxes are calculated, how their tax dollars are distributed in the municipal budget, and other information.

- The Cities of Swift Current, Winnipeg, Calgary and Edmonton deliver a one page tax notice to property owners.

Analysis of Costs and Risks

The estimated costs of each option are summarized in the table below:

	Option 1	Option 2	Option 3	Option 4
	Status quo	***Recommended***		
Printing	$ 26,345.02	$ 30,874.37	$ 54,251.23	$ 65,763.81
Postage	$ 50,206.45	$ 50,206.45	$ 50,206.45	$ 100,412.90
Design & Focus group	-	-	$ 20,000.00*	$ 20,000.00*
IT	-	-	$ 40,000.00*	$ 40,000.00*
Total	**$ 76,551.47**	**$ 81,080.82**	**$ 164,457.68**	**$ 226,176.71**

* One-time costs only.

Options 3 and 4 present the following additional risks to the City:

- Processing time would increase from 11 business day to 35 business days if the notices are printed in-house, and 25 business days if they are outsourced to a commercial printer. This presents a significant operational challenge, since June 30 is the deadline for paying property taxes and tax notices are mailed out 30 days before the deadline. To accommodate a 35-business day production time (approximately seven weeks), Administration would need final tax rates approved by Council by the end of March. However, in 2017 and in most years, the final tax rates are approved by Council in the last week of April.

- Substantial changes will need to be made to the City's TAS system, which will require additional resources. The cost to hire an external consultant to rewrite and test the program is approximately $40,000 and is expected to take up to 98 days.

- For Option 3, outsourcing the production to an external commercial printer brings increased security risks in that the City has less control over the security of the data being printed. Moreover, there are few commercial printers in Saskatchewan with these production capabilities. Using an out-of-province vendor creates a number of project management challenges, from quality control issues to additional delays and costs.

- Moving to a multiple page or separate tax notice system marks a significant departure from the current notice. This may cause confusion for residents, who may require additional customer service support to assist them. An increase in customer inquiries on the tax notices may increase and place additional demand on communications, customer service and tax administration staff.

- Customers may not understand the total taxes payable because of the separate tax notices and there is no guarantee that Canada Post will deliver them at the same time. They may be confused and, as a result, only pay a portion of the taxes owing or not pay the taxes at all. This impacts the City's ability to collect taxes. This in turn may lead to an increase in inquiries, arrears and resources required, as well as less revenue for the City to the extent that taxes remain unpaid.

The most viable option that provides the best opportunity to increase awareness and knowledge at a moderate cost and without adding significant risk is Option 2.

RECOMMENDATION IMPLICATIONS

Financial Implications

If the recommendation in this report is approved, beginning in 2018 there will be an additional ongoing cost to the operating budget of $4,982.29 (7 per cent increase).

Environmental Implications

If the recommendations in this report are approved there would be a modest environmental impact related to the printing and paper costs of the information brochure.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

There is a public information program delivered each year for the tax notices, with the assistance of the Communications & Customer Experience Department, which would be adjusted to accommodate the option selected.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

FINANCE AND ADMINISTRATION COMMITTEE

Kristina Gentile, Secretary

Councillor Sharron Bryce moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the 2017 budgets be voted separately.

The 2017 Capital General Operating and 2017-2021 Capital Budget was put and declared CARRIED.

The 2017 Utility Operating and 2017-2021 Capital Budgets was put and declared CARRIED.

The 2017 Library Budget was put and declared CARRIED.

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

MOTIONS

MN17-3 Councillor O'Donnell: City of Regina Property Tax Billing

Pursuant to due notice, Councillor Mike O'Donnell moved, seconded by Councillor Jason Mancinelli, that City Council approve that, beginning with the 2017 budget, recipients of property tax notices receive two bills;

- **One will stipulate the property tax for both the municipal portion of the property tax and the library portion of the property tax.**

- **The other will stipulate the education portion of the property tax and will clearly state that while the City of Regina is the agent for collection, all education property taxes is currently remitted directly to the Regina Public Schools and The Regina Catholic School Division.**

Councillor Mike O'Donnell moved, in amendment, seconded by Councillor Jason Mancinelli that:

- **The date of implementation be changed from 2017 to 2018 to allow Administration time to create and implement the new program.**

- **Administration provide an informational report to Council in Q2 of 2017.**

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

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

REGINA
Infinite Horizons | City of Regina

Your Property Tax Notice

Along with City property taxes, the City is the agent for all property tax collection within its boundaries. This means that the City collects library property taxes on behalf of the Regina Public Library and education property taxes on behalf of the school boards. Your enclosed property tax notice shows the amount collected for each area.

Provincial Education Taxes

- The City collects education property taxes on behalf of the school boards.
- Education taxes are sent to your school board.
- Mill rate increases for provincial education taxes are set by the Province of Saskatchewan.

Library Taxes

- The City collects library property taxes on behalf of the Regina Public Library.
- Library taxes are sent to the Regina Public Library.
- Mill rate increases for library taxes are requested by the Regina Public Library and approved by City Council.

Municipal (City) Taxes

- Municipal (City) property taxes are collected by the City.
- The City of Regina collects property taxes to fund services that you receive every day. We provide policing, fight fires, manage emergencies, supply clean drinking water and take away dirty water, remove garbage, build and repair roads and bridges, clear snow, take care of recreation facilities, prune trees and more (see Program Areas diagram on the following page).
- Mill rate increases for Municipal (City) taxes are approved by City Council.

The chart below provides an overview of your property taxes and corresponding tax increases for 2017.

Property Tax		Percentage Increase
Education	Collected on behalf of the Public & Separate School Boards	8.30%*
Library	Collected on behalf of the Regina Public Library	2.90%
City of Regina	City Council approved increase (February 2017)	3.99%
	Provincial Download**	2.50%

* Percentage increase for residential properties only. Increases vary by property class.
** Represents the amount for the deficit in provincial funding

Queen Elizabeth II Court | 2476 Victoria Avenue
PO Box 1790 | REGINA SK S4P 3C8
P: 306-777-7000
Regina.ca

The City continually balances community needs and affordability for residents. We ensure tax dollars are invested wisely to benefit the community.

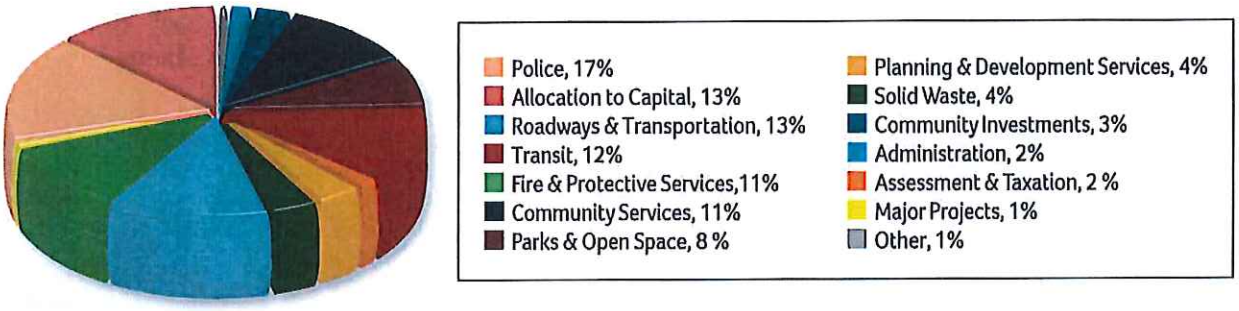
How were City property taxes determined for 2017?

- The City of Regina approved its 2017 Budget in February, which maintained services and service levels, invested in infrastructure renewal, managed growth and maintained affordability.
- The initial budget included a property tax increase of 3.99 per cent.
- The 2017-2018 Provincial Budget announced changes that resulted in an estimated $10.3 million revenue loss to the City of Regina for 2017. Provincial legislation requires the City to maintain a balanced budget.
- City Council took a balanced approach to the amended budget that included finding efficiencies, increasing revenue, reducing expenses and an additional mill rate increase of 2.5 per cent.

What is a mill rate?

- The mill rate is the tax per dollar of assessed value of property. The rate is expressed in "mills", where one mill is one-tenth of a cent ($0.001).
- Mill rates are set by each taxing authority to raise the revenue required by their budget. A one per cent mill rate increase equals about $2 million in revenue.

Program Areas as a % of Total 2017 Amended Budget



If you have questions regarding your property tax notice, visit **Regina.ca** or call 306-777-7000.

DUPLICATE
2016 Property Tax Notice

Property Address	Account Number	Statement Date	Assessed Person(s)
2706 E SWAIN PLACE	10045005	May 4, 2016	
Assessed Parcel	**Taxable Assessment**	**Lien Year**	
Plan: 80R31514 Block: 13 Lot: 2	247,300		
Mortgage Company	**Mortgage Number**	**Taxation Period**	
		January to December	

Details Of Taxes

	Taxable Assessment	x Mill Rate	x Mill Rate Factor	= Amount
Education Taxes				
Public Support: 100%				
Residential	247,300	5.0300	1.00000	$1,243.91
Education Taxes				
Provincial legislation requires the City of Regina to collect education taxes. Education taxes are set by the province and are paid directly to the School Divisions.			Total School Taxes (35% of total taxes) ▶	$1,243.91
Library Taxes				
Residential	247,300	0.9594	0.87880	$208.50
			Total Library Taxes (6% of total taxes) ▶	$208.50
Municipal Taxes				
Residential	247,300	9.5920	0.87880	$2,084.60
			Total Municipal Taxes (59% of total taxes) ▶	$2,084.60
BID Taxes				
Other Charges				
			Total 2016 Taxes ▶	$3,537.01
57252			Balance on account as of May 04, 2016	($1,445.00)
			Effective July 1, 2016 your TIPPS amount will be ▶	$301.00

Please retain this statement for your records. Questions? Go to Regina.ca or call 306-777-7000.
See reverse for additional information and payment options.

E.& O.E.

000001

2706 E SWAIN PLACE
REGINA SK S4V 0X9

City of Regina | REGINA Infinite Horizons

Conditions and Terms

Where Your Tax Dollar Goes:

Provincial legislation requires the City of Regina to collect property taxes on behalf of the following taxing authorities:

> **School Boards:** Public 306-523-3000 or Separate 306-791-7200

> **City of Regina:** 306-777-7000

> **Regina Public Library:** 306-777-6000

> **Business Improvement Districts (if applicable):**

Regina Downtown: 306-359-7541

Regina's Warehouse District: 306-585-3958

Provincial Education Property Tax:

For more information on the education tax and 2016 education mill rates, please contact the Province of Saskatchewan at www.education.gov.sk.ca/Finance/Education-Property-Tax or call 1-866-984-8577.

Tax Inquiries:

Have a question about your tax bill? Go to Regina.ca or call 306-777-7000.

Due Date:

If not on TIPPS, the City of Regina must **receive** payment by **Thursday, June 30, 2016** to avoid penalties on the current levied amount.

TIPPS:

The Tax Installment Payment Plan Service is a payment plan that allows taxpayers to make twelve monthly payments for their annual property taxes rather than one annual payment.

Dishonored Withdrawals:

If any monthly TIPPS withdrawals are returned by the financial institution, the City of Regina has the option to cancel the TIPPS agreement and request payment of the total outstanding taxes plus penalties. An **administrative fee of $20** will be added to the tax account for any withdrawals returned by a financial institution, or $10 per tax account if multiple tax accounts are affected by that withdrawal.

Other Charges:

Other charges may also be added to the tax account throughout the year and are **subject to penalties.** The TIPPS agreement may be cancelled by the City of Regina if other charges are not paid within 30 days.

Cancellation of TIPPS:

You may cancel from TIPPS by giving **written notice by the 15th of the month before the next payment is due.**

NOTE: If the TIPPS agreement is cancelled, by the taxpayer or the City of Regina, all unpaid taxes become due and payable and are subject to penalties in accordance with The Regina Administration Bylaw.

Late Payment Penalties:

If the TIPPS agreement is cancelled by the taxpayer or the City of Regina, a late payment penalty of 1.25% is applied to unpaid balances on the first working day each month.

Updating Your Information:

Change in ownership:

If this property has been sold, return this notice to:
City of Regina, Assessment, Tax and Real Estate Department
P.O. Box 5042, Regina, SK S4P 3M3

Change in address:

If your mailing address has changed, please notify the City of Regina, Assessment, Tax and Real Estate Department, in writing to P.O. Box 1790, Regina, SK S4P 3C8. Only registered owners are authorized to alter the mailing address and a signature is required to complete this request. A change of address form is available for download at Regina.ca. Click on "Assessment & Tax", "Download Forms & Brochures" and "Change of Address Form".

NOTE: Notification given to other City of Regina departments will not update your property tax account.
Account numbers are specific to individual properties. If you purchase a different property, your account number will change.
Please update your online and/or telephone banking records to ensure your payments are applied correctly in the future.

Explanation of Terms:

Lien Year	The year a tax lien was registered on the title of the property.
Taxation Period	January 1 - December 31
Assessed Parcel	The property identifier used by Information Services Corporation of Saskatchewan containing the plan number, block and lot of the property.
Lanes, Local Improvements	Your property tax bill may include a special tax for lane maintenance and/or a charge for local improvements.

CR17-73

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Request for Proposal (RFP) - Engineering Services for Detailed Design and Construction of Creeks Wastewater Pumping Station Expansion

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RECOMMENDATION

RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE - JUNE 8, 2017

1. That City Council Approve issuance of a Request for Proposal (RFP) to initiate the engagement of professional engineering services for the design and construction supervision of the Creeks Wastewater Pumping Station Expansion.

2. That City Council delegate authority to the Executive Director, City Planning & Development to award the RFP, provided the fee for engineering services is less than the project budget including contingency.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – JUNE 8, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), Lori Bresciani, John Findura, Jason Mancinelli and Barbara Young were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works and Infrastructure Committee, at its meeting held on June 8, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That City Council Approve issuance of a Request for Proposal (RFP) to initiate the engagement of professional engineering services for the design and construction supervision of the Creeks Wastewater Pumping Station Expansion.

2. That City Council delegate authority to the Executive Director, City Planning & Development to award the RFP, provided the fee for engineering services is less than the project budget including contingency.

3. This report be forward to the June 26, 2017 meeting of City Council for approval.

CONCLUSION

Based on the recommendations presented in the *Southeast Lands: Wastewater Serviceability Concept Report* (Stantec, August 30, 2016) and the *Predesign Report for the Creeks Wastewater Pumping Station Expansion* (Associated Engineering, August, 2016), the existing Creeks Wastewater Pumping Station needs to be expanded to provide service to the remaining phases of development in the Greens on Gardiner, The Creeks and The Towns neighbourhoods.

To achieve the above recommendations, the current pumping capacity requires to be expanded. This will be achieved by the installation of a second force main and completing upgrades to the existing lift station.

BACKGROUND

The Creeks Wastewater Pumping Station was designed to accommodate short term development within The Creeks and The Greens on Gardiner subdivisions, with provisions for future upgrades to increase pumping, storage and force main capacity. With continued development in Regina's southeast including the continuing development of The Creeks and The Greens on Gardiner subdivisions and the new development of The Towns and Eastbrook subdivisions, expansion of the pumping station is now required. This work is aligned with the Southeast Regina Neighbourhood Plan and *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) with respect to addressing the infrastructure requirement to growth accommodation.

The estimated total cost for professional engineering services is approximately $1,200,000. The process of acquisition of these services shall be in alignment with *The Regina Administration Bylaw 2003-69* for Consulting and Professional Service Contracts valued greater than $500,000.

DISCUSSION

The *Southeast Lands: Wastewater Serviceability Concept Report* (Stantec, August 30, 2016) recommends that the Creeks Pumping Station be expanded to service a catchment area consisting of The Creeks and The Greens on Gardiner subdivisions, and the Towns and Eastbrook subdivisions, as shown in Figure 1 in Appendix A-1.

Based on wastewater collection system modelling, the report recommends specific criteria for total pumping capacity and storage. The addition of this capacity and storage will accommodate the wastewater capacity requirements of the development areas.

The major scope of work of the Creeks Wastewater Pumping Station Expansion includes design and construction of the following:

- A new cast in place concrete off-line storage tank
- Two additional pumps to increase lift station capacity
- Twinning the existing force main with a second force main
- New clean out (swab launches) on the existing and new force mains

- Perimeter access road and fencing
- Surface drainage improvements
- Landscaping
- Other related work

It is the Administration's intent to proceed with the following timeline subsequent to the approval of this report:

- August 2017 – Public RFP to be issued
- September 2017 – Award RFP
- October 2017 to March 2018 – Design

Depending on the design, it is the Administration's intent to deliver on the recommendations with respect to construction in 2018 and 2019.

RECOMMENDATION IMPLICATIONS

Financial Implications

The value of the engineering services estimated in the *Predesign Report for the Creeks Wastewater Pumping Station Expansion* (Associated Engineering, August, 2016) is $1,200,000, including design and construction supervision and contingency. The funding for this work was approved by Council in CR15-138 in December 14, 2015, and is funded from Servicing Agreement Fees. The expenditure was previously contemplated by Council in CR15-14 Servicing Agreement Fee (SAF) and Development Levy (DL) Policy Review and Final Phasing and Financing Project where the growth-related capital projects list was reviewed and updated. Funding is approved and allocated for this project to proceed.

Environmental Implications

There is currently a risk for wastewater to discharge into the Chuka Creek at the location of the pumping station. The expansion will remedy this by reducing the risk of wastewater overflowing to Chuka Creek. Approval from the Water Security Agency is required through this process and in advance of the construction. This application will be part of the professional engineering services.

Policy and/or Strategic Implications

The OCP provides the City with direction on the phasing and staging of new development and identifies the municipal services needed to accommodate this growth. These services to support growth are aligned with the City policy in the OCP the direct growth and associated infrastructure requirements.

With continued development in Regina's southeast, the expansion of The Creeks Wastewater Pumping Station will service a much broader area as shown in Figure 1 of Appendix A-1 and as indicated in Section 7.3.2 of the Southeast Neighbourhood Plan, which was approved by Council

in CR16-107 on September 26, 2016. The capacity and storage upgrades are required to achieve the development of these identified areas.

Other Implications

This report aligns with the recommendations of the Stantec report, *Southeast Lands: Wastewater Serviceability Concept Report* (Stantec, August 30, 2016).

The report is also consistent with the recommendations presented in the Associated Engineering's *Predesign Report – Creeks Wastewater Pumping Station Expansion* dated November 2016.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The public notification process will be followed as outlined in Part V of Schedule D of *The Regina Administration Bylaw 2003-69*, Sections 51 through 65. Generally, this requires the Administration to advertise for these services nationally. In addition to the typical procurement communication, the Water Security Agency and Saskatchewan Ministry of the Environment will be notified of this project as part of the design process. The Administration will have a communication strategy in place to respond to public inquiries on the project and public service announcements as required.

DELEGATED AUTHORITY

The recommendations contained within this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

Elaine Gohlke

Elaine Gohlke, Secretary

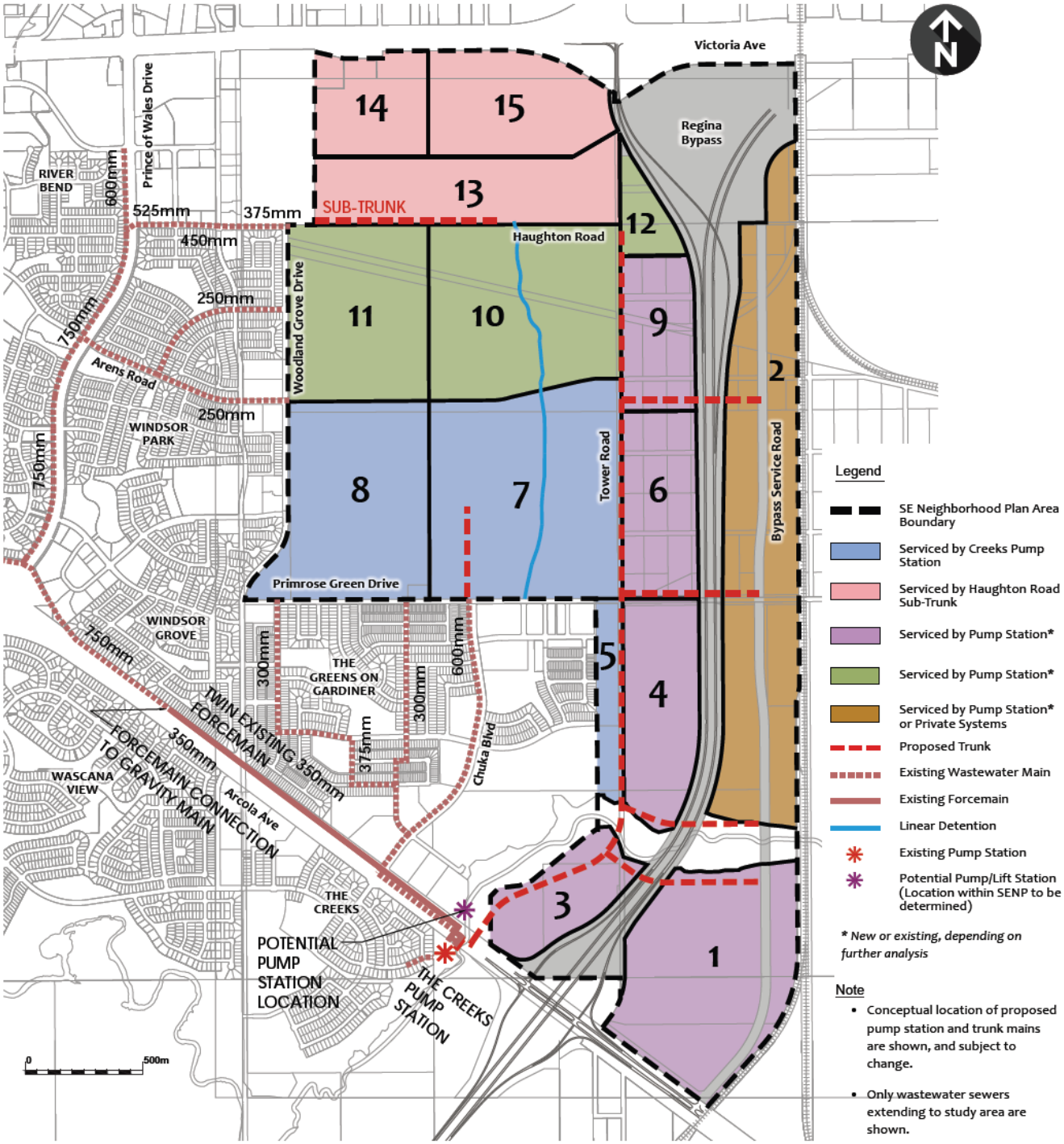

Figure 1 – Upgraded Creeks Lift Station Servicing Area
(From Southeast Neighbourhood Plan)

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Lead Service Connection Management Program

RECOMMENDATION

RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – JUNE 8, 2017

1. That City Council approve the additional elements to the Lead Service Connection Management Program. These elements are:
   (a) a water filter program (See Appendix A) that provides eligible residents and property owners with either:
      (i) a lead-removal filter that is certified to remove lead with sufficient replacement inserts to last for 12 months; or
      (ii) a rebate of up to $100 per location for the purchase of a filter certified to remove lead; and
   (b) free annual water testing (In-Home Point of Use Testing) for lead for eligible homeowners and property owners (See Appendix A).

2. That Administration be directed to provide a report to City Council prior to April 30, 2018 outlining enhancements to the Lead Service Connection Management Program.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – JUNE 8, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #3 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), Lori Bresciani, John Findura, Jason Mancinelli and Barbara Young were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works and Infrastructure Committee, at its meeting held on June 8, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That City Council approve the additional elements to the Lead Service Connection Management Program. These elements are:
   (a) a water filter program (See Appendix A) that provides eligible residents and property owners with either:

(i) a lead-removal filter that is certified to remove lead with sufficient replacement inserts to last for 12 months; or

(ii) a rebate of up to $100 per location for the purchase of a filter certified to remove lead; and

(b) free annual water testing (In-Home Point of Use Testing) for lead for eligible homeowners and property owners (See Appendix A).

2. That Administration be directed to provide a report to City Council prior to April 30, 2018 outlining enhancements to the Lead Service Connection Management Program.

3. That this report be forwarded to the June 26, 2017 meeting of City Council for approval.

CONCLUSION

The Administration recommends enhancing the City of Regina's (City) current Lead Service Connection Management Program to include:

- providing a device for filtering lead (Filter Rebate and Filter Provision activities) or a rebate for such a device for residents and property owners or businesses, where a defined set of criteria is met (See Appendix A); and
- providing property owners and residents an option for free lead testing (In-Home Point of Use Testing), where the property meets the criteria set out in Appendix A to this report, which will also serve to broaden the City's sample results.

Following the completion of the 2017 water sampling program, Administration will review the data and may recommend updates to the Lead Service Connection Management Program in early 2018.

BACKGROUND

The water received from the Buffalo Pound Water Treatment Plant and in the City's water mains is free of lead, meeting the City's regulatory obligations. As with all water provided by any municipality, if the water touches materials containing lead, lead can enter the water. Lead materials can be found in approximately five per cent of City-owned service connections in Regina, which connect the water mains to individual buildings, and in plumbing inside some buildings. Several factors determine whether traces of lead is present in tap water, including water chemistry, the condition of a lead service connection, and whether lead-containing materials are present in the building's plumbing.

The City is responsible for the City-owned portion of the service connection from the water main to the property line. The property owner is responsible for the privately-owned portion of the service connection from the property line into the home, as well as in-house plumbing (See Appendix B).

Between 1900 and the 1930s, lead was a common plumbing material used in service connections, but also in some home plumbing, solder and brass. In the 1950s, the City stopped installing lead service connections. In 2009, the City completed testing following federal government recommendations. In the early 2010s, the City stopped repairing leaks on City-

owned lead service connections and instead began replacing them. In 2014, the City began actively replacing City-owned lead service connections before major roadways work, and recently, the City construction standards were changed to adopt low-lead brass fittings and devices.

Current Lead Service Connection Management Program
The City has been actively managing City-owned lead service connections for some time. Currently, the City replaces the City-owned side of lead service connections when they break or during planned major road upgrades. During re-development of an existing property with a lead service connection, the City-owned portion of the lead service connection is also required to be replaced.

Ninety-five per cent of City-owned water service connections today are lead-free. There were originally about 7,000 City-owned lead service connections and City records show that approximately 3,900 remain.

Information regarding Lead Service Connection Management Programs in other municipalities is contained in Appendix C.

DISCUSSION

Program description
New industry standards relating to managing lead service connections are expected in the near future. In preparation of these expected changes, proactive data collection and education is the focus of the 2017 Lead Service Connection Management Program. This year's program activities will include:

- performing a Random Testing Study that includes proactively collecting data through a tap water testing study with about 50-100 residents, which will provide more precise information to develop the final phase of a Lead Service Connection Management Program;
- providing educational material to the public including locations of known lead service connections, health risk information, and actions residents and property owners can take; and
- increasing the number of replacements of City-owned lead service connections through existing construction projects.

Knowledge of the impacts and best practices on the management of lead materials has improved over time. The following two new initiatives are recommended for City Council approval to enhance the City's management of lead services connections:

- providing a device for filtering lead (Filter Rebate and Filter Provision activities) or a rebate for such a device for residents and property owners or businesses, where a defined set of criteria is met (See Appendix A); and
- providing property owners and residents an option for free lead testing (In-Home Point of Use Testing), where the property meets the criteria set out in Appendix A to this report.

Property owners will be able to collect and submit their own sample and this will serve to broaden the City's sample results.

The following is a timeline of proposed activities:

Activities	**Implementation Timeline**
Random Testing Study	July 2017
Filter Rebate*	August 2017
In-Home Point of Use Testing*	August 2017
Filter Provision (through City procured filters)*	September 2017
Additional Educational Material	September 2017
Council Report for further program activities	April 2018

* Pending City Council approval

The following are the advantages and risks associated to the recommendations in this report:

Advantages:

- Educates the public about their risk from lead service connections.
- Assists the City to achieve the goals contained in the Official Community Plan (OCP).
- Allows the City's program to be consistent with best practices and practices in a number of other Canadian municipalities.
- Provides enhanced public assistance (e.g. filters) to address the risks associated with a lead source whether they are from a City-owned lead service connection, privately owned lead pipe or other plumbing materials that may contain lead.
- In-home point of use testing provides residents with information about their own home and enables the City to have a wider set of data.

Risks:

- The City will incur additional costs for testing, filter rebates and filters to remove lead from tap water. The 2017 Utility Budget submission requested an allocation of $235,000 to fund a filter rebate program and testing.
- May increase demands from property owners for City-owned lead service connection replacements, which could require future year budget allocations.

Following the completion of the 2017 sampling program, Administration will review the data and may recommend updates to the Lead Service Connection Management Program in early 2018. Future recommendations may include:

- increasing the rate of replacing lead service connections;
- impacts to road renewal programs;
- assistance for replacing the private side of a lead service connection;
- additional centralized treatment; and
- other strategies to reduce the risk of lead exposure.

This will ensure the City is best managing the program that is ultimately aimed at removing all lead connections from the City's water distribution system.

RECOMMENDATION IMPLICATIONS

Financial Implications

Assuming work is evenly distributed until all lead service connections are replaced, the proposed activities can be managed within the existing long-term financial model for the Utility and, by itself, will not result in a rate increase. Based on the recommendations, the following financial implications will result:

Proposed Item	30 yr Whole Life Cycle Cost	Annual Budget
In-Home Point of Use Testing[1]	$1,000,000	$71,000
Random Testing Study	$150,000	$10,000
Filters Program[2]	$1,920,000	$123,000
Total	$3,070,000	$204,000

[1] Assumes 25 per cent of eligible property owners complete testing annually. Actual numbers expected to be significantly lower, based on results of similar programs in other cities.

[2] Assumes 10 per cent uptake of filters program per year with a cost of $100 per household. Assumed program uptake is based on results of similar programs in other cities.

The funding is sufficient for the anticipated uptake based on similar programs in comparable municipalities. However, the above values could vary substantially as they are based on demand. If the use of the program is much higher than anticipated, the amount transferred to the General Utility Reserve at year end would be reduced. This can be managed within the long term utility financial model.

The 2017 Utility Capital Budget includes $570,000 for the Lead Service Connection Management Program. This amount is intended to address additional service replacements by City crews that may result from increase resident and business owner awareness and testing results.

The 2017 Utility Operational Budget also includes $235,000 for the Lead Service Connection Management Program. This operational funding is intended for the first partial year of the new Filter Program, the Random Testing Study and In-Home Point of Use Testing. The table above shows a full-year estimate of $204,000 for these three elements. Future budget requests will be modified based upon the demand for services. This will be reviewed in the proposed 2018 City Council Report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Over the long term, the Lead Service Connection Management Program is consistent with the City's OCP as follows:

- A revised program will meet industry best practices for managing lead service connections (OCP D4 Goal 1 - Safe and Efficient Infrastructure).
- Additional financial resources to replace City-owned lead infrastructure helps make the City's Lead Service Connection Management Program affordable and accessible to all property owners of Regina (OCP D11 Goal 5 - Social Inclusion: 13.19).
- Providing filters or a rebate for a filter demonstrates that Regina is a caring community for all property owners, including those who are vulnerable and marginalized and may not be able to afford lead service connection replacement (OCP D11 Goal 4 - Vulnerable and Marginalized Populations).
- Future program activities will encourage the replacement of both the City-owned and privately-owned lead service connections, helping to improve the condition of existing housing stock (OCP D6 Goal 2 - Existing Housing Stock:8.9).

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Information on the revised Lead Service Connection Management Program will be available to the public after City Council approves the program. Activities during 2017 will focus on offering public assistance through a filter program and In-home Point of Use Testing, if approved, and collecting further information to influence future program activities.

Additional communications to the public will be completed. This information will include providing educational information to residents and property owners where partial lead service connections are replaced, letters to impacted property owners seeking volunteers to participate in water testing, as well as ensuring updated information is available on Regina.ca.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

Elaine Gohlke

Elaine Gohlke, Secretary

APPENDIX A

Proposed Program Activities

A. Testing

Two types of testing are proposed. Together, they will provide information for evaluating and refining, if necessary, the Lead Service Connection Management Program. Testing tap water for lead serves many valuable purposes including:

- determining amount of lead corrosion;
- evaluating potential exposure;
- helping the City set priorities;
- engaging consumers in understanding the issue; and
- determining adherence to government recommendations.

Tap water sampling can identify homes with lead levels which suggest that further sampling and investigation should be done. However, water testing alone, particularly a single water test, cannot reliably determine if a property has a lead service connection.

1. Random Testing Study

The City will complete detailed annual sampling at 50 to 100 sites, following industry guidelines recommended by Health Canada. The testing will include 11 or more samples taken during a number of different conditions to simulate water use scenarios. Test locations will be selected from volunteers living in private residences.

This testing will provide in-depth information about lead including potential sources of lead and effectiveness of flushing. This testing program will:

1) demonstrate adherence to industry lead testing best practices;
2) provide information to determine the corrective measures to undertake if elevated lead concentrations occur; and
3) provide information to determine the level of future monitoring.

2. In-Home Point of Use Testing

The second monitoring approach will provide free testing for interested residents and property owners. On request, City staff will arrange free water testing for eligible residents and property owners (~12,000 buildings). The test procedures will follow the applicable Health Canada recommendations.

This voluntary tap water sampling program will:

- inform and empower individual households to take action to reduce risk; and
- provide the City with ongoing information to assess amount of lead corrosion occurring in the system.

A single test does not reflect the actual risks posed by a lead service connection. As long as a lead service connection is present, periodic testing is advisable and the connection should eventually be replaced.

All residents and property owners within the City are eligible to participate in free lead testing where any of the following is true:

- the building was constructed prior to 1960 and is in a neighbourhood where other lead service connections are present;
- records indicate that the building is served by a known City-owned lead service connection;
- the City-owned lead service connection was replaced in the last five years; or
- there are incomplete historical records for the City-owned service connection material (i.e. material unknown), and the building is in a neighbourhood that has lead service connections present.

This testing will provide geographically wide lead results that will assist in determining potential for City-wide variations or impacts.

The Administration will work with an accredited laboratory to arrange the details of the program to minimize staffing required to manage sampling and testing procedures. City staff will only administer the residential testing (e.g. paying invoices, managing test results, providing sample forms and directions) and not conduct the actual sample collection and delivery to the laboratory.

B. Filters (Rebate or Provision)

Eligible residents and property owners will be able to either receive: (i) a City-purchased and selected filter, certified to NSF International Standard 53 for lead removal; or, (ii) a rebate of up to $100 for the purchase of a NSF 53 filter certified for lead removal. NSF 53 is a standard published by NSF International that sets minimum requirements for the certification of an in-home filtration system to remove drinking water contaminants, such as lead.

A water filter or water filter rebate will be offered to residents and property owners who meet the following criteria:

- Records indicate that the building is served by a City-owned lead service connection.
- The building is confirmed to be served by a private lead service connection.
- Water in the building has been tested for lead and exceeds Health Canada Guidelines.
- Where a partial lead service connection replacement has occurred.

Rebates will be provided for invoices dated January 1, 2016 or later.

APPENDIX B

Water Service Connection Responsibility

Note: While the water meter is inside the home, it is City-owned and maintained by the City.

Credit: City of London

APPENDIX C

Jurisdictional Comparison

Saskatoon, Moose Jaw, Brandon, Edmonton, Calgary and Halifax were surveyed to determine their approach for lead service connections.

Program Element	Number of Municipalities that offer this Element (out of 6)
Filter Rebate or Filter	5 – Saskatoon, Brandon, Edmonton, Calgary and Halifax
Random Testing Study	5 – Saskatoon, Moose Jaw, Edmonton, Calgary and Halifax
In-Home Point of Use Testing	3 – Brandon[1], Moose Jaw[1] and Halifax
Annual Notification to property owners served by a City-owned LSC connections	4 – Saskatoon, Brandon[2], Edmonton, and Calgary
No cost replacement of City-owned LSC under specific conditions	5 – Saskatoon, Moose Jaw, Edmonton, Calgary and Halifax

[1] Two of the four municipalities that offer a similar program charge residents for the lab costs.

[2] One of the four municipalities has recently completed a one-time mail out to affected property owners and it is not certain if the notifications will continue.

Detailed Review

Municipality	Public Portion of Lead Service Connection (LSC)	Private Portion LSC	Financing	Lead Exposure Mitigation	Lead Testing	Communications
United States Environmental Protection Agency's National Drinking Water Advisory Council Recommendations	1. Set proactive replacement goals not related to lead levels in water (Both portions of all lead service connections replaced by 2050). 2. No credit for city-owned side replacement unless private-side is/has been replaced.	The private-side of a lead service connection should be replaced at the same time as city-owned side.	Municipalities should have creative financing options to ensure full lead service connection replacements.	Options for risk management for occupants with remaining partial lead service connections (e.g. filters, sampling, dielectric to reduce galvanic corrosion, plastic piping, aggressive premise flushing) should be included.	Residential Testing - Provide for consumer testing at taps.	1. More robust public education, update consumer confidence reports, add targeted outreach. 2. Engage the public to ensure that private-side lead service connections are replaced.
The above United States Environmental Protection Agency's National Drinking Water Advisory Council Recommendations were made in 2015 and will influence further regulatory changes in the U.S.A. and Canada.						
Saskatoon (5,000 to 5,500 LSC*) ***Lead service connections**	The entire service connection (City-owned and private) is replaced by a contractor hired by the City, if one of three eligibility criteria are met: 1. Service connection failure (e.g. leak); 2. Road reconstruction; or 3. Neighbourhood program (new). Program was recently changed to align with cast iron water main replacement	Private portion must be replaced during City-owned side replacement. City provides the licensed water and sewer contractor, who completes the private and public portion replacement.	The homeowner is charged 40 percent of the cost to replace the City-owned and private-side to a maximum of $2,975 + GST (2016). This is believed to be the full cost of the private-side replacement. Homeowner can pay contractor directly or the City through tax system. If homeowner doesn't agree to pay, the city-owned side will be replaced and the service shut off until the homeowner can demonstrate that the private lead service has been replaced.	If a lead service connection is disturbed, the City will provide: 1. a lead-removal filter (e.g. repair); or 2. temporary water - the service connection is put on the list as emergency work.	Lead Testing Program (approx. 50 sites)	Annual notice (LSC sites)

Municipality	Public Portion of Lead Service Connection (LSC)	Private Portion LSC	Financing	Lead Exposure Mitigation	Lead Testing	Communications
Moose Jaw (~2,000 to 2,200 LSC) **Program details under review**	The City-owned side of the service connection is replaced by the City at City expense, if eligibility criteria is met: 1. if there is a leak on the private or City-owned side; or 2. if a homeowner replaces their side. The Cast Iron Water Main Replacement Program was proposed to be one of the criteria. This program is currently being redeveloped by the city.	<u>Required Replacement</u> 1. If there is a leak on private-side of the service connection, lead replacement is required (City crew or private contractor at homeowner's choice). 2. During Cast Iron Replacement Program, it was previously proposed that replacing lead service connections would be mandatory; however, the program is being reworked. <u>Recommended Replacement</u> 1. If there is a leak on City-owned side, the City recommends replacement of private lead service connection (City crew or private contractor).	$8,450 to $9,530 is charged to the homeowner for replacing the private portion of a lead service and the entire sewer service. Replacement of the City-owned portion of water service is free for the property owner. The cost can be put on taxes over 7 years with interest through *The Local Improvement Act, 1993* The previously proposed Cast Iron Main Replacement Program included replacing lead service connection at no extra cost; however, this program is being reworked.	No	1. Lead Testing Program (approximately 30 sites) 2. Residential Testing - Private individuals are charged $30	Case-by-case

Municipality	Public Portion of Lead Service Connection (LSC)	Private Portion LSC	Financing	Lead Exposure Mitigation	Lead Testing	Communications
Brandon (~ 3,600 LSC)	None noted. Under review	Brandon will provide coordination and cost-sharing for the replacement of lead water services. Homeowner is responsible for private-side. A private contractor completes the work (public and private side).	Homeowner pays private contractor as per their terms. City currently covers 50 percent of the City-owned side. The costs are currently under review.	A one-time filter rebate of up to $100 is provided for homeowners where: 1. a lead service connection is confirmed; or 2. test results show lead at levels higher than national drinking water guidelines.	Residential Lead Testing - Private individuals are charged $20 or $40 (area dependent).	Initial notice was sent to 5,200 homes based on house age and lead service connection presence. Website with age of home (based on taxation records) and a map showing the likelihood of lead service connections.
EPCOR - Edmonton (~4,000 LSC)	The City-owned side of the service connection is replaced by the City at City expense if one of three eligibility criteria met: 1. service connection failure; 2. road reconstruction; or 3. Lead Service Replacement Program (within 60 – 90 days if resident replaces private-side).	Residents are responsible to replace their own service connection. This is voluntary.	None	A free filter unit is provided to lead service locations (one time only). New tenants or homeowners also qualify for a free filter unit.	1. Lead Testing Program (approximately 100 to 200 sites) 2. Plumbosolvency Program 3. Random city wide testing	1. Annual notice (LSC sites and suspected LSC sites) 2. Notice to new account`s (LSC sites and suspected LSC sites) 3. Test results and related information
Calgary (~630 LSC)	The City-owned side of the service connection is replaced by the City at City expense if one of four eligibility criteria are met: 1. significant service connection failure or significant road reconstruction; 2. main replacement; 3. City-owned side replacement if resident replaces private-side; or 4. high lead test results (> 10 ppb) on first flush sample or average of 4 consecutive 1-L samples.	Residents are responsible to replace their own service connection. This is voluntary.	None	A one-time rebate of up to $100 for NSF certified filter for any household, where lead may be present on the City-owned side, private- side or home plumbing. New residents or owners would qualify for another filter rebate.	Lead Testing Program (approximately 100 sites) - Free	1. Annual notice (LSC sites and suspected LSC sites) 2. Test results and related information

Municipality	Public Portion of Lead Service Connection (LSC)	Private Portion LSC	Financing	Lead Exposure Mitigation	Lead Testing	Communications
Halifax (~2,500 LSC)	The City-owned side of the service connection is replaced by the City at City expense if one of three eligibility criteria are met: 1. service connection failure; 2. water main replacement; or 3. after the private-side is replaced. City tries to avoid partial service connection replacement (i.e. no replacement during major road work) due to local studies that showed prolonged increased lead concentrations after partial replacements.	Residents are responsible to replace their own service connection. This is voluntary.	None	A free filter and replacement filters for up to one year are provided to a customer when: 1. Halifax Water disturbs the connection (public portion replacement); or 2. if the customer replaces the private-side.	1. Lead Testing Program (approx. 50 sites). 2. Lead Service Connection Replacement Testing - After a partial or complete lead service connections replacement occurs, customers are offered testing until lead drops below 0.01 mg/L or the customer withdraws. 3. One-off Testing, as requested - Customers with a known lead service connection; a home built prior to 1960 with unknown service material or special circumstances, receive free testing.	1. Planned Construction Notification Letters (LSC sites and suspected LSC sites) 2. Emergency Construction Notification Letters (LSC sites and suspected LSC sites) 3. Test results and related information
City of Regina (~3900 LSC) RECOMMENDED	The City-owned side of the service connection is replaced by the City at City expense if any of these eligibility criteria are met: 1. service connection failure; 2. road reconstruction; 3. main replacement; 4. further coordination with other capital projects; or 5. City-owned side replacement if resident replaces private-side. No cost to replace if requested by homeowner. Some cost if requested as part of redevelopment.	Residents are responsible to replace their own lead service connection. This is voluntary. However, future program activities will be developed to encourage homeowners to replace (as identified under financing).	None	Residents that meet eligibility criteria can: 1. obtain free filter from the City; or 2. purchase their own qualifying filter and obtain a rebate.	1. Random Testing Study (50-100 sites per year) 2. In-Home Point of Use Testing available for residents and businesses that meet eligibility criteria	1. Planned Construction Notification Letters (LSC sites and suspected LSC sites) 2. Emergency Construction Notification Letters (LSC sites and suspected LSC sites) 3. Test site solicitation, results and related information

*Information based on phone conversations with Administration officials in early 2016.

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Buffalo Pound Water Treatment Corporation - 2016 Annual Report

RECOMMENDATION

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - JUNE 14, 2017

That this report be received and filed.

EXECUTIVE COMMITTEE - JUNE 14, 2017

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

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

The Executive Committee, at its meeting held on June 14, 2017, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the June 26, 2017 meeting of City Council for information.

CONCLUSION

The Buffalo Pound Water Treatment Corporation (Corporation) has presented its annual report attached as Appendix A and its 2017 and its 2017 Operating and Capital Budget attached as Appendix B. The plan has been prepared based on the requirements defined in the Unanimous Membership Agreement.

BACKGROUND

The Buffalo Pound Water Treatment Corporation was established and is the non-profit corporation as of January 1, 2016. The Corporation is responsible for the operation and maintenance of the Buffalo Pound Water Treatment Plant and provides the Cities of Regina and

Moose Jaw with a reliable and affordable supply of safe, high quality drinking water which meet the needs and expectations of consumers. Under the terms of the Unanimous Membership Agreement, the Corporation is owned jointly by the City of Regina (74 per cent) and the City of Moose Jaw (26 per cent).

The Buffalo Pound Board of Directors has the authority to make strategic business decisions, including approval of the operating and capital budgets for the Corporation and it is presented to City Council as information.

This is the first annual report of the newly incorporated entity.

DISCUSSION

The Buffalo Pound Water Treatment Corporation is exclusively managed by the Board of Directors who are independent from the City of Regina and City of Moose Jaw and have the full authority to make strategic business decisions. The requirements in the Unanimous Member Agreement are as follow:

1. The Corporation's annual report which includes the following information:
   a) audited financial statements for the period ending December 31st and the corporation's financial and operational performance against stated goals and objectives for the previous year, including a key performance indicators review;
   b) any revisions to long term strategic plans or capital asset plans;
   c) an operating and capital budget for the next fiscal year and an operating and capital budget projection for subsequent fiscal years contemplated in the current strategic or capital assets plans;
   d) pro forma audited financial statements prepared in accordance with generally accepted accounting principles;
   e) accomplishments during the fiscal year along with explanations, notes and information as is required to explain and account for any variances between the actual results and the strategic and capital asset plans;
   f) project major capital expenditures in excess of $1 million;
   g) matters that require the approval of the Cities; and
   h) the projected five year water demand as provided by each of the Cities.

2. In conjunction with the annual report, the corporations shall conduct its annual general meeting which will:
   a. elect the Board of Directors;
   b. appoint the auditor;
   c. approve the financial statements; and
   d. consider any other resolutions that may be brought forward.

The 2016 Annual Report and the 2017 Operating and Capital Budget are included as appendices to this report. This provides the requirement needed for compliance with the elements under Unanimous Member Agreement.

RECOMMENDATION IMPLICATIONS

Financial Implications

As Buffalo Pound Water Treatment Corporation is a municipal corporation of the City of Regina, their audited financial statements have been consolidated into the City's 2016 Annual Report and Consolidated Financial Statements at the City's ownership share of 74 per cent.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained is this report is within the delegated authority of City Council.

Respectfully submitted,

EXECUTIVE COMMITTEE

Jim Nicol, Secretary

APPENDIX A

BUFFALO POUND WATER

BOARD OF DIRECTORS

The Buffalo Pound Water Treatment Plant is located approximately thirty kilometres northeast of the City of Moose Jaw, Saskatchewan, on Highway No. 301, seventeen kilometres north of the intersection with Highway No. 1.

The Plant's mailing address is PO Box 944, Moose Jaw, Saskatchewan, S6H 2V2.

The telephone number is 306-694-1377.

Information about the Buffalo Pound Water Treatment Plant is also available from the Plant's website. This may be accessed by going to:

http://www.buffalopoundwtp.ca

Plant management staff may be reached by e-mail at the following addresses:

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Water Lab & Research Manager
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Project Manager
rudis@buffalopoundwtp.ca

Gene Berezowski
Plant Foreman
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Keith Guillaume
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2016 ANNUAL REPORT

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INTRODUCTION

ABOUT THIS REPORT

This report summarizes the activities and major events of the Buffalo Pound Water Treatment Corporation (the "Corporation") for the operations of the Buffalo Pound Water Treatment Plant (the "Plant") during 2016. The report outlines the Mission and Goals, achievements and areas of concern. It is intended as an information source for City administration personnel, elected officials and the general public.
This report also contains the Drinking Water Quality and Compliance Report required by provincial regulations and the Audited Financial Statements.

BUFFALO POUND WATER BOARD OF DIRECTORS

The Buffalo Pound Water Board of Directors (the "Board") was created in 2016 by the Unanimous Membership Agreement (UMA), which replaced the previous Buffalo Pound Water Administration Board from 1951. The UMA is an Agreement between the Cities of Regina and Moose Jaw (the "Owners") and the Corporation. In accordance with the Agreement, the skill based Board is comprised of six (6) independent members.

DERRICK BELLOWS, BOARD CHAIR

JOSHUA MICKLEBOROUGH

CHUCK MCDONALD

JUDY MAY

DAVE RICHARDS

DALE SCHOFFER

BOARD CHAIRPERSON'S
LETTER

DERRICK BELLOWS
P.Eng., FEC, ICD.D

On behalf of the Board I am pleased to present the 2016 Annual Report of the Buffalo Pound Water Treatment Corporation. This is the first annual report of the newly incorporated entity.

Buffalo Pound Water provides abundant quantities of water to our customers that meet and exceed regulatory requirements and our own standards. That our outcomes are achieved effectively and efficiently, and with a high level of system reliability, is a testament to the dedication, expertise and creativity of our staff.

2016 was a year of governance change. The Owners, Cities of Regina and Moose Jaw, finalized incorporation with the creation of the Buffalo Pound Water Treatment Corporation on January 1 under The Non-Profit Corporations Act, 1995 (Saskatchewan). Ownership of the new corporation, known as Buffalo Pound Water, is distributed between the City of Regina with 74 shares and the City of Moose Jaw with 26 shares. In the spring, independent director positions were publicly advertised and a new board of six directors was appointed July 1. The Board advanced the transition into corporate governance strongly in the last half of the year; establishing new policy, adopting board management software, advancing risk management and long term capital replacement, guiding budget and financial projection development, and producing the first mid-year report for the Owners.

Through all the governance change, the ongoing business of the Plant continued. Operationally 2016 was much less stressful than recent years. Raw water quality in Buffalo Pound Lake improved somewhat and there were no significant treatment challenges or production loss due to Plant failure. The operating budget was challenged because a relatively wet summer resulted in reduced water sales and revenue.

Capital improvements continued in 2016. The major project to install ultraviolet disinfection and start renewal of electrical infrastructure continued on schedule and budget. Important other projects were completed. And, a long term capital renewal program was developed to address risks associated with an aging Plant.

Mr. Ryan Johnson provided excellent leadership and direction to the Plant as General Manager. His enthusiasm and commitment supported and empowered Plant staff to sustain a high level of Plant performance through the challenges of the year. As well, his support to the new board was instrumental in allowing the new governance structure to become effective quickly. The Board greatly appreciates his support and leadership.

I thank my fellow board members, Mr. Chuck McDonald, Mr. Josh Mickleborough, Ms. Judith May, Mr. Dale Schoffer, and Mr. David Richards for their wisdom in decision making through the past year.

The Board is grateful for the continued dedication of Plant management and staff in efficiently operating and maintaining the treated water supply for Moose Jaw and Regina.

This is my last Chairperson letter as I leave the Board in 2017. I am grateful for being part of this organization and proud of all that has been accomplished in recent years. I am confident that Plant staff and leadership, as well as the Board of Directors, will continue to achieve the mandate and objectives of Buffalo Pound Water.

GENERAL MANAGER'S
LETTER

RYAN JOHNSON
CD, M.A.SC., P.ENG.

The Plant met all and bettered many of the regulatory requirements and criteria for the production of safe drinking water in 2016.

There were no significant production challenges or critical infrastructure failures during the year, but the source water and equipment risks encountered in 2015 remain. We are committed to reducing those risks through effective planning, targeted research, and by continuing to improve and execute our asset management strategy.

The raw water quality of Buffalo Pound Lake improved slightly and resulted in a slight reduction of chemical costs.

The Plant was reorganized during the year, which created three distinct divisions for each business function of the Corporation. Those divisions are: Water Lab & Research, Operations & Safety, and Maintenance & Engineering.

The Corporation's first Safety Management System Framework was developed and the Safety Manual was completed. The Corporation joined the Safety Association of Saskatchewan Manufacturers for third party auditing and to act as an advisor.

Water quality research continued during the year. Main topics of research included: what impacts chlorination and pH have on the water treatment process, production of disinfection by-products, and the corrosiveness of treated water. This is important research that will be used in future process improvements.

Major Capital Projects continued with the construction of the ultraviolet treatment system, which has progressed in spite of significant and unusual contractual challenges. The Main Plant electrical substation and generator design work is progressing exceptionally well and will be tender-ready in early 2017.

In an effort to continuously improve how we manage our assets, the Capital Planning process was completely reworked in 2016. This new process places a greater emphasis on pre-planning work to clearly identify the scope, obtain cost estimates, prioritize, and formalize process. This results in the streamlining of project work. By year-end, all projects were either completed or underway.

There have been some issues related to the water sales forecasts the Corporation has received from the Cities, in that the forecasted water sales have far exceeded actual water sales. Consequently, the Board has adopted a probabilistic forecasting method to reduce the inflated water sales forecasts.

I would like to thank the Buffalo Pound Water Management Team and Staff for their hard work and dedication to ensure that the Corporation met its mandate, goals and objectives during the course of the year. I would also like to express my gratitude to the Board of Directors for their insight and the input they provide to ensure that the Corporation is able to meet its mandate and mission of supplying safe, dependable and affordable water to our customers.

MANDATE, MISSION AND GOALS

MANDATE

The Corporation will reliably and efficiently provide safe, high quality and affordable drinking water to the Cities.

MISSION

To provide for the Cities of Regina and Moose Jaw, a reliable and affordable supply of safe, high-quality drinking water which meet the needs and expectations of consumers.

GOALS

- Treated water that meets the quality expectations of the citizens of Moose Jaw and Regina, as well as meeting, or exceeding, all government regulated parameters.
- Operational practices and controls that ensure a continuous and safely-treated supply of water within an environmentally-responsible and cost-efficient operation.
- Judicious monitoring of the treated water from the Plant to the end of the Cities' distribution systems. Appropriate monitoring of the water in Buffalo Pound Lake, the Upper Qu'Appelle River and Lake Diefenbaker to identify long-term trends and areas of concern to protect the water supply.
- Water quality research to identify possible chemical and microbiological contaminants and to test and implement the best available treatment technologies, thus ensuring that the Water Treatment Plant can meet current and future expectations for regulated parameters.

MANDATE, MISSION AND GOALS CONTINUED

MISSION

To provide for the Cities of Regina and Moose Jaw, a reliable and affordable supply of safe, high-quality drinking water which meet the needs and expectations of consumers.

STRATEGIC DIRECTION (Vision)

By 2018, the Plant delivers on its mission during the transition, operations is more proactive and planned, there is capital investment and water rates are adjusted accordingly so we have the funds we need based on projections – complete total cost.

OPERATIONS

- Water Quality (To meet regulatory requirements)
- Water Quantity (To provide an uninterrupted supply of water)
- Maintenance Management (To maintain current equipment and assets)
- Planning and Capital Projects (To be sustainable)

PEOPLE AND SYSTEMS

- Safety Culture (To reduce injuries)
- Preventative Maintenance Program: CMMS (To better plan maintenance activities)
- Risk Management (To identify and mitigate risks)
- Board Member Support (To support new governance Board)
- Talent Management (To align staff to meet the Plant's needs)

FINANCIAL

- Customer Service Agreement Management: Water Contract (To set clear expectations)
- Capital Procurement Policies & Procedures (To be transparent on procurement)
- Administration Management: Contract Services (To identify financial services to the Plant)
- Operating & Capital Reserve Management (To ensure proper reserve management practices)
- Budget Compliance (To manage the budget in an unpredictable sales environment)

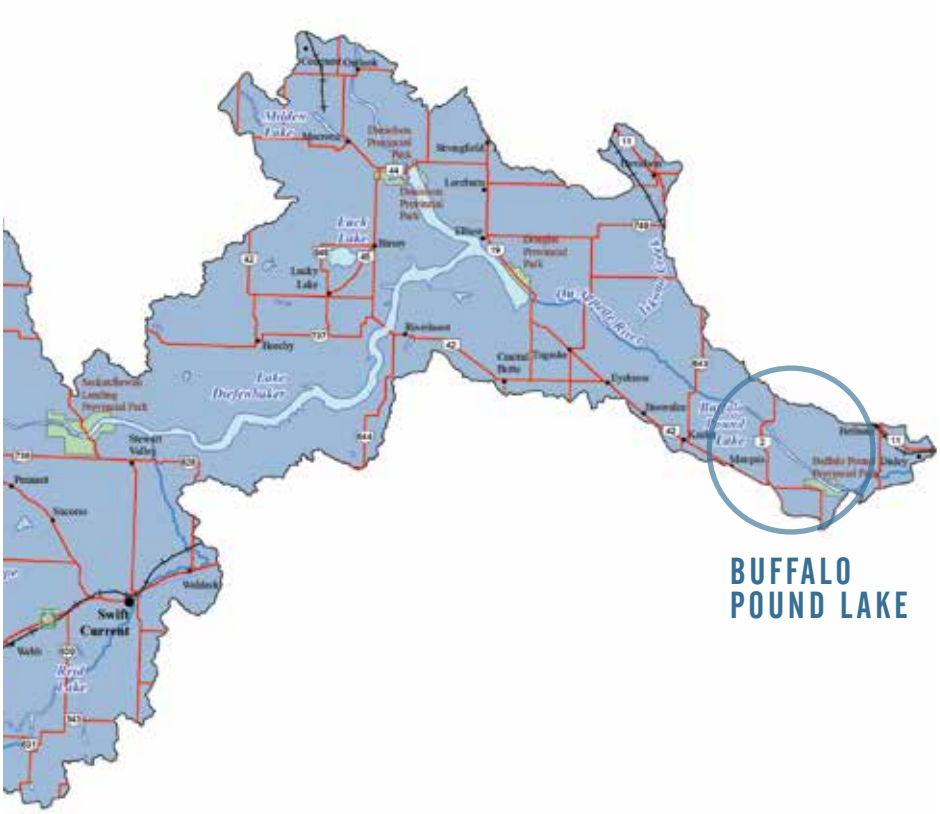
STRATEGIC PLAN 2015 – 2018

The Corporation's Strategic Plan for 2015 – 2018 is above. There have not been any revisions to the Plan since it was approved in 2015. All of the targets in the Strategic Plan were met at year end with the exception of:

- Risk Audit (deferred to 2017)
- Customer Service Agreement with Owners has not been approved
- Procurement Policies (in development stage but not yet completed)

THE YEAR IN REVIEW

RESOURCES



BUFFALO POUND LAKE

WATER SOURCE

Water for Regina and Moose Jaw is taken from Buffalo Pound Lake, a shallow reservoir in the Qu'Appelle Valley which is a part of the Upper Qu'Appelle River. The lake is 29 km long, 1 km wide but has an average depth of only 3 metres. The surface area of Buffalo Pound Lake is 2900 hectares inferring it has a capacity of 90 million cubic metres at the "full supply level" of 509.3 metres above sea level. Water levels in Buffalo Pound Lake are controlled by the Saskatchewan Water Security Agency and maintained by the release of water from the Qu'Appelle Dam on Lake Diefenbaker. The mean annual water release from Lake Diefenbaker ranged from 1.2 to 2.7 m^3/sec in recent years. Rain, snow melt and flood waters from the Moose Jaw River have compromised water quality.

The lake water is potentially affected by discharges from point sources (upstream cities) and non-point sources (agricultural and recreational).

Buffalo Pound Lake is generally free of industrial pollution but is naturally rich in nutrients (phosphate, nitrogen and dissolved organic carbon) which encourage the growth of phytoplankton (typically diatoms in the winter and green algae or cyanobacteria in the summer). Weed growth can also be extensive. Algae and weeds pose many treatment challenges such as high chemical demands and undesirable tastes or odours. The lake and watershed appear to also be impacted by ground waters and surface runoff infusing minerals.

UPPER QU'APPELLE RIVER WATERSHED

- Highways
- Rivers
- Water Bodies
- Parks
- Indian Reserves
- Urban Municipalities
- Rural Municipalities
- Watershed

THE YEAR IN REVIEW CONTINUED

RESOURCES (CONTINUED)

PLANT TREATMENT

Raw water from Buffalo Pound Lake passes through a series of treatment stages designed to remove impurities such as algae, bacteria, clay particles and dissolved organic materials. The objective of this treatment is to produce water that is clear, colorless, odour-free, aesthetically pleasing and safe to drink.

The treatment process consists of six stages: chlorination, cascade de-gasification, coagulation/flocculation, clarification, filtration and carbon adsorption.

Lake water enters a pumping station located on the south shore of Buffalo Pound Lake through two submerged intakes. Raw water is chlorinated and then pumped to the Plant via two pipelines connecting the pumping station to the main treatment Plant. The pipelines are 1.05 and 1.35 metres in diameter, extend a distance of approximately 3,000 metres and rise 82 metres. After reaching the Plant, water is initially divided into two streams, each of which has cascade de-gasification, coagulation/flocculation and clarification. The streams are then recombined for the final stages of treatment, including filtration, carbon adsorption and further chlorination.

Cascade operation is used to remove excessive dissolved gas levels in the raw lake water. Excessive dissolved gases are most commonly produced by photosynthetic bacteria and algae. During cascade de-gasification, the water falls over a series of steps which releases excess dissolved gasses and prevents the formation of gas bubbles in later treatment processes. Clarification and filtration processes could be impeded by gas bubbles that attach to particles of floc, causing them to float, rather than sink, and by causing air binding in the filters.

If conditions warrant, Powdered Activated Carbon (PAC) is added to reduce taste and odour. The use of PAC, while relatively infrequent, is occasionally necessary when granular activated carbon contactors are off line or to temporarily reduce the odour loading when the contactors are on-line.

Coagulation and flocculation are the next steps in treatment. Aluminium sulphate (alum), for the summer season, and polyaluminum chloride (PACl), for the winter season, is vigorously mixed with the water. In the process of coagulation, the alum and PACl neutralize surface charges on particulate matter contained in the water and forms a fluffy precipitate (floc) that entraps suspended materials such as algae and clay particles. The water is then stirred slowly in flocculation tanks to allow floc particles to become larger and denser prior to their removal.

The floc-bearing water then flows through clarifiers, where most (more than 95%) of the floc with its entrapped impurities is allowed to settle by gravity to the bottom while clear water is constantly removed from the top. Settled floc is removed from the clarifiers as sludge and is pumped to holding lagoons where it is further separated into clear water (returned to the lake) and solid sludge (removed for disposal).

Any floc that was not removed by clarification is separated in the filtration stage. Water is passed through mixed-media filters consisting of a top layer of coarse anthracite followed by successive layers of fine silica sand, and even finer garnet sand. Any remaining particulate matter or floc is trapped by the filters. Filters are cleaned by backwashing with clean water. The filtration step completes the removal of particulate impurities.

The removal of dissolved organic impurities, which are responsible for taste and odour, is accomplished next in the carbon adsorption stage of treatment. Large rectangular tanks (contactors) contain Granular Activated Carbon (GAC) to a depth of 3 metres. Water is lifted by Archimedes screw pumps from the bottom of the filters and taken to the top of the contactors where it is allowed to flow by gravity down through the GAC. GAC contains many microscopic pores which adsorb dissolved chemical impurities. Water is in contact with the GAC for 30 to 80 minutes, depending on flow rates, and emerges freed of the dissolved organic materials which cause objectionable taste and odour.

The GAC filtration process at the Plant was designed for taste and odour removal and is used during periods of poor taste and odour in the raw water; the normal period of operation is from May until December.

All stages of water treatment are now essentially complete. Prior to delivery by pipeline to the consumers, chlorine levels are adjusted, if necessary, to provide adequate disinfection and to counteract any possible contamination encountered during its travel to the cities' reservoir and distribution systems. Water delivered to the City of Moose Jaw is also fluoridated during pumping.

The carbon used in the contactors retains its effectiveness for taste and odour reduction up to seven (7) months, after which time it must be regenerated or replaced. It was found to be cost effective as well as environmentally responsible to regenerate the spent GAC rather than to discard it and purchase new. Regeneration is accomplished by heating the spent GAC to 850°C in an oxygen-free atmosphere contained in a fluidized bed gas-fired furnace. Spent GAC is transferred by pipeline as a slurry from the contactors to the furnace, regenerated to process specifications, and returned to the contactors for reuse. Carbon regeneration is usually performed at the Plant generally from mid-November to mid-April.

ENVIRONMENTAL PROTECTION AND CONSERVATION

The Plant, like any large industrial facility, has the potential to affect the environment. The Plant has facilities in place to handle all process wastes including alum sludge, off gases from the carbon regeneration facility, laboratory wastes, various solid wastes generated by Plant operations, and sewage. The Plant uses a considerable quantity of electrical energy in its operation; conservation efforts give returns in the form of reduced demands on the environment and lower operating costs. Future upgrades to the Lake Pump Station, to convert the pumps to variable frequency drives should also reduce power consumption at the lake and are included in the Capital Budget.

A series of sludge lagoons are used in the treatment of the alum sludge waste stream. This form of sludge management can be very effective in ensuring that the sludge is not released to the environment. Sludge is exposed to a natural freeze-thaw cycle that dewaters it to produce a nearly dry granular material which is transported to a landfill site. Buffalo Pound is one of the few water treatment Plants in Canada with the ability to manage waste sludge in this manner.

The natural gas-fired furnace in the carbon regeneration facility produces off gases which are thoroughly scrubbed before released to the atmosphere.

RESOURCES (CONTINUED)

Waste disposal agencies are contracted to handle laboratory wastes and solid wastes generated by the Plant. As it becomes necessary, firms specializing in hazardous waste disposal are contracted to dispose of chemical wastes.

The Plant recycles fiber based materials and metals.

Sewage generated by the Plant is pumped to treatment and evaporation lagoons located on Plant property. The primary lagoon has a geotextile fabric and bentonitic clay liner to prevent seepage.

WATER QUALITY MONITORING

A well-equipped accredited laboratory is located on site and used to monitor the quality of raw and treated water as well as water quality at several intermediate steps in the treatment process. Major process control parameters (turbidity, pH, chlorine residual, particle counts, dissolved oxygen and temperature) are monitored continuously by instrumentation communicating with the Plant process computer system.

Analyses are performed for most regulated parameters on a daily to monthly schedule; for other parameters (most trace-level organics and metals) samples are sent to commercial laboratories. Analytical results are compared to Canadian Federal guidelines and to Saskatchewan Ministry of Environment (MOE) objectives. All criteria for safe drinking water were satisfied by the Plant in 2016.

Analyses for a wide variety of physical, chemical, and microbiological parameters are performed in the Buffalo Pound Laboratory. Some 65 different constituents are routinely determined. The 2016 results are summarized in Appendix 1.

The quality of the regenerated granular activated carbon is monitored by Plant staff for a variety of physical and chemical parameters.

A vigorous in-house quality control program is maintained to ensure data generated by the Plant Laboratory is valid. The laboratory is accredited by the Canadian Association for Laboratory Accreditation (CALA) for 30 chemical and bacteriological parameters.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE

WATER PRODUCTION

Water Production and sales (in megaliters) were as shown in Table 1. (See also related Graphs 1 and 2.) Total sales to the cities in 2016 were 27,148.8 ML to Regina and 5,398.4 ML to Moose Jaw. Sales to Regina decreased 3.2% from 2015 and sales to Moose Jaw decreased 4.4%.

Sales to the SaskWater Corporation in 2016 increased by 21.8%, to 313.4 ML. Sales to SaskWater represent less than one percent of the Plant's production.

Graph 3 shows annual water production by year since the Plant began operation in 1955.

2016 WATER SALES IN MEGALITRES (ML)

TABLE 1

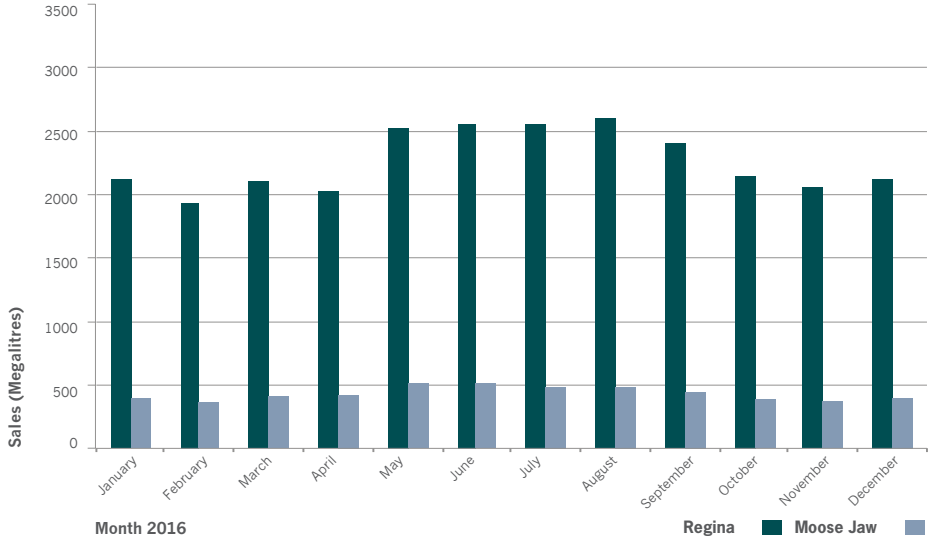
Month	Regina	Moose Jaw	SaskWater Corp.	Totals
January	2120.8	415.0	18.5	2554.3
February	1948.0	375.0	17.7	2340.7
March	2100.4	427.3	18.9	2546.6
April	2023.5	434.3	21.9	2479.7
May	2523.5	533.6	26.3	3083.4
June	2551.9	531.9	30.3	3114.1
July	2555.0	505.6	34.3	3094.9
August	2601.9	493.3	36.0	3131.2
September	2404.9	465.6	32.7	2903.2
October	2144.8	408.7	29.2	2582.7
November	2064.1	391.5	24.1	2479.7
December	2110.0	416.6	23.5	2550.1
Totals	**27,148.8**	**5,398.4**	**313.4**	**32,860.6**

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

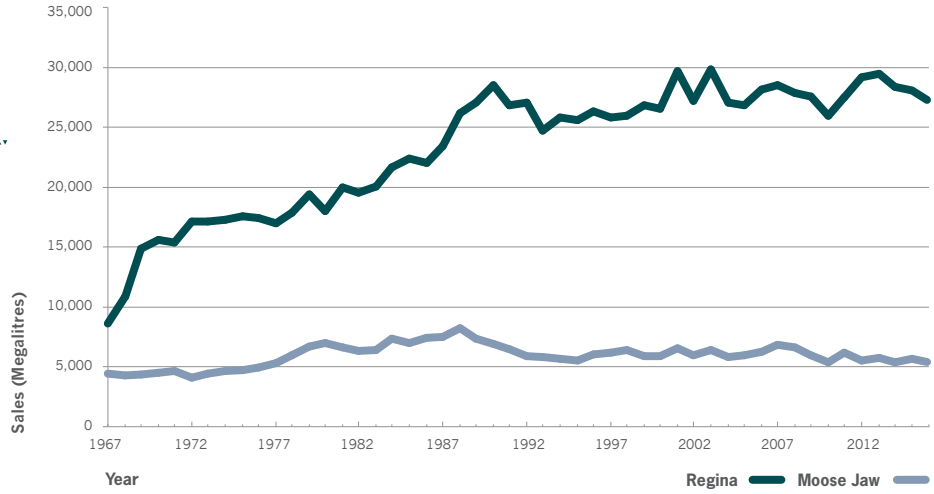
GRAPH 1

MONTHLY SALES TO REGINA AND MOOSE JAW



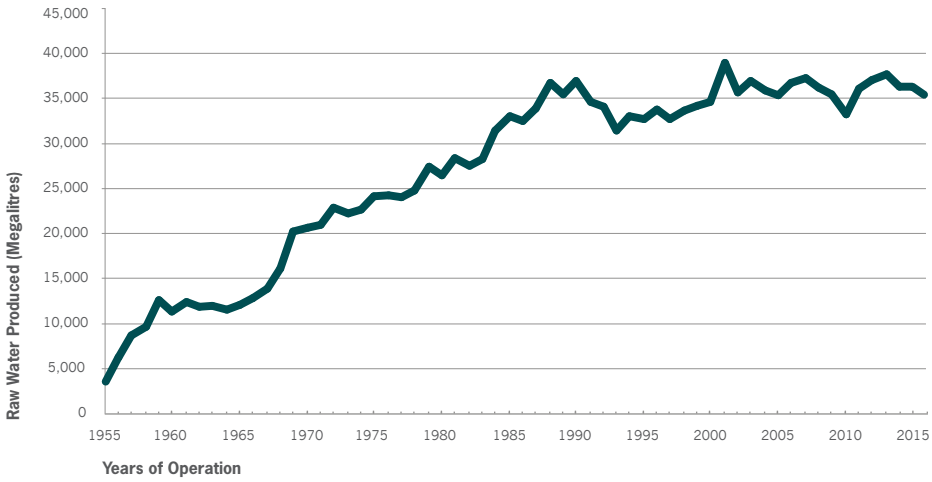
GRAPH 2

ANNUAL SALES TO REGINA AND MOOSE JAW



GRAPH 3

ANNUAL RAW WATER WITHDRAWN



PLANT OPERATIONS

The processes employed at the Plant are modified during the year as required by changing water quality in Buffalo Pound Lake. Ice came off of Buffalo Pound Lake on April 5th. The lake froze over December 1st which is relatively late based on historical record.

Lake water quality improved marginally in terms of dissolved organic carbon (DOC) and mineral content. However, both parameters remain relatively high in terms of historical values. Average DOC concentrations declined to 8.5 mg/l from 10.2 mg/l in 2015. Furthermore, the DOC has gradually changed in character to a less humic form. This has resulted in reduced production of trihalomethanes in the treated water.

Trihalomethanes (THMs) at the Plant averaged 61 ug/l (weekly analyses); as compared to the 78 ug/l annual average produced in 2015. Most of this THM reduction is due to the reduced formation of chloroform ($CHCl_3$). Chloroform is most impacted by the character and concentration of the DOC. The other THM species that contain bromine were at best only slightly reduced. This reflects the high mineral content of Buffalo Pound Lake. Bromide occurs naturally in lake water as a result of local run off and ground water intrusion. Bromide is oxidized by aqueous chlorine to hypobromous acid and can then react to form the brominated forms of THMs [Bromodichloromethane ($CHBrCl_2$), Dibromochloromethane ($CHBr_2Cl$) and Bromoform ($CH\ Br_3$)].

THM concentrations at the Plant are lower than those found in the Owners' distribution systems. This is due to continued reaction or DOC remaining after treatment with free chlorine and hypobromous acid as well as the hydrolysis of other chlorinated disinfection by-products. Laboratory experiments conducted in 2015 indicated that removing prechlorination and only applying chlorine after the coagulation and clarification processes could greatly reduce THM concentrations in the treated water and, to a somewhat lesser extent, reduce THMs in the Cities' distributed water as well.

A full scale Plant trial of operating without prechlorination was conducted as construction activities allowed from April 11th through April 22nd. In addition to the coagulation, clarification, and filtration processes the Plant must achieve a 0.5 log (68%) inactivation of Giardia spp. by the disinfection process alone. Using both the GAC clearwell followed by the filter clearwell ensured that the Plant achieved a greater than one log (90%) inactivation of Giardia spp. by disinfection alone. This, coupled with the credit for the existing coagulation, flocculation, and filtration processes ensured a removal/inactivation for Giardia spp. of 4 logs (99.99%).

During the test period, THM levels at the Plant declined by over 50% mostly due to the reduced concentrations of both $CHCl_3$ and $CHBrCl_2$. Significant reductions of $CHBr_2Cl$ were noted as well. Within the Owners' distribution systems,THMs were reduced by at least 30% resulting in THM concentrations of less than 90 ug/l. (The THM guideline value is an annual average of 100 ug/l.) Almost all of the reduction was a result of lower $CHCl_3$ formation. A slight removal of $CHBrCl_2$ was noted while $CHBr_2Cl$ and $CHBr_3$ concentrations were largely unchanged.

UV DISINFECTION FACILITY UNDERWAY

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

The granular activated carbon contactors (GAC) were put into operation May 31st which is somewhat later than normal. They remained in service until November 25th when they were taken offline somewhat earlier than normal to facilitate construction in the GAC building.

Cold water temperatures bring about different problems for water treatment. The kinetics of alum coagulation is much slower in cold water and so the Plant used a Polyaluminum Chloride (PACl) coagulant from January 1st until March 31st and again after December 12th. PACl forms a better floc somewhat faster than alum which benefits the Plant in terms of reduced chemical addition and residuals production. Another benefit from PACl use is that the finished water is of slightly higher pH and so is somewhat less corrosive. The Plant does not have provision for the addition of alkaline chemicals that could raise the pH of the treated water to more appropriate levels.

As a result of promising laboratory trials, a cationic polymer was routinely added in the flocculators at 0.1 mg/l to function as a flocculent aid and strengthener. This treatment was as one of the corrective actions instituted to deal with zones of high shear within our existing treatment equipment as well as clarifier short-circuiting that occurs during swings in raw water temperature. These disruptions breakup floc and we endeavour to deal with these by chemical modifications to the floc. Channel water levels were also kept higher throughout the year to reduce the shear experienced by floc within our clarifiers.

There were no production events that occurred where the Owners' demands were not met. Due to the wet summer, overall water production levels were down. The peak day of demand was 142.9 ML on September 9th.

CARBON REGENERATION FACILITY

The carbon is regenerated during the winter so that it can be used to remove taste and odour from the water the following summer. The 2015/2016 regeneration season was from November 12, 2015 to April 19, 2016. The 2016/2017 regeneration season commenced November 16, 2016.

WASTEWATER FACILITY

The clarifier underflow removes particulate matter (alum sludge) from the raw water. The effluent stream is directed to sludge lagoons where the sludge is deposited and the clear water overflow returns to Buffalo Pound Lake. The sludge from the stockpile location was removed to the Moose Jaw landfill. The sludge from the lagoon was excavated to the stockpile location.

MAINTENANCE AND CAPITAL PROJECTS

Effective maintenance plays a key role in keeping the Plant running efficiently and producing high quality water. All vessels are drained, cleaned and inspected at least annually. All critical Plant equipment is inspected, tested and maintained at least annually to help ensure satisfactory operation during peak flow demands. All water quality monitoring instruments are checked or calibrated in accordance with the Board's Quality Assurance/Quality Control Policy. The results from major on-line instruments are compared to laboratory instruments.

MAJOR CAPITAL PROJECT

The Owners committed funds in 2010 to upgrade the Plant. The initial scope of work was to: add ultraviolet disinfection to enhance the deactivation of protozoa cysts; improve the handling of treatment Plant residuals; add an additional screw pump; increase the clear well storage capacity; provide corrosion control and address overall water treatment upgrades for the Plant.

As the project progressed, a clearer picture emerged as to which works were the most critical. There has been an increasing frequency of significant electrical failures. An Electrical Master Plan was commissioned as additional work to the original scope. The Conceptual Design report examined alternatives to improve treatment processes. A Pilot Study was undertaken to provide proof of concept, design parameters and to update the costs estimated in the Conceptual Design Report.

Combining the work identified in the Conceptual Design, Electrical Master Plan and the Code and Condition Assessment resulted in estimated costs significantly exceeding available funding. The identified work was prioritized based on risk. The current scope of work includes: an ultraviolet disinfection facility; an additional Archimedes screw pump; replacement of the Main Plant's electrical substation and related electrical work which is funded by the Owners for approximately $34.5 million. The remaining scope was placed into the Capital Plan and removed from the Major Capital Project.

Three (3) major electrical failures occurred in 2015. To minimize the risk of service interruption in the face of aging and failing electrical infrastructure, the Major Capital Project and the Capital Plan were adjusted. The Main Plant Substation now includes electrical generation. Design for a new Lake Pump Station 72/138 KV Transmission line was also added to the Major Capital Project. The costs for the two additions will be borne directly by the Corporation when funds become available.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

Construction of the UV Facility began in August of 2015, and was scheduled to be totally complete by the end of March 2017. There have been numerous and significant non-conformances to the design that are currently in dispute. The project schedule, and in particular the schedule of the identified tasks, has changed significantly from the initial submission. A Notice of Lien has also been submitted by a sub-contractor. It is reported that the project is to be totally complete in early April 2017.

The Main Plant Electrical Substation is at final design review and will be ready for construction in early 2017 pending the identification of a source of funding for the generators. The transmission line design is scheduled to be completed in May of 2017 and tendered for construction in 2018.

CAPITAL PLAN

The Capital Plan is developed to minimize risks as soon as possible based on available funding.

The Capital Plan has identified approximately 30 projects in excess of $140 million dollars if the projects are completed in a relatively short timeframe. If these projects are to be spread out over a longer period of time, escalation costs can force this value to an excess of $200 million. Considering the potential dollar values at stake, a Business Case is currently being developed to determine the optimal solution for the renewal of the water treatment plant. Completion is expected in April of 2017, at which time, the capital plan will be reviewed.

Numerous other smaller projects were undertaken as required; such as: Train A Channel Repair Design; Replacement of Pump C; Exterior Masonry Assessment; Filter Roof Replacement, Access Road Pavement Assessment; Security Upgrades; Steel Corrosion Assessment, and a Clarifier Assessment for the Mitigation of Thermal Gradients.

Historically, the Plant has constantly reviewed and updated the projects in the Capital Budget. A year to year examination of the projects would illustrate the changing urgency and importance of various projects. 2016 was no different as some projects were advanced as a result of newer experiences and information. Additionally, there are some efficiencies or synergies to be taken advantage of by grouping, ordering or otherwise organizing related projects, while still maintaining budgetary discipline. For example, the project for the Lake Pump Station Renewal Design, identified above, was released as a single package of work but consisted of several previously identified scopes of work.

Other implementations have been made to improve the process as new Capital Projects are identified, prioritized and funded to modernized capital planning.

PLANT EXPANSION

Currently there is no funding allocated or being allocated for Plant expansion. The estimated cost to expand the Plant by 75 million litres is $96.8 million.

PLANT SAFETY

In the spring of 2016 the Buffalo Pound Water Treatment Plant started an evaluation and revitalization of the current Safety Management System. All current information and processes were analyzed and an internal gap analysis was done on what was currently in place and what is required for the organization to successfully complete an internal safety audit by a recognized safety organization.

From the gap analysis an action plan was put into place to develop processes and documentation systems to ensure the Corporation will be meeting regulations and ultimately has a functioning system that keeps the staff working safely each and every day. The Safety Management System will also be geared towards constant review and continuous improvement.

The goal is to have the Safety Association of Saskatchewan Manufacturers, with whom the Corporation is a member of, conduct a gap analysis and an external audit to which the corporation would achieve a certificate of recognition and maintain that moving forward.

The Corporation tracks and records all incidents that occur at the facility and take a methodical approach to determining root causes and implementing corrective actions to prevent reoccurrence. In 2016 there were 2 Lost Time Incidents involving staff which were investigated. Corrective actions were implemented with follow ups being conducted to ensure they will not occur again.

INCORPORATION

The governance review project which commenced in 2012 was completed in 2015. The Owners, with the assistance of WATSON, developed a Unanimous Membership Agreement (UMA) which defines the relationship between the Owners and the authorities of the Board. The UMA replaces the 1951 and 1991 Joint Venture Agreements and changed the Buffalo Pound Water Administration Board to a true Governance Board called the Buffalo Pound Water Treatment Corporation Board of Directors. The new entity is formally known as the Buffalo Pound Water Treatment Corporation, but operationally referred to as Buffalo Pound Water.

Buffalo Pound Water was created as a non-profit subsidiary of the Owners under The Non-profit Corporations Act, 1995. The UMA was approved by both City Councils, filed along with the Articles of Incorporation and came into effect on January 1, 2016.

RISK REVIEW

The total number of risks that may impact the Board's ability to supply water to the Cities has increased from 37 risks identified in 2014 to 41 by the end of 2016. Some risks were added based on the ongoing review of the likelihood of occurrence and the associated impact of such occurrence. The only changes to the Risk Registry for 2016 were due to the three (3) electrical system failures. The likelihood has increased from moderate to high for four (4) electrical risks.

The following represents a summary of the the number of current risks, their status and source of funding for reduction or mitigation as of December 31st.

17	Mitigate	Capital
13	Accept	Operating
6	Accept/Mitigate	Operating & Capital
3	Accept/Mitigate	Governance
1	Transfer	Province
1	Mitigate	Operating

A significant number of the risks can be addressed in the future based on the governance changes along with the Board's ability to fund capital projects, effectively reducing these risks over the next 10 years.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

NATIONAL WATER AND WASTEWATER BENCHMARKING INITIATIVE

The results of the 2014 National Water & Wastewater Benchmarking Initiative data and peer comparison of other Water Treatment Plants across Canada were presented to the Board and Owners in 2016. The Corporation compared relatively well with its peers in Canada. The water rate is generally lower than other Water Treatment Plants and compared well with its goals of Protecting the Public Health, Ensure Adequate Capacity, Environmental Stewardship and Providing a Safe and Productive Workplace.

There is a two year lag for reporting the data with the National Water and Wastewater Benchmarking Initiative.

The Plant did not fare as well with Providing Reliable Service and Infrastructure due to the historically low capital reinvestment in the Plant.

In other areas of the report which are statistically significant, the Plant has better staff availability than other facilities; has higher power usage; has higher Green House Gas emissions; has a low reinvestment rate; higher treated water with total and dissolved organic carbon than most facilities.

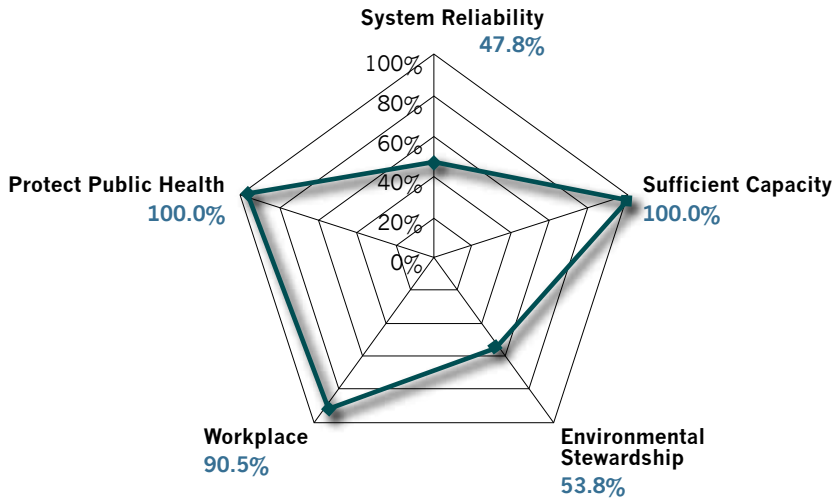
2014 STATISTICAL ANALYSIS SUMMARY

	Mean of Water Treatment Plants in Canada	Buffalo Pound Result	Comments	Statistical Significance
Capital Reinvestment (5 yr avg Capital Reinvestment / Replacement Value)	1.23%	0.04%	Reinvestment into the Plant is very low compared to other water treatment plants in Canada	
Unplanned Hours (# of unplanned hours that plant could not operate at rated capacity)	0.97	Statistical Significance		
Unplanned Maintenance Hours (Reactive Maintenance Hours / Total Maintenance Hours)	7.37%	11.74%		
Unit Filter Run Volume (m3/m2)	294.47	385.34		
90% Capacity (# days plant operated over 90% and over 100% of capacity)	0.00	0.00		
Total FTEs / 1000 ML Treated (hrs)	1.44	0.91		
TOTAL O&M COST / ML TREATED	$249.03	$248.90		
Annual O&M Cost as % of Replacement Value	4.02%	2.82%		
(O&M Cost + Capital Reinvestment Cost) / ML Treated	$369.53	$264.10		
Total Energy Consumed in kWh / ML Treated	630.33	1020.56	High energy use to pump raw water from the valley and treated water to the Cities as well as carbon regeneration	
Chemical Cost / ML Treated	$44.49	$55.36		
% of Water Wasted During Treatment Process	7.68%	6.46%		
% of Backwash Treated	81.82%	0.00%	Majority of the plants do not recycle backwash water; the Plant does not due to Cryptosporidium and Giardia in the lake	
GHG Emissions from Energy Consumed in the Operation of Plant (kg CO2 / ML Treated)	249.25	544.50	Energy used is based on coal fueled electrical power generation and natural gas; Saskatchewan is at a major disadvantage	
# O&M Accidents with Lost Time / 1000 O&M Labour Hours	0.01	0.02		
# Sick Days taken per O&M Employee	7.88	8.00		
# UNAVAILABLE O&M HOURS / TOTAL PAID O&M HOURS	21.59%	12.66%	Plant staff are efficiently and effectively utilized	
Total Overtime Hours / Total Paid O&M Hours	6.00%	6.66%		
Average Annual Treated Water Turbidity (NTU)	0.07	0.08		
# of Total Coliform Occurrences in Treated Water (CFU/100 mL)	0.24	0.00		
Treated Water Nitrates (mg/L)	0.67	0.40		
Raw Water Total Organic Carbon (mg/L)	5.87	8.40		
Treated Water Total Organic Carbon (mg/L)	2.09	3.90	Poor raw water quality from the Buffalo Pound Lake post 2011, has impacted the output after treatment	
Raw Water Dissolved Organic Carbon (mg/L)	6.26	7.70		
Treated Water Dissolved Organic Carbon (mg/L)	2.13	3.90	Poor raw water quality from the Buffalo Pound Lake post 2011, has impacted the output after treatment	

AECOM

NATIONAL WATER & WASTEWATER BENCHMARKING INITIATIVE

OVERALL RADAR CHART



THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

GOALS

Provide Reliable Service and Infrastructure

- ☑ 5 year Average Capital Reinvestment / Replacement Value
- ☑ # of Unplanned Hours that Plant Could Not Operate at Rated Capacity
- ☑ Unplanned Maintenance Hours / Total Maintenance Hours

Protect the Environment

- ☑ % Residuals
- ☑ GHG Emissions from Energy Consumed/ ML Treated

Protect Public Health

- ☑ # of days over Group Target for Turbidity
- ☑ # of days with Total Coliforms
- ☑ # of days over Group Target for Nitrates

Ensure Adequate Capacity

- ☑ ADD / Existing Licence Capacity
- ☑ # of Days Plant Operated at >100% Capacity

Provide Safe and Productive Workplace

- ☑ # of sick days taken per field employee
- ☑ # of Field Accidents with Lost Time / 1,000 Field labour hours
- ☑ # of Lost Hours due to Field Accidents / 1,000 Field labour hours

2016 KEY PEFORMANCE INDICATORS

The Corporation's KPI use targets that are set by the Board, NWWBI results or are regulatory requirements. These are reviewed annually by the Board and the targets adjusted accordingly.

All regulatory requirements have been met in 2016.

The KPI are rated based on a comparison of the Plant's score versus the target to determine the threshold which is assigned to a colour coded system similar to what other organizations use for reporting purposes.

Only items which rated as either Ideal or Critical are listed below.

(i) Five year running average Capital reinvestments/replacement value.

The Plant is far below the industry for the amount that has been invested over the last five years.

(ii) # of Hours Plant is Offline (Planned)

The Plant performed its routine maintenance activities in a well-planned coordinated effort to reduce the time the Plant was offline.

(iii) Average Day Demand (ML/day)/ Existing Water License Capacity (ML/day)

The Plant is withdrawing water well within its water licence and as a result, there is no current need to consider increasing the water license.

(iv) Maximum Day Demand (ML/ day)/Existing Water License Capacity (ML/day)

The Plant is not physically capable of producing water that would exceed its current water license.

(v) # of Days the Plant Operated > 90% Capacity

The Plant has only exceeded 90% of its capacity once in 10 years. This would indicate that there is no trigger to consider a Plant expansion in the immediate term.

(vi) Average Daily Demand/Plant Maximum Capacity

The Plant's average daily demand is less than 45% of the Plant's maximum capacity. This illustrates that the current Plant meets the needs of the Cities.

(vii) Max Daily Demand/Plant Maximum Capacity

The Plant's maximum daily demand was only 65% of the Plant's maximum capacity. The Plant is currently meeting the needs of the Cities.

(viii) O & M cost + capital reinvestment cost/ML treated

This is also related to the low level of capital reinvestment into the facility. The target is in the order of $600/ ML and currently the rate is only $310/ML. The Plant is currently not sustainable at this rate. This will change over time with the planned capital work over the next 10 years and planned capital water rate increases.

(ix) Chemical cost/ML treated

The poor quality of the raw water in the lake is clearly identified in this score as it is approximately 50% higher than the median of the industry.

This can improve if there is an improvement in the source water quality. As of 2016, there has been little improvement since 2011 when it started to degrade. Over time this may decrease but will not likely reach the industry average due to the eutrophic state of the Lake.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

(x) Unscheduled Maintenance Hours/Total Maintenance Hours

The Plant's maintenance activities are generally more reactive than planned or preventative when compared to other water treatment Plants. Approximately 10% of the Plant's maintenance is reactive when compared to an industry which is 5%. This should improve with the implementation of the Computer Maintenance Management System over the next few years.

(xi) Annual Recruitment Rate within 6 Months of a Vacancy

The Plant is able to recruit qualified candidates within 6 months of a vacancy.

KEY INFORMATION INDICATORS

IDEAL	GOOD	ACCEPTABLE	WARNING	CRITICAL	NO DATA
125% or greater	100–125%	80–100%	50–80%	< 50%	Target information not available

	Target	2013 Values		2014 Values		2015 Values		2016 Values		Plant's Ranking
PROVIDE RELIABLE SERVICE AND INFRASTRUCTURE										
5 Year Running Average Capital Reinvestment/ Replacement Value *	>0.87%	0.08%		0.09%		0.11%		0.11%		
# of Unplanned Hours that Plant could not Operate at Rated Capacity	0	262.6	Hours	0.0	Hours	476.0	Hours	35.0	Hours	
# of Hours Plant was Offline (Planned)	<120							78.5	Hours	
# of Hours Plant was Offline (Unplanned)	0							1.0	Hours	
ENSURE ADEQUATE CAPACITY										
Average Day Demand (ML/day)/Existing Water License Capacity (ML/day)	<37%	28.7%		25.4%		28.4%		26.6%		
Maximum Day Demand (ML/day)/Existing Water License Capacity (ML/day)	<100%	45.1%		43.1%		40.7%		39.9%		
# of Days the Plant Operated >90% Capacity	<0.4	0.0	Days	0.0	Days	0.0	Days	0.0	Days	
# of Days the Plant Operated > 100% Capacity	0	0.0	Days	0.0	Days	0.0	Days	0.0	Days	
Average Daily Demand/Plant Maximum Capacity	<100%	47.3%		42.0%		46.8%		43.9%		
Max Daily Demand/Plant Maximum Capacity	<100%	74.3%		71.1%		67.0%		65.9%		
Available Water Supply (years)	3+	3 +	Years	3 +	Years	3 +	Years	3 +	Years	
Water Loss	<7.3%	6.1%		6.5%		6.5%		6.8%		
MEET SERVICE REQUIREMENTS WITH ECONOMIC EFFICIENCY										
# of FTEs/1,000 ML Treated	<1.08	0.85	FTE/1000 ML	0.91	FTE/1000 ML	0.91	FTE/1000 ML	0.97	FTE/1000 ML	
Estimated % of O & M Externally Contracted	10.0%	10.0%		10.0%		10.0%		10.0%		
O & M Cost/ML Treated	<$280	$229.75	/ML	$245.95	/ML	$277.24	/ML	$283.89	/ML	
O & M Cost as % of Replacement Value *	<3.0%	2.7%		2.8%		3.1%		3.1%		
(O & M Cost + Capital Reinvestment Cost)/ ML Treated	~$600	$234.01	/ML	$260.33	/ML	$287.01	/ML	$338.42	/ML	
Power Consumed in kWh/ML Treated	<600	593.39	kWh/ML	596.11	kWh/ML	598.55	kWh/ML	585.18	kWh/ML	
Gas Consumed in GJ/ML Treated	<1.5	1.49254	GJ/ML	1.52683	GJ/ML	1.31089	GJ/ML	1.28150	GJ/ML	
Cost of Energy (Power and Gas) Purchase $/ ML Treated	<$55	$52.14	/ML	$49.88	/ML	$47.20	/ML	$52.64	/ML	
Chemical Cost/ML Treated	<$37.30	$56.57	/ML	$60.02	/ML	$78.72	/ML	$72.95	/ML	
Unscheduled Maintenance Hours/Total Maintenance Hours	<7.4%	7.08%		11.74%		10.18%		10.00%		

***Plant replacement value is not known but will be estimated.**

KEY INFORMATION INDICATORS (CONT'D)

IDEAL	GOOD	ACCEPTABLE	WARNING	CRITICAL	NO DATA
125% or greater	100–125%	80–100%	50–80%	< 50%	Target information not available

	Target	2013 Values		2014 Values		2015 Values		2016 Values		Plant's Ranking
PROTECT PUBLIC HEALTH AND SAFETY										
Drinking Water Quality Objectives Compliance Rate	100%	100%		100%		100%		100%		
Annual # of Occurrences of Total Coliforms in Treated Water	0	0	Occurrences	0	Occurrences	0	Occurrences	0	Occurrences	
Annual # of Occurrences of Background Organisms in Treated Water >200/100ml	0	0	Occurrences	0	Occurrences	0	Occurrences	0	Occurrences	
Annual # of Occurrences Turbidity Exceeded 1.0 NTU in Treated Water	0	0	Occurrences	0	Occurrences	0	Occurrences	0	Occurrences	
Annual # of Occurrences Total Chlorine Residual in treated water <0.5 mg/l	0	0	Occurrences	0	Occurrences	0	Occurrences	0	Occurrences	
PROVIDE A SAFE AND PRODUCTIVE WORKPLACE										
Annual Recruitment Rate within 6 Months of a Vacancy	>90%	100%		100%		100%		100%		
Annual Retention Rate	>90%	93.3%		93.5%		94.0%		91.0%		
Annual Number of Grievances	0	0		0		0		0		
# of Accidents with Lost Time/1,000 FTE Hours	0	0.03	/1000 FTE Hours	0.02	/1000 FTE Hours	0.00	/1000 FTE Hours	0.02	/1000 FTE Hours	
# of Lost Hours due to Accidents/1,000 FTE Hours	0	6.88	/1000 FTE Hours	5.08	/1000 FTE Hours	0.00	/1000 FTE Hours	0.89	/1000 FTE Hours	
# of Sick Days Taken per Employee	<7.5	10.1	Days	9.6	Days	7.1	Days	8.5	Days	
# of Employees Eligible to Retire for Rule of 80		7		7		7		7		
Cost of Overtime Hours	<$135,000	$103,094		$102,643		$159,612		$121,586		
BUDGET COMPLIANCE										
Year End Operating Budget - Revenue Over Expenses	>1.5%	2.6%		-4.0%		-12.9%		-0.5%		
Year End Operating Budget - Expenses Over Budget	+/- 1.5%	0.5%		-2.1%		5.8%		-6.4%		
Year End Operating Budget Reserve	>0							-$0.05	Million	
Year End Capital Budget Reserve Total	>0	$2.6		$3.1	Million	$2.4	Million	$2.72	Million	
Year End Capital Budget Unallocated Reserve	>0							$1.75	Million	

***Plant replacement value is not known but will be estimated.**

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

REGULATORY AND GOVERNMENTAL AFFAIRS

The Water Security Agency conducted two routine inspections of the Plant; the first on March 11th and the second on September 14th. No deficiencies were noted. Since these regulations have been in place, not one deficiency has been observed on any inspection.

The Corporation's Permit to Operate was renewed to January 1st, 2019.

One requirement of the regulations is that the laboratory analytical work required by a Water Treatment Plant's Permit to Operate must be done by an accredited laboratory. The Corporation's laboratory fulfilled all requirements to maintain accreditation from the Canadian Association for Laboratory Accreditation (CALA). The laboratory participates in four sets of proficiency test samples each year.

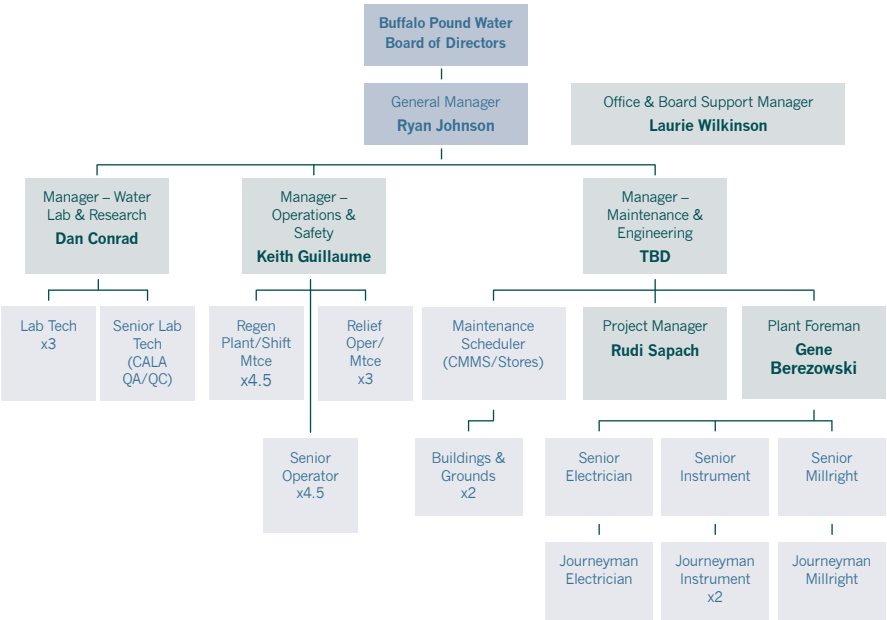
The Water Regulations require that the Corporation submit results of the weekly bacteriological, monthly trihalomethane and quarterly major ion analyses promptly to The Water Security Agency and that a Drinking Water Quality and Compliance Report be published annually.

The required Drinking Water Quality and Compliance Report is provided in the Appendix. The Plant met all sample submission requirements of the Plant's operating permit. The Plant is in full compliance with the Water Regulations.

Plant operations are subject to the Federal National Pollutant Release Inventory (NPRI) Legislation, Canadian Nuclear Safety Commission (CNSC), as well as the Environmental Emergency Regulations. The required inventory submissions were made to the NPRI program. Radioactive substances are used in the laboratory's electron capture detectors. Although the licence requirements for electron capture detectors have been terminated by the CNSC, swipe tests are still conducted as part of the general maintenance program. Swipe tests, ensuring the integrity of these detectors, were sent to Saskatchewan Labour for analysis; no leakage above the guidelines was detected.

September 2016

BUFFALO POUND WATER ORGANIZATIONAL CHART



THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

HUMAN RESOURCES

In 2016, the Plant employed a total permanent staff of 32, consisting of six (6) out-of-scope staff, nine (9) operating staff, four (4) laboratory technologists, seven (7) journeyman maintenance persons, four (4) maintenance persons, and two (2) buildings and grounds staff. The in-scope staff is represented by UNIFOR Local No. 595.

In 2016, three (3) employees terminated their employment: one (1) to an outside employment opportunity and two (2) to retirement. Two (2) employees were also on maternity leave for a portion of 2016 and were backfilled with a casual employee.

Staff at the Plant participates in the Regina Civic Employees Pension Plan. The General Manager was appointed as vice-chair of the new Sponsor Board.

The current collective agreement with UNIFOR Local No. 595 expired December 31, 2016.

In August, the staff were reorganized into three divisions based on business function. The Maintenance and Engineering Manager position remains vacant.

WATERSHED PROTECTION

The Corporation continues to be involved in consultation processes dealing with watershed protection in the Upper Qu'Appelle River and Buffalo Pound Lake. The Water Lab and Research Manager attended the Annual General Meeting on April 9th and a regular meeting on December 14th.

MISCELLANEOUS

The General Manager and the Board Chair attended the National Water and Wastewater Benchmarking Initiative (NWWBI) workshop in Montreal, QC.

The Project Manager, Operations and Safety Manager and General Manager attended the Western Canada Water and Wastewater Association conference in Calgary, AB.

The Plant Foreman and four staff members attended the Saskatchewan Water and Wastewater Association annual conference in Saskatoon, SK.

The Project Manager and General Manager attended the Asset Management (NWWBI) workshop in Edmonton, AB.

The Water Lab & Research Manager attended the National Water and Wastewater conference in Toronto, ON.

The Project Manager attended the BC Water and Waste Association conference in Whistler, BC.

RESEARCH AND ANALYTICAL PROGRAM PROCESS DEVELOPMENT

As a result of the reduced production events of 2015, laboratory staff was tasked with finding chemical solutions to the various challenges that the water source and Plant presents. Clarifier upsets seem to be best attributed to rapid changes in water temperature rather than oversaturation with dissolved gases or, within reasonable limits, changes in raw water pH as a result of biological activity in the lake. Short-circuiting within up-flow clarifiers as installed at the Plant is especially problematic even for rapid changes in temperature as minor as 0.5°C. During the spring of 2015 temperature swings as large as 8°C within one hour presented extreme tests to operations by causing floc to carry over from the clarifiers onto the filters. This greatly reduced filter run times to as short as eight hours. Thankfully the weather related conditions of extended calmed winds coupled with spring day-time temperatures exceeding 28°C and lows of zero suffered in 2015 were not encountered during 2016.

Jar tests were conducted with various polymers and doses at different application points were carried out. The eventual choice of best chemical was a cationic polymer dosed at 0.2 mg/l applied between flocculator 1 and 2. This produced a much larger floc that better survived the high shear conditions endured in the treatment train. During clarifier upsets any floc carried over seemed to be removed in the upper portions of the filters. Eventually shorter filter run times resulted in lowering polymer doses to 0.1 mg/l which seems to strike a workable balance between floc qualities and filter run times. This dose seems appropriate for both alum and polyaluminum chloride coagulants.

The above chemical treatments and modified operations in terms of maintaining higher channel levels that reduce shear represent what can be achieved with present equipment. Clarifier studies for modification or replacement and filter rehabilitation of media and underdrains have both been identified in the Capital Plan.

ALTERNATE PRE-OXIDANTS TO REPLACE PRE-CHLORINATION

Lake water quality has deteriorated over the last six years as a result of higher precipitation carrying humic materials from the local watershed into the lake and reduced diversions of better quality Lake Diefenbaker water. Higher water levels downstream of Buffalo Pound Lake has meant that releases from Buffalo Pound Lake have been greatly reduced, often no more than that required to maintain acceptable operation of the fish ladder at the Buffalo Pound Lake Dam.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

During the warmest days of summer, evaporation from Buffalo Pound Lake exceeds the sum of water released over the Buffalo Pound Lake Dam, the withdrawals of water by the Plant and the withdrawals of water by industrial users. As a consequence the levels of naturally occurring organic matter and minerals have increased to historically high levels.

One aspect of this poorer raw water quality is the increased formation of trihalomethanes at the Plant and especially so within the Owners' distributed water. During the full-scale evaluation of removing prechlorination it was noted that alum doses needed to be increased 20 mg/l to maintain the same quality of filtered water. This led to the decision to evaluate alternative pre-oxidants in terms of their potential improvement of coagulation, reduction of trihalomethane formation and control of odour.

Potassium permanganate ($KMnO_4$) and chlorine dioxide (ClO_2) followed by coagulation were chosen for evaluation as they are approved for water treatment and there is some actual experience in their use. These chemicals are not without issues as they form residuals that impact water quality and potentially human health and so might compromise their use. Laboratory staff developed analytical methods for those chemicals, determined the oxidant demands with raw water and measured their decay rate. Those experiments produced the experimental levels for ongoing evaluations with varying raw water quality over the next two years.

In addition, both conventional coagulation and enhanced coagulation (a combination of alum and acid to reduce pH) without pre-oxidants were included as possible process variations that would achieve the same hoped for benefits with fewer concerns about residuals.

The adujstment of the pH at the Plant has also been identified as part of the Capital Plan.

Conventional prechlorination and coagulation as carried out at the Plant provides a baseline to compare the above alternate treatments. Many parameters are being tested in these evaluations including settled water turbidity, pH, DOC removal, impacts on UV transmittance, pre-oxidant and coagulant residuals, odour control and most importantly the reduction of both trihalomethanes and haloacetic acid. The formation of chlorination by-products will consider reaction times and doses that might be experienced in the customers' distribution systems. It was observed that the reductions of trihalomethanes and haloacetic acids at the Plant are much more dramatic than those likely, to be achieved within the Cities distributed water. Therefore, the kinetics of formation and speciation of the various trihalomethanes and haloacetic acids must be considered as well.

ADDITIONAL MONITORING OF TREATED AND RAW WATER

The analyses required in the Corporation's Permit to Operate on the treated water represent only a portion of those carried out at the Plant. The Corporation will also carry out regular monitoring of raw water quality as this would provide early warning of chemicals that could impact treated water quality. This work was contracted out to a laboratory capable of providing analyses as low as parts per trillion. Seventy pesticide compounds were tested for and most of those are without Health Canada Guidelines. Various anthropogenic compounds (in total 53) associated with human use such as pharmaceuticals personal care products were also tested for.

The laboratory also conducts regular analyses throughout the year for benzene, toluene, xylenes and ethylbenzene that would indicate spilled gasoline or diesel fuels.Thus far, the lake does not seem impacted to any level of concern for the above suites of chemical pollutants.

In anticipation of additional monitoring of raw water quality being required, microcystin analyses were carried out in July and September. At the peak of cyanobacterial blooms microcystin concentrations reached 7 ug/l in the raw water but were reduced to 0.1 ug/l or less by conventional treatment and to non-detectable levels after GAC treatment. Microcystin is oxidized by the chlorine used as a pre-oxidant and any remaining is adsorbed by granular activated carbon.

WATERSHED MONITORING

Monitoring of the Upper Qu'Appelle River watershed, including Buffalo Pound Lake, is typically carried out on an annual basis. This year sampling was curtailed by road construction and available resources. The Marquis bridge crossing (the last sampling point on the Upper Qu'Appelle River), the west arm of Buffalo Pound Lake and the raw water intake located near the east end of Buffalo Pound Lake were sampled May 30th and September 27th. Analyses of samples from Marquis and the west arm of Buffalo Pound Lake are indicative of better water quality than where the raw water intakes are located. Those sampling points are more likely impacted by diversions of better quality water from Lake Diefenbaker than the main portion of Buffalo Pound Lake which is much larger in volume.

Sampling for various pharmaceuticals and anthropogenic compounds was also carried out in June. In the west arm of Buffalo Pound Lake N,N-diethyl-meta-toluamide, better known as DEET was detected at very low level 19 parts per trillion (0.000019 mg/l). The pesticide 2,4-D was also detected at 30 parts per trillion (0.000030 mg/l) which is 3000 times lower than the Health Canada Guideline.

For a third summer, a buoy with various water quality sensors, was deployed near the raw water intakes by the University of Saskatchewan team lead by Dr. Helen Baulch. The sensors again proved their worth by providing early warning of changing weather and water quality conditions that could impact treatment and production rates.

The laboratory at the Plant has been analyzing many components of raw and treated water over the years. The database of Buffalo Pound Lake water quality extends from 1969 to the present. The database of the Upper Qu'Appelle River Watershed which includes Lake Diefenbaker now covers over thirty-five years from 1979 to the present. These long-term databases prove useful to the various government agencies and researchers that regularly request them.

THE YEAR IN REVIEW CONTINUED

PLANT OPERATIONS AND MAINTENANCE (CONTINUED)

OPERATIONS BUDGET

The 2016 water rate for the Cities of Regina and Moose Jaw increased by 15.4% from the 2015 rate to $272.00 per megalitre. The electrical rate was set at $0.09066 per KWH for 2016; an increase of 4.0% from 2015.

The Cities of Regina and Moose Jaw forecasted water sales of 29,335 ML and 5,950 ML respectively; an increase of 4.7% from 2015 actual sales or a decrease of 3.9% from 2015 forecasted sales. However, actual water sales were down 8.0% from Regina's and 9.3% from Moose Jaw's water sales forecast.

Total water sales to the Cities in 2016 were 27,149 ML to Regina and 5,398 ML to Moose Jaw. Sales to Regina decreased 3.2% (from 2015) and sales to Moose Jaw decreased 4.4%.

Operations at the Plant resulted in a deficit of $48,874.43 in 2016.

The largest contribution to the deficit was the water sales being significantly lower than forecasted by $686,132.51 due to the Cities overestimating their water use. The actual expenses were under budget by $637,258.08. The amount of chemical remained historically high but was impacted by weather and consumer consumption practices.

The bulk of the cost savings were due to lower chemical usage as there was some improvement in the raw water quality during the year. The Maintenance and Engineering Manager position was not filled and utility costs were down with the warm winter. In addition, some minor maintenance was deferred minimizing the deficit.

Audited financial statements are contained in Appendix 2. Graph 4 on the following page summarizes expenses for 2016 as a percent of the total budget.

CAPITAL BUDGET

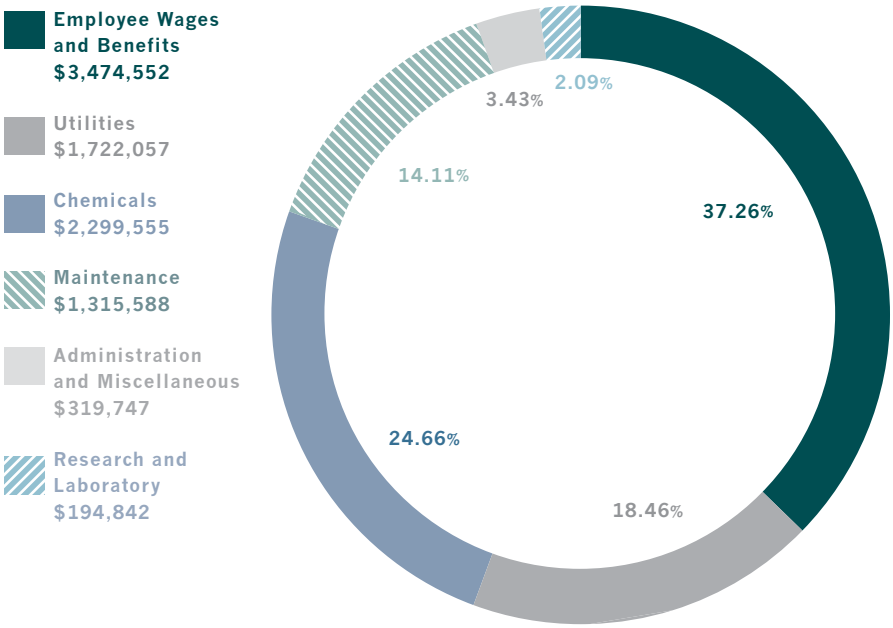
2016 introduced the first Capital Water Rate of $73.00 per megalitre. This rate will provide funding for capital works for the Corporation. This is anticipated to increase significantly to approximately $300.00 per megalitre by 2022 to fund the Corporation at sustainable levels.

The Capital Budget started the year with $2,056,416.00 in reserves. The Capital Water Rate generated $2,479,086.61 during the course of 2016 and $1,817,829.74 was spent on capital projects.

At year end, $969,219.63 was carried forward into 2017 to complete 2016 projects and the Unallocated Capital Reserve contains $1,748,453.24.

GRAPH 4

EXPENSE SUMMARY



APPENDICES

2016

APPENDIX 1
WATER QUALITY ANALYTICAL DATA – 2016

- Drinking Water Quality and Compliance Report for 2016
- Raw and Treated Water Analysis

APPENDIX 2
AUDITED FINANCIAL STATEMENTS – 2016

APPENDIX 1

DRINKING WATER QUALITY AND COMPLIANCE REPORT FOR 2016

INTRODUCTION

The Water Security Agency requires each Permittee to monitor water quality as stipulated under its Permit to Operate a Waterworks. Permittees are also required to prepare an annual report to their customers and the Saskatchewan Water Security Agency summarizing the analytical results of the monitoring in a report entitled "Drinking Water Quality and Compliance Report."

For more information about the meaning and type of sample refer to the Water Security Agency's "Municipal Drinking Water Quality Monitoring Guidelines, or the associated website http://www.saskh2o.ca/DWBinder/epb205.pdf.

The guidelines for Canadian Drinking Water Quality are developed by the Federal-Provincial-Territorial Committee on Drinking Water and are published by Health Canada. The province of Saskatchewan utilizes the guidelines in issuing Permits to Operate for regulated water works. Guidelines for chemical and physical parameters are either:

1. Health based and listed as a Maximum Acceptable Concentration (MAC);
2. Based on aesthetic considerations and listed as an Aesthetic Objective (AO);

   or

3. Established based on operational considerations and listed as an Operational Guidance value (OG).

Throughout this document the analytical values are reported as well as the units of measure. Many parameters are not detectable in the treated water. Wherever the "less than sign" (<) is used it is followed by the method detection limit. This means that the parameter was not detected at or above the level indicated.

APPENDIX 1 (CONTINUED)

DRINKING WATER QUALITY AND COMPLIANCE REPORT FOR 2016 (CONTINUED)

WATER QUALITY STANDARDS – BACTERIOLOGICAL QUALITY

According to its Permit to Operate a Waterworks the Corporation is required to analyze one sample every week from the treated water for Bacteriological Quality. Coliforms were never detected in the treated water.

Parameter	Limit	Number of Samples Submitted	Number of Samples Exceeding Limit
Total Coliforms	0 per 100 ml	52	0
Background Organisms	<200 per 100 ml	52	0

WATER QUALITY STANDARDS – FILTER TURBIDITY

The Corporation is required to monitor the effluent turbidity from all twelve filters on a Continuous Basis. The turbidity from each individual filter shall be less than 0.3 NTU, 95% of the time. The turbidity shall not exceed 0.3 NTU for more than 12 consecutive hours and shall never exceed 1.0 NTU. If, on those occasions when the monthly average of the source water turbidity is less than 1.5 NTU, the water turbidity levels from each filter must be less than 0.2 NTU, 95% of the time, the turbidity shall not exceed 0.2 NTU for more than 12 consecutive hours and shall never exceed 1.0 NTU.

This Plant's SCADA Control System automatically generates an alarm if a filter effluent turbidity exceeds 0.3 NTU. If the turbidity exceeds 0.4 NTU at any time, the Plant's SCADA Control System automatically closes the filter effluent valve, turning off the filter. The Corporations' operating permit requires on-line turbidity monitoring on the effluent of each of its twelve filters. A problem with the turbidity monitor or data transfer system to the Plant's SCADA requires a shutdown of the affected filter. To address this possibility the Plant has a second independent turbidimeter on each filter so that continuous monitoring can be maintained even if the first turbidimeter fails. A fault condition on any one turbidimeter will also generate an alarm.

WATER QUALITY STANDARDS – FLUORIDE

The Plant adds fluoride to the water pumped to the City of Moose Jaw and is required to monitor the fluoride level in that water on a continuous basis. The Maximum Acceptable Concentration (MAC) is 1.5 mg/l. Alarms signal a high residual dose at 1.4 mg/l. Fluoride addition was restarted March 10th upon the completion of construction intended to strengthen the 1955 pump well floor. Operation of the fluoride feeder was continuous except for periods when feeder maintenance was being carried out.

The maximum recorded level of fluoride via a laboratory analysis for water pumped to Moose Jaw was 0.69 mg/l. Fluoride in the water destined for Moose Jaw averaged 0.58 mg/l during the period when fluoride addition was carried out.

WATER QUALITY STANDARDS – CHLORINE RESIDUAL

To ensure adequate disinfection the Corporation must monitor the chlorine residual of the treated water on a continuous basis and the free chlorine residual shall not be less than 0.1 milligrams per litre. The normal operating range for the free chlorine residual in the treated water is 0.9 to 1.1 mg/l.

The SCADA control system will automatically shut off pumping to the Owners if the chlorine level is less than 0.5 mg/l. A high level chlorine alarm will alert the operator if chlorine levels in the clearwell exceed 1.3 mg/l.

WATER QUALITY STANDARDS – CHEMICAL – GENERAL

As part of the Corporation's "Permit to Operate" a general chemical analysis is required once in every three month period from the treated water. Only two of these parameters have an established Maximum Acceptable Concentration (MAC). Eight others have an Aesthetic Objective (AO) which is desirable but has no impact on human health.

Parameter (mg/l) unless stated	Feb. 12	May 9	Aug. 8	Nov. 14	MAC	No. of Samples Exceeding MAC or AO
Nitrate	0.19	<0.04	0.53	0.18	45	0
Fluoride	0.11	0.11	0.10	0.10	1.5	0
					AO	
Alkalinity	194	155	102	124	500	0
Chloride	64.94	28.72	32.16	28.42	250	0
Hardness	324	274	221	255	800	0
Magnesium	39.5	32.2	31.0	31.1	200	0
pH (pH units)	7.39	7.15	6.97	6.88	6.5 – 9.0	0
Sodium	118.7	96.0	82.1	90.0	300	0
Sulphate	316.3	274.2	261.2	286.6	500	0
Total Dissolved Solids	738	600	560	598	1500	0
Carbonate	ND	ND	ND	ND	N/A	
Calcium	64.0	56.0	38.0	48.6	N/A	
Conductivity (uS/cm)	1117	904	812	881	N/A	
Bicarbonate	236	189	124	151	N/A	

(ND) Not Detected

WATER QUALITY STANDARDS – CHEMICAL – HEALTH

The Corporation is required to sample the treated water for the following parameters once in every six month period. Eight of these parameters have an established MAC. Five parameters have guideline values which establish a target that could be expected from well-functioning water treatment plants or are aesthetic objectives for the taste or appearance of treated water.

APPENDIX 1 (CONTINUED)

DRINKING WATER QUALITY AND COMPLIANCE REPORT FOR 2016 (CONTINUED)

Parameter (mg/l)	May 16	Nov 28	MAC	Number of Samples Exceeding MAC
Arsenic	0.0004	0.0005	0.010	0
Barium	0.065	0.073	1.0	0
Boron	0.08	0.10	5.0	0
Cadmium	<0.00001	0.00002	0.005	0
Chromium	<0.0005	<0.0005	0.05	0
Lead	<0.0001	<0.0001	0.01	0
Selenium	0.0005	0.0004	0.01	0
Uranium	0.0008	0.0004	0.02	0
			Guideline	# of Samples Exceeding Guideline
Aluminum	0.026	0.14	0.1 (annual average)	0
Copper	0.0005	0.0007	1.0	0
Iron	0.0021	0.0012	0.3	0
Manganese	<0.0005	0.0006	0.05	0
Zinc	<0.0005	<0.0005	5.0	0

WATER QUALITY STANDARDS – PESTICIDES

Once per year the Corporation is required to have the treated water analyzed for the following pesticides. Fourteen of the parameters listed below have an established MAC. Three parameters have no MAC but are required by the corporation's regulatory permit to be monitored.

Parameter (mg/l)	Feb. 22	MAC	Number of Samples Exceeding Limit
Atrazine	<0.001	0.005	0
Bromoxynil	<0.0005	0.005	0
Carbofuran	<0.0002	0.09	0
Chlorpyrifos	<0.002	0.09	0
Dicamba	<0.0005	0.12	0
Dichlorprop 2-4DP	<0.0005	N/A	0
Diclofop-methyl	<0.003	0.009	0
Dimethoate	<0.002	0.02	0
Ethalfluralin	<0.001	N/A	0
Glyphosate	<0.00004	0.28	0
Malathion	<0.002	0.19	0
MCPA	<0.001	0.10	0
Pentachlorophenol	<0.002	0.06	0
Picloram	<0.001	0.19	0
Triallate	<0.001	N/A	0
Dichlorophenoxyacetic Acid 2,4 (2,4-D)	<0.0005	0.1	0
Trifluralin	<0.001	0.045	0

WATER QUALITY STANDARDS – DISINFECTION BY-PRODUCT – TOTAL TRIHALOMETHANES

As part of the Corporation's "Permit to Operate" an analysis for total trihalomethanes is required once per month from the treated water. The MAC is 0.1 milligrams per litre, or, 100 micrograms per litre (parts per billion) for the sum of four trihalomethanes on an annual average. The annual average of total trihalomethanes was 57 micrograms per litre which is below the MAC.

Parameter (ug/l)	Jan 4	Feb 1	Mar 30	Apr 4	May 9	Jun 22
Chloroform	34	40	33	32	36	2
Bromodichloromethane	23	28	23	25	26	<1
Dibromochloromethane	13	15	14	15	13	<1
Bromoform	2	2	2	2	2	<1
Total Trihalomethanes	72	85	72	74	77	2
	Jul. 4	Aug 2	Sep 6	Oct 3	Nov 21	Dec 7
Chloroform	4	35	54	46	26	22
Bromodichloromethane	<1	13	19	22	15	14
Dibromochloromethane	1	3	4	7	7	7
Bromoform	1	<1	1	2	<1	<1
Total Trihalomethanes	6	51	78	77	49	42

WATER QUALITY STANDARDS – DISINFECTION BY-PRODUCT – HALOACETIC ACIDS (HAA5S)

The Corporation is obligated to sample for Haloacetic Acids every three months. The annual average of quarterly samples (25 ug/l) was well below the MAC which is based on an average of four samples. The results are as follows:

Parameter (ug/l)	Feb. 2	May 16	Jul. 18	Oct. 3	Annual Average	MAC (Average)
HAA5	55.6	45.5	<5	<5	20	80

WATER QUALITY STANDARDS – CYANIDE AND MERCURY

The Corporation is required to submit two (2) samples per year for analysis for Cyanide and Mercury.

Parameter (mg/l)	May 16	Nov. 28 CN Dec. 5 Hg	MAC	Number of Samples Exceeding Limit
Cyanide	<0.001	<0.001	0.2	0
Mercury	<0.00001	<0.000005	0.001	0

APPENDIX 1 (CONTINUED)

DRINKING WATER QUALITY AND COMPLIANCE REPORT FOR 2016 (CONTINUED)

WATER QUALITY STANDARDS – ORGANICS PLUS MICROCYSTIN

The Corporation is required to submit one (1) sample per year for analysis for various organics including Microcystin LR. Organics and pesticides are sampled during summer or winter in alternate years. Microcystin LR is always sampled during July or August. In anticipation of an increased reporting frequency in the future and concerns with raw water quality, microcystin was sampled several times throughout the summer.

Parameter (mg/l)	Feb. 23	MAC	Number of Samples Exceeding Limit
Benzene	<0.0002	0.005	0
Benzo(a)pyrene	<0.00001	0.00001	0
Carbon Tetrachloride	<0.002	0.005	0
Dichlorobenzene 1,2	<0.0005	0.2	0
Dichlorobenzene 1,4	<0.0005	0.005	0
Dichoroethane 1,2	<0.0005	0.005	0
Dichloroethylene 1,1	<0.0005	0.014	0
Dichloromethane	<0.0005	0.05	0
Dichlorophenol 2,4	<0.001	0.9	0
Ethylbenzene	<0.0002	0.0024	0
Monochlorobenzene	<0.0005	0.08	0
Tetrachlorophenol 2,3,4,6	<0.001	0.1	0
Toluene	<0.0002	0.024	0
Trichloroethylene	<0.0005	0.05	0
Trichlorophenol 2,4,6	<0.001	0.005	0
Vinyl Chloride	<0.0005	0.002	0
Xylenes	<0.0002	0.300	0

Parameter (mg/l)	July 18	July 26	Aug 22	MAC	Number of Samples Exceeding Limit
Microcystin	<0.0001	<0.0001	<0.0001	0.0015	0

APPENDIX 1
(CONTINUED)

BUFFALO POUND WATER TREATMENT PLANT LABORATORY ANALYTICAL DATA 2016

RAW AND TREATED WATER ANALYSIS

RAW LAKE WATER ANALYSIS

Parameters	Units	JAN Avg	FEB Avg	MAR Avg	APR Avg	MAY Avg	JUN Avg	JUL Avg	AUG Avg	SEP Avg	OCT Avg	NOV Avg	DEC Avg	YEAR AVG	YEAR MIN	YEAR MAX
PHYSICAL																
Colour (Apparent)	Pt/Co	15	25	15	30	15	13	30	48	65	38	35	62	33	10	70
Conductivity	µS/cm	1078	1115	1085	888	868	845	798	769	796	836	859	959	867	757	1115
Bench Diss. Oxygen	mg/L	11.7	11.2	12.4	11.4	8.7	8.4	8.8	7.9	8.7	9.7	10.2	12.7	9.6	6.9	13.3
Bench Diss. Oxygen	%	89.4	87.8	103.4	89.8	88.8	90.6	100.5	88.2	84.7	82.3	81.5	91.1	88.6	70.3	113.5
ON-LINE Diss. Oxygen	%	101.5	96.0	116.0									106.0	104.2	96.0	116.0
Odour	T.O.N.	71	58	81	79	57	51	72	108	78	55	35	65	67	15	166
pH	pH units	8.22	8.18	8.30	8.34	8.49	8.67	8.88	8.92	8.68	8.39	8.24	8.42	8.47	8.09	9.09
Temperature	° C	4.1	5.0	6.6	7.4	14.1	19.2	21.8	20.7	14.2	8.1	5.0	1.9	10.6	1.3	22.9
Turbidity	NTU	1.7	2.4	2.6	3.3	2.2	5.0	10.3	12.1	11.4	4.7	2.8	2.9	5.1	1.3	17.5
TDS	mg/L	728	750	740	582	570	542	532	540	549	553	594	624	588	522	750
TDS	mg/L(calc)	878	900	871	696	685	657	598	574	608	645	664	746	683	566	900
Langelier Index (RTW)	pH units (calc)	0.03	0.19	0.11	0.18	0.45	0.71	0.92	0.88	0.42	0.10	0.01	0.23	0.44	0.01	0.95
MAJOR CONSTITUENTS																
Alkalinity(p)	mg/L CaCO3	<DL	<DL	2	2	4	6	11	10	8	2	<DL	3	4	<DL	14
Alkalinity(total)	mg/L CaCO3	235	239	233	201	200	193	166	155	155	165	174	199	192	150	241
Bicarbonate	mg/L	286	291	281	240	234	221	177	164	171	197	212	236	224	153	293
Carbonate	mg/L	<DL	1	2	2	5	7	13	12	9	2	<DL	3	5	<DL	17
Calcium	mg/L	66	66	67	56	56	53	42	37	41	46	49	55	50	36	67
Magnesium	mg/L	40	41	41	33	32	32	31	30	30	32	32	37	33	30	41
Hardness (total)	mg/L CaCO3	328	337	333	277	274	265	232	217	230	243	258	290	264	212	337
Sodium	mg/L	119	120	116	93	91	85	85	80	86	86	90	99	92	79	120
Potassium	mg/L	11.8	11.7	10.8	8.3	8.5	8.5	8.4	8.1	8.4	8.0	8.2	8.7	8.8	7.9	11.8
Sulphate	mg/L	319	326	306	235	229	225	223	214	229	241	244	277	246	212	326
Chloride	mg/L	35.5	36.6	33.9	26.2	24.9	25.6	24.8	24.5	25.0	25.5	25.1	29.5	27.1	24.1	36.6
TRACE CONSTITUENTS																
Aluminum (dissolved 0.45µ)	ug/L	29	14	10	36	25	203	113	105	59	46	29	21	80	10	445
Aluminum (Total)	ug/L	53	58		390	121	440	238	180	230	136	105	74	210	53	879
Ammonia N	mg/L N	0.15	0.24	<DL	<DL	0.16	0.15	0.16	0.35	0.21	0.13	0.13	0.15	0.17	<DL	0.50
BOD (5-day)	mg/L	3.1	4.6	4.6	2.5	1.8	2.0	4.9	8.3	5.0	4.7	4.1	2.0	3.8	1.5	8.3
Bromide	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	0.06	0.08	0.09	<DL	0.06	0.06	<DL	<DL	0.12
Chlorophyll a	µg/L	16	29	11	12	7	17	42	81	75	25	25	45	39	5	106
Fluoride	mg/L	0.19	0.20	0.20	0.18	0.18	0.19	0.18	0.18	0.20	0.20	0.19	0.20	0.19	0.17	0.20
Iron (dissolved)	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Manganese (dissolved)	mg/L	0.02	<DL	0.03	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	0.03
Nitrate	mg/L	<DL	<DL	<DL	<DL	<DL	0.09	0.07	0.06	0.06	<DL	<DL	0.06	<DL	<DL	0.09
Organic N	mg/L N	<DL	0.76	0.87	0.73	0.47	0.51	0.92	1.01	0.88	0.57	0.59	0.90	0.74	0.45	1.01
Raw TOC	mg/L C (UV)	10.5	10.2	9.9	7.8	7.6	7.9	8.9	8.7	8.8	8.8	7.7	8.7	8.7	7.1	11.1
Raw DOC (GF diss)	mg/L C (UV)	9.8	10.0	9.5	7.7	7.5	7.9	8.6	8.8	8.5	8.4	7.6	7.9	8.5	7.1	10.3
UV absorbance @ 254nm	Abs 10cm	1.774	1.793	1.698	1.297	1.278	1.220	1.333	1.402	1.368	1.242	1.201	1.252	1.389	1.066	1.803
SUVA	L / mg m	1.805	1.800	1.789	1.691	1.713	1.557	1.596	1.567	1.614	1.476	1.574	1.586	1.641	1.332	1.844
PreFM UV abs @ 254nm	Abs 10cm	1.439	1.442	1.377	0.841	1.018	1.010	1.051	1.109	1.097	1.027	1.013	1.038	1.110	0.564	1.458
Phosphate(ortho)	µg/L P	11	4	6	9	14	5		5	12	22	9	9	10	3	22
Phosphate(total)	µg/L P	48	57	65	72	52	51	83	127	147	92	84	84	83	39	151
Silica (SiO3)	mg/L	6.0	6.8	5.7	4.1	2.7	0.4	2.5	5.0	5.0	6.0	5.6	6.2	4.3	0.2	6.8

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RAW LAKE WATER ANALYSIS (CONT'D)

Parameters	Units	JAN Avg	FEB Avg	MAR Avg	APR Avg	MAY Avg	JUN Avg	JUL Avg	AUG Avg	SEP Avg	OCT Avg	NOV Avg	DEC Avg	YEAR AVG	YEAR MIN	YEAR MAX
TRACE CONSTITUENTS																
PreFM																
TTHM's (total)	µg/L(calc)	60	70	75	63	66	78	87	101	81	55	57	42	70	38	113
Chloroform	µg/L	29	34	35	30	34	41	48	59	47	28	28	22	36	20	67
Bromodichloromethane	µg/L	19	22	24	20	20	25	26	29	23	16	19	13	21	12	32
Chlorodibromomethane	µg/L	11	12	14	12	10	12	12	12	10	9	9	7	11	6	16
Bromoform	µg/L	2	2	2	2	2	1	2	1	1	3	1	<DL	1	<DL	3
BIOLOGICAL																
Blue Green Algae (x10^-3)	per litre	<DL	<DL	<DL	<DL	49	522	2783	3809	1711	2167	18	<DL	945	<DL	5933
Green Algae (x10^-3)	per litre	<DL	1911	705	725	382	1064	3167	4191	4628	2394	2951	11059	2563	104	14333
Diatoms (x10^-3)	per litre	<DL	126	222	142	124	192	156	373	361	161	120	378	212	<DL	689
Flagellates (x10^-3)	per litre	<DL	1548	1044	992	596	703	844	1209	556	500	1218	370	835	22	2733
Crustaceans	per litre	<DL	64	91	86	91	78	106	53	31	20	25	9	60	3	203
Nematodes (x10^-3)	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Rotifers (x10^-3)	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	22
Other (x10^-3)	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Total Green & B-G	per litre	<DL	1911	705	728	431	1586	5950	8000	6339	4561	2969	11067	510	400	867
BACTERIOLOGICAL																
Total Coliforms	per 100 ml	<DL	2	1	8	4	80	925	500	100	<DL	33	<DL	132	<DL	2000
Total Coliforms (background)	per 100 ml	39	67	105	406	1040	3113	30075	66000	5100	1475	613	468	7528	<DL	70000
Faecal Coliforms	per 100 ml	<DL	<DL	<DL	13	1	3	4	8	3	2	<DL	<DL	3	<DL	35
Standard Plate Count	per 1 ml	28	24	44	52	94	477	718	4206	298	125	40	19	555	2	9660
CHEMICAL DOSES																
Alum	mg/L			90	96	73	73	108	106	105	104	101	104	96	55	113
Alum\Raw DOC	ratio			9.84	12.55	9.77	9.20	12.87	11.86	12.35	12.32	13.22	13.37	11.78	7.43	15.63
Alum-DOC Stoich	ratio			0.80	1.02	0.79	0.75	1.04	0.96	1.00	1.00	1.07	1.08	0.96	0.60	1.27
Chlorine-pre	mg/L	3.9	4.4	4.5	3.8	3.4	3.9	6.3	8.2	6.3	3.7	3.0	3.4	4.6	2.7	9.5
Chlorine-intermed	mg/L															
Chlorine-post	mg/L	0.7	0.8	0.7	0.7	0.6	1.2	1.5	1.5	1.5	1.4	1.1	0.7	1.0	0.6	1.7
Plant Flow	MLD	89.8	83.5	96.0	85.8	114.0	106.8	111.5	112.2	98.8	96.3	100.8	100.5	99.9	54.0	130.0
Qu'Appelle Dam Flow	cu m/s	1.70	2.00	2.00	5.70	5.18	3.75	1.33	2.70	2.90	0.35	0.68	1.75	2.51	0.0	8.0
Fluoride (Set Point for MJ)	mg/L			0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.67	0.75	0.66	0.65	0.75
Powdered Carbon	mg/L															
CPAC Train A	mg//L	55.0	55.0	46.3									63.3	54.7	45.0	65.0
CPAC Train B	mg//L	55.0	55.0	46.7									60.0	53.8	45.0	60.0
Total Chlorine dose	mg/L (Calc)	4.6	5.2	5.2	4.1	4.0	5.1	7.9	9.7	7.8	5.1	4.0	4.1	5.6	3.5	11.1
Date GAC`s ON														31-May		
Date GAC`s OFF														15-Nov		
Date Ice ON Lake														01-Dec		
Date Ice OFF Lake														05-Apr		
Date PAC ON																
Date PAC OFF																
Chlorine Residuals Exit Plant (week avg.)																
Free Chlorine	mg/L	1.10	1.12	1.16	1.46	1.07	1.10	1.11	1.13	1.13	1.08	1.12	1.14	1.14	1.05	1.77
Combined Chlorine	mg/L	0.48	0.51	0.57	0.44	0.42	0.12	0.18	0.22	0.26	0.22	0.36	0.44	0.35	0.08	0.61

TREATED WATER ANALYSIS

Parameters	Units	JAN Avg	FEB Avg	MAR Avg	APR Avg	MAY Avg	JUN Avg	JUL Avg	AUG Avg	SEP Avg	OCT Avg	NOV Avg	DEC Avg	YEAR AVG	YEAR MIN	YEAR MAX
PHYSICAL																
Colour (Apparent)	Pt/Co	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Conductivity	µS/cm	1117	1149	1112	913	904	865	837	803	822	856	881	987	900	792	1149
Diss. Oxygen	mg/L	12.8	10.9	12.5	12.4	10.0	7.0	6.9	7.1	9.6	14.1	10.1	13.0	10.5	6.9	14.1
% Sat. Diss. Oxygen	%	104.1	87.3	103.5	100.0	100.7	77.5	79.7	81.2	97.3	114.2	82.9	93.2	93.5	77.5	114.2
Odour(Dechlorinated)	T.O.N.	7	5	4	5	5	<1	1	2	2	4	4	7	4	<1	8
PreGAC Odour	T.O.N.						13	34	47	29	12	7		25	5	60
Odour Removal by Coagulation and Filtration	%	89.8%	90.9%	94.4%	93.6%	89.9%	73.9%	52.8%	54.3%	62.9%	78.4%	76.7%	89.2%	78.6%	40.0%	97.3%
Odour Removal Overall	%	89.8%	90.9%	94.4%	93.6%	89.9%	99.6%	99.0%	98.4%	97.3%	93.6%	86.7%	89.2%	93.4%	77.3%	100.0%
PreFM pH	pH units	7.88	7.90	8.03	8.18	8.20	8.39	8.41	8.21	8.06	8.02	7.96	8.08	8.10	7.77	8.56
Coagulation pH - Channel 1	pH units	7.30	7.23	7.28	6.96	7.20	7.24	6.90	6.83	6.78	6.81	6.82	6.99	7.03	6.68	7.39
Coagulation pH - Channel 2	pH units	7.25	7.29	7.29	6.97	7.22	7.24	6.93	6.85	6.80	6.84	6.87	6.96	7.04	6.74	7.43
Clearwell pH	pH units	7.40	7.40	7.36	7.19	7.22	7.35	7.01	7.01	7.00	6.91	6.88	7.01	7.14	6.79	7.55
Temperature	° C	4.1	4.7	6.3	8.0	15.1	19.5	22.2	21.0	15.2	9.7	5.6	1.9	10.9	1.3	23.0
Turbidity	NTU	0.07	0.07	0.09	0.13	0.08	0.10	0.11	0.10	0.11	0.10	0.11	0.13	0.10	0.06	0.19
Total Dissolved Solids	mg/L		756	730	616	600	544	542	560	552	568	598	644	610	542	756
Total Dissolved Solids	mg/L(calc)	857	875	874	692	689	659	612	581	590	626	649	730	703	581	875
Turbidity Log Removal	(calc)	1.39	1.50	1.48	1.39	1.46	1.64	1.95	2.06	2.02	1.65	1.40	1.35	1.61	1.21	2.23
Langelier Index (RTW)	pH units (calc)	-0.80	-0.78	-0.62	-1.14	-0.76	-0.62	-1.10	-1.10	-1.23	-1.31	-1.47	-1.31	-1.00	-1.47	-0.54
MAJOR CONSTITUENTS																
Alkalinity(p)	mg/L CaCO3	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Alkalinity(total)	mg/L CaCO3	194	200	205	150	159	152	104	95	97	112	123	153	140	88	205
Bicarbonate	mg/L	236	244	250	183	194	186	127	116	118	137	150	186	170	107	250
Carbonate	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Calcium	mg/L	64	65	66	56	56	54	42	38	39	45	49	54	52	38	66
Magnesium	mg/L	40	41	41	33	33	31	31	31	30	31	31	36	34	30	41
Hardness (total)	mg/L CaCO3	324	335	332	276	274	263	236	221	222	243	255	288	272	221	335
Sodium	mg/L	119	118	116	92	96	85	86	82	88	86	90	98	96	82	119
Potassium	mg/L	11.8	11.7	10.8	8.2	8.9	8.6	8.4	8.3	8.4	8.2	8.2	8.7	9.2	8.2	11.8
Sulphate	mg/L	316	324	322	286	274	254	277	261	271	287	287	300	288	254	324
Chloride	mg/L	64.9	67.2	61.9	29.6	28.7	28.9	31.3	32.2	31.8	29.0	28.4	47.6	40.1	28.4	67.2
TRACE CONSTITUENTS																
CLEAR WELL																
Aluminum (dissolved 0.45µ)	µg/L Chart	49	50	34	30	26	43	24	11	11	23	22	44	29	<DL	56
Aluminum (total)	µg/L Chart	57	50	33	38	35	50	40	12	28	31	31	86	41	10	95
Aluminum (total 12 mo avg)	µg/L	56	47	42	43	43	46	47	47	49	49	41	41			
Aluminum (particulate)	µg/L (Calc)	8	<DL	<DL	8	9	7	16	<DL	17	8	9	51	10	<DL	51
Mixed Media Filter A																
Aluminum (total)	µg/L	63	53	39	34	33	100	119	68	67	82	80	65	72	33	121
Mixed Media Filter L																
Aluminum (total)	µg/L	62	50	48	62	31	107	117	49	73	82	98	153	79	31	153
PREGAC																
Aluminum (dissolved)	µg/L						69	37	18	19	37	47		40	<DL	75
Aluminum (total)	µg/L Chart						101	124	42	74	94	89		85	29	124
Ammonia N	mg/L N	0.04	0.12	0.10	0.08	0.06	<DL	<DL	0.06	0.08	0.07	<DL	0.07	0.06	<DL	0.12
Bromide	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Fluoride	mg/L	0.11	0.11	0.13	0.09	0.11	0.14	0.09	0.10	0.10	0.09	0.10	0.10	0.11	0.09	0.14
Fluoride (MJ dose by ISE)	mg/L (wk avg)			0.67	0.67	0.65	0.62	0.51	0.56	0.51	0.52	0.47	0.60	0.58	0.37	0.69

CONTINUED >

TREATED WATER ANALYSIS (CONT'D)

Parameters	Units	JAN Avg	FEB Avg	MAR Avg	APR Avg	MAY Avg	JUN Avg	JUL Avg	AUG Avg	SEP Avg	OCT Avg	NOV Avg	DEC Avg	YEAR AVG	YEAR MIN	YEAR MAX
Iron (dissolved)	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Iron (total)	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Manganese (dissolved)	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Manganese (total)	mg/L	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Nitrate	mg/L N	<DL	<DL	<DL	<DL	<DL	0.08	<DL	0.12	<DL	<DL	<DL	<DL	<DL	<DL	0.12
Organic N	mg/L N	0.48	0.50	0.40	0.26	0.25	<DL	0.17	0.38	0.24	0.20	0.21	0.34	0.29	<DL	0.50
CW TOC	mg/L C	6.5	6.6	6.5	4.6	5.0	1.3	2.2	2.8	3.3	3.4	3.7	4.7	4.2	0.7	6.9
CW DOC (GF diss)	mg/L C	6.6	6.6	6.5	4.7	5.0	1.3	2.1	2.8	3.3	3.4	3.8	4.7	4.2	0.7	6.9
PreGAC DOC (GF diss)	mg/L C						5.4	5.2	5.2	4.9	4.6	4.5		5.0	4.5	5.7
DOC Removal by Coagulation & Filtration	% Removal	33.3%	33.4%	31.5%	38.7%	32.7%	30.8%	39.8%	39.9%	41.9%	45.0%	42.4%	40.6%	37.6%	27.0%	48.9%
DOC Removal by GAC Filtration	% Removal						75.9%	58.7%	46.5%	33.5%	25.9%	22.8%		44.4%	17.4%	87.0%
Total DOC (% Removal)	% Removal	33.3%	33.4%	31.5%	38.7%	32.7%	83.6%	75.2%	68.0%	61.4%	59.3%	50.4%	40.6%	50.3%	28.4%	90.5%
CW Organic Carbon (diss @ 254nm)	Abs 10cm	0.882	0.869	0.849	0.598	0.633	0.065	0.144	0.217	0.273	0.313	0.435	0.583	0.481	0.027	0.916
PreGAC Organic Carbon (diss @ 254nm)	Abs 10cm						0.654	0.576	0.594	0.590	0.556	0.569		0.591	0.540	0.693
Conventional SUVA	L / mg m	1.347	1.311	1.306	1.271	1.261	1.205	1.118	1.129	1.197	1.203	1.272	1.243	1.238	1.018	1.361
CW SUVA	L / mg m	1.347	1.311	1.306	1.271	1.261	0.478	0.655	0.752	0.835	0.914	1.141	1.243	1.043	0.380	1.361
Phosphate(ortho)	µg/L P	<DL	<DL	<DL	<DL	<DL	14	5	5	<DL	<DL	<DL	<DL	2	<DL	14
Phosphate(total)	µg/L P	8	7	8	10	5	19	10	9	<DL	6	6	7	8	<DL	19
Silica (SiO3)	mg/L	5.6	6.3	5.6	4.0	3.2	0.3	2.0	4.5	4.4	5.7	5.1	5.8	4.4	0.3	6.3
CLEARWELL																
TTHM's (total)	µg/L(calc)	74	85	91	52	79	2	25	67	75	65	57	49	61	1	101
Chloroform	µg/L	36	41	42	23	39	2	18	47	49	39	28	25	33	1	55
Bromodichloromethane	µg/L	24	27	30	17	25	<DL	4	16	20	18	20	16	18	<DL	34
Chlorodibromomethane	µg/L	13	15	17	11	12	<DL	2	4	6	5	8	9	9	<DL	19
Bromoform	µg/L	2	2	2	1	2	<DL	1	1	1	2	1	<DL	1	<DL	3
CHANNEL																
TTHM's (total)	µg/L(calc)	68	77	95		69	87	87	96	87	53	46	44	74	44	96
Chloroform	µg/L	31	36	44		30	43	44	49	51	27	24	22	36	22	51
Bromodichloromethane	µg/L	22	25	32		24	27	28	32	25	15	15	14	24	14	32
Chlorodibromomethane	µg/L	13	14	17		13	15	13	15	10	8	7	8	12	7	17
Bromoform	µg/L	2	2	2		2	2	2	<DL	1	3	<DL	<DL	1	<DL	3
PreGAC																
TTHM's (total)	µg/L(calc)						79	81	93	80	58	57		76	47	100
Chloroform	µg/L						40	42	51	44	28	25		40	24	57
Bromodichloromethane	µg/L						25	25	29	24	18	20		24	15	32
Chlorodibromomethane	µg/L						13	12	12	10	10	10		11	7	15
Bromoform	µg/L						1	2	1	2	3	2		2	<DL	3
BIOLOGICAL																
Blue Green Algae	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Green Algae	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Diatoms	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Flagellates	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Crustaceans	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Nematodes	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Rotifers	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Other	per litre	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
BACTERIOLOGICAL																
Total Coliforms	per 100 ml	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Total Coliforms (background)	per 100 ml	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL	<DL
Standard Plate Count	per 1 mL	<DL	0.3	<DL	<DL	<DL	0.3	8.5	3.6	2.0	0.5	0.2	<DL	1.2	<DL	27.0

APPENDIX 2

FINANCIAL STATEMENTS 2016

Deloitte LLP
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Independent Auditor's Report

To the Chairman and Members of the Board of Directors of the Buffalo Pound Water Treatment Corporation

We have audited the accompanying financial statements of the Buffalo Pound Water Treatment Corporation, which comprise the statement of financial position at December 31, 2016, and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion
In our opinion, the financial statements present fairly, in all material respects, the financial position of the Buffalo Pound Water Treatment Corporation as at December 31, 2016, and the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Deloitte LLP

Chartered Professional Accountants
Licensed Professional Accountants

March 29, 2017
Regina, Saskatchewan

Buffalo Pound Water Treatment Corporation

STATEMENT OF FINANCIAL POSITION

[in dollars]

As at December 31

	2016
FINANCIAL ASSETS	
Cash	2,403,467
Accounts receivable	
City of Regina	603,122
City of Moose Jaw	288,050
Other	385,088
Total financial assets	3,679,727
FINANCIAL LIABILITIES	
Accounts payable and accrued liabilities	573,109
Employee benefit obligations (Note 3)	754,156
Total financial liabilities	1,327,265
Net financial assets	2,352,462
NON-FINANCIAL ASSETS	
Inventory of chemicals	113,260
Accumulated surplus (Note 5)	2,465,722

See accompanying notes.

SIGNED ON BEHALF OF THE CORPORATION

D Bellows

Board of Directors Chair

Chair of Finance and Audit Committee

Buffalo Pound Water Treatment Corporation

STATEMENT OF OPERATIONS

[in dollars]

For the year ended December 31

	Budget	2016
REVENUES		
General water rate charges		
City of Regina	10,120,555	9,366,349
City of Moose Jaw	2,052,800	1,862,434
SaskWater	52,900	72,054
	12,226,255	11,300,837
Power charges	298,500	312,675
Miscellaneous water sales	69,600	88,132
Interest	10,000	31,087
Other	5,000	23,821
	12,609,355	11,756,552
EXPENSES		
Employee wages and benefits (Schedule 2)	3,548,800	3,620,890
Capital contributions to Buffalo Pound Water Treatment Plant (Schedule 2)	1,636,295	1,910,521
Utilities (Schedule 2)	1,860,400	1,722,057
Chemicals (Schedule 2)	2,561,000	2,299,556
Equipment maintenance (Schedule 2)	1,220,300	1,008,281
Miscellaneous (Schedule 2)	268,900	227,531
Laboratory supplies and maintenance (Schedule 2)	208,700	181,653
Building and ground maintenance (Schedule 2)	121,500	176,269
Administration (Schedule 2)	170,600	200,488
	11,596,495	11,347,246
Contribution from the Buffalo Pound Water Administration Board (Note 4)	-	2,056,416
Excess of revenues over expenses	1,012,860	2,465,722
Accumulated surplus, beginning of year		-
Accumulated surplus, end of year (Note 5)		2,465,722

See accompanying notes.

Buffalo Pound Water Treatment Corporation

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
[in dollars]

For the year ended December 31

	2016
Excess of revenues over expenses	2,465,722
Consumption of inventory of chemicals	2,299,556
Acquisition of inventory of chemicals	(2,412,816)
Deficit of expenses of other non-financial assets over expenditures	(113,260)
Increase in net financial assets	2,352,462
Net financial assets, beginning of year	-
Net financial assets, end of year	2,352,462

See accompanying notes.

Buffalo Pound Water Treatment Corporation

STATEMENT OF CASH FLOWS
[in dollars]

For the year ended December 31

	2016
OPERATING ACTIVITIES	
Excess of revenues over expenses	2,465,722
Net change in non-cash working capital balances	
in accounts receivable	(1,276,260)
in accounts payable and accrued liabilities	573,109
in employee benefits obligations	754,156
in inventory of chemicals	(113,260)
Cash provided by operating activities	2,403,467
Increase in cash	2,403,467
Cash, beginning of year	-
Cash, end of year	2,403,467

See accompanying notes.

Buffalo Pound Water Treatment Corporation

NOTES TO THE FINANCIAL STATEMENTS

[in dollars]

For the year ended December 31, 2016

1. BASIS OF OPERATIONS

Pursuant to Articles of Incorporation registered on January 1, 2016 the Corporation was incorporated as the Buffalo Pound Water Treatment Corporation (the Corporation) under The Non-Profit Corporations Act, 1995. The City of Regina and the City of Moose Jaw entered into an Unanimous Membership Agreement effective January 1, 2016.

The Corporation operates the assets of the Buffalo Pound Water Treatment Plant and is responsible for reliable and efficient provision of safe, high quality and affordable drinking water to the City of Regina and the City of Moose Jaw.

Since the Corporation is a not-for-profit organization, it is not subject to either federal or provincial income taxes.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Corporation are the representation of management and have been prepared in accordance with Canadian public sector accounting standards, as recommended by the Chartered Professional Accountants of Canada (CPA Canada). Significant aspects of the accounting policies adopted by the Corporation are as follows:

Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and use assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

Inventory of chemicals

Inventory of chemicals are valued at the lower of net realizable value and average cost.

Employee benefit obligations

Employee benefit obligations relating to severance or retirement benefits are recognized to the extent that they are vested and could be taken in cash by an employee on termination. The obligations have been determined on an actuarial basis using the projected benefit method prorated on services. Experience gains/losses are amortized over the estimated average remaining life of the employee group.

Pension benefit obligations

The Corporation is one of the sponsors of a multi-employer defined benefit pension plan. The Corporation follows defined contribution accounting under which pension expense is limited to the Corporation's contributions to the plan.

Contributions

Contributions are considered government transfers and are recognized in the financial statements as revenues or expenses in the period in which events giving rise to the transfer occur, providing the transfers are authorized, eligibility criteria have been met and reasonable estimates of the amounts can be made.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

Financial instruments

The fair value of cash, accounts receivable, accounts payable and accrued liabilities approximates the carrying value given their short term nature.

Credit Risk

Credit risk is the risk of financial loss to the Corporation if a customer or counterparty to a financial instrument fails to meet its contractual obligations. The Corporation's credit risk is primarily attributable to accounts receivable. This risk is limited as accounts receivable is due mainly from the City of Regina and the City of Moose Jaw.

Liquidity Risk

Liquidity risk is the risk that Corporation will not be able to meet its financial obligations as they become due. The Corporation manages liquidity risk by continually monitoring cash flow requirements to ensure that it has sufficient funds to meet obligations when they become due.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Corporation is not exposed to significant interest rate risk.

3. EMPLOYEE BENEFIT OBLIGATION

The employee benefit obligations accrued at year end are as follows:

	2016
Vacation pay	317,156
Vested termination payments	437,000
	754,156

Based upon an agreement with UNIFOR Local 595, termination payments for union employees vest after 15 years of service or upon retiring at the age of 65 after 10 years of continuous service. The amount payable on termination after vesting is 20 hours pay for each completed year of service.

For out-of-scope employees the termination payments vest after 10 years of service. The amount payable on termination after vesting is the wages the employee would have been paid had the employee worked for a time equal to half of their unused sick days on termination date. The maximum termination payment to an out-of-scope employee is 78 days pay.

An actuarial valuation of vested sick leave and severance payments was completed using the projected benefit method at December 31, 2016. The actuarial valuation was based on assumptions about future events including employee turnover and mortality, wage and salary increases, sick leave usage and interest rates. The discount rate used to determine the unfunded employee benefit is 2.0%. The inflation rate is 2.25%. Compensation rates for employees are assumed to increase at an average rate of 3.65% per annum plus merit and promotion thereafter.

3. EMPLOYEE BENEFIT OBLIGATION (continued)

The Corporation is a member of the City of Regina Civic Employees' Superannuation and Benefit Plan (the Plan), which is overseen by its own Administrative Board. All eligible permanent and probation employees of the Corporation are members of the Plan. This multiemployer Plan provides defined retirement benefits and is integrated with the Canada Pension Plan (CPP). The Plan provides a lifetime monthly pension based on an employee's years of service and the average of the best three consecutive years of earnings for service before 2016. For service after 2015, a best-five-years average is used. For 2016 employees contributed 8.80% of their earnings below the CPP maximum and 13.10% of earnings above the CPP maximum and the Corporation's contribution rates were set as 9.80% of their earnings below the CPP maximum and 14.60% of earnings above the CPP maximum.

Financial statements as at December 31, 2015 indicate the Plan had a deficit (unfunded liability) of net assets available to pay accrued pension benefits of $25,727,000.

The Plan is a multiemployer defined benefit plan; therefore neither benefits nor contributions are segregated by employer. The Plan managers have been unable to determine the portion of any unfunded liability attributable to each employer. Accordingly, no portion of the deficiency has been recognized as a liability or expense in the financial statements. The Plan has been accounted for using the method appropriate for defined contribution plans and, as such, the amount of pension expense is equal to the contributions required for the year. Pension costs of $267,352 based on employer contributions were expensed during 2016.

The Corporation is a member of the Regina Civic Employees' Long-term Disability Plan (the Disability Plan). Financial statements as of December 31, 2015 indicate a surplus of net assets available for benefits of $33,421,000.

The Disability Plan is a multiemployer plan and consequently, identification of individual employer's assets is not available from the Disability Plan managers. Accordingly, no portion of the surplus has been recognized as an asset or expense reduction in the financial statements. For in scope employees, disability benefits are based on 70% of the member's salary and will be paid either throughout the duration of the disability, until the member elects voluntary early retirement, reaches age 65 or upon death, whichever occurs first. Full amount of salary will be paid as disability benefits to out-of-scope employees for first two years period and 90% of the member's salary will be paid after. The Disability Plan has been accounted for using the method appropriate for defined contribution plans and, as such, the amount of benefit expense is equal to the contributions required for the year. Member contributions are made to the Plan at a rate of 0.92%, with the employer matching contributions. The Corporation recorded disability premium costs for 2016 of $16,075.

Dental and medical plans are also provided for most employees and are paid for by the Corporation.

4. CONTRIBUTON FROM THE BUFFALO POUND WATER ADMINISTRATION BOARD

On January 1, 2016 the Buffalo Pound Water Administration Board, an entity of the joint venture between the City of Moose Jaw and the City of Regina, transferred net assets with a carrying value and a fair value of $2,056,416 to the Corporation.

5. ACCUMULATED SURPLUS

The Board of Directors of the Buffalo Pound Water Treatment Corporation has approved the establishment of a capital replacement reserve. In 2016, the Board of Directors approved a transfer to the reserve as stated below.

	Unappropriated Surplus	Capital replacement reserve	2016
Opening balance	-	-	-
Excess of revenues over expenses	2,465,722	-	2,465,722
Transfer of contribution from the Buffalo Pound Water Administration Board	(2,056,416)	2,056,416	-
Transfer from operations	(661,256)	661,256	-
Closing balance	(251,950)	2,717,672	2,465,722

Buffalo Pound Water Treatment Corporation

SCHEDULE OF OPERATIONS

Schedule 1

[in dollars]
For the year ended December 31, 2016

	Operations	Capital replacement	Total 2016
REVENUES			
General water rate charges			
City of Regina operating contributions	7,384,484	-	**7,384,484**
City of Moose Jaw operating contributions	1,468,354	-	**1,468,354**
City of Regina capital contributions	-	1,981,865	**1,981,865**
City of Moose Jaw capital contributions	-	394,080	**394,080**
SaskWater capital contributions	-	72,054	**72,054**
	8,852,838	2,447,999	**11,300,837**
Power charges	312,675	-	**312,675**
Miscellaneous water sales	88,132	-	**88,132**
Interest	-	31,087	**31,087**
Other	23,821	-	**23,821**
	9,277,466	2,479,086	**11,756,552**
EXPENSES			
Employee wages and benefits	3,620,890	-	**3,620,890**
Capital contributions to Buffalo Pound Water Treatment Plant	92,691	1,817,830	**1,910,521**
Utilities	1,722,057	-	**1,722,057**
Chemicals	2,299,556	-	**2,299,556**
Equipment maintenance	1,008,281	-	**1,008,281**
Miscellaneous	227,531	-	**227,531**
Laboratory supplies and maintenance	181,653	-	**181,653**
Building and ground maintenance	176,269	-	**176,269**
Administration	200,488	-	**200,488**
	9,529,416	1,817,830	**11,347,246**
(Deficit) excess of revenue over expenses before contribution fro the Buffalo Pound Water Administration Board	(251,950)	661,256	**409,306**
Contribution from the Buffalo Pound Water Administration Board	-	2,056,416	**2,056,416**
(Deficit) excess of revenues over expenses	(251,950)	2,717,672	**2,465,722**

See accompanying notes.

Buffalo Pound Water Treatment Corporation

Schedule 2

SCHEDULE OF EXPENSES

[In dollars]

For the year ended December 31

	Budget	2016
EMPLOYEE WAGES AND BENEFITS		
Wages - permanent employees	2,700,000	2,680,034
Employee benefits - permanent employees	567,000	519,110
Overtime wages - permanent employees	125,000	121,170
WCB premiums	34,000	-
Premium pay - permanent employees	15,700	33,874
Car allowance	10,900	10,365
Clothing and boot allowance	4,000	6,620
Wages - casual employees	64,200	37,694
Employee benefits - vacation, sick and termination	-	203,548
Employee benefits - casual employees	14,100	3,241
Overtime pay - casual employees	2,900	417
Supplementary maternity/parental leave	8,000	3,410
Employee awards and gifts	2,500	872
Health spending account	500	535
	3,548,800	3,620,890
UTILITIES		
Electricity	1,570,400	1,481,263
Natural gas	290,000	240,794
	1,860,400	1,722,057
CHEMICALS		
Alum	1,650,000	1,555,821
Granular activated carbon	630,000	600,000
Chlorine	153,000	111,856
Powder activated carbon	78,000	8,640
Polymer	50,000	23,239
	2,561,000	2,299,556
EQUIPMENT MAINTENANCE		
Filtration plant	457,500	248,477
Wastewater system	154,500	230,219
Regeneration plant	179,400	89,307
Pump station	246,500	105,546
Computer and communications	141,200	77,571
High power electrical	20,600	30,165
Pipeline	20,600	8,647
Other maintenance	-	218,349
	1,220,300	1,008,281

Buffalo Pound Water Treatment Corporation

Schedule 2
(continued)

SCHEDULE OF EXPENSES (continued)

[in dollars]
For the year ended December 31

	Budget	2016
MISCELLANEOUS		
Insurance	64,000	70,144
General supplies	27,500	2,524
Telephone	16,000	15,894
Professional and membership fees	24,000	18,860
Travel and conventions	24,000	25,493
Maintenance - vehicles	43,000	42,686
Stationary and office supplies	22,000	16,456
Contracted services	10,300	13,082
Advertising	10,000	1,281
Education and training	16,000	12,488
Reception and meetings	4,000	4,693
Contracted and other services	6,100	3,739
Software maintenance	2,000	654
Foreign exchange (gain)/loss	-	(463)
	268,900	227,531
LABORATORY SUPPLIES AND MAINTENANCE		
Laboratory supplies	73,500	73,593
Research	67,200	49,126
Laboratory equipment	43,000	40,210
Contract analytical	10,000	5,882
Accreditation	15,000	12,842
	208,700	181,653
BUILDING AND GROUND MAINTENANCE		
Filtration plant	92,100	153,949
Regeneration plant	13,400	12,556
Lake pump station	16,000	9,764
	121,500	176,269
ADMINISTRATION		
City of Regina administration	35,000	60,950
Board expenses	60,600	32,043
Audit services	15,000	8,715
Board advisory services	60,000	98,780
	170,600	200,488

Buffalo Pound Water Treatment Corporation

Schedule 2
(continued)

SCHEDULE OF EXPENSES (continued)

[in dollars]
For the year ended December 31

	Budget	2016
CAPITAL CONTRIBUTIONS TO BUFFALO POUND WATER TREATMENT PLANT		
Capital replacement		
Infrastructure management	150,000	74,535
Lab upgrade	52,000	35,595
Primary solids separation	57,000	43,887
Filter influent channel separator (CF 2015)	-	35,690
Security upgrades (CF 2015)	6,000	101,317
LPS pump C pump and motor (CF 2015)	-	423,546
Pretreatment drain gates	103,000	15,905
Computerised management	69,000	27,190
Chlorination upgrades	268,000	19,169
Waterworks system assessment (CF 2015)	-	12,365
1955 Pumpwell slab reinforcement (CF 2015)	-	447,840
Roof repair	404,295	412,312
Steel corrosion assessment	52,000	32,846
Main plant redundant power	275,000	131,133
Clarifier valves (CF 2015)	-	1,500
Backwash tank and pipelining (CF 2015)	-	1,500
Clarifier metering tanks piping (CF2015)	-	1,500
LPS 138kV Transmission	200,000	-
	1,636,295	1,817,830
Operations		
Capital purchases out of operational budget	-	92,691
	-	92,691
	1,636,295	1,910,521

NOTES

NOTES

APPENDIX B

2017 Operating and Capital Budget

BUFFALO
POUND
WATER

BOARD OF
DIRECTORS

BUFFALO POUND WATER
2017 RATES
2017 RATES APPROVED SEPTEMBER 28, 2016

RATES	2014	2015	2016	2017	2018	2019	2020	2021
City Water Rate per megalitre	$ 227.15	$ 235.66	$ 272.00	$ 304.00	$ 327.50	$ 338.00	$ 350.00	$ 363.00
	0.95%	3.75%	15.42%	11.76%	7.73%	3.21%	3.55%	3.71%
City Capital Water Rate per megalitre	$ -	$ -	$ 73.00	$ 124.00	$ 188.00	$ 188.00	$ 215.00	$ 287.00
	0.00%	0.00%		69.86%	51.61%	0.00%	14.36%	33.49%
Total City Rate per megalitre	$ 227.15	$ 235.66	$ 345.00	$ 428.00	$ 515.50	$ 526.00	$ 565.00	$ 650.00
	0.95%	3.75%	46.40%	24.06%	20.44%	2.04%	7.41%	15.04%
Electrical Rate per kilowatt-hour	$ 0.08382	$ 0.08717	$ 0.09066	$ 0.09628	$ 0.10119	$ 0.10635	$ 0.11177	$ 0.11747
	6.00%	4.00%	4.00%	6.20%	5.10%	5.10%	5.10%	5.10%
Sask Water - Water Rate per megalitre	$ 448.56	$ 454.87	$ 272.00	$304.00	$ 360.25	$ 371.80	$ 385.00	$ 399.30
	-1.00%	1.41%	-40.20%	11.76%	18.50%	3.21%	3.55%	3.71%
Sask Water - Capital Rate per megalitre	$ -	$ -	$ 229.83	$ 233.23	$ 258.50	$ 264.00	$ 269.50	$ 315.70
	0.00%	0.00%		1.48%	10.83%	2.13%	2.08%	17.14%
Sask Water Electrical Rate per kilowatt-hour	$ 0.09220	$ 0.09589	$ 0.09972	$ 0.10591	$ 0.11131	$ 0.11698	$ 0.12295	$ 0.12922
	6.00%	4.00%	4.00%	6.20%	5.10%	5.10%	5.10%	5.10%
Provincial Park Water Rate per megalitre	$ 286.41	$ 297.14	$ 342.96	$ 383.31	$ 412.94	$ 426.18	$ 441.32	$ 457.71
	0.95%	3.75%	15.42%	11.76%	7.73%	3.21%	3.55%	3.71%

Note: No change to rates or structure for SaskWater or the Provincial Park until new agreements are executed. After which time a 10% ROR will be used and the capital rate included. However, the capital charge currently applied to Sask Water as per the current agreement will be maintained until the agreement is amended but is separated from the operations revenue. A new agreement should be negotiated in 2017 for SaskWater.
The Water Rates assume no growth outside of the 2 year lagged water consumption forecast, any actualy growth will reduce the future water rates.

28-Sep-16

BUFFALO POUND WATER

2017 BUDGET - SUMMARY OF RESERVES (THOUSANDS OF $)

2017 BUDGET APPROVED SEPTEMBER 28, 2016

Operating	2016 BUDGET	2016F FORECAST	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
Expenses	9,963.6	9,750.1	10,330.1	11,191.5	11,737.8	12,293.5	12,810.8
Revenues	9,970.5	9,269.5	10,501.1	11,345.8	11,903.3	12,331.7	12,795.5
Reserve	6.9	-480.6	-309.7	-155.4	10.1	48.4	33.1

Capital	2016 BUDGET	2016F FORECAST	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
Expenses	1,637.0	1,637.0	4,026.0	6,934.0	31,103.0	19,500.0	26,018.0
P&I Payments	0.0	0.0	0.0	0.0	2,909.0	2,909.0	5,676.2
Debt/Borrow	0.0	0.0	0.0	0.0	41,000.0	0.0	39,000.0
Revenues	2,638.7	2,458.9	4,199.4	6,352.1	6,458.1	7,375.1	9,827.6
Reserve	2,182.6	2,002.8	2,176.3	1,594.3	15,040.4	6.5	17,139.9

Note: The amount of debt borrowed will be confirmed with the 2017 Pro Forma and the debt could be advanced with agreement with the Cities.

28-Sep-16

BUFFALO POUND WATER
2017 OPERATING PLAN - SUMMARY OF EXPENDITURES (THOUSANDS OF $)
2017 OPERATING BUDGET APPROVED SEPTEMBER 28, 2016

	2016 Budget	2016* Forecast	Actual 3 yr AVG	2017 Status Quo	2017 Fixed Increases	2017 Discretionary Increases	2017 Budget	Budgeted 2016-2017 Value Increase	Budgeted % Increase	2018 Budget	2019 Budget	2020 Budget	2021 Budget	Comments
UTILITIES														
Electricity	1,570.4	1,510.0	1,488.6	1,570.4	100.0	0.0	1,670.4	100.0	6.4%	1,753.9	1,841.6	1,933.7	2,030.4	5.1% Jan 2017, plus 1.1% for 2016 additional over Budget and UV System in 2017
Natural Gas	290.0	250.0	252.5	290.0	10.0	0.0	300.0	10.0	3.4%	315.0	341.3	368.8	387.3	Fixed contact to Nov 2018, adjusted for new Buildings in 2017, 2019 & 2020.
	1,860.4	1,760.0		1,860.4	110.0	0.0	1,970.4	110.0	5.9%	2,068.9	2,182.9	2,302.5	2,417.6	
CHEMICALS														
Aluminum Sulphate & CPAC	1,650.0	1,775.0	1,857.6	1,650.0	125.0	0.0	1,775.0	125.0	7.6%	1,963.8	2,161.9	2,295.0	2,422.3	Bring in-line with 3 year average expenditures due to degraded water quality over 2017 & 2018
PAC + Other Chemicals	78.0	0.0	50.1	78.0	0.0	0.0	78.0	0.0	0.0%	80.3	82.8	85.2	87.8	
Chlorine	153.0	153.0	143.9	153.0	5.0	0.0	158.0	5.0	3.3%	162.7	167.6	172.7	177.8	
Polymer	50.0	75.0	25.0	50.0	25.0	0.0	75.0	25.0	50.0%	80.0	82.4	84.9	87.4	Adjustment for Polymer usage
Carbon Makeup (GAC)	630.0	630.0	352.1	630.0	-304.0	0.0	326.0	-304.0	-48.3%	690.8	695.2	716.1	737.5	5 Year contract ending in 2019; 2017 only replacing one contactor, remaining years are 2 contactors
	2,561.0	2,633.0		2,561.0	-149.0	0.0	2,412.0	-149.0	-5.8%	2,977.6	3,189.9	3,353.8	3,512.9	
MAINTENANCE														
Maintenance Equip (Vehicles)	22.5	23.0	20.8	22.5	0.0	0.0	22.5	0.0	0.0%	23.4	24.3	25.3	26.3	
Filtration Plant Building	92.1	90.0	244.5	92.1	-17.2	0.0	74.9	-17.2	-18.7%	77.9	81.0	84.3	87.6	
Lake Pumping Station Building	16.0	16.0	13.0	16.0	0.5	0.0	16.5	0.5	3.1%	17.2	17.8	18.6	19.3	
Regeneration Building	13.4	13.0	12.4	13.4	0.4	0.0	13.8	0.4	3.0%	14.4	14.9	15.5	16.1	
Filtration Plant Equipment	457.5	400.0	286.4	457.5	-173.8	0.0	283.7	-173.8	-38.0%	295.0	327.6	340.8	354.4	Account for UV in April 2017 and Backup Generators at Main Plant in 2020
Lake Pump Station Equipment	246.5	176.5	98.0	246.5	-193.5	0.0	53.0	-193.5	-78.5%	55.1	57.3	80.4	83.6	Account for Backup Generators at LPS in 2021
Regeneration Plant Equipment	179.4	175.0	165.8	179.4	-25.5	0.0	153.9	-25.5	-14.2%	160.1	166.5	173.1	180.0	
Capitalized Maintenance	0.0	0.0	0.0	0.0	530.0	0.0	530.0	530.0	#DIV/0!	551.7	573.7	598.5	622.1	This is for TCA Audit and how Capitalized Maintenance Work is tracked
Wastewater System	154.5	175.0	155.1	154.5	45.5	0.0	200.0	45.5	29.4%	208.0	216.3	225.0	234.0	
Pipeline	20.6	20.0	25.9	20.6	0.6	0.0	21.2	0.6	2.9%	22.0	22.9	23.8	24.8	
Computer/Electronic Comms System	141.2	141.2	109.8	141.2	-98.8	0.0	42.4	-98.8	-70.0%	44.1	45.9	47.7	49.6	
High Power Electrical	20.6	100.0	91.6	20.6	4.4	0.0	25.0	4.4	21.4%	26.0	27.0	28.1	29.2	
	1,364.3	1,329.7		1,364.3	72.6	0.0	1,436.9	72.6	5.3%	1,494.9	1,575.4	1,661.1	1,727.2	
LABORATORY														
Research	67.2	67.2	40.9	67.2	-7.2	0.0	60.0	-7.2	-10.7%	61.8	63.7	65.6	67.5	
Contract Analytical	10.0	10.0	8.2	10.0	5.0	0.0	15.0	5.0	50.0%	15.5	15.9	16.4	16.9	Expanded list of compounds require testing in new Permit to Operate
Lab Equipment Maintenance	43.0	43.0	41.7	43.0	-1.0	0.0	42.0	-1.0	-2.3%	43.3	44.6	45.9	47.3	
Lab Supplies	73.5	73.5	78.6	73.5	11.5	0.0	85.0	11.5	15.6%	87.6	90.2	92.9	95.7	Using a new bacteriological method for testing requires additional supplies
Lab Accreditation	15.0	15.0	12.8	15.0	-1.0	0.0	14.0	-1.0	-6.7%	14.4	14.9	15.3	15.8	
	208.7	208.7		208.7	7.3	0.0	216.0	7.3	3.5%	222.5	229.2	236.0	243.1	
EMPLOYEE WAGES & BENEFITS														
Salaries & Wages (Perm)	2,700.0	2,620.0	2,534.9	2,700.0	205.0	0.0	2,905.0	205.0	7.6%	2,985.0	3,070.0	3,177.1	3,272.4	Includes collective bargaining costs and budget all positions at top band
Supp-Mat, Parental, Adopt Leave	8.0	3.7	4.8	8.0	-8.0	0.0	0.0	-8.0	-100.0%	0.0	0.0	0.0	0.0	
Overtime Pay (Perm)	125.0	125.0	128.3	125.0	6.5	0.0	131.5	6.5	5.2%	138.1	145.0	152.2	159.8	
Premium Pay	15.7	38.0	24.1	15.7	24.3	0.0	40.0	24.3	154.8%	42.0	44.1	46.3	48.6	Alignment to new CoR Payroll System
Salaries & Wages (Casual)	64.2	45.0	40.2	64.2	-64.2	0.0	0.0	-64.2	-100.0%	0.0	0.0	0.0	0.0	
Overtime Pay (Casual)	2.9	1.0	1.1	2.9	-2.9	0.0	0.0	-2.9	-100.0%	0.0	0.0	0.0	0.0	
Employee Benefits (Perm)	567.0	527.6	495.7	567.0	13.0	0.0	580.0	13.0	2.3%	594.5	609.4	627.6	646.5	Adjusted for actual and changes with pension and est severance payout
Employee Benefits (Casual)	14.1	4.0	3.0	14.1	-14.1	0.0	0.0	-14.1	-100.0%	0.0	0.0	0.0	0.0	
Health Spending - OCE	0.5	0.5	0.4	0.5	0.0	0.0	0.5	0.0	0.0%	0.5	0.5	0.5	0.5	
Worker's Compensation Premiums	34.0	11.3	18.1	34.0	1.0	0.0	35.0	1.0	2.9%	35.9	36.8	37.9	39.0	
	3,531.4	3,376.1		3,531.4	160.6	0.0	3,692.0	160.6	4.5%	3,796.0	3,905.7	4,041.7	4,166.9	
EMPLOYEE RELATED PAYMENT EXPENSES														
Car Allowance - Taxable	3.9	3.9	3.9	3.9	0.0	0.0	3.9	0.0	0.0%	3.9	3.9	3.9	3.9	
Car Allowance - Non Taxable	7.0	5.8	6.0	7.0	0.0	0.0	7.0	0.0	0.0%	7.2	7.4	7.6	7.9	
Boot Allowance	4.0	3.5	3.5	4.0	0.0	0.0	4.0	0.0	0.0%	4.1	4.2	4.4	4.5	
Professional and Membership Dues	24.0	24.0	19.3	24.0	0.0	0.0	24.0	0.0	0.0%	24.7	25.5	26.2	27.0	
Employee Awards & Gifts	2.5	1.3	1.7	2.5	0.0	0.0	2.5	0.0	0.0%	2.6	2.7	2.7	2.8	
	41.4	38.5		41.4	0.0	0.0	41.4	0.0	0.0%	42.5	43.7	44.9	46.1	

TRAINING & TRAVEL EXPENSES														
Business Travel	24.0	20.0	15.4	24.0	0.0	0.0	24.0	0.0	0.0%	24.7	25.5	26.2	27.0	
Employee Education & Training	16.0	16.0	19.3	16.0	10.0	0.0	26.0	10.0	62.5%	26.8	27.6	28.4	29.3	Enhanced safety training
	40.0	36.0		40.0	10.0	0.0	50.0	10.0	25.0%	51.5	53.0	54.6	56.3	
OFFICE & ADMINISTRATION EXPENSES														
Telephone	16.0	17.0	16.8	16.0	1.0	0.0	17.0	1.0	6.3%	17.5	18.0	18.6	19.1	
Courier & Freight Charges	1.0	1.0	0.7	1.0	0.0	0.0	1.0	0.0	0.0%	1.0	1.1	1.1	1.1	
Receptions, Meetings & Food	4.0	4.0	10.9	4.0	0.0	6.0	10.0	6.0	150.0%	10.3	10.6	10.9	11.3	Monthly safety lunches
Insurance	64.0	70.1	64.4	64.0	6.0	0.0	70.0	6.0	9.4%	72.1	74.3	76.5	78.8	Bring in-line with new insurance costs with D&O
Software, Maintenance Charges	2.0	2.0	0.9	2.0	20.0	0.0	22.0	20.0	1000.0%	22.7	23.4	24.1	24.8	CMMS System Annual Est Fee
Board Member Expenses	60.6	60.6	62.7	60.6	81.8	0.0	142.4	81.8	135.0%	151.4	156.0	160.6	165.4	CIC T2 $14k/Member + $20k/chair plus $650/committee meeting + Trg + Travel + Retreat + Portal
Board Advisory Services/Initiatives	60.0	50.0	43.9	60.0	0.0	0.0	60.0	0.0	0.0%	61.8	63.7	65.6	67.5	Strat Plan, IT, Policies Reserve/Purchasing
Advertising & Media Related Services	10.0	10.0	10.1	10.0	0.0	0.0	10.0	0.0	0.0%	12.0	12.4	12.7	13.1	Bring in-line with average expenditures with more public tender and staffing actions
Financial Audit Services	15.0	20.0	17.7	15.0	5.0	0.0	20.0	5.0	33.3%	20.6	21.2	21.9	22.5	
CoR Administration	35.0	61.0	43.8	35.0	28.0	0.0	63.0	28.0	80.0%	64.9	66.8	68.8	70.9	Bring in-line with new agreement costs
Contracted Services (Legal/HR)	10.3	10.0	3.5	10.3	9.7	0.0	20.0	9.7	94.2%	25.0	30.0	35.0	40.0	
Office Supplies	22.0	22.0	25.0	22.0	3.0	0.0	25.0	3.0	13.6%	25.8	26.5	27.3	28.1	
	299.9	327.7		299.9	154.5	6.0	460.4	160.5	53.5%	485.1	503.9	523.1	542.8	
MISCELLANEOUS														
Other Purchased Services	5.1	5.1	6.6	5.1	0.0	0.0	5.1	0.0	0.0%	5.3	5.4	5.6	5.7	
General Equipment	1.0	1.0	0.3	1.0	0.0	0.0	1.0	0.0	0.0%	1.0	1.1	1.1	1.1	
First Aid & Safety Supplies	2.0	2.0	1.7	2.0	0.0	0.0	2.0	0.0	0.0%	2.1	2.1	2.2	2.3	
Vehicle License & Registration	2.4	2.4	1.2	2.4	0.0	0.0	2.4	0.0	0.0%	2.5	2.5	2.6	2.7	
Fuel & Gas	20.5	15.0	12.4	20.5	-5.5	0.0	15.0	-5.5	-26.8%	15.5	15.9	36.4	57.5	Fuel increase due to generators commencing in 2020 and 2021
General Plant Supplies	25.5	15.0	7.6	25.5	0.0	0.0	25.5	0.0	0.0%	26.3	27.1	27.9	28.7	
	56.5	40.5		56.5	-5.5	0.0	51.0	-5.5	-9.7%	52.5	54.1	75.7	98.0	
TOTAL	9,963.6	9,750.1		9,963.6	360.5	6.0	10,330.1	366.5	3.7%	11,191.5	11,737.8	12,293.5	12,810.8	
										8.3%	4.9%	4.7%	4.2%	

* - 2016 Forecast Based on June 30, 2016 Actuals

29-Sep-16

BUFFALO POUND WATER

2017 OPERATING REVENUE BUDGET - SUMMARY OF REVENUES (THOUSANDS OF $)

2017 OPERATING BUDGET APPROVED SEPTEMBER 28, 2016

2017 BUDGET - OPERATING REVENUES (THOUSANDS OF $) DESCRIPTION	REVENUE SOURCE	2014 BUDGET	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2016* FORECAST	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET
General Water Charge - Regina	55401	6,700.9	6,445.1	7,193.5	6,608.5	7,979.1	7,400.0	8,456.7	9,137.9	9,587.7	9,928.1	10,296.9
General Water Charge - Moose Jaw	55402	1,408.3	1,217.9	1,461.1	1,330.4	1,618.4	1,500.0	1,646.8	1,779.6	1,867.1	1,933.4	2,005.2
Power Charge	55403	299.2	255.0	307.8	276.9	298.5	277.0	308.6	323.7	339.6	356.3	373.8
Plant Water Sales	55405	4.0	3.2	4.0	2.0	2.1	2.5	2.6	3.1	3.2	3.4	3.9
Sask Water	55407	105.0	110.0	104.7	121.9	67.5	75.0	81.5	96.5	100.7	105.5	110.7
Miscellaneous Revenue	54905	5.0	5.7	5.0	29.9	5.0	14.0	5.0	5.0	5.0	5.0	5.0
Interest Earnings	56505	13.4	-	12.5	5.9	-	1.0	-	-	-	-	-
TOTAL		8,535.8	8,036.9	9,088.6	8,375.5	9,970.5	9,269.5	10,501.1	11,345.8	11,903.3	12,331.7	12,795.5

* - 2016 Forecast Based on June 30, 2016 Actuals

28-Sep-16

BUFFALO POUND WATER

2017-2026 CAPITAL PLAN - SUMMARY OF PROPOSED PROJECTS FUNDED BY CAPITAL WATER RATE (THOUSANDS OF $)

2017 CAPITAL BUDGET APPROVED SEPTEMBER 28, 2016

Project	Priority	Project Code	Carry Forward Forecast	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total
Pretreatment Drain Gates	B	W0092	-	212.0	-	-	-	-	-	-	-	-	-	212.0
Security Upgrades	C	W0097	33.3	21.0	-	-	-	-	-	-	-	-	-	54.3
LPS Pump C Pump and Motor		W0098	35.5	-	-	-	-	-	-	-	-	-	-	35.5
Backwash Tank and Piping Lining	B	W0119	-	-	82.0	338.0	-	-	-	-	-	-	-	420.0
Chlorination Upgrades	B	W0122	168.0	307.0	-	-	-	-	-	-	-	-	-	475.0
Computerized Maint Mngt System	B	W0123	19.0	282.0	292.0	-	-	-	-	-	-	-	-	593.0
Filter Upgrade	B	W0125	-	-	328.0	1,559.0	2,510.0	2,576.0	1,959.0	-	-	-	-	8,932.0
Business Case	B	W0126	-	103.0	-	-	-	-	-	-	-	-	-	103.0
Lab Upgrades	C	W0127	-	-	-	-	-	239.0	-	-	-	-	-	239.0
Primary Solids Separation	B	W0129	7.0	312.0	-	-	-	-	-	-	-	-	-	319.0
LPS Pumping Upgrades	A	W0130	-	106.0	142.0	1,465.0	890.0	-	-	-	-	-	-	2,603.0
Risk Registry	B	W0131	-	53.0	-	-	-	-	-	-	-	-	-	53.0
Main Plant Redundant Power Supply (Generators, Civil Works, Electrical Work)	A	W0134	75.0	481.0	-	8,104.0	-	-	-	-	-	-	-	8,660.0
LPS Transmission Line Replacement	A	W0136	-	-	2,228.0	-	-	-	-	-	-	-	-	2,228.0
LPS Power Supply (Generators, Civil Works, Electrical Work & Substation)	A	W0137	-	1,112.0	1,150.0	16,220.0	8,449.0	-	-	-	-	-	-	26,931.0
2020 Waterworks System Assessment	B		-	-	-	-	87.0	-	-	-	-	-	-	87.0
Access Road Asphalt Resurfacing	C		-	-	-	-	-	-	500.0	-	-	-	-	500.0
Building Code Compliance Upgrades	B		-	-	-	-	-	-	-	500.0	-	-	-	500.0
Contingency (Unforeseen Work, Chlorination, Clarifiers, pH Adjustment, WSA, etc...)	B		-	-	-	-	-	-	36,896.0	-	-	-	-	36,896.0
Crew Cab Truck	C		-	-	64.0	-	-	-	-	-	-	-	-	64.0
Exterior Masonry Repairs	C	W0138	-	100.0	-	-	-	-	-	-	-	-	-	100.0
Future Capitalized Maintenance (Annual)	B		-	-	-	-	-	-	1,105.0	1,138.0	1,172.0	1,207.0	1,243.0	5,865.0
Ozone/BAC Conversion of GACs	B		-	-	-	1,460.0	1,510.0	16,359.0	16,785.0	66.0	-	-	-	36,180.0
Raw Water Train A Inspection, Repair and Twinning	B		-	-	-	-	68.0	706.0	-	-	-	-	-	774.0
Residuals Capacity Improvement	B		-	-	-	1,121.0	5,986.0	6,138.0	-	-	-	-	-	13,245.0
SCADA Upgrades	A	W0139	-	53.0	2,295.0	-	-	-	-	-	-	-	-	2,348.0
Standard Operating Practices and Procedures Development	C	W0140	-	106.0	-	-	-	-	-	-	-	-	-	106.0
Train A Hydraulic Upgrades	A	W0141	-	273.0	34.0	563.0	-	-	-	-	-	-	-	870.0
pH Adjustment	B	W0142	-	103.0	266.0	-	-	-	-	-	-	-	-	369.0
Chlorine Safety Upgrades	A	W0143	-	402.0	-	-	-	-	-	-	-	-	-	402.0
GAC HVAC Upgrades	B		-	-	53.0	273.0	-	-	-	-	-	-	-	326.0
TOTAL CAPITAL BUDGET			337.8	4,026.0	6,934.0	31,103.0	19,500.0	26,018.0	57,245.0	1,704.0	1,172.0	1,207.0	1,243.0	150,489.8

PRIORITY A - CRITICLE, B -VERY IMPORTANT/STR PLAN/RISK REGISTRY, C - IMPORTANT, D - LOW

Electrical Risk Projects

22-Sep-16

BUFFALO POUND WATER
2017 CAPITAL REVENUE BUDGET - SUMMARY OF REVENUES (THOUSANDS OF $)
2017 CAPITAL BUDGET APPROVED SEPTEMBER 28, 2016

2017 BUDGET - CAPITAL REVENUES (THOUSANDS OF $) DESCRIPTION	REVENUE SOURCE	2016 BUDGET	2016* FORECAST	2017 BUDGET	2018 BUDGET	2019 BUDGET	2020 BUDGET	2021 BUDGET	COMMENTS
Capital Water Charge - Regina	57310	2,141.5	1,986.0	3,449.4	5,245.6	5,332.8	6,098.7	8,141.0	
Capital Water Charge - Moose Jaw	57311	434.4	404.2	671.7	1,021.6	1,038.5	1,187.7	1,585.4	
Sask Water Capital Charge	57312	52.9	58.7	58.3	64.9	66.8	68.7	81.1	
Interest Earnings	56505	10.0	10.0	20.0	20.0	20.0	20.0	20.0	
TOTAL		2,638.7	2,458.9	4,199.4	6,352.1	6,458.1	7,375.1	9,827.6	

Note: No change to rates or structure for SaskWater or the Provincial Park until new agreements are executed. After which time a 10% ROR will be used and the capital rate included.
However, the capital charge currently applied to Sask Water as per the current agreement will be maintained until the agreement is amended but is separated from the operations revenue. A new agreement should be negotiated in 2017 for SaskWater.
* - 2016 Forecast Based on June 30, 2016 Actuals

28-Sep-16

BUFFALO POUND WATER 2017-2021 WATER SALES FORECAST (Ml) 2017 BUDGET APPROVED SEPTEMBER 28, 2016					
	2017	2018	2019	2020	2021
City of Regina	27,818	27,902	28,366	28,366	28,366
City of Moose Jaw	5,417	5,434	5,524	5,524	5,524
Sask Water	250	251	253	255	257
Provincial Park	20	20	20	20	20
Water Stand Sales	6	6	6	6	6
TOTAL	33,511	33,613	34,169	34,171	34,173

BUFFALO POUND WATER 2017-2021 POWER SALES FORECAST (kWh) 2017 BUDGET APPROVED SEPTEMBER 28, 2016					
	2017	2018	2019	2020	2021
City of Regina	2,600,000	2,599,812	2,599,625	2,599,437	2,599,249
City of Moose Jaw	605,323	599,630	593,989	588,402	582,868
Sask Water	51,550	54,158	56,899	59,777	62,802
TOTAL	3,256,874	3,253,600	3,250,513	3,247,617	3,244,919

28-Sep-16

June 26, 2017

To: His Worship the Mayor
And Members of City Council

Re: Civic Naming Committee Annual Report 2016

RECOMMENDATION

RECOMMENDATION OF THE REGINA PLANNING COMMISSION - JUNE 7, 2017

That this report be received and filed.

REGINA PLANNING COMMISSION – JUNE 7, 2017

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

Councillors: Mike O'Donnell (Chairperson), Jerry Flegel and Barbara Young; Commissioners: David Bale, Pam Dmytriw, Phil Evans, Simon Kostic, Andre Kroeger and Laureen Snook were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on June 7, 2017, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the June 26, 2017 meeting of City Council for information.

CONCLUSION

In 2016 the Civic Naming Committee (CNC) reviewed 12 applications for names to be added to the City's master list of names available for use as street/subdivision and/or park names. Of the 12 applications, 25 new street/subdivision and/or park names were fully or partially approved, honouring 25 individuals, flora, fauna or landforms. Four new names were denied by the CNC.

Three names were denied because they did not meet the criteria in the naming guidelines for street/subdivision and/or park names. One name was denied for health and safety reasons. One name was tabled pending amendment to guidelines. The names of nine individuals were added to the "Street Where You Live" spreadsheet under an existing street or park name. The "Street Where You Live" spreadsheet lists the names of all honourees who have been approved by the Civic Naming Committee. It is available for public viewing on the City of Regina Open Data website.

BACKGROUND

The Civic Naming Committee was established in 2003 as an Administrative Committee, under

the delegated authority of the City Manager, for the purpose of:

- Considering completed applications which identify names, events, or other aspects of the environment on proposed park, street and subdivision names in accordance with approved Policy;
- Working with the Regina Public Library Board staff and others in the community as required to do background research on proposed names;
- Making recommendations to the Executive Committee on Policy changes; and
- Submitting an annual report to City Council for information on the names that were added to the master list and any changes that were made to the Policy during the year.

In addition, the Civic Naming Committee has the delegated authority to approve names to be added to the master list as possible park, street or subdivision names for use in the city of Regina based on the approved Policy. The Street/Subdivision and Park Naming Guidelines as approved by City Council are attached as Appendix A for reference.

The purpose of this report is to provide information on activities of the Civic Naming Committee during 2016.

DISCUSSION

The Civic Naming Committee is comprised of six members: two representing the City Planning and Development Division, one representing the City Services Division, one representing the Fire & Protective Services Department, and two representing the Office of the City Clerk.

All members are appointed by the City Manager for an ongoing term. The Terms of Reference for the Civic Naming Committee are attached as Appendix B.

The Civic Naming Committee met four times in 2016 and reviewed 12 applications for names to be added to the City's master list of names available for use as street/subdivision and/or park names.

Of the 12 applications,

- 25 new street/subdivision and/or park names were fully or partially approved, honouring 25 individuals, flora, fauna or landforms.
- Four new names were denied by the CNC.
    - The name of two individuals were denied because they did not meet the criteria in the naming guidelines for street/subdivision and/or park names.
    - One further name was denied because it did not meet the criteria in the naming guidelines for street/subdivision and/or park names.
    - One name was denied for health and safety reasons.
- One name was tabled pending amendment to guidelines.
- The names of nine individuals were added to the "Street Where You Live" spreadsheet under an existing street or park name.

Appendix C shows articles for 2016 names approved and placed on Street/Subdivision and Park Name Master Lists. Appendix D shows articles for 2016 names added to the "The Street Where You Live" spreadsheet under existing street or park name definitions.

RECOMMENDATION IMPLICATIONS

Financial Implications

None associated with this report.

Environmental Implications

None associated with this report.

Policy and/or Strategic Implications

The Cultural Plan addresses street, park and civic asset naming as part of Objective – Conserve Cultural Heritage Resources.

Other Implications

None associated with this report.

Accessibility Implications

None associated with this report.

COMMUNICATIONS

Applicants are notified within one week after each meeting of the status of their application. A letter is sent from the Mayor to each honouree to inform them of the approval. To celebrate the achievements of honourees, names of honourees approved at Civic Naming Committee meetings have been celebrated via the City of Regina's social media sites.

DELEGATED AUTHORITY

The Regina Planning Commission has delegated authority to receive reports from the Civic Naming Committee

Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke

_____

Elaine Gohlke, Secretary

APPENDIX A

Civic Naming Committee Naming Guidelines for Streets/Subdivisions and Parks

CITY OF REGINA
STREET/SUBDIVISION NAMING GUIDELINES

There will be no discrimination as to the ethnic origin, political beliefs, sex, creed or colour in the determination of street names in the City of Regina.

Street names will be derived from:

1. Submissions of the names of Regina district residents who meet both the following conditions:

   (a) the person shall have resided in the Regina district for at least ten years; and

   (b) the person shall have made a special contribution to the community through one or more of the following criteria:
   - Service as an elected representative to civic, provincial or federal governments for at least two terms.
   - Service as a member of a public board.
   - Service in a voluntary capacity in community organizations such as service clubs, cultural groups, unions, ethnic or professional organizations, etc.
   - Having made a significant contribution in such fields as agriculture, the arts, a co-operative, education, industry, journalism, medicine, politics, religion, science, law, the Canadian Armed Forces, or sports on a local, national or international level.
   - Having made a significant contribution to the development of the community through participation as a pioneer between 1882 and 1903.

2. Names of persons who have not resided in Regina for at least 10 years will be considered if they meet any of the following conditions:

   (a) Saskatchewan Indian and Metis leaders who meet criteria in 1(b) above;

   (c) Deceased Regina Mayors and City Councillors who served at least six (6) years in office;

   (d) Canadian Prime Ministers who have been elected to Parliament representing Saskatchewan constituencies.

   (e) Aboriginal individuals whose historic home is the Regina plains.

(f) Former premiers of the Province of Saskatchewan

3. Titles and names of members of, or properties associated with, the British monarchy or royal family in keeping with the concept of Regina as the 'Queen City'.

4. Significant historic events in the history of the area covered by the present province of Saskatchewan. Terms which arise from the distinctive prairie landscape and the ecological and ethnological habitats found in Saskatchewan. Names can therefore be derived from landforms, flora, fauna, agricultural, aboriginal and other ethnic communities of Saskatchewan.

5. (a) Regina and area residents awarded the following civilian medals for acts of bravery and courage:
   - The National Medal of Bravery
   - The Royal Canadian Humane Association Medal of Bravery
   - The Carnegie Hero Medal

6. Individuals who have risked or given his or her life to save or protect others in Regina and district while in service as a member of the Royal Canadian Mounted Police, the Regina Police Service, Emergency Medical Services or the Regina Fire Department. Individuals who have served as Deputy Commissioner North West Region at Depot Division for at least 6 years, in keeping with the concept of Regina as 'The Home of the RCMP'.

All materials submitted to the Civic Naming Committee in conjunction with street/subdivision and park name applications will be considered public information

1.0 POLICY TITLE: Park Naming Policy and Procedures

2.0 AUTHORITY: City Council approved June 20, 2005, CR05-101
City Council amended May 28, 2007, CR07-86

3.0 PURPOSE: The purpose of the Park Naming Policy is to provide the criteria and procedures for naming new parks and renaming existing parks.

4.0 GENERAL CRITERIA:

Park names shall be considered on the basis of one or more of the following criteria:

4.1 The names of Regina and district residents who:

a) have resided in Regina or district for at least ten years; and

b) have made a special contribution to the community in one or more of the following areas:

- Service as an elected representative to the municipal, provincial or federal government for at least two terms.

- Service as a member of a public board, committee or commission.

- Service in a voluntary capacity in community organizations such as service clubs, cultural groups, unions, ethnic organizations, community associations, zone boards or professional organizations.

- Have made a significant contribution in areas that have benefited the community; for example, agriculture, the arts, cooperatives, education, business or industry, journalism, medicine, politics, religion, science, law, the Canadian Armed Forces, public service, recreation or sports on a local, national or international scale.

- Have made a significant contribution to the development of the community through participation as a pioneer between the years 1882 and 1903.

4.2 The names of persons who have not resided in Regina or district for at least ten years will be considered if they satisfy one or more of the following conditions:

a) Saskatchewan Indian and Métis leaders who meet the criteria in 1 b) above;

b) Deceased Regina Mayors and City Councillors who served at least six years in office;

c) Canadian Prime Ministers who have been elected to Parliament representing Saskatchewan constituencies;

d) Aboriginal individuals whose historic home is the Regina plains; or

e) Former premiers of the province of Saskatchewan.

4.3 The titles and names of members of the British monarchy or royal family.

4.4 Significant historic events in the history of Regina and geographic area now covered by the province of Saskatchewan.

4.5 Terms that arise from the distinctive prairie landscape and the ecological and ethnological features found in Saskatchewan. Names can therefore be derived from landforms, flora, fauna, agricultural, aboriginal and other ethnic communities of Saskatchewan. Aboriginal names and citations must have the confirmation of an appropriate aboriginal authority.

4.6 A group or organization that has made a significant contribution to the development of the park.

4.7 (a) Regina and area residents awarded the following civilian medals for acts of bravery and courage:

- The National Medal of Bravery
- The Royal Canadian Humane Association Medal of Bravery
- The Carnegie Hero Medal

4.8 Requests to name parks in memoriam shall be considered on the basis of meeting the general criteria.

4.9 A request for a park name can be denied if the proposed name can be easily confused with an existing park name.

4.10 Except where the City of Regina deems otherwise, parks may not be named after industrial or business concerns where it is possible that such names can be construed as a promotion or advertising. However, where appropriate, a plaque or some other feature may be erected in recognition of any form of contribution from industry or business to a park development.

4.11 Small areas of City property which are not considered suitable for, and are not designated as parks such as traffic islands, boulevards, and buffer strips shall not be named.

Please see Appendix A - Procedure for Naming New Parks or Renaming Existing Parks.

APPENDIX A - PROCEDURE FOR NAMING NEW PARKS OR RENAMING EXISTING PARKS

The following procedure shall be followed when naming new parks or renaming existing parks:

1. The City shall consider park names, consistent with the general criteria, which are proposed by the following sources:

    a) The local community association or zone board.

    b) The developer of the park or subdivision.

    c) User groups, organizations or residents of the area.

2. When an application for subdivision that includes a park is made to the City, the Community Services Department shall initiate the park naming process by encouraging applications from:

    a) the subdivision developer;

    b) the community association in which the park is located if it is a neighbourhood park;

    c) the zone board in which the park is located if it is a zone park;

    d) the zone board and the adjacent community association if the park is located in a new subdivision where a community association does not exist; and

    e) the affected park user groups in the case of a municipal park.

3. The Civic Naming Committee shall consider applications and add those proposed names, which satisfy the general criteria described in section 3.0, to a master list.

4. When proposing a name that is not already on the master list of potential park names, the individual, organization, group or developer proposing the name shall provide the Civic Naming Committee with background information outlining how the subject or person satisfies the general criteria in section 3.0. In the case of a proposed renaming, the party proposing the change should review the origins of the existing park name.

5. The Community Services Department shall maintain the master list of potential park names approved by the Civic Naming Committee.

6. The park name shall be appropriate with the level and function of the park (i.e., neighbourhood, zone or municipal park). The determination is based on the area in which the person has made the contribution and whether it impacted the city, the province or the country.

7. If the park is located on a joint use site involving the City of Regina and either the public or separate school board, or if the site is adjacent to a school, the Community Services Department shall consult with the school board prior to naming the park.

8. Elements within zone and municipal parks that are distinct and separate such as athletic fields, pavilions, plazas and waterfalls may also be named based on the general criteria set out in section 3.0.

9. When a name is proposed for a specific park, the Community Services Department shall forward the proposed name for review by:

   a) the affected community association in the case of a neighbourhood level park;

   b) the affected zone board in the case of a zone level park;

   c) the adjacent zone board and the adjacent community association in case of a new subdivision where a community association does not yet exist; and

   d) the affected user groups in the case of a municipal park.

   In the case of a proposed renaming, the Community Services Department shall arrange for a public consultation process in cooperation with the respective community association, zone board or user group to consult those affected by the name change.

10. If it is determined to proceed with the proposed naming or renaming, the Community Services Department shall forward a report with a recommendation concerning the proposed park name to the Regina Planning Commission and City Council for a decision.

11. If the park name is approved by City Council, the Administration shall ensure appropriate signage is erected, including updating corporate mapping and the Geographical Information System. The signage shall conform to the City of Regina's Standard Park Detail for signs in parks.

APPENDIX B

CIVIC NAMING COMMITTEE

AUTHORITY		City Manager November 28, 2002 City Council June 20, 2005 City Council January 26, 2009
TERMS OF REFERENCE	-	Consider completed applications which identify names, events or other aspects of the environment on proposed park, street and subdivision names in accordance with approved Policy
	-	Work with Regina Public Library Board staff and others in the community, as required to do background research on proposed names
	-	Make recommendations to the Regina Planning Commission on Policy changes
	-	Submit an annual report to City Council for information through the Regina Planning Commission on the names that were added to the master list and any changes that were made to the Policy during the year
DELEGATED AUTHORITY		Approve names to be added to a master list as possible park, street or subdivision names for the City of Regina based on the approved Policy
COMPOSITION		Total membership 6 Appointed/Nominated by City Manager 6 All members of the City of Regina administration 2 Representative from the Planning and Development Division 1 Representative from the City Services Division 1 Representative from the Fire & Protective Services Department 2 Representatives from the Office of the City Clerk
TERM		Ongoing

MEETINGS	At the call of the Chair (minimum 2 times per year)	
QUORUM	4	
ADMINISTRATIVE RESOURCE	Office of the City Clerk	(306) 519-0687
SECRETARY	Office of the City Clerk	(306) 519-0687

Member	Term Expires	Telephone
Joann Paulson	Ongoing	(306) 777-7518
Laura Markewich	Ongoing	(306) 777-7848
Mark Sylvestre	Ongoing	(306) 777-7321
Liberty Brears	Ongoing	(306) 777-6251
Erna Hall	Ongoing	(306) 777-7264
Dana Turgeon	Ongoing	(306) 777-6721

APPENDIX C

2016 Names Approved and Placed on Street/Subdivision and Park Name Master Lists

Green Turtle (CNC16-01)

Saskatchewan is home to two species of **turtle**: the snapping turtle and the painted turtle. What is thought to be the largest Western Painted Turtle on record was found in Regina's Wascana Marsh in June, 2015, leading one research scientist to speculate that the turtle could have been present when Saskatchewan joined Confederation in 1905.

Besplug (CNC16-03)

Retired Captain Bert **Besplug** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Braden (CNC16-03)

Captain Ralph **Braden** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Brittner (CNC16-03)

Retired Captain Thomas **Brittner** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Cousins (CNC16-03)

Lieutenant Peter **Cousins** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

APPENDIX C

2016 Names Approved and Placed on Street/Subdivision and Park Name Master Lists

Forrester (CNC16-03)

Retired Captain Ronald **Forrester** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Herauf (CNC16-03)

Captain Leonard **Herauf** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Jeske (CNC16-03)

Retired Captain Rick **Jeske** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Mintzler (CNC16-03)

Retired Captain Glen **Mintzler** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Monz (CNC16-03)

Captain Richard **Monz** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

APPENDIX C

2016 Names Approved and Placed on Street/Subdivision and Park Name Master Lists

Polsom (CNC16-03)

Fire Chief Ernie **Polsom** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Shull (CNC16-03)

Fire Fighter Jerry **Shull** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Sorenson (CNC16-03)

Lieutenant Todd **Sorenson** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Stark (CNC16-03)

Fire Fighter Mike **Stark** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Sundeen (CNC16-03)

Lieutenant Neil **Sundeen** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

APPENDIX C

2016 Names Approved and Placed on Street/Subdivision and Park Name Master Lists

Swanton (CNC16-03)

Retired Captain Lyle **Swanton** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Gutfriend (CNC16-04)

Ivan Gutfriend began working with the Saskatchewan Roughriders in 1970, assisting athletic therapist Sandy Archer at annual training camps until 1978, when he was hired as a full-time athletic therapist. In 1981, he became Head Athletic Therapist and held that position until his retirement in December of 2015. This tenure makes him the longest serving employee that the Roughriders have ever had.

Originally from Moose Jaw, Gutfriend received a bachelor's degree in physical education from the University of Saskatchewan in 1970 and a Master of Athletic Training degree from Indiana University in 1973, making him one of only three athletic therapists in the province at a time when the profession was in its infancy. Since then, Gutfriend has become widely regarded as a pioneer in his field, as well as an instrumental influence in shaping the profession of athletic therapy in Saskatchewan. In addition to his professional accomplishments with the Roughriders, he has taught at the high school and university level, coached high school basketball, provided medical coverage for an annual local basketball tournament, held various taping and first aid workshops for students, coaches and other health care professionals, and dedicated his time to mentoring budding athletes and athletic therapists alike.

Gutfriend has been recognized by several honours and awards throughout his career, including: the 2016 Canadian Athletic Therapists Association Hall of Fame Inductee, 2013 Saskatchewan Baseball Hall of Fame Inductee as part of the 1966 and 1968 Moose Jaw Regals Southern League Champions, as a multiple Saskatchewan Roughrider Plaza of Honour Inductee for the 1989 and 2007 Saskatchewan Roughrider Grey Cup Championship Teams, and as a multiple Saskatchewan Sports Hall of Fame Inductee for the 1989 and 2007 Saskatchewan Roughrider Grey Cup Championship Teams.

Green Jewel (CNC16-05)

As many jewels have been created from the precious metals that exist in our environment, "Jewel" has been selected to represent a host of natural materials.

APPENDIX C

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Green Quartz (CNC16-05)

As one of the most well-known minerals on earth, quartz occurs in basically all mineral environments, and is an important constituent of many rocks. Quartz is also the most varied of all minerals, occurring in all different forms, habits, and colors.

Green Diamond (CNC16-05)

In mineralogy, diamond (/ˈdaɪəmənd/ or /ˈdaɪmənd/; from the ancient Greek ἀδάμας – *adámas* "unbreakable") is a metastable allotrope of carbon, where the carbon atoms are arranged in a variation of the face-centered cubic crystal structure called a diamond lattice. Diamond is less stable than graphite, but the conversion rate from diamond to graphite is negligible at standard conditions. Diamond is renowned as a material with superlative physical qualities, most of which originate from the strong covalent bonding between its atoms. In particular, diamond has the highest hardness and thermal conductivity of any bulk material. Those properties determine the major industrial application of diamond in cutting and polishing tools and the scientific applications in diamond knives and diamond anvil cells. Most natural diamonds are formed at high temperature and pressure at depths of 140 to 190 kilometers (87 to 118 mi) in the Earth's mantle. Carbon-containing minerals provide the carbon source, and the growth occurs over periods from 1 billion to 3.3 billion years (25% to 75% of the age of the Earth). Diamonds are brought close to the Earth's surface through deep volcanic eruptions by a magma, which cools into igneous rocks known as kimberlites and lamproites. Diamonds can also be produced synthetically in a HPHT method which approximately simulates the conditions in the Earth's mantle.

Danakas (CNC16-06)

Peter Danakas, a well-known Regina hotelier, restaurateur and community presence, was born in Greece in 1936 and immigrated to Winnipeg, Canada in 1957, where he immersed himself in the hospitality trade under the mentorship of Arthur Tzekins. In 1966, he moved to Regina to act as General Manager of the newly-built Regina Inn, later taking ownership of the hotel in 1979. During his time in Regina, Danakas was heavily involved in the wider community as well as in the city’s Greek community. He acted as Director for Buffalo Days, The Association for the Mentally Handicapped, Kiwanis Club, Canadian Cystic Fibrosis Foundation, and Tourism Saskatchewan, among others, and was recognized by awards such as the Commemorative Medal for the 125th Anniversary of the Confederation of Canada. He was named a Saskatchewan Ambassador by Saskatchewan Tourism and Small Business and was well-known for his love of the city and province as well as his contributions to Regina tourism and his promotion of the city on the national stage. Danakas passed away on October 2, 2005.

APPENDIX C

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Hemingway (CNC16-08)

Dr. Peter Hemingway moved to Regina at the age of 25 to attend the University of Regina. After completing his PhD in Psychology, he was hired by the university as a psychology professor and later as an educational psychology professor. He was heavily involved in the Saskatchewan College of Psychologists, including as Deputy Registrar and as a member of several committees. For his outstanding contribution toward excellence in psychology in Saskatchewan, he was awarded the Psychology Association of Saskatchewan (PAS) Jillings Award.

As a faculty member, Hemingway was active in the University of Regina Faculty Association, including as an instrumental force in its establishment and later as chair and chief negotiator for a large number of collective bargaining agreements. He initiated and acted as chief negotiator for the earliest collective bargaining agreements for APT (Administrative, Professional and Technical) employees and First Nations University of Canada faculty. Hemingway served on the board and the executive of the Canadian Association of University Teachers (CAUT) and, in 2002, was awarded the Donald C. Savage Award, which recognizes long and dedicated service in the promotion of collective bargaining in Canadian universities and colleges.

Upon his retirement from the Faculty of Education in 2005, Hemingway was granted the Saskatchewan Centennial Leadership Award by the Government of Saskatchewan for community vision, leadership and spirit. Upon his death in 2006, the University of Regina Faculty Association established the Dr. Peter Hemingway Bursary, which recognizes and honours his exemplary contributions to the creation and effective functioning of the URFA for over twenty years.

Nawaz (CNC16-09)

Zarqa Nawaz, born in Liverpool, raised in Toronto, and now living in Regina with her husband and four children, is a writer, journalist and filmmaker best known for the CBC television show *Little Mosque on the Prairie*. In addition to the show, Nawaz has produced four short films, a documentary and a feature film and written a memoir, all in the name of breaking down stereotypes and promoting understanding between Muslims and non-Muslims. For her work, Nawaz has won the Academy of Canadian Cinema and Television Diversity Award and was shortlisted for the Leacock Medal for Humour, the KOBO Emerging Writer Prize and two Saskatchewan Book Awards.

Railway Mission (CNC16-13)

The Railway Mission was a program run by the Diocese of Qu'Appelle that oversaw itinerant priests who travelled across Saskatchewan by rail to establish new Anglican parishes in the province.

APPENDIX C

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St. Cuthbert (CNC16-13)

St. Cuthbert's House was the Clergy House for the Railway Mission priests. It was the first home of the Qu'Appelle Diocesan School for Girls. The building features a red brick exterior with stone trim, multi-paned and pointed arch windows, and a picturesque roofscape with dormers, chimneys and gables in the Collegiate Gothic style popularized in the early 20th century primarily for universities and churches.

Anaquod (CNC16-14)

Glen Anaquod was a proud member of Muscowpetung First Nation and descendent of the Young Dog Society. Following the loss of his parents at a young age, Anaquod was raised by his aunt and uncle. He attended the Lebret Indian Residential School over the course of the 1950s and 1960s, leaving after Grade 11 to complete high school in Fort Qu'Appelle.

Over the course of his adult life, Anaquod became an alcohol addictions counsellor for his First Nation and, through pride and passion for his heritage, began to share the traditional, cultural and spiritual teachings of his people. He was often asked to share as an Elder representing the File Hills Qu'Appelle Tribal Council and Treaty 4 region, and participated in events such as the Annual North Central Smudge Walk. Upon joining the Aboriginal Student Center as the resident Elder, Anaquod was instrumental in providing guidance and promoting pride for First Nations history, culture, traditions and spirituality. The Aboriginal Student Centre still carries on those activities and traditions, including the Annual Glen Anaquod Memorial Tipi Raising Contest.

On June 11, 2008, when Prime Minister Stephen Harper made a Statement of Apology to former residential school students, Anaquod was asked to represent survivors at an event held in Fort Qu'Appelle. In an interview following the apology, he stated "When you dwell in the past, you can't move on. It's good to look back to learn what has happened, but we need to move on to become better." He went on to share his experience through the National Film Board documentary *We Were Children*, which highlights the experiences of First Nations children in the Canadian residential school system. In doing so, he hoped to share the truth and help others heal and move on in peace.

APPENDIX D

2016 Names Added to the "The Street Where You Live" Spreadsheet under Existing Street or Park Name Definitions

Gibson, Dwayne

Lieutenant Dwayne **Gibson** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Graham, Gordon

Fire Fighter Gordon **Graham** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Nagel, Curtis

Captain Curtis **Nagel** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

Newman, Mel

Senior Captain Mel **Newman** received the Canadian Fire Services Exemplary Service Medal in 2015. The Fire Services Exemplary Service Medal is given out by the Governor General of Canada, honouring members of a recognized Canadian fire service who have completed 20 years of service, 10 of which have been served in the performance of duties involving potential risks. Applications are reviewed locally then sent forward to the federal level for selection.

MN17-9

NOTICE OF MOTION

June 26, 2017

Chief Legislative Officer & City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Re: Councillor Stevens: Access Without Fear

Please be advised that I will submit the following NOTICE OF MOTION at the June 26, 2017 meeting of City Council.

WHEREAS the City of Regina's Vision is to be "Canada's most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity"; and

WHEREAS the Mayor and City Council have affirmed that the City of Regina is a diverse, inclusive, and welcoming for people of all faiths and nationalities, and that discriminatory actions have no place in our community; and

WHEREAS access to services including transportation, police protection, fire services, City programs, and emergency shelter are fundamental to the safety, security, and dignity of all people, and must be accessible to all, regardless of immigration status; and

WHEREAS migrants who do not have official immigration status and those with precarious, yet legal status frequently avoid accessing police and other municipal services out of fear that they will be separated from their children, detained, or deported, which prevents individuals from reporting crimes or accessing services that protect the health, wellbeing, and safety of themselves, their families, and communities; and

WHEREAS ensuring that everyone has access to basic and essential services without discrimination on the basis of immigration status is in accordance with international human rights obligations set out in the UN Convention on the Elimination of All Forms of Racial Discrimination (CERD); and

WHEREAS over 300 jurisdictions across North America have adopted Sanctuary City and/or Access Without Fear policies as a means of creating welcoming and inclusive cities that protect and provide for all residents; and

WHEREAS the enforcement of immigration law is not a municipal mandate but a federal one, and municipal resources are intended for the fulfillment of municipal responsibilities;

THEREFORE BE IT RESOLVED THAT:

1. City Council commit the City of Regina to become an Access Without Fear City where all residents are recognized to have full rights to access city-administered services regardless of their immigration status.

2. The City of Regina direct that immigration/citizenship information only be collected when specifically required by provincial and federal law.

3. Immigration/citizenship information shall not be shared outside the City departments, boards and agencies that have collected it, unless through the informed consent of the Regina resident whom it concerns.

4. City Council request Administration to conduct a review, with community consultation, and report to the Executive Committee in Q1 of 2018 on the following:
    a. Opportunities for City-funded agencies to improve access without fear for refugees, immigrants, migrants, and undocumented residents of Regina, acknowledging that requesting proof of/sharing immigration status is a barrier to accessing public services;
    b. A community stakeholder feedback mechanism that gives parties the opportunity to identify barriers faced by residents with precarious status to accessing services without fear and identify new opportunities to address these challenges;
    c. A public education strategy to inform residents and community agencies of the City's Access Without Fear policies and guidelines;
    d. Where not already provided, training and education for appropriate City employees regarding access to City services for immigrants and Regina residents who possess precarious status;
    e. Compliance mechanisms for third parties who are contracted by the City to abide by the Access Without Fear policy.
    f. A designated liaison to work with community and City agencies to ensure a clear understanding of the Access Without Fear policy and expectations as it relates to programs, practices, and reporting requirements.

5. City Council request additional support and funding from the Provincial and Federal governments for immigration and migrant support services and the implementation of the Access Without Fear policy.

6. With the interest of ensuring that residents with precarious status do not fear accessing police services, City Council calls on the Regina Police Service to continue its practice of

not collecting or exchanging information about immigration status during the course of street checks and investigations between agencies, including between police and private security firms. Furthermore, that Council calls on the Regina Police Service to include in its reports to the Board of Police Commissioners the number of cases involving immigration and the Canada Border Services Agency (CBSA).

7. City Council calls on the provincial government to improve services for refugees, immigrants, migrants, and individuals who possess precarious status with a view to ensuring access without fear to health care, emergency services, social assistance, workers' compensation, occupational health and safety, employment standards, community housing, police protection, and other public services.

Respectfully submitted,

Andrew Stevens
Councillor, Ward 3