



# **CITY COUNCIL**

**Monday, November 25, 2013  
5:30 PM**

**Henry Baker Hall, Main Floor, City Hall**



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Office of the City Clerk

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**Agenda  
City Council  
Monday, November 25, 2013**

Open With Prayer

**Confirmation of Agenda**

**Minutes of the meetings held on November 6, 2013.**

**Public Notice, Advertised Bylaws and Delegations, Communications and Related Reports**

DE13-137      Mark Carroll: Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

That this communication be received and filed.

DE13-138      Shontell Sigda: Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

That this communication be received and filed.

DE13-139      James Dupuis: Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

That this communication be received and filed.



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CP13-31 Darcy Porter: Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

That this communication be received and filed.

CP13-32 Various Letters from Local Businesses: Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

That this communication be received and filed.

CR13-161 Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) - Portion of East-West Lane, Block 204 Between Lots 12 and C 1435 Lorne Street and 2226 Dewdney Avenue

**Recommendation**

1. That the application to amend *Regina Zoning Bylaw No. 9250* as follows be APPROVED:
  - (a) That the proposed Lot E located at 2226 Dewdney Avenue (south of existing lane) and comprised of Lots 16, 17, 18, 19, and part of east-west Lane, Block 204, Plan No. OLD33 and Lot C, Block 204, Plan No. 98RA02313, be rezoned from WH – Dewdney Avenue Warehouse and IA1 – Light Industrial to WH – Dewdney Avenue Warehouse; and
  - (b) That the proposed Lot D located at 1435 Lorne Street (north of existing Lane) and comprised of Lots 11, 12 and part of east-west Lane, Block 204, Plan No. OLD33 retain the current Zoning of IA1 – Light Industrial.
2. That the application for the closure and sale of a portion of the lane described as "all that portion of the east-west Lane in Block 204, Plan OLD33 lying between Lot 12, Plan Old 33 and Lot C, Plan 98RA02313 in Regina, Saskatchewan," as shown on the Plan of Proposed Subdivision, prepared by P. Shrivastava S.L.S. and dated December 6, 2012", be APPROVED.
3. That the City Solicitor be directed to prepare the required Zoning Bylaw amendments and the bylaw to authorize closure and sale of the aforementioned lane.



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## Office of the City Clerk

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CR13-163 Regina Planning Commission: Application for Zoning Bylaw Amendment (13-Z-23) - Harbour Landing Phase 4-4D, Parcel Q Between Parliament Avenue and 25th Avenue

**Recommendation**

1. That the application to rezone a portion of land between Parliament Avenue and 25<sup>th</sup> Avenue located in Harbour Landing, proposed Parcel Q from portion of parcel X, Plan No. 101926436) from PS - Public Service to IP - Industrial Prestige, be APPROVED.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

CR13-164 Finance & Administration Committee: Sale of City Property 5525 Dewdney Avenue Lots 7-10, Block 3, Plan Old AT233 1826 Halifax Street Lot 34, Block 302, Plan Old #33 - 1409 Rae Street Lot 2, Block 209, Plan Old #33 & Lot 43, Block 209, Plan 101229353 1345 Rae Street Lot 12, Block 147, Plan Old #33

**Recommendation**

1. That the sale of 5525 Dewdney Avenue be approved under the terms and conditions shown in the body of this report to Silver Sage Holdings Ltd.;
2. That the sale of 1826 Halifax Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
3. That the sale of 1409 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
4. That the sale of 1345 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
5. That the City Manager be authorized to finalize the terms of the formal sale agreements as outlined in the body of this report; and
6. That the City Clerk be authorized to execute the sale agreements as prepared by the City Solicitor.





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2013-74	The Regina Zoning Amendment Bylaw, 2013 (No. 36)
2013-76	The Regina Zoning Amendment Bylaw, 2013 (No. 37)
2013-78	The Regina Zoning Amendment Bylaw, 2013 (No. 38)
2013-79	A Bylaw to Provide for the Closure and Sale of a Portion of the East-West Lane in Block 204, Plan old33 Lying Between Lot 12, Plan Old33 and Lot C, Plan 98ra02313

### **Delegations and Related Reports**

DE13-136 John Klein: Parking Fines Increase

**Recommendation**

That this communication be received and filed.

CR13-160 Public Works Committee: Parking Fines Increase

**Recommendation**

1. That Schedule "K" of *The Regina Traffic Bylaw, 9900* be amended to increase fines as shown in Appendix A; and
2. That the City Solicitor be instructed to prepare the amending Bylaw effective January 1, 2014.

DE13-140 Chad Novak: State of the Roadways Infrastructure 2013

**Recommendation**

That this communication be received and filed.

IR13-9 Public Works Committee: State of the Roadways Infrastructure 2013

**Recommendation**

That this report be received and filed.



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### Committee Reports

#### Executive Committee

- CR13-166      Ratifying Collective Agreement with the Canadian Union of Public Employees, Local 7

#### **Recommendation**

That the agreement reached with the Canadian Union of Public Employees, Local 7 be approved.

- CR13-167      The Regina Exhibition Association Limited Continuance as a Non-Profit Corporation of the City of Regina

#### **Recommendation**

1. That City Council authorize the City Manager to finalize and approve the unanimous membership agreement setting forth the governance principles for REAL (the “Unanimous Member’s Agreement”) pending the issuance of the Articles of Continuance by the Saskatchewan Corporate Registry to continue The Regina Exhibition Association Limited (“REAL”) as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the “Non-Profit Act”).
2. That the City Clerk be authorized to execute the Unanimous Member’s Agreement after review and approval by the City Solicitor.

- CR13-168      2014 Meeting Dates for City Council and Executive Committee

#### **Recommendation**

1. That the following City Council meeting dates for the year 2014 be approved:

January 27	July 21
February 24	August 18
March 24	September 22
April 14	October 14 (Tuesday)
May 5 and 26	November 3 and 24
June 23	December 15

2. That the following Executive Committee meeting dates for the year 2014 be approved:

January 15	July 9
February 12	August 6
March 12	September 10



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April 2 and 23  
May 14  
June 11

October 1 and 22  
November 12  
December 3

3. That an additional report be provided on best practices of other jurisdictions, including Saskatoon, to investigate the opportunity to provide members of Council with a summer break.

### CR13-169      2014 Elected Official Committee Appointments

#### **Recommendation**

1. That City Council approve the elected member appointments to the committees summarized in Appendix A.
2. That all appointments be made effective January 1, 2014 with terms of office to December 31, 2014 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.

#### Finance and Administration Committee

### CR13-170      Business Transformation Program - HRMS Implementation Project

#### **Recommendation**

1. The Deputy City Manager & CFO be authorized to award and finalize the terms of an agreement with the successful proponent chosen from the request for proposals (Business Transformation - Human Resources Management System Implementation Partner RFP). This RFP will be issued to obtain consulting services relating to the implementation of the technology and processes for HR and Payroll services.
2. The City Clerk be authorized to execute the agreement awarded to the successful proponent as a result of the HRMS Implementation Partner RFP after review and approval by the City Solicitor.
3. Funding for the portion of the project required to implement the technology and processes that administer employee benefits to be sourced proportionately from the Group Benefits Reserves to a maximum of \$300,000.



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Mayor's Housing Commission

CR13-171      Downtown Residential Tax Incentives Policy – Revisions to the Current Policy

**Recommendation**

1. That the *Downtown Residential Tax Incentives Policy* be revised to cap tax incentives at \$7,500 per unit for ownership units.
2. That the updated *Downtown Residential Tax Incentives Policy* be approved as attached in Appendix A.

That the Deputy City Manager of Community Planning and Development, or his/her designate, be given the authority to administer the *Downtown Residential Tax Incentives Policy*.

CR13-172      2014 Local Improvement Program

**Recommendation**

1. That the proposed 2014 Local Improvement Program (LIP) as outlined in Appendix "A" be approved.
2. That the following locations each be declared as a single local improvement by work order number, in accordance with section 4 of *The Local Improvements Act, 1993 (The Act)*:

Work #01-14	Grant Drive (Grant Road to Grant Road)
Work #04-14	Chisholm Road (Shannon Road to Grant Road)
Work #07-14	Campbell Street (4 <sup>th</sup> Avenue to Mikkelson Drive)
Work #09-14	Assiniboine Avenue (Argyle Road to Rae Street)
Work #10-14	Cardinal Crescent (Champlain Drive to Castle Road)
3. That the City Solicitor submit the 2014 LIP to the Saskatchewan Municipal Board for approval.
4. That upon receipt of the Saskatchewan Municipal Board approval, the proposed works be advertised in accordance with the requirements of *The Act*.



## **Bylaws, Communications and Related Reports**

CP13-33      City Administration: Condo Policy Bylaw Amendments Memo

### **Recommendation**

That this communication be received and filed.

CP13-34      City Administration: Amendment to Correct Condominium Conversion Fees (CR12-4) Memo

### **Recommendation**

That this communication be received and filed.

CR13-162      Regina Planning Commission: Condominium Conversion Policy Amendment

### **Recommendation**

1. That *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) be amended to:
  - a) increase the CMA Vacancy Rate and Zone Vacancy Rate thresholds that applies to the approval of conversion of properties containing five or more units to three percent or more;
  - b) clarify that a secondary suite is not eligible for conversion to condominium ownership;
  - c) clarify the language requirements for conversions of buildings with 2 to 4 units to encompass the existing number of rental units, not the number of proposed condominium units;
  - d) provide the Development Officer authority to deny condominium conversion applications that do not comply with the requirements established in Bylaw No. 2012-14;
  - e) correct typographical errors through housekeeping amendment.
2. That *The Development Fee Bylaw, No. 2008-66* be amended in a separate report brought to Executive Committee to correct condominium conversion fees as established and approved in Council report (CR12-4) dated January 23, 2012 and that *The Condominium Application Fees Bylaw, No. 2001-100* be repealed.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the amendments, as described above.



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CR13-165      Public Works Committee: City of Regina Landfill Fees - 2014

**Recommendation**

1. That the Landfill Fee Schedule for 2014 as set out in Appendix A be approved.
2. That the City Solicitor amend *The Waste Management Bylaw, 2012*, No. 2012-63 (the “Bylaw”) to add an addition clause to section 4 to the Bylaw that authorizes the Deputy City Manager to establish and approve policies, procedures, and applicable fees within the range identified in Schedule “C” to the Bylaw, for waste requiring special disposal through burial; and
3. That the City Solicitor be instructed to prepare and bring forward the necessary amendments to Schedule “C” to the Bylaw.

2013-75      The City of Regina Condominium Policy Amendment Bylaw, 2013

2013-80      *The Regina Traffic Amendment Bylaw, 2013*

2013-81      The Waste Management Amendment Bylaw, 2013

2013-82      The Development Application Fee Amendment Bylaw, 2013

**Adjournment**

AT REGINA, SASKATCHEWAN, WEDNESDAY, NOVEMBER 6, 2013

AT A MEETING OF CITY COUNCIL

AT 5:45 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 Sharron Bryce  
Councillor Bryon Burnett  
Councillor John Findura  
Councillor Jerry Flegel  
Councillor Shawn Fraser  
Councillor Bob Hawkins  
Councillor Wade Murray  
Councillor Mike O'Donnell  
Councillor Barbara Young

Regrets: Councillor Terry Hincks

Also in Attendance: City Clerk, Joni Swidnicki  
City Solicitor, Byron Werry  
Deputy City Clerk, Amber Smale  
Acting Deputy City Manager, City Operations, Adam Homes  
Deputy City Manager, Community Planning & Development, Jason Carlston  
Acting Deputy City Manager, Corporate Services, Pat Gartner

The meeting opened with a prayer.

Confirmation of Agenda

**Councillor Sharron Bryce moved, seconded by Councillor Wade Murray, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.**

Administration's Reports

CM13-14      Reconsideration of 2013 Boundary Alteration

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**Recommendation**

That the requirement to give notice of motion from one meeting to the next in order to reconsider a previous motion be waived.

That the motions from report CR13-136 from September 9, 2013 be reconsidered as follows:

1. That the following resolutions concerning the alteration of municipal boundaries be adopted by City Council:

- a) “BE IT RESOLVED THAT, the east/ southeast lands identified as Area A in Appendix A, currently within the RM of Sherwood and described as follows, be annexed to the City of Regina:
  - Portion of SW  $\frac{1}{4}$  of Section 1 in Twp. 17, Rge. 19 W2M lying northwest of and excluding the rail line
  - Portion of NW  $\frac{1}{4}$  of Section 1 in Twp. 17, Rge. 19 W2M lying west and northwest of and excluding the rail line
  - Portion of SE  $\frac{1}{4}$  of Section 2 in Twp. 17, Rge. 19 W2M lying northwest of and excluding the rail line and including the road allowance to the south
  - SW  $\frac{1}{4}$  of Section 2 in Twp. 17, Rge. 19 W2M including the road allowance to the south
  - Portion of NW  $\frac{1}{4}$  of Section 2 in Twp. 17, Rge. 19 W2M
  - NE  $\frac{1}{4}$  of Section 2 in Twp. 17, Rge. 19 W2M
  - All of Section 3 in Twp. 17, Rge. 19 W2M including the road allowance to the south
  - All of Section 4 in Twp. 17, Rge. 19 W2M including the road allowance to the south
  - Portion of SE  $\frac{1}{4}$  of Section 9 in Twp. 17, Rge. 19 W2M
  - Portion of SW  $\frac{1}{4}$  of Section 9 in Twp. 17, Rge. 19 W2M
  - Portion of SE  $\frac{1}{4}$  of Section 11 in Twp. 17, Rge. 19 W2M
  - W  $\frac{1}{2}$  of Section 12 in Twp. 17, Rge. 19 W2M excluding the rail line
  - W  $\frac{1}{2}$  of Section 13 in Twp. 17, Rge. 19 W2M excluding the north-south running rail line
  - All of Section 23 in Twp. 17, Rge. 19 W2M including Tower Road and excluding the Highway 1 right-of-way
  - SW  $\frac{1}{4}$  of Section 24 in Twp. 17, Rge. 19 W2M excluding the Highway 1 right-of-way
  - S  $\frac{1}{2}$  of Section 26 in Twp. 17, Rge. 19 W2M including Tower Road
  - Portion of NW  $\frac{1}{4}$  of Section 26 in Twp. 17, Rge. 19 W2M lying south of and excluding the rail line
  - NE  $\frac{1}{4}$  of Section 26 in Twp. 17, Rge. 19 W2M including Tower Road
  - Portion of SE  $\frac{1}{4}$  of Section 35 in Twp. 17, Rge. 19 W2M lying south of and excluding the rail line and including Tower Road
- b) “BE IT RESOLVED THAT, the southwest lands identified as Area B in Appendix A, currently within the RM of Sherwood and described as follows, be annexed to the City of Regina:
  - All of Section 3 in Twp. 17, Rge. 20 W2M including Courtney Street and excluding the Highway 1 right-of-way to the south
  - All of Section 10 in Twp. 17, Rge. 20 W2M including Courtney Street



- c) "BE IT RESOLVED THAT, the west/ northwest lands identified as Area C in Appendix A, currently within the RM of Sherwood and described as follows, be annexed to the City of Regina:
- All of Section 29 in Twp. 17, Rge. 20 W2M
  - All of Section 30 in Twp. 17, Rge. 20 W2M
  - All of Section 31 in Twp. 17, Rge. 20 W2M including the road allowances to the west and north
  - All of Section 32 in Twp. 17, Rge. 20 W2M including the road allowance to the north
  - All of Section 25 in Twp. 17, Rge. 21 W2M excluding the rail line to the north and including the road allowance to the west
  - E ½ of Section 5 in Twp. 18, Rge. 20 W2M
  - E ½ of Section 8 in Twp. 18, Rge. 20 W2M including Armour Road
  - All of Section 9 in Twp. 18, Rge. 20 W2M including Armour Road
  - Portion of SE ¼ of Section 16 in Twp. 18, Rge. 20 W2M
  - S ½ of Section 15 in Twp. 18, Rge. 20 W2M including the road allowance to the west
  - Portion of SW ¼ of Section 14 in Twp. 18, Rge. 20 W2M lying south of and excluding Highway 11
  - Portion of SE ¼ of Section 14 in Twp. 18, Rge. 20 W2M lying south of and excluding Highway 11
- 2) That subject to Ministerial approval of the applicable municipal boundary alterations in accordance with the provisions of Section 43.1(13) or Section 44 of *The Cities Act* amendments to the Regina Zoning Bylaw No. 9250 to rezone the annexed lands to UH-Urban Holding be ADVERTISED.
- 3) The Administration endeavor to conclude a tax loss compensation agreement with the RM of Sherwood (RM), and request the adoption of complementary resolutions in support of the City's application for alteration of its municipal boundaries.
- 4) The City Solicitor in conjunction with the City Clerk do all things necessary to give effect to the resolutions in Recommendation #1 including preparing and submitting application to the Minister of Municipal Affairs or the Saskatchewan Municipal Board as per the provisions of Section 43.1 of *The Cities Act* pending conclusion of mediation with the RM of Sherwood to be completed at the end of October 2013.
- 5) That City Council approve the recommended tax mitigation principles and the recommended tax mitigation tools for impacted land owners, and direct Administration to communicate these to impacted land owners as outlined in the body of this report.

- 6) That City Council direct the Administration to develop an annexation implementation plan that includes bylaw amendments required to enable the continuation of specific land uses and operational practices in the long-term development areas.

**(Note: The above motions need to be defeated in order to consider the following)**

- 1) That the following resolutions concerning the alteration of municipal boundaries be adopted by City Council:
  - a) BE IT RESOLVED THAT, those lands described as follows and as depicted in the map attached hereto as Appendix A dated November 6, 2013, currently within the RM of Sherwood and described as follows, be annexed to the City of Regina:
    - i) all of those lands currently in the RM of Sherwood to the east of the City described as follows:
      - A) portion of the North West Quarter of Section 1 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue) and lying west and northwest of and excluding the rail line;
      - B) portion of the North East Quarter of Section 2 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue);
      - C) portion of the South East Quarter of Section 11 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue);
      - D) all of the West Half of Section 12 in Township 17, Range 19, West of the Second Meridian, excluding the north-south running rail line;
      - E) all of the West Half of Section 13 in Township 17, Range 19, West of the Second Meridian, excluding the north-south running rail line;
      - F) all of Section 23 in Township 17, Range 19, West of the Second Meridian, including Tower Road;
      - G) all of the South West Quarter of Section 24 in Township 17, Range 19, West of the Second Meridian, excluding the Highway 1 right-of-way and excluding the north-south running rail line;
      - H) all of the South Half of Section 26 in Township 17, Range 19, West of the Second Meridian, including Tower Road;

- I) portion of the North West Quarter of Section 26 in Township 17, Range 19, West of the Second Meridian, lying south of and excluding the rail line;
  - J) all of the North East Quarter of Section 26 in Township 17, Range 19, West of the Second Meridian, including Tower Road; and
  - K) portion of the South East Quarter of Section 35 in Township 17, Range 19, West of the Second Meridian, lying south of and excluding the rail line and including Tower Road; and
- ii) all of those lands currently in the RM of Sherwood to the southwest of the City described as follows:
- A) all of Section 3 in Township 17, Range 20, West of the Second Meridian, including Courtney Street and excluding the Highway 1 right-of-way to the south;
  - B) all of Section 10 in Township 17, Range 20, West of the Second Meridian, including Courtney Street; and
- iii) all of those lands currently in the RM of Sherwood to the west/northwest of the City described as follows:
- A) all of Section 29 in Township 17, Range 20, West of the Second Meridian;
  - B) all of Section 30 in Township 17, Range 20, West of the Second Meridian;
  - C) all of Section 31 in Township 17, Range 20, West of the Second Meridian, including the road allowances to the west and north;
  - D) all of Section 32 in Township 17, Range 20, West of the Second Meridian, including the road allowance to the north;
  - E) all of Section 25 in Township 17, Range 21, West of the Second Meridian, excluding the rail line to the north and including the road allowance to the west;
  - F) all of the East Half of Section 5 in Township 18, Range 20, West of the Second Meridian;
  - G) all of the East Half of Section 8 in Township 18, Range 20, West of the Second Meridian, including Armour Road;

- H) all of Section 9 in Township 18, Range 20, West of the Second Meridian, including Armour Road;
  - I) portion of the South East Quarter of Section 16 in Township 18, Range 20, West of the Second Meridian;
  - J) all of the South Half of Section 15 in Township 18, Range 20, West of the Second Meridian, including the road allowance to the west;
  - K) portion of the South West Quarter of Section 14 in Township 18, Range 20, West of the Second Meridian, lying south of and excluding Highway 11; and
  - L) portion of the South East Quarter of Section 14 in Township 18, Range 20, West of the Second Meridian, lying south of and excluding Highway 11.
- iv) In addition to the road allowances listed above the City of Regina will also assume jurisdiction and control of all registered road allowances within the annexation area.
- 2) That subject to Ministerial approval of the applicable municipal boundary alterations in accordance with the provisions of Section 43.1(13) or Section 44 of *The Cities Act* amendments to the Regina Zoning Bylaw No. 9250 to rezone the annexed lands to UH-Urban Holding be ADVERTISED.
  - 3) That the City pay a tax loss compensation to the RM of Sherwood as follows:
    - a) on or before January 1, 2014, the City shall pay to the RM of Sherwood an amount representing fifteen times the annual tax revenue generated from the 2013 Annexation Area based on the RM's 2013 assessment roll; and
    - b) the City agrees to assume and pay all obligations of the RM owed to Alliance Pulse Processors Inc. in relation to Tower Road to a maximum of \$700,000.00.
  - 4) That the Mayor and City Clerk be authorized to execute the Municipal Boundary Alteration Agreement between the City of Regina and the RM of Sherwood based on the terms noted within this report.
  - 5) The City Solicitor in conjunction with the City Clerk do all things necessary to give effect to the resolutions in Recommendation #1 including preparing and submitting application to the Minister of Municipal Affairs or the Saskatchewan Municipal Board as per the provisions of Section 43.1 of *The Cities Act*.

- 6) That City Council approve the recommended tax mitigation principles and the recommended tax mitigation tools for impacted land owners, and direct Administration to communicate these to impacted land owners as outlined in the body of this report.
- 7) The City Council direct the Administration to develop an annexation implementation plan that includes bylaw amendments required to enable the continuation of specific land uses and operation practices in the long-term development areas for consideration at the December 16, 2013 meeting of City Council.

**Councillor Mike O'Donnell moved, seconded by Councillor Wade Murray that the requirement to give notice of motion from one meeting to the next in order to reconsider a previous motion be waived and that the recommendations from item CR13-136 on September 9, 2013 be reconsidered.**

**The motion was put and declared CARRIED UNANIMOUSLY.**

**Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins that the recommendations from report CR13-136 from September 9, 2013 be concurred in.**

**The motion was put and declared DEFEATED.**

**Councillor Mike O'Donnell moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED:**

- 1) **That the following resolutions concerning the alteration of municipal boundaries be adopted by City Council:**
  - a) **BE IT RESOLVED THAT, those lands described as follows and as depicted in the map attached hereto as Appendix A dated November 6, 2013, currently within the RM of Sherwood and described as follows, be annexed to the City of Regina:**
    - i) **all of those lands currently in the RM of Sherwood to the east of the City described as follows:**
      - A) **portion of the North West Quarter of Section 1 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue) and lying west and northwest of and excluding the rail line;**
      - B) **portion of the North East Quarter of Section 2 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue);**
      - C) **portion of the South East Quarter of Section 11 in Township 17, Range 19, West of the Second Meridian, lying to the northeast of and excluding Highway 33 (Arcola Avenue);**

- D) all of the West Half of Section 12 in Township 17, Range 19, West of the Second Meridian, excluding the north-south running rail line;**
- E) all of the West Half of Section 13 in Township 17, Range 19, West of the Second Meridian, excluding the north-south running rail line;**
- F) all of Section 23 in Township 17, Range 19, West of the Second Meridian, including Tower Road;**
- G) all of the South West Quarter of Section 24 in Township 17, Range 19, West of the Second Meridian, excluding the Highway 1 right-of-way and excluding the north-south running rail line;**
- H) all of the South Half of Section 26 in Township 17, Range 19, West of the Second Meridian, including Tower Road;**
- I) portion of the North West Quarter of Section 26 in Township 17, Range 19, West of the Second Meridian, lying south of and excluding the rail line;**
- J) all of the North East Quarter of Section 26 in Township 17, Range 19, West of the Second Meridian, including Tower Road; and**
- K) portion of the South East Quarter of Section 35 in Township 17, Range 19, West of the Second Meridian, lying south of and excluding the rail line and including Tower Road; and**
- ii) all of those lands currently in the RM of Sherwood to the southwest of the City described as follows:**
  - A) all of Section 3 in Township 17, Range 20, West of the Second Meridian, including Courtney Street and excluding the Highway 1 right-of-way to the south;**
  - B) all of Section 10 in Township 17, Range 20, West of the Second Meridian, including Courtney Street; and**
- iii) all of those lands currently in the RM of Sherwood to the west/northwest of the City described as follows:**
  - A) all of Section 29 in Township 17, Range 20, West of the Second Meridian;**
  - B) all of Section 30 in Township 17, Range 20, West of the Second Meridian;**
  - C) all of Section 31 in Township 17, Range 20, West of the Second Meridian, including the road allowances to the west and north;**

- D) all of Section 32 in Township 17, Range 20, West of the Second Meridian, including the road allowance to the north;**
  - E) all of Section 25 in Township 17, Range 21, West of the Second Meridian, excluding the rail line to the north and including the road allowance to the west;**
  - F) all of the East Half of Section 5 in Township 18, Range 20, West of the Second Meridian;**
  - G) all of the East Half of Section 8 in Township 18, Range 20, West of the Second Meridian, including Armour Road;**
  - H) all of Section 9 in Township 18, Range 20, West of the Second Meridian, including Armour Road;**
  - I) portion of the South East Quarter of Section 16 in Township 18, Range 20, West of the Second Meridian;**
  - J) all of the South Half of Section 15 in Township 18, Range 20, West of the Second Meridian, including the road allowance to the west;**
  - K) portion of the South West Quarter of Section 14 in Township 18, Range 20, West of the Second Meridian, lying south of and excluding Highway 11; and**
  - L) portion of the South East Quarter of Section 14 in Township 18, Range 20, West of the Second Meridian, lying south of and excluding Highway 11.**
- iv) In addition to the road allowances listed above the City of Regina will also assume jurisdiction and control of all registered road allowances within the annexation area.**
- 2) That subject to Ministerial approval of the applicable municipal boundary alterations in accordance with the provisions of Section 43.1(13) or Section 44 of *The Cities Act* amendments to the Regina Zoning Bylaw No. 9250 to rezone the annexed lands to UH-Urban Holding be ADVERTISED.**
  - 3) That the City pay a tax loss compensation to the RM of Sherwood as follows:**
    - a) on or before January 1, 2014, the City shall pay to the RM of Sherwood an amount representing fifteen times the annual tax revenue generated from the 2013 Annexation Area based on the RM's 2013 assessment roll; and**
    - b) the City agrees to assume and pay all obligations of the RM owed to Alliance Pulse Processors Inc. in relation to Tower Road to a maximum of \$700,000.00.**
  - 4) That the Mayor and City Clerk be authorized to execute the Municipal Boundary Alteration Agreement between the City of Regina and the RM of Sherwood based**

on the terms noted within this report.

- 5) **The City Solicitor in conjunction with the City Clerk do all things necessary to give effect to the resolutions in Recommendation #1 including preparing and submitting application to the Minister of Municipal Affairs or the Saskatchewan Municipal Board as per the provisions of Section 43.1 of *The Cities Act*.**
- 6) **That City Council approve the recommended tax mitigation principles and the recommended tax mitigation tools for impacted land owners, and direct Administration to communicate these to impacted land owners as outlined in the body of this report.**
- 7) **The City Council direct the Administration to develop an annexation implementation plan that includes bylaw amendments required to enable the continuation of specific land uses and operation practices in the long-term development areas for consideration at the December 16, 2013 meeting of City Council.**

Adjournment

**Councillor John Findura moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the meeting adjourn.**

**Meeting adjourned at 6:15 pm.**

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Mayor

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City Clerk



AT REGINA, SASKATCHEWAN, WEDNESDAY, NOVEMBER 6, 2013

AT A MEETING OF CITY COUNCIL

AT 6:50 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 Sharron Bryce  
Councillor Bryon Burnett  
Councillor John Findura  
Councillor Jerry Flegel  
Councillor Shawn Fraser  
Councillor Bob Hawkins  
Councillor Wade Murray  
Councillor Mike O'Donnell  
Councillor Barbara Young

Regrets: Councillor Terry Hincks

Also in Attendance: City Clerk, Joni Swidnicki  
City Solicitor, Byron Werry  
Deputy City Clerk, Amber Smale  
Acting Deputy City Manager, City Operations, Adam Homes  
Deputy City Manager, Community Planning & Development, Jason Carlston  
Acting Deputy City Manager, Corporate Services, Pat Gartner  
Controller, Financial Services, Teresa Florizone  
Director, Community Development, Recreation & Parks, Chris Holden

The meeting opened with a prayer.

Confirmation of Agenda

**Councillor Sharron Bryce moved, seconded by Councillor Barbara Young AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted; and that the delegations listed on the agenda be heard when called forward by the Mayor.**

Adoption of Minutes

**Councillor Wade Murray moved, seconded by Councillor Shawn Fraser AND IT WAS RESOLVED, that the minutes for the meeting held on October 15, 2013 be adopted, as circulated.**

Public Notice, Advertised Bylaws and Delegations, Communications and Related Reports

DE13-133 James Pernu - 4501 Armour Road

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**Recommendation**

That this communication be received and filed.

**Pursuant to due notice the delegation was present.**

**The Mayor invited the delegation to come forward and be heard. The delegation answered a number of questions.**

**Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw 9004, this brief was tabled until after consideration of CR13-150, a report from the respecting the same subject.**

CR13-150 Application for Zoning Bylaw Amendment (13-Z-19) and Application for Discretionary Use (13-DU-23) for Retail Complex at 4501 Armour Road

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**Recommendation**

1. That the application to rezone Par A, Plan No. 101899659 located at 4501 Armour Road from UH - Urban Holding to HC – Highway Commercial, be APPROVED.
2. The Zoning Bylaw be amended by adding “Shopping Centre” as a discretionary use to the HC Zone in Table 5.2
3. That the Discretionary Use application for a Shopping Centre located at 4501 Armour Road, being Parcel A, Lots PCL 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 A3.1-A.3.3 inclusive, prepared by McElhanney Consulting Services Ltd. and dated June 13, 2013; and
  - b. The development shall comply with all applicable standards and regulations in Regina Zoning Bylaw No. 9250
4. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

**Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission in the report be concurred in.**

CR13-151      Proposed Contract Zone (13-CZ-02) - Planned Group of Townhouses -  
4224 and 4232 Wakeling Street

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**Recommendation**

1. That the application to amend *Regina Zoning Bylaw No. 9250* to rezone Lots 17 and 18, Block 47, Plan No. 10203311, being 4224 and 4232 Wakeling, from R5 (Medium Density Residential Zone) to C – Contract Zone be APPROVED and that the contract zone agreement between the City of Regina and the applicant/owner of the subject properties be executed.
2. That further to recommendation 1, the proposed contract zone agreement shall include the following terms:
  - a. That the development shall be consistent with the site plan and elevations provided by Oak Park Living, dated April 26, 2013 and June 12, 2013 included in this report;
  - b. The development shall conform to the attached plans labelled Townhomes in Harbour Landing, prepared by Oak Park Living, and dated June 13, 2013, Attachment No. A-3.1, A-3.2, A-3.3, A-3.4 and A-3.5;
  - c. Any zoning related detail not specifically addressed in the contract zone agreement shall be subject to applicable provisions of the Zoning Bylaw; and
  - d. The agreement shall be registered in the City's interest at the applicant's cost pursuant to Section 69 of *The Planning and Development Act, 2007*.
3. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

**Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission in the report be concurred in.**

CR13-152      Application for Lane Closure (13-CL-04) – Portion of East-West Lane,  
Adjacent to 100 Dewdney Avenue and 1460 McAra Street

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**Recommendation**

1. That the application for the closure and sale of a portion of the lane described as "all that portion of east-west Lane in Block 9, Reg'd Plan No. AP990, lying to the south of and adjacent to Lot 31, Block 9, Reg'd Plan No. AP990 in Regina, Saskatchewan," as shown on the Plan of Proposed Subdivision, prepared by P. Shrivastava S.L.S. and dated May 17, 2013", and located at 100 Dewdney Avenue and 1460 McAra Street be APPROVED; and

2. That the City Solicitor be directed to prepare the required bylaw to authorize closure and sale of the aforementioned lane.

**Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations of the Regina Planning Commission in the report be concurred in.**

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2013-71	Regina Zoning Amendment Bylaw, 2013 (No. 34)
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2013-72	Regina Zoning Amendment Bylaw, 2013 (No. 35)
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2013-73	Proposed Street Closure and Sale of a Portion of East West Lane in Block 9, Plan AP990
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**Councillor Jerry Flegel moved, seconded by Councillor John Finduar, AND IT WAS RESOLVED, that Bylaws No. 2013-71, 2013-72, and 2013-73 be introduced and read a first time. Bylaws read a first time.**

**There were no letters of objection received in relation to Bylaws No. 2013-71, 2013-72, and 2013-73.**

**Following first reading, and prior to second reading, the Clerk called for anyone present who wished to address City Council with respect to Bylaws No. 2013-71, 2013-72, and 2013-73 to indicate their desire.**

**No one indicated a desire to address Council.**

**Councillor Jerry Flegel moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaws No. 2013-71, 2013-72, and 2013-73 be read a second time. Bylaws read a second time.**

**Councillor Jerry Flegel moved, seconded by Councillor Bryon Burnett that City Council hereby consents to Bylaws 2013-71, 2013-72, and 2013-73 going to third reading at this meeting.**

**The motion was put and declared CARRIED UNANIMOUSLY.**

**Councillor Jerry Flegel moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaws 2013-71, 2013-72, and 2013-73 be read a third time. Bylaws read a third time.**

#### Delegations and Related Reports

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DE13-134	Chad Novak: External Financing - RRI Stadium Project
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#### Recommendation

That this communication be received and filed.

**Pursuant to due notice the delegation was present.**

**The Mayor invited the delegation to come forward and be heard. There were no**

questions of the delegation.

**Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw 9004, this brief was tabled until after consideration of CR13-153, a report from the respecting the same subject.**

CR13-153      External Financing - RRI Stadium Project

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**Recommendation**

1. That the Deputy City Manager & CFO be authorized to negotiate external financing, including signing any necessary documents, to a maximum of \$100 million to address the provincial loan financing requirements of the RRI Stadium Project.
2. A report summarizing the financing arrangements to be negotiated be forwarded to City Council with the bylaw once the external financing has been arranged.

**Councillor Jerry Flegel moved, AND IT WAS RESOLVED, that the recommendations of the Executive Committee contained in the report be concurred in.**

DE13-135      Tony Casola: Application for Discretionary Use (13-DU-02) - Proposed Planned Group of Low Rise Apartments, 1060 Dorothy Street

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**Recommendation**

That this communication be received and filed.

**Pursuant to due notice the delegation was present.**

**The Mayor invited the delegation to come forward and be heard. The delegation answered a number of questions.**

**Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw 9004, this brief was tabled until after consideration of CR13-154, a report from the respecting the same subject.**

CR13-154      Application for Discretionary Use (13-DU-02) - Proposed Planned Group of Low Rise Apartments, 1060 Dorothy Street

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**Recommendation**

That the discretionary use application for a proposed Planned Group of Low Rise Apartments located at 1060 Dorothy Street, being a Portion of Parcel Q, Plan No. 101882370, Normanview West Addition be APPROVED, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.3 inclusive, prepared by Casola Koppe Architects and dated September 17, 2013 and October 8,

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

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

Administration's Reports

CM13-13      101<sup>st</sup> Grey Cup Festival (November 20 – 24, 2013) and Championship Game (November 24, 2013) Update on City of Regina related activities and contributions

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**Recommendation**

That this report be received and filed.

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

Committee Reports

Executive Committee

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CR13-155      Ratifying the Collective Agreement with the Canadian Union of Public Employees, Local 21

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**Recommendation**

That the agreement reached with the Canadian Union of Public Employees, Regina Outside City Workers', Local 21 be approved.

**Councillor Jerry Flegel moved, AND IT WAS RESOLVED, that the recommendations of the Executive Committee contained in the report be concurred in.**

CR13-156      2014 North American Indigenous Games

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**Recommendation**

1. That the Deputy City Manager of Community Planning and Development be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the Regina 2014 North American Indigenous Games Inc. as outlined in this report.
2. That the Deputy City Manager of Community Planning and Development be delegated the authority to negotiate and approve the terms of the Venue Agreement between the City of Regina and the Regina 2014 North American Indigenous Games Inc. as outlined in this report.

3. That the City Clerk be authorized to execute the Contribution Agreement and the Venue Agreement on behalf of the City of Regina.

**Councillor Sharron Bryce declared a conflict of interest on CR13-156 and left the meeting.**

**Councillor Jerry Flegel moved that the recommendations of the Executive Committee contained in the report be concurred in.**

**Mayor Michael Fougere stepped down to enter the debate.**

**Councillor Jerry Flegel took the chair.**

**Mayor Michael Fougere returned to the chair prior to the vote.**

**The main motion was put and declared CARRIED.**

**Councillor Sharron Bryce returned to the meeting.**

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CR13-157	Redevelopment of Former Service Station Brownfield Sites
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**Recommendation**

1. That item # MN13-3 be removed from the list of outstanding items for the Executive Committee.
2. That the Administration provide a report within a year on how the brownfield sites can be included in the Intensification Strategy under the OCP including best practice research.

**Councillor Jerry Flegel moved, AND IT WAS RESOLVED, that the recommendations of the Executive Committee contained in the report be concurred in.**

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Regina Planning Commission

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CR13-158	Application for Discretionary Use (13-DU-24) - Proposed Planned Group of Apartment Dwellings, Chuka Boulevard and Green Apple Drive, The Greens on Gardiner
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**Recommendation**

1. That the discretionary use application for a proposed Planned Group of Apartment Dwellings located at Chuka Boulevard and Green Apple Drive (Parcel K, being NE-11-17-19 W2) in The 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 to A-3.4 inclusive, prepared by Pekarbilt Homes and dated June 9, 2013; and
  - b. The development shall comply with all applicable standards

2. That pursuant to Section 18D.1.1 of the Zoning Bylaw, City Council waive the requirement to post a public notification sign on the subject lands, due to their remote location and the current unavailability of direct public access.

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

CR13-159      Application for Discretionary Use (13-DU-26) - Proposed Planned Group of Townhouses, Narcisse Drive – Hawkstone Subdivision

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**Recommendation**

1. That the discretionary use application for a proposed planned group of townhouses located on Parcel R , Hawkstone be APPROVED, and that a Development Permit be issued subject to the following conditions:
  - a. The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.4 inclusive, prepared by North Ridge Development Corporation and dated August 29, 2013; and
  - b. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
2. That pursuant to Section 18D.1.1 of the Zoning Bylaw, City Council waive the requirement to post a public notification sign on the subject lands, due to their remote location and the current unavailability of direct public access.

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

**Adjournment**

**Councillor John Findura moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that the meeting adjourn.**

**The meeting adjourned at 7:46 pm.**

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Mayor

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City Clerk



November 21, 2013

Good Evening Councilmen,

My name is, Mark Carroll and I am representing SaskBattery.

First I want to apologize at the shortness and unprofessionalism of this.

SaskBattery received its first official notice about the closure on November 19, 2013 dated November 12, 2013. I was away for business until 10 am on the 19th this was put together in haste. I will keep it in simple and decide.

SaskBattery is operating a warehouse in the warehouse district with only one bay door facing Lorne Street being slightly offset from the alley.

Width of Lorne Street at the back alley point is 35.5 feet from sidewalk to property line. When vehicles are parked along Lorne Street width is down to 28 feet.

During winter months the snow piling along the sidewalk edge can take Lorne Streets width down to as little as 22 feet.

Even a 3 ton cannot back in properly at that width.

Without the back alley we will have to street unload which we will do in the spring/summer months but in the winter cannot due to the limited road space we consider it unsafe and we require trucks to back in to the bay door in the winter months.

SaskBattery is not the only user.

Our security camera has caught 100 plus users a day Monday through Friday.

During the Planning Meeting the potential buyers claim the area will be split between the 2 property owners.

One claim of use was for green space for Yoga at noon or childrens play, as this is zoned industrial with numerous businesses and truck usage this is neither a sound or safe plan.

The second claim was for shared parking for the 2 businesses to the north and south of the back alley at 22' 3" wide and 122' long the area will be so narrow that little parking will be gained and parallel parking of maybe 4 vehicles will be possible per business.

SaskBattery regrets raising this issue but our feeling is the net loss to SaskBattery and other businesses outweighs any gains.

Mark Carroll

November 21, 2013

**DE13-138**

Good Evening Councilmen,

My name is Shontell Sigda and I am representing Automobility Medical. We are in opposition of this lane closure.

First of all when the sign was erected, it was erected on an impark sign and stated rezoning, not lane closure. When I called to find out what it was for they stated it was a notice to close the lane.

Due to the sign not being properly visible, notice not being given to surrounding businesses and it only stating rezoning everyone was unaware of the lane closure until I informed them. Most businesses on the Dewdney strip that are being affected by this closure are in the heat of the Grey Cup and had little time to prepare for tonight's meeting, therefore I would like to ask that this matter be tabled until the next meeting.

If not here are my reasons for not wanting the lane closed:

First of all it is stated in public notice that this closure is to allow the 2 purchasers to gain more parking. We definitely have a parking issue and in the Planning Committee meeting Mr. Dupuis presented conceptual drawings of a housing area and a park, although I believe our city needs this, this is just not the area for that. We are a Warehouse District and zoned for semis and trucks to come through as well as the parking issue we already face.

We have seniors and people with disabilities utilizing the back lane on a daily basis, more so in the winter as Lorne Street at the Dewdney Avenue entrance is always bottlenecked due to the snow banks. People drive down the alley to access Dewdney off of Cornwall Street as they cannot see off of Lorne Street because of the way vehicles are parked and the bottlenecking leaving it virtually down to one lane.

In the bylaws it states that a street can be closed if the street is no longer used by travelling public. called the City's Traffic Office and spoke with Max, I asked him what constitutes "traffic" in an alley in this area, he stated that between 100-200 vehicles would constitute heavy traffic. We have a surveillance camera and we are estimating between 100-130 vehicles a day which then would deem this alley as a "heavy" traffic alley.

We need to also keep this lane open to receive our deliveries, if we receive a semi load, the semi driver has to make a 3 point turn in that alley there is no other way to deliver our goods. It was suggested at the Planning Committee meeting that the driver could drive around the block until they found a way to deliver, it was also suggested that we block the road and use our fork lift to unload which would take roughly 40 minutes. Last week there was a driver that was issued a ticket as the officer stated "you can give people licenses but that doesn't mean they know how to drive" and he was blocking the road, the police showed up as an adjacent business owner had called and I told the officer it was suggested that we block the road to unload, she stated we will be fined every time for this.

I am asking you to please reconsider this lane closure as it will impede 5 businesses.

Shontell Sigda

City Council Brief

**Re: Bylaw No. 2013-78 Proposed Zoning Bylaw Amendment – 13 –Z- 07 and Bylaw No. 2013-79-  
Proposed Street/Lane Closure-12-CL-01**

**1435 Lorne Street/ 2226 Dewney Avenue.**

- We would like to purchase the adjacent lane.
- Our goals are to provide addition parking, green space and or potential unique residential development.
- By closing the lane you will eliminate illegal parking that occurs here and create legal parking spots that are fenced, maintained and well illuminated.
- We know the City of Regina resources are stretched when it comes to snow removal, and maintenance. We contract Impark to clear all sidewalks, steps and parking lots adjacent to our property daily as required.
- We currently provide 28 parking stalls on our property for our tenants and we would like to provide more parking getting cars off city streets.
- By providing green space we improve the nature of the lot, and the area, which is part of the Warehouse District mandate.

Challenges our neighbour has with the Lane closure:

- We agree that it is very difficult to park a 50 ft truck in the middle of Lorne Street. Attach photos
- Traffic is blocked completely while they are unloading.
- They typically park north/south and there folk lift unloads the trucks. Attached photos #3001, #3003, and #3004.
- They also use our parking lot entrance to back in to their loading door however it does block traffic for a time as well. Attached video
- There employees currently use the Lane as a shortcut to Bushwackers for lunch. We feel that a safer route would be along the sidewalks at the side and front of our building as snow is removed daily.
- They have a laneway behind and beside there building which may allow for an alternate loading dock solution to this challenge.
- There increase in there large delivery truck traffic is a sign of increase of business and perhaps they have out grown there space as it is not designed to accommodate the volumes.





Sask  
Battery  
Distributors



Saskbattery.com  
(306) 791-9844  
1444-4 Lorne Street, Regina SK

Saskbattery.com

Sask  
Battery  
1444-4 Lorne Street  
Regina, SK  
(306) 791-9844

Sask Battery Medical

To Whom It May Concern:

November 21, 2013

It has been brought to my attention there is a purposed lane closer at the east side of the 1400 block Lorne Street. This is of great concern to the business owned and operating in this area.

The purposed lane closure will affect traffic flow to and from my businesses shipping and receiving area. Large trucks, as well as, customers use this lane on a daily basis for pickup and delivery. If the lane is closed then how do trucks get to and from this area? During my busy season this will hinder the level of service I can provide. Delivery's increase substantially and I may have several trucks dropping off at the same time. They lane is needed to assist these drivers in backing up and moving forward in order to reach the shipping dock.

In the last year, street parking in front of and around the store has been extremely limited due to new bus lanes and designated taxi lanes. These issues have left any limited parking not only for my customers but my staff. The lane is an avenue to my back entrance. I am limited to 3 parking spots as it is and in order to get to those spots lane access is necessary. If this lane closure proceeds accessing these spots will become extremely difficult.

I appreciate the time you have taken to hear my prospective on this issue. Please take our concerns into consideration during this time.

Regards,

Darcy Porter

Krazy Kiley's



November 21, 2013

As the director of Sask Battery Recycling, a growing Regina based Saskatchewan company recycling every type of battery sold in Saskatchewan in affiliation with Caii2Recycle, we are totally opposed to this lane closure.

Besides the fact that our customers use this lane along with about 100 vehicles per day, our trucks that pick up and deliver to our warehouse need that lane to pull into so that they can back into our warehouse and not have their trucks and semi-trailers blocking the traffic on Lorne Street, this closure will impede commerce and hinder the growth of Sask Battery Recycling. We presently recycle over one million pounds of batteries per year with a target of getting 20 million batteries per year out of our Saskatchewan landfills.

The newspaper advertisement states that the lane must be closed to allow property D which is Kress Electric (an electrical contractor) access to their parking lot, they have total access through a 30 foot gate opening to this lane plus another 30 foot gate opening to their back lane, As far as providing additional onsite parking for the area identified as parcel (E), this is an impark parking lot that would be able to expand by 116 sq. meters which may accommodate 2 parking spaces to a lot that never seems to be full to capacity.. The future of commerce in the warehouse district is at stake, this is a highly used lane, this closure would have a significant impact on our growing business.

Sincerely Peter Hillcoff,  
Director, Sask Battery Recycling...



**Heathcote Management Inc.**  
1319 Hamilton Street  
Regina, SK. S4R 2B6  
Phone: 1(306) 775-2238 Fax: 1(306) 775-2249  
rhcondomgmt@gmail.com

BPC13-75  
Mark Carroll

**Subject: Project #13-Z-07/13-CL-01/13-SN-09**

October 23, 2013

City of Regina  
2476 Victoria Avenue  
PO Box 1790  
Regina, SK.  
S4P 3C8

**Attention: To Whom It May Concern**

Dear Sir/Madam,

On behalf of the Strathdee Condominium Corporation Board of Directors, and all Owners, this letter is directed to your attention concerning the above mentioned that refers to proposal for "Lane" closure.

Please be advised that the Strathdee Condominium Corporation is opposed to any "Lane" closure between Cornwall Street and Lorne Street.

The Strathdee Condominium Corporation located at 2206 Dewdney Avenue, comprised of (18) unit owners, is vehemently opposed to closing any portion of the "Lane" referred to in the above noted subject reference.

Thank you for your attention in this regard.

Yours truly,

**Heathcote Management Inc.**



Randy Heathcote  
President

cc: Board of Directors  
Owners



2206 Dewdney Avenue, Regina, Saskatchewan, Canada. S4R 1H3 (306) 359-7276 Fax (306) 359-7750

October 23, 2013

To Whom It May Concern;

It has come to the attention of The Bushwacker Brewing Company that part of the back alley behind the buildings along the 2200 block of Dewdney Avenue is being considered to be sold to a private organization. The alley is being used on a daily basis for our deliveries, staff and customers. That is how I drive out of the parking lot every day. There is limited parking in the area and many customers along Dewdney Avenue must use the streets and alleys in behind the warehouses for parking. The police have limited parking in front of the buildings on the 2200 block of Dewdney and we feel it is not in anyone's interest to block off access in the back. Recently McNally's moved their fence in the back and it has created problems for delivery trucks. Blocking off their access to the alley will impede their deliveries even more and therefore impede Bushwacker's ability to conduct business.

The Strathdee Building has tried to purchase the same alley behind the Strathdee Building and we were willing to leave open access for delivery trucks, residents and customers.

We at Bushwacker, are absolutely against this proposal.

Thank you for taking this into consideration.

Kelly Monette

A handwritten signature in cursive script, appearing to read 'K Monette', is written over the printed name.

General Manager





October 24<sup>th</sup> 2013

To: City of Regina  
Cc: Mark Carol, SaskBattery

Attention: To Whom It May Concern

Re: Pending closure of the Back Lane located at 1444-A Lorne Ave., Regina SK S4R 2K4

This letter is to express Exide Technologies Canada's concern with the decision to close the "back lane" located at 1444-A Lorne Ave. The closure of this lane will force all delivery companies, including Exide Technologies Canada, to utilize the main front street, i.e. Lorne Ave., for all deliveries.

The current situation, that is, with cars using Lorne Ave. for parking, there are major concerns. It would mean deliveries to 1444-A Lorne Ave. would be much more difficult as the Exide truck would not have enough room to back up to the building's bay door, forcing the driver to unload and load on the street. The act of attempting to back into the building's bay door would cause a major blockage of traffic and potential accidents with the amount of traffic and parked cars on the street. During the winter this would pose an even greater issue.

Exide operates a 56,000 pound GVWR straight truck with a total length of 38 feet. The product being delivered is lead acid batteries, UN2794, Class 8, all palletized. The driver would need additional room to use the rail gate on the unit, and the powered walkie provided, to transport the product from the parked truck to the customer building. This would mean another 12 feet of room needed to extend the platform on the gate and have enough room to maneuver the walkie and the pallet of batteries safely. There are also major concerns of the viability of this procedure in the winter due to the combination of parked cars, snow banks, and icy conditions, making deliveries to 1444-A Lorne Ave. very hazardous and potentially dangerous to the Exide employee.

We hope that you will reconsider the pending closure of the back lane that is currently being used for all deliveries to unit 1444-A, in a safe and controlled manner.

Sincerely,

A handwritten signature in black ink, appearing to read "Kerry Ramballe", with a long horizontal stroke extending to the right.

Kerry Ramballe  
Manager, Logistics/Transportation  
Exide Technologies Canada Corporation

10/23/13

To Whom it May Concern

If the alley across the street from SaskBattery is closed for use it would make it harder for our Exide truck to deliver to their location as there would be not enough room to back up to the buildings bay door forcing the driver to unload and load on the street during the winter, which would cause a blockage of traffic or causing an accident while attempting to back into the door with the amount of traffic and parked cars on the street.



**Derek Sayer-Megaw**

Lead Hand

675 Henderson Dr.

Regina Saskatchewan S4N-6A8

T - (306) 525-3499

F - (306) 525-2070

C- (306) 537-7275

[Derek.Sayer-Megaw@Exide.com](mailto:Derek.Sayer-Megaw@Exide.com)

**EXIDE®**  
TECHNOLOGIES

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Applications for Zoning Bylaw Amendment (13-Z-07) and Lane Closure (13-CL-01) –  
Portion of East-West Lane, Block 204 Between Lots 12 and Lot C  
1435 Lorne Street and 2226 Dewdney Avenue

---

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– OCTOBER 23, 2013**

1. That the application to amend *Regina Zoning Bylaw No. 9250* as follows be APPROVED:
  - (a) That the proposed Lot E located at 2226 Dewdney Avenue (south of existing lane) and comprised of Lots 16, 17, 18, 19, and part of east-west Lane, Block 204, Plan No. OLD33 and Lot C, Block 204, Plan No. 98RA02313, be rezoned from WH – Dewdney Avenue Warehouse and IA1 – Light Industrial to WH – Dewdney Avenue Warehouse; and
  - (b) That the proposed Lot D located at 1435 Lorne Street (north of existing Lane) and comprised of Lots 11, 12 and part of east-west Lane, Block 204, Plan No. OLD33 retain the current Zoning of IA1 – Light Industrial.
2. That the application for the closure and sale of a portion of the lane described as "all that portion of the east-west Lane in Block 204, Plan OLD33 lying between Lot 12, Plan Old 33 and Lot C, Plan 98RA02313 in Regina, Saskatchewan," as shown on the Plan of Proposed Subdivision, prepared by P. Shrivastava S.L.S. and dated December 6, 2012", be APPROVED.
3. That the City Solicitor be directed to prepare the required Zoning Bylaw amendments and the bylaw to authorize closure and sale of the aforementioned lane.

*REGINA PLANNING COMMISSION – OCTOBER 23, 2013*

The following addressed the Commission:

- Mark Andrews, City Planner, made a presentation, a copy of which is on file in the City Clerk's Office;
- Adam Kress, representing Kress Electric;
- Mark Carroll, representing Saskbattery, and Shontell Sigda, representing Automobility Medical; and
- James Dupuis and Rick Krieger, representing 2226 Dewdney Holdings.

The Commission adopted a resolution to concur in the recommendation contained in the report, after amending recommendation #4 to read as follows:

4. That this report be forwarded to the November 25, 2013 City Council meeting, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

Recommendation #4 does not require City Council approval.

Councillors: Shawn Fraser and Mike O'Donnell; Commissioners: David Edwards, Phil Evans, Dallard LeGault, Ron Okumura, Daryl Posehn, Laureen Snook and Sherry Wolf were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on October 23, 2013, considered the following report from the Administration:

#### RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250* as follows be APPROVED:
  - (a) That the proposed Lot E located at 2226 Dewdney Avenue (south of existing lane) and comprised of Lots 16, 17, 18, 19, and part of east-west Lane, Block 204, Plan No. OLD33 and Lot C, Block 204, Plan No. 98RA02313, be rezoned from WH – Dewdney Avenue Warehouse and IA1 – Light Industrial to WH – Dewdney Avenue Warehouse; and
  - (b) That the proposed Lot D located at 1435 Lorne Street (north of existing Lane) and comprised of Lots 11, 12 and part of east-west Lane, Block 204, Plan No. OLD33 retain the current Zoning of IA1 – Light Industrial.
2. That the application for the closure and sale of a portion of the lane described as "all that portion of the east-west Lane in Block 204, Plan OLD33 lying between Lot 12, Plan Old 33 and Lot C, Plan 98RA02313 in Regina, Saskatchewan," as shown on the Plan of Proposed Subdivision, prepared by P. Shrivastava S.L.S. and dated December 6, 2012", be APPROVED.
3. That the City Solicitor be directed to prepare the required Zoning Bylaw amendments and the bylaw to authorize closure and sale of the aforementioned lane; and
4. That this report be forwarded to the November 6, 2013 City Council meeting, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

#### CONCLUSION

The proposal is summarized below:

- An existing lane is proposed to be closed and consolidated with adjacent properties at 2226 Dewdney Avenue (Parcel E) and 1435 Lorne Street (Parcel D).

- The property at 2226 Dewdney Avenue which is zoned IA1 – Light Industrial and WH – Dewdney Avenue Warehouse will be Zoned in entirety to WH – Dewdney Avenue Warehouse (Zone boundary will shift north and encompass half of the Lane to be consolidated).
- The property at 1435 Lorne Street will remain zoned IA1 – Light Industrial and will maintain this zone will expand to encompass the northern half of the consolidated Lane.
- The subject property is located within the Regina Warehouse Business Improvement District.

## BACKGROUND

A Zoning Bylaw amendment application has been submitted concerning the property at 2226 Dewdney Avenue and 1435 Lorne Street. In addition, a lane closure application has also been submitted for a portion of public lane that separates 2226 Dewdney Avenue and 1435 Lorne Street.

These applications are being considered pursuant to *Regina Zoning Bylaw No. 9250, Regina Development Plan Bylaw No. 7877 (Official Community Plan), The Planning and Development Act, 2007* and *The Cities Act*.

The related subdivision application (our file no. 13-SN-09) is being considered concurrently in accordance with Bylaw No. 2003-3, by which subdivision approval authority has been delegated to the Administration. A copy of the plan of proposed subdivision is attached for reference purposes only. The proposed subdivision is intended to consolidate the closed lane with the adjacent properties at 2226 Dewdney Avenue and 1435 Lorne Street to form two separate parcels.

## DISCUSSION

The City of Regina's Real Estate Branch proposes to legally close a portion of the east-west lane within the 2200 block Dewdney Avenue and 1400 block Lorne Street. A total area of 232 m<sup>2</sup> portion is to be closed which would then be consolidated with the adjacent properties on either side, located at 2226 Dewdney Avenue (parcel E) and 1435 Lorne Street (parcel D). The proposed lane closure is intended to provide the purchasers with additional land area to accommodate on-site parking and to ensure access of utility vehicles for the owners of proposed Lot D.

As the lane and the subject properties would be consolidated into two separate parcels, the existing Zone boundary would bisect the proposed Lot E (which encompasses both IA1- Light Industrial and WH – Dewdney Avenue Warehouse), therefore a Zoning Bylaw Amendment is required to rezone this parcel into one zone.

The lane is determined to be no longer needed for use by the travelling public as access to the remaining portion of the lane will be possible through two alternate points of entry (from Cornwall Street and 8<sup>th</sup> Avenue). The resulting sites are as follows:

<b>Proposed Parcel/Lot</b>	<b>Zone</b>	<b>Resulting Parcel Size</b>
D	Light Industrial	690 m <sup>2</sup>
E	Commercial	2,200 m <sup>2</sup>

Surrounding land uses include a mix of commercial and residential and Dewdney Avenue Warehouse District to the east and west, the CPR Railway yard to the south and commercial and light industrial to the north.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The sale price for the portion of the lane to be sold is \$18,375 including GST.

Consolidation of the lanes into the adjacent properties will result in a modest increase in the property tax assessment attributable to each of the property owners. The closure of the lane will relieve the City of any obligations for its maintenance or physical condition.

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

### Environmental Implications

None with respect to this report.

### Policy/Strategic Implications

The proposed street closure and sale responds to the City's strategic priority of managing growth and community development through optimization of existing infrastructure capacity.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

Will be published in the Leader Post on:	September 28, 2013 & October 5, 2013
Public notification signage posted on:	April 8, 2013
Public Open House Held	N/A

The Administration did receive feedback from the owners of a business located on the adjacent block on Lorne Street who explicitly expressed concerns that closing this portion of the lane would impact delivery truck access for their business and could affect the operation of their business. The Administration advised that the portion to be closed and sold is not on the same block as the concerned business and furthermore, there are still two additional access points to the lane; from Cornwall Street and from 8<sup>th</sup> Avenue. Trucks can also still access the businesses directly from Lorne Street.

DELEGATED AUTHORITY

City Council's approval is required, pursuant to Section 13 of *The Cities Act*.

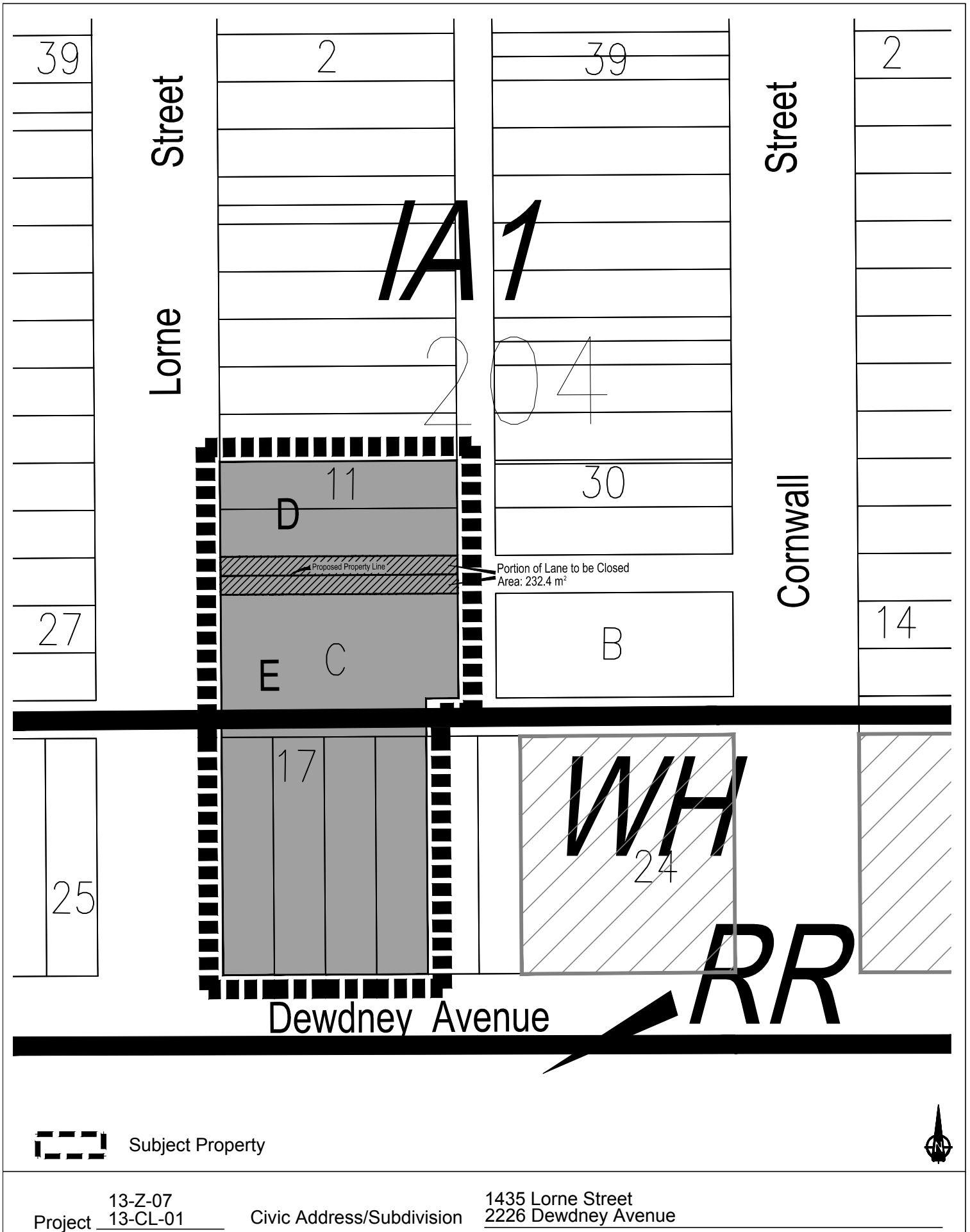
Respectfully submitted,

REGINA PLANNING COMMISSION

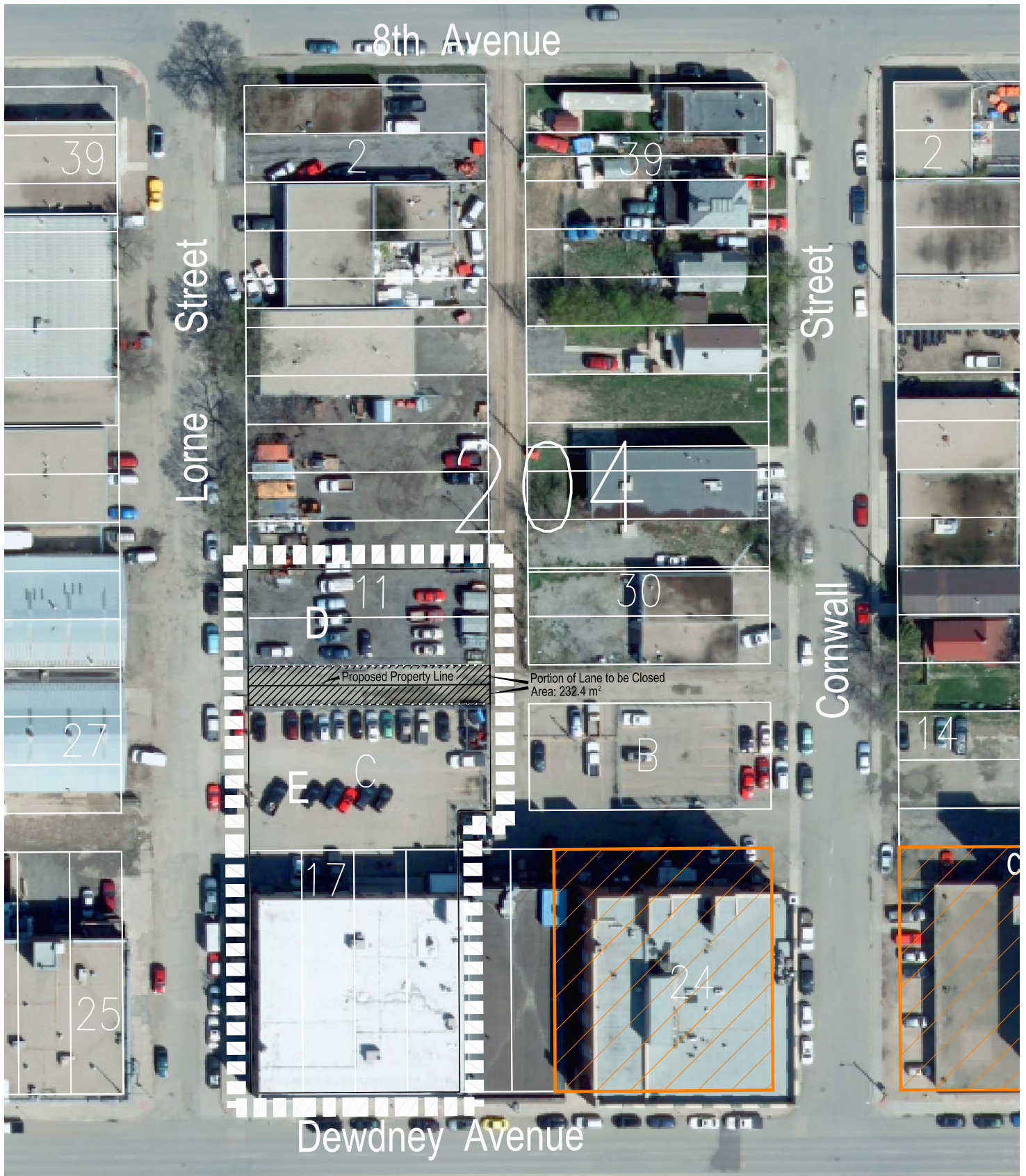


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Elaine Gohlke, Secretary







Subject Property

Date of Photography: 2012



Project 13-Z-07  
13-CL-01

Civic Address/Subdivision

1435 Lorne Street  
2226 Dewdney Avenue

**PROPOSED SUBDIVISION**

of All of  
 Lots 1, 2, 16-19, Block 204, Plan OLD33  
 Lot C, Block 204, Plan 98RA02313  
 & Part of LANE, Block 204, Plan OLD33  
 S.W. 1/4 Sec. 30 Twp. 17 Rge. 19 W.2 Mer.  
 Regina, Saskatchewan  
 P. Shrivastava, S.L.S.

2012

Scale 1:500

Project No.: 160902

File: 160902PR

Initials: LH - PS

Job No.: 160902-R

Preliminary Survey:

**Altus Geomatics**  
 Limited Partnership

Toll Free: 1-800-465-6233  
 www.altusgeomatics.com

**CITY OF REGINA APPROVAL**

The subdivision proposed herein outlined in bold dashed line is approved under the provisions of Bylaw No. 7748 of The City of Regina.  
 Dated this \_\_\_ day of \_\_\_ A.D. 20 \_\_\_

CITY CLERK

Measurements are in metres and decimals thereof.  
 Area to be registered is outlined in bold dashed line and contains 0.29 hectares (2.9 acs)

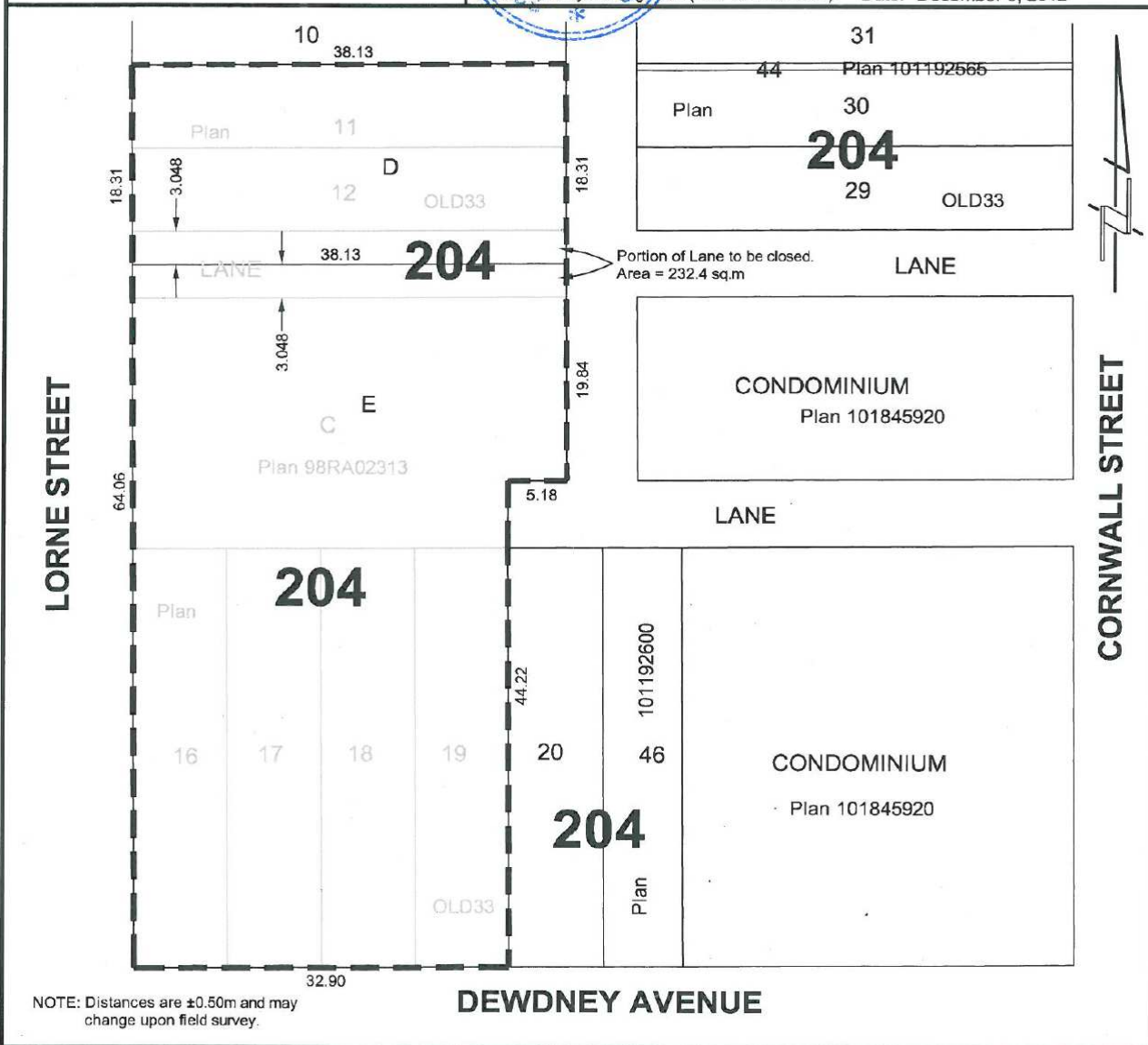
OWNER(S):

K.A.K. Enterprises Ltd. (Lots 11 &amp; 12)

2226 Dewdney Holdings Ltd. (Lots 16-19 &amp; Lot C)

Saskatchewan Land Surveyor

Date: December 6, 2012



13-Z-07  
 13-CL-01

Planning Department  
 Civic Address/Subdivision

2226 Dewdney Avenue &  
 1435 Lorne Street

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Application for Zoning Bylaw Amendment (13-Z-23) - Harbour Landing Phase 4-4D,  
Parcel Q Between Parliament Avenue and 25th Avenue

---

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– OCTOBER 23, 2013**

1. That the application to rezone a portion of land between Parliament Avenue and 25<sup>th</sup> Avenue located in Harbour Landing, proposed Parcel Q from portion of parcel X, Plan No. 101926436) from PS - Public Service to IP - Industrial Prestige, be APPROVED.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

*REGINA PLANNING COMMISSION – OCTOBER 23, 2013*

The following addressed the Commission:

- Blaine Yatabe, City Planner, made a presentation, a copy of which is on file in the City Clerk's Office; and
- Paul Moroz, representing Dundee Developments.

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

Councillors: Jerry Flegel, Shawn Fraser and Mike O'Donnell; Commissioners: David Edwards, Phil Evans, Dallard LeGault, Ron Okumura, Daryl Posehn, Phil Selenski, Laureen Snook and Sherry Wolf were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on October 23, 2013, considered the following report from the Administration:

RECOMMENDATION

1. That the application to rezone a portion of land between Parliament Avenue and 25<sup>th</sup> Avenue located in Harbour Landing, proposed Parcel Q from portion of parcel X, Plan No. 101926436) from PS - Public Service to IP - Industrial Prestige, be APPROVED.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.



3. That this report be forwarded to the November 25, 2013 City Council meeting, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

## CONCLUSION

The details of the proposal include:

- The subject property is located within Harbour Landing.
- The subject property is currently zoned PS - Public Service and is proposed to be rezoned to IP - Industrial Prestige.
- The site was initially intended to accommodate a cell phone tower which is not proceeding at this location.

The proposal complies with *Regina Zoning Bylaw No. 9250* and is consistent with the policies contained in *Regina Development Plan Bylaw No. 7877 (Official Community Plan)*. The proposal is also consistent with the Harbour Landing Concept Plan.

## BACKGROUND

A Zoning Bylaw amendment application has been submitted concerning a property in Harbour Landing (proposed Parcel Q), located between Parliament Avenue and 25th Avenue.

This application is being considered pursuant to *Regina Zoning Bylaw No. 9250*, *Regina Development Plan Bylaw No. 7877 (Official Community Plan - OCP)*, and *The Planning and Development Act, 2007*.

The related subdivision application is being considered concurrently in accordance with Bylaw No. 2003-3, by which subdivision approval authority has been delegated to the Administration. Parcel Q is to be consolidated with adjacent IP zoned lands.

## DISCUSSION

### Zoning and Land Use Details

Land Use Details		
	Existing	Proposed
Zoning	PS	IP
Land Use	Public Service	IP related uses

The proposal will rezone a site that was initially intended for a cell phone tower. That development is not proceeding and as such, the applicant is proposing to rezone this parcel and consolidate it with adjacent lands.

Surrounding land uses include airport lands to the north of 25<sup>th</sup> Avenue, lands intended to be commercial developments to the east and west, and residential development south of Parliament Avenue.

The proposed rezoning is consistent with the purpose and intent of the IP zone with respect to accommodating industrial development and related business service uses.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

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

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

### Environmental Implications

None with respect to this report.

### Policy/Strategic Implications

The proposal is consistent with the policies contained within Part B: Policy Plan of *Regina Development Plan, Bylaw No. 7877 (Official Community Plan)* with respect to accommodating development that is appropriate in the interface between the airport and adjacent residential areas.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

Public notification signage posted on:	September 3, 2013
Will be published in the Leader Post on:	November 1, 2013 November 8, 2013

This application was circulated to the South Zone Board and the Albert Park Community Association. Comments were not provided by either of these organizations.

DELEGATED AUTHORITY

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

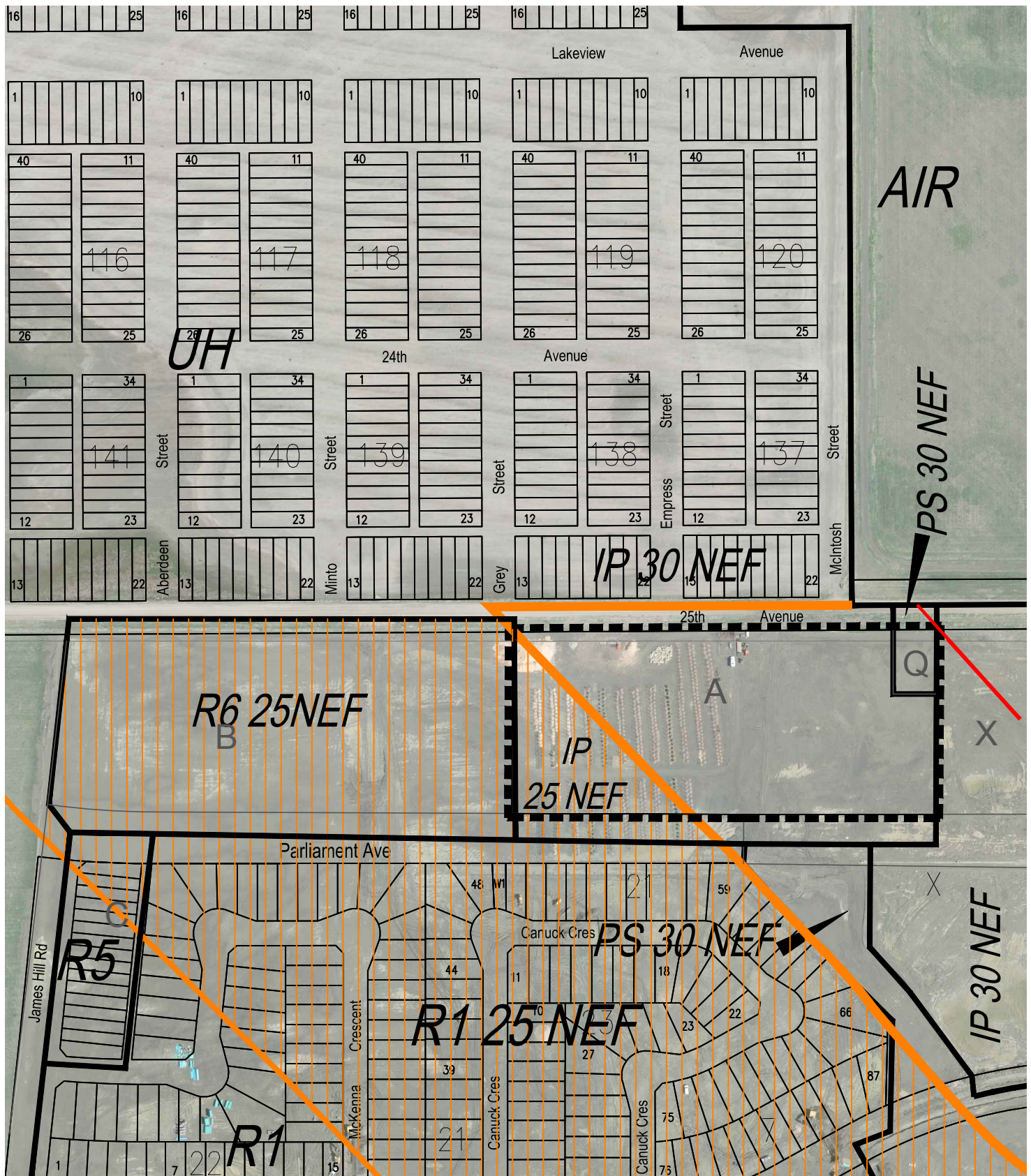
Respectfully submitted,

REGINA PLANNING COMMISSION

*Elaine Gohlke*

---

Elaine Gohlke, Secretary



Subject Property



Project 13-SN-35  
13-Z-23

Civic Address/Subdivision

Proposed Subdivision of a portion of Parcel X  
Plan#: 101926436, S1/2 Sec 11, TWP 17, RGE 20, W2M



## Appendix A-2



Date of Photography: 2012



Project 13-SN-35  
13-Z-23

Civic Address/Subdivision

Proposed Subdivision of a portion of Parcel X  
Plan#: 101926436, S1/2 Sec 11, TWP 17, RGE 20, W2M







V:\1131\active\113100100\planning\drawings\concept\PH4\_Modified Concept\_Fig2.dwg  
2011-05-25 02:07PM By: jhovdebo

1:12500 0 125 375 625

JULY, 2011  
113100100



**Stantec Consulting Ltd.**  
300, 1919 Rose Street  
Regina SK Canada  
S4P 3P1  
Tel. 306.781.6350  
Fax. 306.359.0233  
www.stantec.com



Client/Project  
**DUNDEE DEVELOPMENTS**  
**HARBOUR LANDING CONCEPT PLAN**

Figure No. \_\_\_\_\_  
**2.0**

Title  
**PROPOSED CONCEPT PLAN**

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Sale of City Property  
5525 Dewdney Avenue Lots 7-10, Block 3, Plan Old AT233  
1826 Halifax Street Lot 34, Block 302, Plan Old #33  
1409 Rae Street Lot 2, Block 209, Plan Old #33 & Lot 43, Block 209, Plan 101229353  
1345 Rae Street Lot 12, Block 147, Plan Old #33

---

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 5, 2013**

1. That the sale of 5525 Dewdney Avenue be approved under the terms and conditions shown in the body of this report to Silver Sage Holdings Ltd.;
2. That the sale of 1826 Halifax Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
3. That the sale of 1409 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
4. That the sale of 1345 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
5. That the City Manager be authorized to finalize the terms of the formal sale agreements as outlined in the body of this report; and
6. That the City Clerk be authorized to execute the sale agreements as prepared by the City Solicitor.

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 5, 2013*

The following addressed the Committee:

Mr. Maynard Sonntag, representing Silver Sage; and  
Mr. Kurt Dietrich, representing Kreate/ Silver Sage

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

Councillors: Bryon Burnett, Shawn Fraser, Bob Hawkins, and Wade Murray were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 5, 2013, considered the following report from the Administration:

### RECOMMENDATION

1. That the sale of 5525 Dewdney Avenue be approved under the terms and conditions shown in the body of this report to Silver Sage Holdings Ltd.;
2. That the sale of 1826 Halifax Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
3. That the sale of 1409 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
4. That the sale of 1345 Rae Street be approved under the terms and conditions shown in the body of this report to Habitat for Humanity Regina Inc.;
5. That the City Manager be authorized to finalize the terms of the formal sale agreements as outlined in the body of this report; and
6. That the City Clerk be authorized to execute the sale agreements as prepared by the City Solicitor.
7. That this report be considered by City Council on November 25, 2013 after the required public notice has been provided.

### CONCLUSION

Habitat for Humanity Regina Inc. and Silver Sage Holdings Ltd. have proposed that the City of Regina grant them the subject properties at “less than market value” for the development of new affordable homes in the City. As the offered price is below market value, a public notice of intention to sell land at less than market value is required.

### BACKGROUND

The City has some land available immediately for residential development and there is urgency in the need for land for affordable housing. The City released a request for proposals specific to non-profit organizations for affordable housing, to provide the opportunity for both ownership and rental units to be constructed. The RFP requested proponents to demonstrate:

1. The organizations track record in affordable housing with examples of completed projects and credible assurance of project delivery including financial capacity.
2. All proposals required a full description of the proposed use of the property and included conceptual elevation drawings, conceptual site plan, including surface materials, preliminary construction cost estimates, and proposed rental rates or sale prices including any additional utility costs or other applicable fees to be charged to residents.

3. The submission was to include:
  - a. description of proposed project housing and unit types as well as sustainability components including solar orientation, green building elements, efficiency standards, water conservation or storm water management techniques and green/garden space
  - b. description of tenure
  - c. demographic intended for proposed housing and proposed selection criteria for new occupants

Project screening was based on the established criteria and included long term affordability, tenure and the organization's track record.

The Request for Proposals was released on June 15, 2013 and the City received replies of interest from INHOUSE Attainable Housing Society, Habitat for Humanity Regina Inc., Silver Sage Housing Ltd. and Gabriel Housing Corporation. Gabriel Housing Corporation was successful in their submission for the 2059 Edward Street property and offered the City of Regina the full market value of \$250,000. INHOUSE Attainable Housing Society's submission did not meet the criteria as outlined in the Request for Proposal. While Habitat for Humanity Regina Inc. and Silver Sage Housing Ltd. met the requirement of the proposal call, both submissions offered the City of Regina a dollar amount that is less than the current market value of the subject properties. The purpose of this report is to facilitate the sale of property at less than market value for affordable housing.

## DISCUSSION

It is recommended that the sales to Habitat for Humanity Regina Inc. and Silver Sage Holdings Ltd. be approved with the intention of developing affordable housing on the subject properties.

The proposed sales will include the following terms and conditions:

Purchaser:	Habitat for Humanity Regina Inc. 1630 – 8 <sup>th</sup> Avenue Regina, Saskatchewan S4R 1E5 Attention: Mr. Rob Gartner
Civic Address:	1826 Halifax Street
Legal Description:	Lot 34, Block 302, Plan Old #33
Land Value:	\$95,000.00
Purchase Price:	\$47,500.00 + GST
Civic Address:	1409 Rae Street
Legal Description:	Lot 2, Block 209, Plan Old #33 & Lot 43, Block 209, Plan 101229353
Land Value:	\$75,000.00

Purchase Price: \$37,500.00 + GST

Civic Address: 1345 Rae Street

Legal Description: Lot 12, Block 147, Plan Old #33

Land Value: \$50,000.00

Purchase Price: \$25,000.00 + GST

Purchaser: Silver Sage Holdings Ltd.  
109 – 4001 – 3<sup>rd</sup> Avenue  
Regina, Saskatchewan  
S4R 1E5  
Attention: Mr. Maynard Sonntag

Civic Address: 5525 Dewdney Avenue

Legal Description: Lots 7-10, Block 3, Plan Old AT233

Land Value: \$350,000.00

Purchase Price: \$70,000.00 + GST

Closing Date: 30 days upon Council approval, or such other date as agreed between the parties; thereafter, Council approval.

Purchaser's Covenant: The agreement includes a covenant by the Purchaser to develop in accordance with the proposal submitted within two years of the Closing Date.

Where a development proposal requires zoning change the sale is subject to a successful application through the required approval process.

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

If the recommendations for the four lots in this report are approved, the potential revenue loss to the municipality due to the lots being sold at less than current market value is \$390,000.

#### Environmental Implications

None with respect to this report

### Policy and/or Strategic Implications

The sales of these properties will assist in the development of affordable housing within the City of Regina in alignment with the Comprehensive Housing Strategy (CHS), Strategy 1 to increase the supply of rental and affordable housing. The RFP process used also aligns with Strategy 2 of the CHS to leverage the City's land assets to increase the supply of rental, affordable and special needs housing. These housing strategy objectives align with the final draft Official Community Plan housing policies to leverage the City's land to increase housing supply and diversity; to support attainable housing in all neighbourhoods; to decrease the number of vacant, non-taxable and under-utilized lots appropriate for residential development; and to coordinate the use and disposal of city-owned lands to increase housing options.

### Other Implications

None with respect to this report

### Accessibility Implications

None with respect to this report

### COMMUNICATIONS

A copy of this report has been provided to Habitat for Humanity Regina Inc. and Silver Sage Holdings Ltd. Public notice is required advising that the City is proposing to sell land at less than market value.

Future development proposals for the Dewdney Avenue location will require a public engagement process that will provide local area residents and stakeholders the opportunity to review the development plans. In this case, the public engagement process would include:

- a written notice (including plans) to area property owners and residents as well as to the local community association;
- public notification signage posted on the property;
- a public open house; and
- notification to residents who provide their written comments and leave contact information of the Regina Planning Commission and City Council consideration dates where they will have opportunity to appear as a delegation.

### DELEGATED AUTHORITY

As provided in section 101 (1) (k) of *The Cities Act*, the sale of City-owned property at less than market value cannot be delegated to the Administration and therefore requires the approval of City Council.

Respectfully submitted,

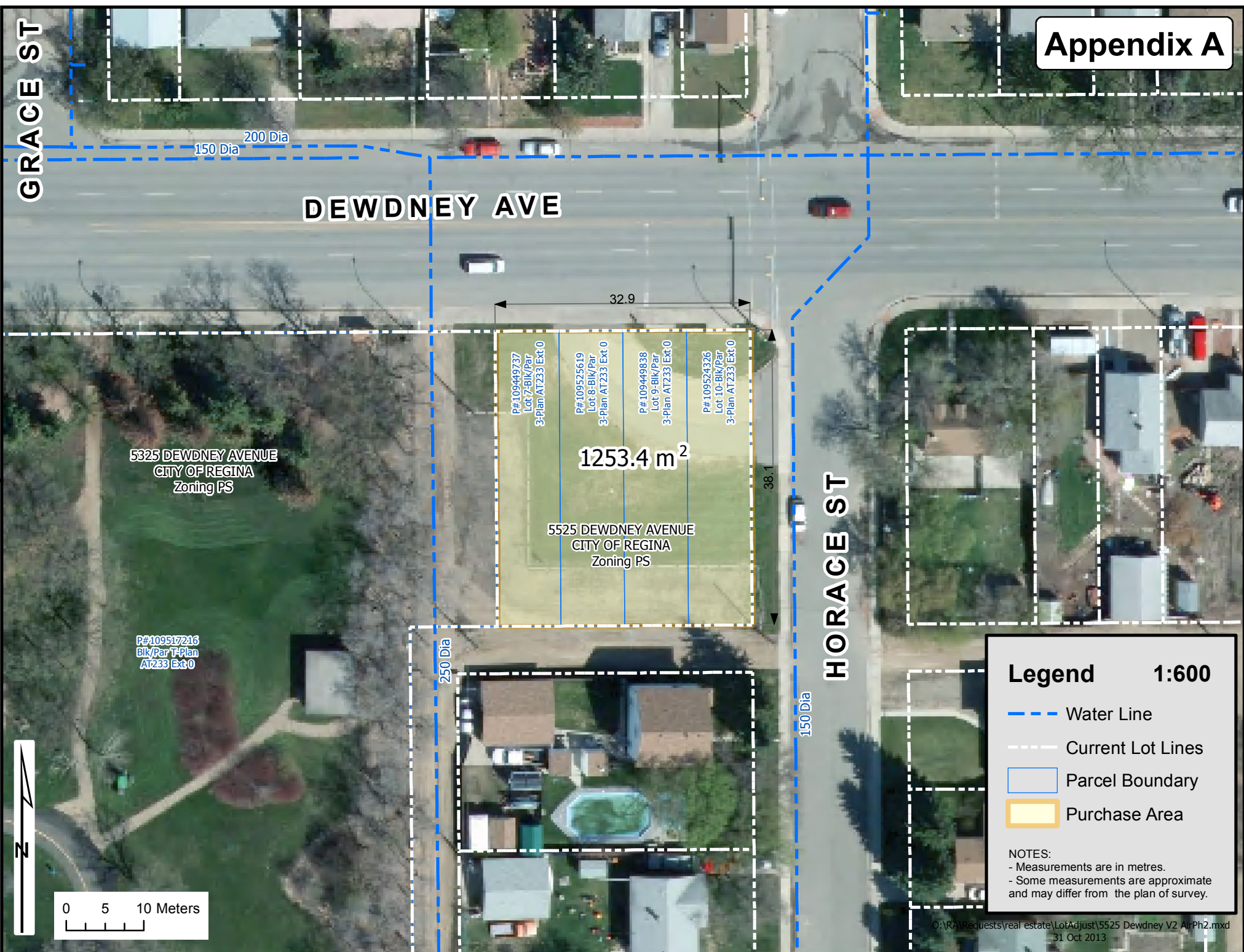
FINANCE AND ADMINISTRATION COMMITTEE



---

Ashley Thompson, Secretary







# Appendix B

11TH AVE

HALIFAX ST

P#107027344  
Lot 35-Blk/Par  
302-Plan OLD33 Ext 0

P#107289085  
Lot 34-Blk/Par  
302-Plan OLD33 Ext 0

1826 HALIFAX STREET  
AC 10033051  
581.2 m<sup>2</sup>  
CITY OF REGINA  
Zoning MX

290.5 m<sup>2</sup>

38.1

7.6  
7.6

## Legend

- Current Lot Lines
- Parcel Boundary
- Purchase Area

1:500

NOTES:  
- Measurements are in metres.  
- Some measurements are approximate  
and may differ from the plan of survey.



0 2.5 5 10 Meters





# Appendix C

8TH AVE

RAE ST

38.1  
7.6  
3.8  
1409 RAE STREET  
AC 10026652  
436.2 m<sup>2</sup>  
CITY OF REGINA  
Zoning R4A  
145.5 m<sup>2</sup>

P#109612098  
Lot 2-Blk/Par  
209-Plan OLD33 Ext 0

P#111933547  
Lot 43-Blk/Par 209-Plan  
101229353 Ext 9

## Legend

- Current Lot Lines
- Parcel Boundary
- Purchase Area

1:500

NOTES:  
- Measurements are in metres.  
- Some measurements are approximate  
and may differ from the plan of survey.

0 2.5 5 10 Meters



# Appendix D

1345 RAE STREET  
AC 10026696  
290.3 m<sup>2</sup>  
CITY OF REGINA  
Zoning R4A

RAE ST




7.6

38.1

290.3 m<sup>2</sup>

P#109609667  
Lot 12-Blk/Par  
174-Plan OLD33 Ext 0

## Legend

-  Parcel Boundary
-  Current Lot Lines
-  Purchase Area

1:500

NOTES:  
- Measurements are in metres.  
- Some measurements are approximate  
and may differ from the plan of survey.



0 2.5 5 10 Meters



BYLAW NO. 2013-74

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No. 36)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 2, Part 2C - Definitions is amended by repealing the definitions of “Rooming House” and “Rooming Unit”.
- 3 Chapter 2, Part 2C - Definitions is amended by adding, in alphabetical order, the following definitions:

“ **RESIDENTIAL HOMESTAY**” – a dwelling unit where short-term accommodation is provided without meals.

“**SHORT-TERM ACCOMMODATION**” – the provision of sleeping and bathing quarters for less than 30 days, and where a daily or weekly rate is charged.”

- 4 Chapter 5, Table 5.1 is amended by repealing the row labeled “Rooming House<sup>12</sup>” and substituting the following:

Residential Homestay <sup>12</sup>	999	D	D	D	D	D	D	D	D	D	D	P
------------------------------------	-----	---	---	---	---	---	---	---	---	---	---	---

- 5 Chapter 5, Table 5.2 is amended by repealing the row labeled “Rooming House<sup>25</sup>” and substituting the following:

Residential Homestay <sup>25</sup>	999	D	D		D		P			D		P
------------------------------------	-----	---	---	--	---	--	---	--	--	---	--	---

- 6 Chapter 6, Part 6D – Regulations for Specific Residential Uses is amended by repealing Article 6D.5 in its entirety and substituting the following:

“**6D.5 RESIDENTIAL HOMESTAY**

**6.1 INTENT**

These regulations are intended to provide standards for the operation of a residential homestay.

## **6.2 APPLICATION**

These regulations apply to a residential homestay as defined in Chapter 2 of this Bylaw and do not include:

- (a) a hotel;
- (b) a motel;
- (c) emergency shelter; or
- (d) a bed and breakfast.

## **6.3 EXTERNAL APPEARANCE**

No alteration shall be made to the external appearance of any principal or accessory structures or of the building site which change the character of the dwelling unit.

## **6.4 GUEST ROOMS**

- (1) No more than four bedrooms shall be used to provide short-term accommodation.
- (2) Guest rooms shall be located within the dwelling unit.
- (3) Guest rooms shall be a minimum of 10 square metres in gross floor area.
- (4) Guest rooms shall not contain cooking facilities.

## **6.5 SIGNS**

- (1) A residential homestay may have one sign, not to exceed one square metre in surface area, displaying the name of the residential homestay, the name of the operator, the street address or any combination thereof.
- (2) The sign shall not be erected or displayed closer than 6 metres from the street property line.

## 6.6 PARKING

Parking requirements for a residential homestay shall be as follows:

- (a) 0.5 parking stall per guest room in addition to the parking stalls required for the dwelling unit in accordance with Chapter 14 of this Bylaw; and
- (b) no more than one parking stall may be provided in tandem.

## 6.7 PERMIT

No person shall operate a residential homestay without a development permit issued pursuant to Chapter 18 of this Bylaw.”

- 7 Chapter 14, Table 14.4 is amended by repealing the row labeled “Rooming Houses” and substituting the following:

Residential Homestay	0.5 space per guest room in addition to the parking requirement for the dwelling
----------------------	--

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

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

## ABSTRACT

BYLAW NO. 2013-74

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No.36)

---

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	This Bylaw amends the <i>Regina Zoning Bylaw No. 9250</i> to remove the current definition of “Rooming House” and provide for regulations applicable to Residential Homestays.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	City Council Meeting October 15, 2013, CR13-144
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning

BYLAW NO. 2013-76

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No. 37)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 2484) is amended by rezoning the lands in Regina, Saskatchewan, as outlined on the map attached as Appendix “A”, legally described as:

**Legal Address:**           **Proposed Portion of Parcel X, Parcel Q, Plan No. 101926436**

**Civic Address:**           **None**

**Current Zoning:**       **PS – Public Service**

**Proposed Zoning:**   **IP – Industrial Prestige**

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

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

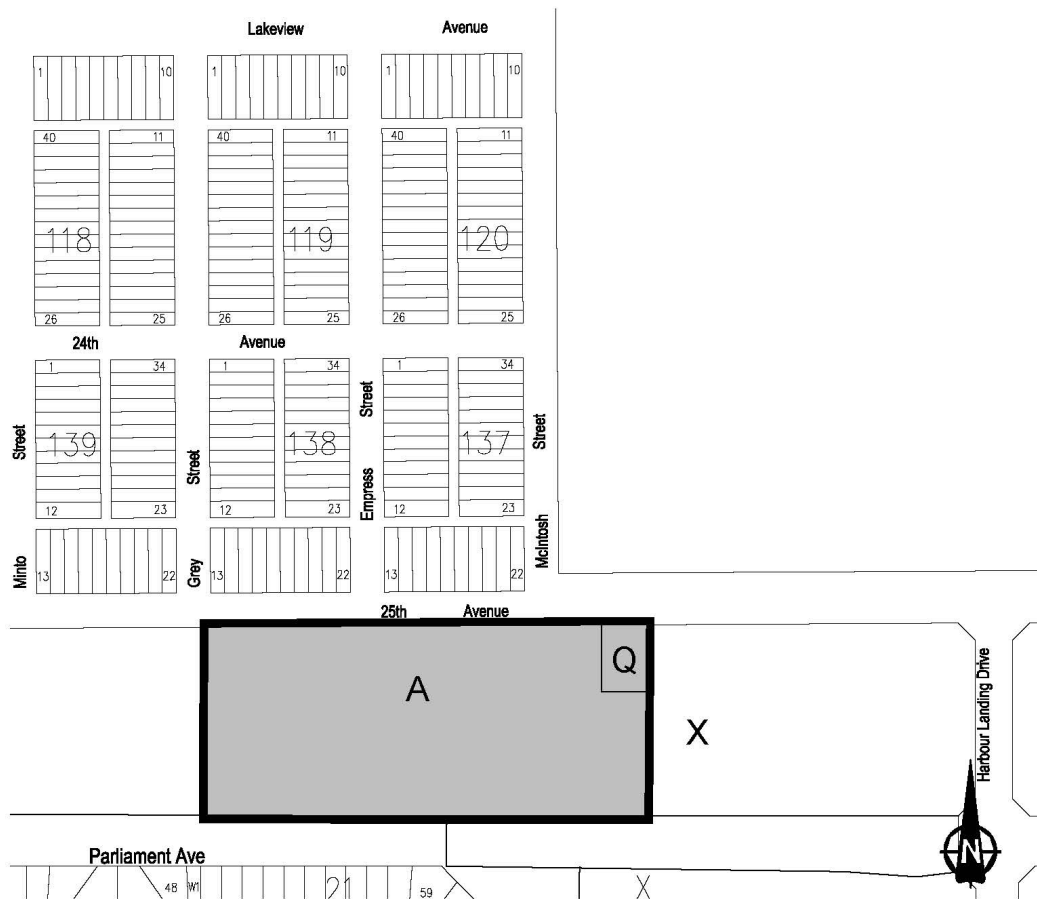
\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*City Solicitor*



# APPENDIX "A"



ABSTRACT

BYLAW NO. 2013-76

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No. 37)

---

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed amendment would rezone Parcel Q from PS – Public Service to IP – Industrial Prestige. The site was intended for a cell tower, which is not proceeding at this location. Parcel Q will then be consolidated with existing Parcel A, which is currently zoned IP.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission Meeting October 23, 2013 RPC13-73.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning

BYLAW NO. 2013-78

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No. 38)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 2689) is amended by rezoning the lands in Regina, Saskatchewan, as outlined on the map attached as Appendix “A”, legally described as:

**Legal Address:** Lot C, Block 204, Plan No. 98RA02313 and portion of Lane, Block 204, Plan No. OLD33

**Civic Address:** 2226 Dewdney Avenue

**Current Zoning:** IA1 – Light Industrial

**Proposed Zoning:** WH – Dewdney Avenue Warehouse

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

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk (SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

APPENDIX “A”



## ABSTRACT

BYLAW NO. 2013-78

THE REGINA ZONING AMENDMENT BYLAW, 2013 (No. 38)

---

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	As the lane and the subject properties would be consolidated into two separate parcels, the existing Zone boundary would bisect the proposed Lot E (which encompasses both IA1 – Light Industrial and WH – Dewdney Avenue Warehouse), therefore a Zoning Bylaw Amendment is required to rezone this parcel into one zone.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission Meeting October 23, 2013 RPC13-75
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning

BYLAW NO. 2013-79

A BYLAW TO PROVIDE FOR THE CLOSURE AND SALE OF A PORTION OF THE  
EAST-WEST LANE IN BLOCK 204, PLAN OLD33 LYING BETWEEN LOT 12, PLAN  
OLD33 AND LOT C, PLAN 98RA02313

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1 The lane described as follows is closed and may be sold:

All that portion of the east-west Lane in Block 204, Plan OLD33 lying between  
Lot 12, Plan OLD33 and Lot C, Plan 98RA02313 in Regina, Saskatchewan, as  
shown on the attached Appendix "A".

2 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

(SEAL)

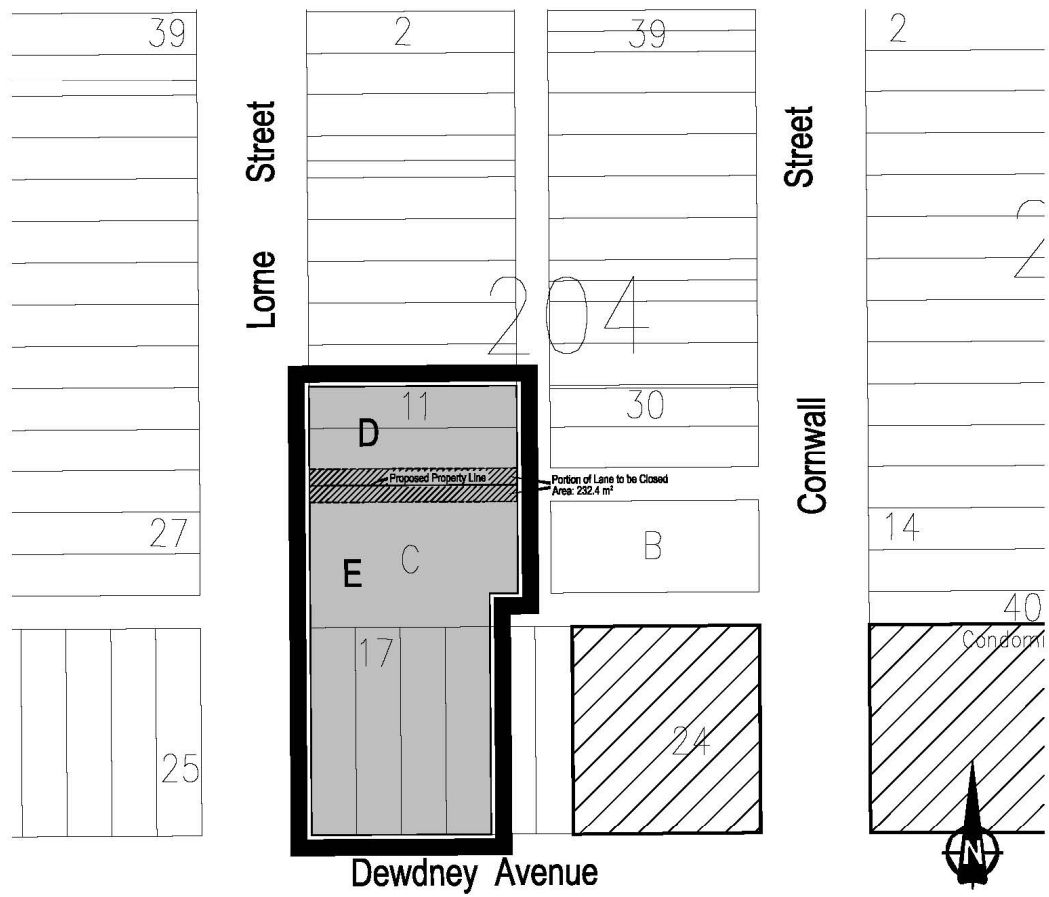
CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

APPENDIX "A"



ABSTRACT

BYLAW NO. 2013-79

A BYLAW TO PROVIDE FOR THE CLOSURE AND SALE OF A PORTION OF THE EAST-WEST LANE IN BLOCK 204, PLAN OLD33 LYING BETWEEN LOT 12, PLAN OLD33 AND LOT C, PLAN 98RA02313

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PURPOSE:	To close and allow for the sale of a portion of the east-west Lane in Block 204, Plan OLD33 lying between Lot 12, Plan OLD33 and Lot C, Plan 98RA02313.
ABSTRACT:	The purpose of the closure is to provide the purchasers with additional land area to be consolidated with Lots C to form proposed Lot E (2226 Dewdney Avenue) and Lot 12 to form proposed Lot D (1435 Lorne Street).
STATUTORY AUTHORITY:	Section 13 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	Not required
PUBLIC HEARING:	Required, pursuant to subsection 13(7) of <i>The Cities Act</i> .
PUBLIC NOTICE:	Required, pursuant to subsection 13(6) of <i>The Cities Act</i> .
REFERENCE:	Regina Planning Commission Meeting October 23, 2013 RPC13-75.
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning



November 21, 2013

Good evening Your Worship and City Council:

I'm John Klein, and am here representing myself, as a Regina Transit user, and a driver.

I'm in favour of the proposed increase to parking fines for violations outlined. I have a question about the Stopping in a Bus Stop fine. Does that include people who park in Bus Only lanes downtown on Broad and Albert Streets? I'd like to see that fine higher than \$36, and see the City actively enforcing this bylaw with tow trucks, so buses are not frequently late as they are slowed down by weaving in and out of illegally parked vehicles. As buses are given their own dedicated lanes, overall traffic average speeds increase, meaning transit users and single occupant vehicle drivers get to where they are going faster.

Parking fines or even parking meter revenue should be earmarked to be spent in the area of the City in which they are given. Pasadena is a city that does this with meter revenue, and were able to revitalize their downtown business district using this technique.

I'm also eagerly awaiting the results of the long-ago ordered Parking Study, as it will help highlight the need for more money in the upcoming budget to go to Regina Transit for more buses. And I'm waiting for the implementation of the Mayor's proposed Snow Routes which would also improve traffic flow and driving comfort during Winter.

Thank-you for your attention, and I'd be happy to answer questions.

John Klein

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Parking Fines Increase

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**RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE  
- NOVEMBER 7, 2013**

- 1) That Schedule “K” of *The Regina Traffic Bylaw, 9900* be amended to increase fines as shown in Appendix A; and
- 2) That the City Solicitor be instructed to prepare the amending Bylaw effective January 1, 2014.

*PUBLIC WORKS COMMITTEE – NOVEMBER 7, 2013*

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

Councillors: Sharron Bryce, John Findura, Bob Hawkins and Barbara Young were present during consideration of this report by the Public Works Committee.

The Public Works Committee, at its meeting held on November 7, 2013, considered the following report from the administration:

RECOMMENDATION

Your Administration recommends that:

- 1) That Schedule “K” of *The Regina Traffic Bylaw, 9900* be amended to increase fines as shown in Appendix A; and
- 2) That the City Solicitor be instructed to prepare the amending Bylaw effective January 1, 2014.

CONCLUSION

To ensure the order and safety of citizens and visitors and to provide a sufficient deterrent for those who choose to violate City parking restrictions, the City must have financial penalties significant enough to provide a disincentive for those who park illegally. A \$10 increase to all parking fines is recommended, with an additional increase for Section 36(1)(f) Blocking a Fire Hydrant and Section 43(2) & 50(1) Parking in a Disability Zone, where the fines will be doubled to \$100 and \$200 respectively.

The recommended increase contained in this report aligns with parking fines in other Canadian municipalities. Additionally, the substantial increases recommended to Section 36(1)(f) Blocking a Fire Hydrant and Section 43(2) & 50(1) Parking in a Disability Zone are required to ensure stiffer penalties for those who park illegally in these zones, as they may have supplementary emergency, fire safety or accessibility concerns.

## BACKGROUND

The last parking fine increase occurred in the fall of 2003. At that time, all parking fines were increased by \$10 and an amendment was made to increase the value of the reduction for the early payment amount from \$30 to \$35. This change resulted in the minimum payment for a notice of violation (parking ticket) to increase only by \$5. The lack of an increase since that time and the increased demand for parking in and around the downtown, has resulted in a greater number of vehicles parking illegally.

## DISCUSSION

In 2011, the City issued 65,529 parking tickets, 83,196 in 2012 and is on pace to issue 100,000 tickets in 2013 (totals do not include tickets issued by Wascana Centre Authority or University of Regina).

Over the last few years, the City has seen a significant rise in the number of parking tickets issued. This increase is the direct result of two factors: 1) the increase in the number of Parking Enforcement Officers issuing tickets; and 2) parking penalties (fines) have not increased in over 10 years, and therefore, are not high enough to deter people from parking illegally. Currently, as a result of low fine amounts, citizens and visitors choose to park illegally knowing there is a chance they may not receive a ticket and that if they do receive a ticket, the financial penalty is relatively small compared to the cost of obtaining legal parking. In many instances, the cost of a parking ticket is lower than what it would cost to park at an off-street parking lot.

The current fines for parking infractions are set out in Schedule “K” of *The Regina Traffic Bylaw, 9900*. These fines presently vary from \$45 to \$100. The City is proposing an increase of \$10 for all fines with the exception of Section 36(1)(f) and 43(2) & 50(1). Fines for Section 36(1)(f) Blocking a Fire Hydrant and Section 43(2) & 50(1) Parking in a Disability Zone without a valid placard, will increase by \$50 and \$100, respectively. The reduction for early payment will remain \$35 if the payment is received within 14 days.

Table 1.0 below compares a sample number of parking fines for a number of Canadian municipalities. A more comprehensive comparison can be found in Appendix B.

Table 1.0

Parking Fines	Regina Current (discount)	Regina Proposed (discount)	Saskatoon (discount)	Calgary (discount)	Edmonton (discount)	Red Deer (discount)
Parking at Expired Meter	\$45 (10)	\$55 (20)	\$50 (20)	\$75, (50) (40)	\$50 (n/a)	\$55 (n/a)
Parked in No Parking Zone	\$50 (15)	\$60 (25)	\$50 (n/a)	\$50, (40) (36)	\$75 (n/a)	\$75 (n/a)
Stopped in a Bus Stop	\$60 (25)	\$70 (35)	\$100 (40)	\$75, (50) (40)	\$50 (n/a)	\$75 (n/a)
Fire Hydrant	\$50 (15)	\$100 (65)	\$50 (n/a)	\$75, (50) (40)	\$50 (n/a)	\$85 (n/a)
Handicap Zone	\$100 (65)	\$200 (165)	\$100 (40)	\$300 (250) (200)	\$250 (n/a)	\$175 (n/a)

#### Section 36(1)(f) - Stopped within 2 meters of a Fire Hydrant

Purpose: This section ensures access to fire apparatus during fires and creates a total of 2 metres distance for fire personnel to have unimpeded access to and visibility of fire hydrants.

In 2012, the City issued 356 tickets for Fire Hydrant violations and as of September 2013, 1,085 tickets have been issued. The current fine for parking/stopping within 2 meters of a fire hydrant is \$50. Research conducted on a number of other municipalities (see Appendix B) reveals that the current fine amount is low in comparison and that the financial penalty must be increased to ensure that Regina's Fire and Protective Services have clear and unobstructed access to fire hydrants. Increasing the fine from \$50 to \$100 will provide the necessary disincentive for people who choose to park in front of or too close to a fire hydrant.

#### Section 43(2) & 50(1) - Parked in a Zone/Stall reserved for Persons with Disabilities

Purpose: This section ensures that members of the community who require accessibility parking are able to access these designated stalls. Only motorists with valid accessibility placards are permitted to park in Persons with Disabilities Zone/Stalls.

In 2012, the City issued approximately 309 tickets to motorists for illegally parking in Persons with Disabilities Zone/Stalls. As of September 2013, 303 tickets have been issued. The current fine for Parking in a Zone/Stall reserved for Persons with Disabilities is \$100. Research conducted with other municipalities (see Appendix B) and informal consultation with City residents indicate that this is too low. To ensure strict adherence to parking restrictions, a substantial financial penalty is required. Increasing the fine from \$100 to \$200 will provide the necessary disincentive for people who choose to park in Persons with Disability Zone/Stalls without a valid placard.

#### Adjustment to Fine for Over Parking in a Time Limited Persons with Disabilities Stall

##### Section 50(2) – Parked at a parking stall for persons with disabilities for longer than the time specified.

Currently, the fine for parking in a limited parking area for longer than specified by display of a sign is \$50. The fine for parking in a Persons with Disabilities Stall for longer than the time specified is \$60. The intent of both sections is to penalize those who over park in stalls or zones which have maximum parking limits. To ensure consistency in the application of the bylaw, the fine for over parking in a limited disability stall will remain unchanged, while the fine for over parking in a limited parking area will be increased by \$10 for a fine amount of \$60. There is no justification to warrant different fine amounts for comparable infractions.

#### External Stakeholders/Partnerships

The City of Regina has contracts with Wascana Centre Authority (WCA) and the University of Regina (U of R) for the administration of notices of violation and summons issued under their bylaws. The recommended fine increases will not apply to these organizations as they have their own bylaws and associated fine schedules.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The cost to increase parking fines is approximately \$25,000, which is required to cover the cost to replace/remove signage with fine amounts currently identified on the sign and the advertising associated with the fine increase. The forecasted increase in revenues for 2014 over the 2013 budget is shown below:

Approved 2013 Budget	Estimated Revenue Increase *	Proposed 2014 Budget
\$2,700,000	\$700,000	\$3,400,000

\* Based on 2012 statistics for tickets paid (does not include WCA or U of R issued ticket revenues).

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

Recommendations herein align with the City's strategies and policy objectives to ensure the order and safety of the public, increase turnover and reduce the number of illegally parked vehicles in our City. By increasing vehicle turnover in the downtown, the City will be able to provide citizens and visitors with improved parking options as a result of the increased availability of the on-street parking supply.

### Other Implications

None with respect to this report.

### Accessibility Implications

Doubling the fines for Persons with Disability Zone without a valid placard should reduce the number of illegal parking activities in these zones and ensure access to those who require the designated stall. Additionally, by aligning fine amounts for over parked violations, the City ensures that penalties for being over parked at meters and those over parked in Persons with Disabilities Stalls are the same.

## COMMUNICATIONS

The public will be informed of the new parking fines through the Leader Post City Page and the City's website. The new parking fines will be effective January 1, 2014. Regina Downtown, Wascana Centre Authority and the University of Regina are aware of the City's intention to increase parking fines and have been provided with a copy of this report.

DELEGATED AUTHORITY

Establishment of and changes to fees along with bylaw amendments require City Council approval.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

*Linda Leeks*

---

Linda Leeks, Secretary

## APPENDIX A

### Revised Schedule “K” – Notice of Violation

### SCHEDULE “K” - NOTICE OF VIOLATION:

Notice of Violation, Voluntary Payment Amounts and Specified Penalty Sums for Default Convictions (as provided for in Section 88)

Section	Amount	Description
9(4)	\$70.00	Stopped in a bus lane.
32(1)	\$60.00	Failing to park at curb in the direction of traffic.
33(1)(a)	\$60.00	Parked more than 0.6 metres away from the curb.
33(1)(b)	\$60.00	Parked at a curb within 0.6 metres in front or behind any vehicle.
33(2)	\$60.00	Improperly parked motorcycle.
34(1)(a)	\$60.00	Improperly parked in an angle parking stall.
34(1)(b)	\$60.00	Parked in angle parking stall with the leading edge of vehicle more than 0.3 meters away from curb.
34(1)(c)	\$60.00	Parked a vehicle exceeding 6.0 metres where angle parking is provided.
34(2)	\$60.00	Backing a vehicle into a parking stall that is less than 90 degrees.”
35(1)(a)	\$60.00	Parked where prohibited.
35(1)(b)	\$60.00	Over parked in limited parking area
35(2)	\$70.00	Parked on an alley.
35(3)	\$70.00	Parked in a school zone.
35(4)(a)	\$60.00	Parked on any sidewalk.
35(4)(b)	\$60.00	Parked on a boulevard or other place not accessible to a public highway by a curb crossing.
35(4)(c)	\$60.00	Parked upon an area adjacent to a centre median or island.
35(4)(d)	\$60.00	Parked on a shoulder or curb lane where speed limit exceeds 50 km/h.
35(4)(e)	\$60.00	Parked in a traffic lane of any street.
35(5)(a)	\$60.00	Parked on any public highway signed as “Temporary No Parking”.
35(5)(b)	\$60.00	Parked on any public highway which has been temporarily closed.
35(5)(c)	\$60.00	Parked on any street longer than 24 hours.
36(1)(a)	\$60.00	Stopped where prohibited.
36(1)(b)	\$70.00	Stopped in a bus stop.
36(1)(c)	\$60.00	Stopped in a traffic lane.
36(1)(d)	\$60.00	Stopped in an alley within 2.0 metres of a property access.
36(1)(e)	\$60.00	Stopped within 10.0 metres of a street intersection.
36(1)(f)	\$100.00	Stopped within 2.0 metres of a fire hydrant.
36(1)(g)	\$60.00	Stopped within 5.0 metres of a railway track.
36(1)(h)	\$60.00	Stopped within 10.0 metres of a pedestrian crosswalk
36(1)(i)	\$60.00	Stopped within 3.0 metres of an alley intersection.
36(1)(j)	\$60.00	Stopped within 2.0 metres of a curb crossing.
36(3)	\$110.00	Stopped in a school zone where prohibited.
38(1)(a)	\$55.00	Parked in a metered stall where meter showed violation or time expired.
38(1)(b)	\$55.00	Parked in a metered stall for a period exceeding the maximum time of the meter.
38(1)(c)	\$55.00	Parked in a metered stall for longer than two hours on a Saturday.
38(1)(d)	\$55.00	Failed to move vehicle to a new location on opposite side of street or other block.
38(1)(e)	\$55.00	Parked a vehicle in a metered stall for longer than 2 hours.
38(1)(f)	\$55.00	Parked where a meter is covered by a white meter bag (Permit parking only).
38(1)(g)	\$55.00	Parked except wholly within a metered stall.
38(1)(h)	\$55.00	Parked more than 2.0 metres from the nearest meter pole.
38(2)	\$70.00	Parked where a meter is covered by an orange meter bag.
42	\$55.00	Enter, leave or park in an off-street parking area in contravention of direction signs posted.
43(1)	\$60.00	Parked on private property in a zone marked as “no parking” or “no stopping”.
43(2)	\$200.00	Parked on private property in a stall marked by signs as reserved for persons with disabilities.
43(3)	\$70.00	Stopped or parked on private property without consent of owner.
44(1)	\$60.00	Parked on public property other than a public highway.
45(1)	\$60.00	Oversized vehicle parked longer than 2 hours.
47	\$70.00	Restricted parking in Taylor Field area.
48(1)	\$70.00	Parked in a loading zone for longer than maximum time permitted.
49(1)	\$70.00	Parked or stopped in a Taxicab Parking Zone.
50(1)	\$200.00	Parked in a stall or zone marked by signs as reserved for persons with disabilities.
50(2)	\$60.00	Parked at a parking stall for persons with disabilities for longer than the time specified.

51	\$60.00	Engine running without operator present.
52(1)	\$60.00	Vehicle backed up to curb obstructing more than 3. 0 metres of roadway.
53(1)	\$60.00	Opening door of vehicle before safe to do so.
53(2)	\$60.00	Leave door of vehicle open longer than necessary to load or unload passengers.
64(2)	\$110.00	Parked within a temporarily closed or restricted public highway.
67(2)	\$70.00	Leave vehicle on jack or block or blocks longer than 3 hours.
68(2)	\$70.00	Leave cord or cable on public highway or sidewalk while attached to a vehicle.
69(3)(c)	\$60.00	Recreational vehicle parked on a driveway 2.0 metres from any curb or sidewalk
70(1)	\$60.00	Parked on street without a valid license plate.
83(1)	\$55.00	Secured bicycle to any structure on public right of way other than a bicycle stand.
83(2)	\$55.00	Failed to leave bicycle in an upright position.



## APPENDIX B

### Canadian Municipalities Parking Fine Comparison

Parking Fines Comparison	Regina Current (discount)	Regina Proposed (discount)	Saskatoon (discount)	Calgary (discount)	Edmonton (discount)	Red Deer (discount)	Kelowna (discount)	Sudbury (discount)	Thunder Bay (discount)	London (discount)
Parking at Expired Meter	45 (10)	55 (20)	50 (20)	75 (50) (40)	50 (n/a)	55 (n/a)	30 (n/a)	25	10	25
Parked in No Stopping Zone	50 (15)	60 (25)	100 (40)	50 (40) (36)	75 (n/a)	75 (n/a)	30 (n/a)	50	25	55
Parked in No Parking Zone	50 (15)	60 (25)	50 (N/A)	50 (40) (36)	75 (n/a)	75 (n/a)	30 (n/a)	16	20	35
Stopped in a Bus Stop/Lane	60 (25)	70 (35)	100 (40)	75 (50) (40)	50 (N/A)	75 (n/a)	30 (n/a)	16		
Fire Hydrant	50 (15)	100 (65)	50 (N/A)	75 (50) (40)	50 (N/A)	85 (n/a)	30 (n/a)	16		80
Handicap Zone	100 (65)	200 (165)	100 (40)	300 (250) (200)	250 (N/A)	175 (n/a)	100 (n/a)	300	100	325
Over Parking on Public Highway	50 (15)	60 (25)	50 (10)	200 (175) (160)	50 (N/A)	125 (n/a)	20 (n/a)			35

\* City of Calgary utilizes a 3 stage fine increase (Paid within 10 days, paid within 30 days, and paid after 30 days).

## Good evening Members of City Council and Senior Administration,

My name is Chad Novak, and I am here today representing the **Saskatchewan Taxpayers Advocacy Group**, a truly grassroots group of individuals from Saskatchewan that are pushing for **Accountability and Transparency** from their municipal governments. I am here to address the report before you today, regarding the State of our Roadways Infrastructure. We would first like to thank the Councillors who brought this issue forward, as it is most certainly one of the most talked about subjects in Regina. We would also like to thank the City Administration who have worked to put this report together. I know from my personal experience in talking with residents over the past number of months, our roads should take precedence over any other subject, the stadium included. The unfortunate thing was that many felt it was pointless to complain about the roads any longer, since it seemed that no one actually wanted to **do** anything about it. A common complaint was how we always hear about studies and reports, but without an action plan, all of these studies and reports aren't worth the paper they're printed on.

I know the motion before you tonight is to simply "receive and file" this report, but it is our hope that *much more* is done with it, in the sense of an **action plan** that aims to address the major issues brought forward within a realistic timeframe. Ideally, we would like to see this issue take priority over any other major capital project that *isn't deemed to be a necessity*. Of course, the question is going to come up of "*How can we afford to address this situation when we have only limited sources of revenue?*" Our answer to that, of course, is to strategically utilize any and all further debt financing for major projects on a priority system. In theory, the ***entire cost of the WWTP or the Stadium could be diverted to our roads***, and the entire City's roadways infrastructure deficit could be addressed. Obviously this won't be done overnight, but it would certainly demonstrate to the citizens of Regina that their money is strategically being used in the most effective and efficient way possible. I am very confident that no taxpayer would ever want to see their taxes increase to address this infrastructure deficit, when our City Council has no problems issuing record debt for projects that are most certainly not deemed to be a ***priority***.

Something I heard a lot on the doorsteps last year was how if residents wanted their residential streets repaired, that it would possibly be "considered" for some time in the future. And, if they were so unfortunate to live in an area where their sidewalks were in such disrepair that it was deemed necessary to repair or replace, that they would be held responsible for a portion of that cost. And, if a majority of residents say they aren't comfortable with paying that extra cost, that the sidewalks and road would not be repaired. How is this fair for those taxpayers that have been paying City taxes for decades, when we have brand new neighbourhoods that get to have the smoothest of streets, newest sidewalks, and the

latest infrastructure? Not to mention how new residential neighbourhoods seem to get better attention for street cleaning and snow removal. In our view, *all taxpayers deserve equal treatment*, and *equal benefit for their tax dollar*. As a City Council, it is necessary for you to implement a *long term strategy* to not only *maintain* but also repair and/or replace roadways/sidewalks in neighbourhoods, once they reach a certain age and/or condition of disrepair. This is something that should be easily anticipated, and something that can most certainly be planned out in a long term strategy.

I do have a concern about the numbers outlined in the report, in that I do not think they are entirely accurate; as anyone that has walked on our sidewalks in Regina can attest to, the amount of sidewalks that are in *“fair to good condition”* is nowhere near the 90% mark. This is especially true if you face a disability or have limited mobility. Also, I am not sure if this information is available to the public, but it would be nice to get a clarification of what is deemed to be *“fair to good condition”*, as we feel this has a major impact on how this report is interpreted.

Finally, this evening, I would like to request that if there is a task force or committee created to address the items outlined in this report, I would like to be one of the first residents to submit my name to sit on this committee, representing myself, as a member of the Saskatchewan Taxpayers Advocacy Group.

Thank you for your time, and I will now welcome any questions you may have.

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: State of the Roadways Infrastructure 2013

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**RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE  
- NOVEMBER 7, 2013**

That this report be received and filed.

*PUBLIC WORKS COMMITTEE – NOVEMBER 7, 2013*

Mr. Jim Elliott, representing himself, addressed the Committee.

The Committee adopted the following resolution:

1. That this report be forwarded to City Council for information.
2. That this report be forwarded to the November 13, 2013 meeting of Executive Committee for information and that the administration provide a presentation at that time.

Councillors: Sharron Bryce, John Findura, Bob Hawkins and Barbara Young were present during consideration of this report by the Public Works Committee.

The Public Works Committee, at its meeting held on November 7, 2013, considered the following report from the administration:

RECOMMENDATION

That this report be forwarded to City Council for information.

CONCLUSION

In March, 2012, City Council endorsed the strategic focus established by the Administration to “narrow the gap between current and expected service levels and our ability to deliver them,” by:

1. Analysing our programs and services so that we can engage citizens in a discussion about their expected service levels and the cost of providing those service levels; and
2. Proposing to Council cost reductions, revenue opportunities, and alternative ways of delivering service to improve effectiveness and efficiency, thereby narrowing the gap.

This report is one of several follow-up reports outlining the “service gap” and options for addressing it. The focus of this report is the roadway and bridge network.

Using age as an indicator for the health of the road network, approximately 85 percent of the asphalt surface of the arterial, collector and industrial sub-network is in a fair or good condition and has been stable during the last 20 years. However, only 45 percent of the residential network is in a fair or good condition and its condition has deteriorated significantly during the last 20 years. The level of public dissatisfaction with the current state of roadways, especially residential roads, has been identified repeatedly in surveys conducted by the City of Regina.

Approximately 90 percent of the sidewalk network is in a fair or good condition. The sidewalks with a poor condition are mainly within the residential sub-network.

The current road investment strategy can be summarized as focusing expenditures on the 20 percent of the road network that is subjected to 80 percent of the traffic volume, i.e. arterial and collector network. Only 25 percent of available funding is used for improving the residential network. Of growing concern is the deterioration of the large residential network.

Using a preliminary calculation, the estimated 'overdue work,' work that should have been completed to maintain the road condition according to general renewal practices, is \$261 million. In order to prevent growth in the amount of 'overdue work,' an investment of \$30 million would be required annually. To eliminate the current 'overdue work' an additional \$13 million per year over the next 20 years would be required. Please note that growth and inflation in the roadway network is not factored into the calculations above.

Currently, \$15 million per year is being invested in the street infrastructure renewal which represents the average investment over the past five years. If we were only to maintain this level of investment over the next 20 years, the backlog would grow to \$523 million by 2033, in current year dollars. Our ability to increase our investment is constrained by the City's reliance on property tax revenue and its limited ability to create new sources of revenue.

Of the City's 44 bridges, 26 (59 percent) are in a fair or good condition. Of the 18 bridges (41 percent) in a poor condition, nine were transferred in 2011 to the City by Ministry of Highways and Infrastructure (MHI) as part of Urban Highway Connector Program (UHCP).

For bridges, the current estimated investment need is \$93 million over 25 years, for an average of \$3.48 million per year over the 25 year term. The average level of investment over the past 5 years was \$4.48 million per year and has been steadily declining over the past few years. This current investment level is insufficient based on the estimated short term funding needs (1-5 years) of \$6.9 million per year over the next 5 years.

In order to move towards a more sustainable roadway and bridge renewal practice, the Administration will be developing options for consideration by Council for future residential street and bridge renewal.

## BACKGROUND

Council endorsed the "Narrow the Gap" strategic focus in March 2012 (CR12-33).

During the second National Infrastructure Summit in Regina in 2012, the Federation of Canadian Municipalities (FCM) presented the first Canadian Infrastructure Report Card (CIRC). The

results of assessment of infrastructure, including roads, in 123 participating municipalities conveyed several key findings including:

“The (CIRC) report indicates that municipal roads require urgent attention. An overall grade of “Fair” means that the infrastructure “shows general signs of deterioration and requires attention, with some elements exhibiting significant deficiencies.” More than half the roads surveyed fall below a rating of “good;” 32% are in “fair” condition, and 20.6% are in “poor” to “very poor” condition, for a total of 52.6%. In addition, the report finds that one in four Canadian roads is operating above capacity, highlighting a real challenge to moving goods and people within our communities in the short and medium term. The estimated replacement cost of the roads in fair to very poor condition is \$91.1 billion, nationally. For the average Canadian household, this amounts to a cost of \$7,325.00.”

“The report card points to the cost of delaying infrastructure repairs, rehabilitation or renewal. It found that, under current practices (investment, operations and maintenance), most infrastructure, even if in good-to-very-good condition now, will require ever-increasing investment as it ages.”

As part of our effort to understand “the Gap,” the Administration has reviewed the current state of the roadways infrastructure in Regina. This report describes the outcome of this review. The results are consistent with the findings in the CIRC report.

## DISCUSSION

The scope of this review is the current state of asphalt road, concrete sidewalk and bridge infrastructure. It provides some description and discussion about current programs and activities that are related to these assets. It also suggests some opportunities for advancing on the various challenges that need to be resolved in order to reach sustainability. Sustainability, in these terms, is defined as the long term financial and organizational capacity of the City (and the supporting construction industry) to maintain the roadways and bridge infrastructure at an acceptable service level. Full details of this review can be found in Appendix A.

This review follows a typical framework for an asset management plan, such as suggested in Canada’s National Guide for Sustainable Municipal Infrastructure, described in terms of seven questions:

1. What do we own?
2. What is it worth?
3. What condition is it in?
4. What do we need to do to it?
5. When do we need to do it?
6. How much money do we need?
7. How do we achieve sustainability?

### **What do we own?**

The City owns as per current inventory data:

- 926 km asphalt roads, of which 59 percent are residential local streets;
- 1289 km concrete sidewalk; and
- 44 roadway bridges, including 11 bridges under the UHCP.

### **What is it worth?**

The current overall replacement value of Regina's roads, sidewalks and bridges is **\$1,710,750,000.00.**

### **What condition is it in?**

Using age as an indicator for the health of the road network, approximately 85 percent of the asphalt surface of the arterial, collector and industrial sub-network is in a fair or good condition and has been stable during the last 20 years. However, only 45 percent of the residential network is in a fair or good condition and its condition has deteriorated significantly during the last 20 years.

Based on condition measurements, approximately 90 percent of the sidewalk network is in a fair or good condition. The sidewalks with a poor condition are mainly within the residential sub-network.

Based on the Alberta Bridge Inspection and Maintenance System (BIM), 26 of the 44 bridges (59 percent) are in a fair or good condition. Of the 18 bridges (41 percent) in a poor condition, nine were transferred in 2011 to the City by MHI as part of UHCP.

### **What do we need to do to it? When do we need to do it?**

The life cycle of a road is typically 45 to 60 years and the required maintenance involves a combination of resurfacing activities until reconstruction is required.

The City's current practice is focused on rehabilitation of major roadways to provide the most benefit to all motorists and commerce, as 80 percent of the traffic is carried on 20 percent of the total road network. Funding for street infrastructure renewal is currently prioritized in order of:

1. Expressways and arterial roadways;
2. Collector roadways and bus routes;
3. Major local roadways – commercial; and
4. Residential local roadways.

The City provides a wide range of diverse services for roadways infrastructure through the following programs and activities:

1. Street Infrastructure Renewal Program (Capital budget). Activities include:
  - a. Reconstruction;
  - b. Rehabilitation; and
  - c. Thin Lift Overlay.
2. Asphalt Maintenance Services. Activities include:
  - a. Pothole patching;
  - b. Medium sized patching (depressions); and
  - c. Larger sized patching (thin lift).

The formal Inspection Policy – Concrete and Maintenance Policy – Concrete, as approved by Council, requires the Administration to keep sidewalks in a safe condition. Sidewalk distresses



are repaired with priority based on 'worst first.' Sidewalks adjacent to residential and other category roads can be replaced under the Local Improvement Program (LIP).

The life cycle of a bridge is typically 75 years. Life cycle activities include regular preventive maintenance followed by rehabilitations every 15 to 25 years. Rehabilitations are scheduled in specific years based on life cycle costing. Along with regular inspections, testing, maintenance and rehabilitations, the City must also repair accident damage caused by over height loads to ensure public safety.

Recently, the City developed a new long term Bridge Maintenance Program (BMP) based on a 'preventive' strategy. In this new BMP, preventive maintenance planning is combined with rehabilitation planning. Every year one-third of the bridges are inspected. From these inspections a maintenance program is established for the following year. The idea behind the preventive strategy is that by increasing the amount of timely required maintenance, the cost of future rehabilitations is reduced as small problems do not turn into larger ones. In 2011, the City started an in-house bridge washing program as part of preventive maintenance plan.

### **How much money do we need?**

A preliminary estimate for funding requirements for the road network was calculated using a rough Excel-based financial model. Future refinement and improvement of the financial model will result in updated estimates. The results of these calculations show:

1. In order to achieve a sustainable condition of the roadways network with a manageable mix of roads in different conditions, a certain level of renewal must occur every year. To date, we are not meeting the required level of renewal and have built up an inventory of 'overdue work.' The current estimate for the total value of 'overdue work' is \$261 million. The bulk of that total, \$221 million, is required for commercial and residential roads. The dollar estimate was calculated using the total number of square metres of road that are past the recommended period for maintenance times the replacement cost per square metre ( $m^2$  roads past recommended period for maintenance  $\times$  replacement cost/ $m^2$ ). The replacement cost was based on the average actual cost over previous construction seasons for various roadway network projects. Since there is a difference in the cost of delivering this work with City crews or through contractors, the average was calculated using a sample of both methods of delivery.
2. To maintain the existing condition of the roadway network without addressing the 'overdue work,' the required level of investment would be an average of \$30 million per year (2012 dollars). The annual investment was calculated by looking at the road network by category and applying a standard lifecycle replacement assumption, i.e. arterial road is expected to be receiving a surface treatment every 10 years for the first 40 years of life, and then at year 60 would receive full replacement. If an arterial road was not maintained in this cycle, then a full replacement is expected every 20 years.
3. As the City grows and the roadway network grows with it, this investment would have to increase to ensure a sustainable system.

The current road investment strategy can be summarized as focusing expenditures on the 20 percent of the road network that is subjected to 80 percent of the traffic volume, i.e. arterial and

collector network. Only 25 percent of available funding is used for improving the residential network.

<b>Road Type</b>	<b>Overdue Work</b>	<b>Annual Investment</b>
ARTERIAL & COLLECTOR	40,730,984	11,250,000
LOCAL	220,862,334	3,750,000
Total	261,593,318	15,000,000

Based on the current level of investment, approximately \$15 million per year, the estimated amount of “overdue work” will grow from \$261 million in 2012 to \$523 million in 2033, in current year dollars. In addition, the average age of Regina's road network will increase.

Of growing concern is the deterioration of the large residential network. The current strategy focuses largely on the arterial network.

For bridges, the current estimated investment need is \$93 million over 25 years, for an average of \$3.48 million per year over the 25 year term. The average level of investment over the past 5 years was \$4.48 million per year and has been steadily declining over the past few years. This current investment level is insufficient based on the estimated short term funding needs (1-5 years) of \$6.9 million per year over the next 5 years.

The average bridge investment needs over the medium term (5-10 years) and long term (15-25 years) will be reduced as effects of increased preventative maintenance in the short and medium terms are realized; these are currently estimated at \$4.67 million per year and \$2.35 million per year respectively.

### **How do we achieve sustainability?**

Sustainability is here defined as the long term financial and organizational capacity of the City to maintain the roadways infrastructure at an acceptable service level.

The key challenges for achieving sustainability include:

1. The level of public dissatisfaction with the current state of roadways infrastructure in Regina as identified repeatedly in Citizen Surveys;
2. The need for clarity regarding what an acceptable Customer Level of Service is;
3. The substantial financial gap between what is required for maintaining and improving the roadways assets and what is allocated in the annual budgets;
4. The limited tax and revenue generating options for the City. There is a strong dependency on Property Tax and federal/provincial funding (mainly Gas Tax);
5. A substantial portion of the residential road network is in a poor condition;
6. The execution of the UHCP has substantial challenges related to funding approval process and amounts of received funding from MHI; and

7. The need for improved policies regarding maintenance and renewal of roadways assets.

Opportunities for reduction of the roadways infrastructure gap include:

1. Increase funds, for example by:
  - a. Implementing dedicated property tax;
  - b. Expanding LIP; and
  - c. Special tax Bylaw.
2. Reduce life cycle costs, for example by:
  - a. Reducing service level expectations and providing only a minimum level of service;
  - b. Increasing life of asset, such as by minimizing utility cuts;
  - c. Applying innovative construction methods;
  - d. Increasing life of road structure, by enhancing new road structure design standards ; and
  - e. Optimizing and integrating life cycle activities using sound asset management principles.

Regarding opportunities for improving the residential road network, the “Neighbourhood Renewal Program” in the City of Edmonton is often cited as an example of best practice. Funding of this program is a combination of provincial funding, general property taxes, LIP tax levy and a dedicated City-wide special neighbourhood renewal tax levy (1.5-2 percent). The City of Saskatoon is currently discussing the implementation of dedicated taxes for roadway infrastructure improvement.

The Administration has planned the following steps in order to move towards a more sustainable situation:

1. Establish a Level of Service and policies for roadway infrastructure;
2. Continue executing the existing Bridge Maintenance Program;
3. Develop options, for consideration by Council, for future residential street renewal;
4. Develop operational strategies for maintenance, rehabilitation and renewal of individual asset categories;
5. Continue further development of a Roadway Infrastructure Asset Management structure, program and tools; and
6. Develop financial options, for consideration by Council, on how to optimize funding levels to reduce the Infrastructure ‘gap.’

## RECOMMENDATION IMPLICATIONS

### Financial Implications

There are no financial implications with respect to this report. However, depending on the future direction of Council, there may be significant financial implications resulting from the issues identified with the roadway and bridge network. Should the City continue to invest in roadway and bridge renewal at current levels, there will be a continued reduction in the quality of the asset. Should Council approve a financial plan to address the issues when options are presented, such a plan could:

- Result in increased cost to taxpayers;
- Reduce Council’s flexibility to financially respond to other pressures; and
- Reduce service levels in other areas.

### Environmental Implications

There is a positive environmental impact resulting from maintaining the City’s street infrastructure network at acceptable levels of service. The efficiency of the transportation network system will improve, green house gas emissions and accidents will be reduced and public safety will be increased. A car, on average, emits 180 gm of CO<sub>2</sub> for each kilometre of road travelled. Improved road condition reduces travel times by 10 percent for both peak hours and off-peak hours. Based on this assumption, over the 20 year life of a roadway, maintaining the quality of roadway infrastructure at acceptable levels of service will reduce significant amounts of CO<sub>2</sub> as well as produce less smoke and dust due to smoother driving conditions.

### Strategic Implications

The state of the road network is a demonstration of the gap between our current and expected service levels and our ability to deliver them. Our current annual investment in roadway and bridge renewal will result in continued deterioration of the asset and continued reduction in roadway service levels. Roadway infrastructure is, perhaps, the largest “gap” the City is facing and consistently is of significant concern to citizens. This may elevate the issue in terms of its strategic importance.

### Other Implications

None with respect to this report.

### Accessibility Implications

None with respect to this report.

## COMMUNICATIONS

While citizens have expressed their dissatisfaction with the state of the road network, they are largely unaware of the financial implications of addressing the issue. Council and Administration will continue to provide information regarding the gap between current and expected service levels and our ability to deliver them.

DELEGATED AUTHORITY

Disposition of this report falls within the authority of the Committee.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

A handwritten signature in cursive script that reads "Linda Leeks".

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Linda Leeks, Secretary

## **STATE OF ROADWAYS INFRASTRUCTURE 2013**



**ROADWAYS PRESERVATION BRANCH**

**August 2013**

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## EXECUTIVE SUMMARY

This report describes the current state of asphalt road, concrete sidewalk, and bridge infrastructure as of the 2012 year-end, and is meant as an informational report for Council. It provides some description and discussion about current programs and activities that are related to these assets. It also suggests some opportunities for advancing on the various challenges that need to be resolved in order to reach sustainability, where sustainability is defined as the long term financial and organizational capacity of the City to maintain the roadways infrastructure at an acceptable service level.

This report follows a typical framework for an asset management plan, such as suggested in Canada's National Guide for Sustainable Municipal Infrastructure, described in terms of seven questions:

1. What do we own?
2. What is it worth?
3. What condition is it in?
4. What do we need to do to it?
5. When do we need to do it?
6. How much money do we need?
7. How do we achieve sustainability?

*What do we own?*

The City owns, as per end 2011 inventory:

- 926 km asphalt roads, of which 59% are residential local streets;
- 1289 km concrete sidewalk; and
- 44 roadway bridges, including 11 bridges under Urban Highway Connector Program (UHCP)

*What is it worth?*

The overall replacement value of Regina's roadways assets (roads, sidewalks and bridges) in 2012 is **\$1,710,750,000**.

*What condition is it in?*

Using *age* as an indicator for the health of the road network, approximately 85% of the asphalt surface of the arterial, collector and industrial sub-network is in a fair or good condition and stable during the last 20 years. However, only 45% of the residential network is in a fair or good condition and its condition has deteriorated significantly during the last 20 years.

Based on condition measurements between 2007 and 2010, approximately 90% of the sidewalk network is in a fair or good condition. The sidewalks with a poor condition are mainly within the residential sub-network.

Based on the Alberta Bridge Inspection and Maintenance System (BIM), 26 of the 44 bridges (59%) are in a fair or good condition. Of the 18 bridges (41%) in a poor condition, 9 were transferred in 2011 to the City by Ministry of Highways and Infrastructure (MHI) as part of UHCP.

*What do we need to do to, and when do we need to do it?*

The life cycle of a road is typically 45 to 60 years and the required maintenance involves a combination of resurfacing activities until reconstruction is required.

The City's current practice is focused on rehabilitation of major roadways to provide the most benefit to all motorists and commerce, as 80% of the traffic is carried on 20% of the total road network. Funding for street infrastructure renewal is currently prioritized in order of:

1. Expressways and arterial roadways;
2. Collector roadways and bus routes;
3. Major local roadways – commercial; and
4. Residential local roadways.

The City provides a wide range of diverse services for roadways infrastructure through the following programs and activities, namely:

1. Street Infrastructure Renewal Program (Capital budget). Activities include:
  - a. Reconstruction;
  - b. Rehabilitation; and
  - c. Thin Lift Overlay.
2. Asphalt Maintenance Services. Activities include:
  - a. Pothole patching;
  - b. Medium sized patching (depressions); and
  - c. Larger sized patching (thin lift).

The formal *Inspection Policy – Concrete* and *Maintenance Policy – Concrete* as approved by Council require the Administration to keep sidewalks in a safe condition. Sidewalk distresses are repaired with priority based on 'worst first.' Sidewalks adjacent to residential and other category roads can be replaced under the Local Improvement Program (LIP).

The life cycle of a bridge is typically 75 years. Life cycle activities include regular preventive maintenance followed by rehabilitations every 15 to 25 years. Rehabilitations are scheduled in specific years based on life cycle costing. Along with regular

inspections, testing, maintenance and rehabilitations, the City must also repair accident damage caused by over height loads to ensure public safety.

In 2010, the City developed a new long term Bridge Maintenance Program (BMP) based on a 'preventive' strategy. In this new BMP, preventive maintenance planning is combined with rehabilitation planning. Every year one-third of the bridges are inspected. From these inspections a maintenance program is established for the following year. Also, in 2011 the City started an in-house bridge washing program as part of preventive maintenance plan.

*How much money do we need?*

Using an MS Excel-based financial model, a first 'rough' estimate for funding requirements for the road network was calculated. The results of these calculations show:

1. In order to achieve a sustainable condition of the roadways network with a manageable mix of roads in different conditions, a certain level of renewal must occur every year. To date, we are not meeting the required level of renewal and have built up an inventory of 'overdue work.' The current estimate for the total value of overdue work is \$261 million. The bulk of that total, \$221 million, is required for local roads. The dollar estimate was calculated using the total number of square metres of road that are past the recommended time for maintenance times the replacement cost per square metre. The replacement cost was based on the average actual cost over previous construction seasons for various roadway network projects. Since there is a difference in the cost of delivering this work with City crews or through contractors, the average was calculated using a sample of both methods of delivery.
2. To maintain the existing condition of the roadway network without addressing the 'overdue work,' the required level of investment would be an average of \$30 million per year (2012 dollars). The annual investment was calculated by looking at the road network by category and applying a standard lifecycle replacement assumption, i.e. arterial road is expected to receive a surface treatment every 10 years for the first 40 years of life, and then at year 60 would receive full replacement. If an arterial road was not maintained in this cycle then a full replacement is expected every 20 years.
3. As the City grows and the roadway network also grows, this investment would have to increase to ensure a sustainable system.

The current road investment strategy can be summarized as focusing expenditures on the 20% of the road network that is subjected to 80% of the traffic volume, i.e. arterial and collector network. Only 25% of available funding is used for improving the residential network.

Road Type	Overdue Work	Annual Investment
ARTERIAL & COLLECTOR	40,730,984	11,250,000
LOCAL	220,862,334	3,750,000
Total	261,593,318	15,000,000

Based on the current level of investment, approximately \$15 million per year, the estimated amount of 'overdue work' will grow from \$261 million in 2012 to \$523 million in 2033, in current year dollars. In addition, the average age of Regina's road network will increase.

Of growing concern is the deterioration of the large residential network. The current strategy focuses largely on the arterial network.

For bridges, the current estimated investment need is \$93 million over 25 years, for an average of \$3.48 million per year over the 25 year term. The average level of investment over the past 5 years was \$4.48 million per year and has been steadily declining over the past few years. This current investment level is insufficient based on the estimated short term funding needs (1-5 years) of \$6.9 million per year over the next 5 years.

The average bridge investment needs over the medium term (5-10 years) and long term (15-25 years) will be reduced as effects of increased preventative maintenance in the short and medium terms are realized; these are currently estimated at \$4.67 million per year and \$2.35 million per year respectively.

#### *How do we achieve sustainability?*

Sustainability is here defined as the long term financial and organizational capacity of the City to maintain the roadways infrastructure at an acceptable service level.

The key challenges for achieving sustainability include:

1. The level of public dissatisfaction with the current state of roadways infrastructure in Regina as identified repeatedly in Citizen Surveys;
2. The need for clarity regarding what an acceptable Customer Level of Service is;
3. The substantial financial gap between what is required for maintaining and improving the roadways assets and what is allocated in the annual budgets;
4. The limited tax and revenue generating options for the City. There is a strong dependency on Property Tax and federal/provincial funding (mainly Gas Tax);
5. A substantial portion of the residential road network is in a poor condition;
6. The execution of the UHCP has substantial challenges related to funding approval process and amounts of received funding from MHI; and

7. The need for improved policies regarding maintenance and renewal of roadway assets.

Opportunities for reduction of the roadways infrastructure gap include:

1. Increase funds, for example by:
  - a. Implementing dedicated property tax;
  - b. Expanding LIP; and
  - c. Special tax Bylaw.
2. Reduce life cycle costs, for example by:
  - a. Providing only bare minimum level of service;
  - b. Increasing life of asset, such as by minimizing utility cuts;
  - c. Applying innovative construction methods;
  - d. Developing innovative contracts with external contractors; and
  - e. Optimizing and integrating life cycle activities using sound asset management principles.

Regarding opportunities for improving the residential road network the 'Neighbourhood Renewal Program' in the City of Edmonton is often cited as an example of best practices. Funding of this program is a combination of provincial funding, general property taxes, LIP tax levy, and a dedicated City wide special neighbourhood renewal tax levy (1.5-2%). Also, the City of Saskatoon is currently discussing the implementation of dedicated taxes for roadways infrastructure improvement.

The Administration has planned the following steps in order to move towards a more sustainable situation:

1. Establish a Level of Service and policies for Roadways Infrastructure;
2. Continue executing the existing Bridge Maintenance Program;
3. Develop options, for consideration by Council, for future residential street renewal;
4. Develop operational strategies for maintenance, rehabilitation and renewal of individual asset categories;
5. Integrate capital and maintenance programs;
6. Continue further development of Roadways Infrastructure Asset Management structure, program and tools; and
7. Develop financial options, for consideration by Council, on how to optimize funding levels to reduce the Infrastructure 'gap.'

## **SCOPE OF REPORT**

The City of Regina manages a broad range of infrastructure assets. This report will only examine the state of roads, sidewalks and bridges. This report does not consider the state of other assets, like signs, traffic signals, facilities, facilities, underground utilities, equipment and other city owned assets.

# ROADS

## WHAT DO WE OWN?

The road network that serves the city of Regina is classified into four functional road categories or sub-networks:

1. Arterial (major and minor arterials, expressways, highways, ramps and loops);
2. Collector (major and minor collectors);
3. Industrial/Commercial (major and minor industrial/commercial locals); and
4. Residential (residential locals).

The Industrial/Commercial and Residential roads together are called the 'Local' sub-network under the alternative tourist classification system.



**Albert Street is one Regina's Major Arterials**

The inventory of asphalt road assets per functional road category is shown in Table 1 and Chart 2 and 3.

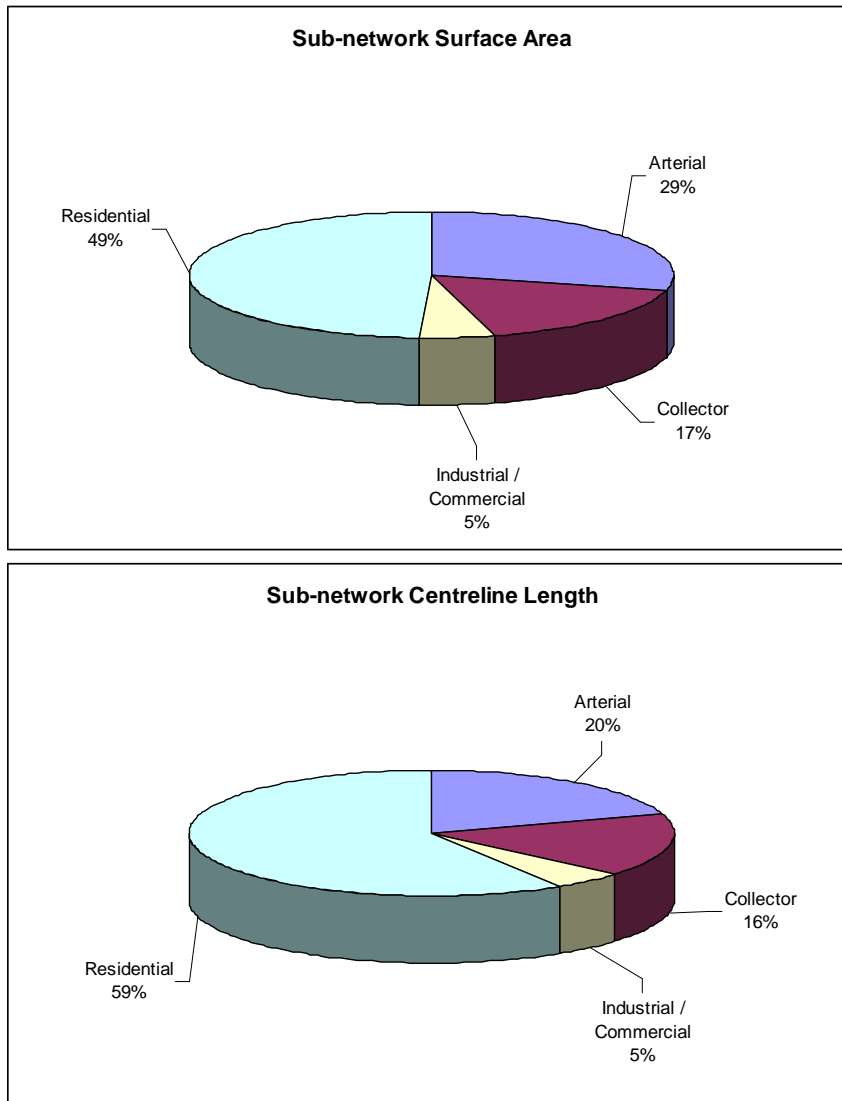
Sub-network	Surface Area [m <sup>2</sup> ]	Centreline Length [km]
Arterial	3,250,000	184
Collector	1,913,000	152
Industrial/Commercial	559,000	46
Residential	5,514,000	544
Total	11,236,000	926

**Table 1: Asphalt Road Inventory as per 31/12/2011 (Roadways Preservation Inventory)**



The residential network accounts for the largest share of City's roadways inventory at 49%, followed by arterial (29%), collector (17%) and industrial/commercial (5%). It is important to note that the roadways network inventory does not include new road assets currently under construction.

The arterial network includes the road assets that were transferred to the City by the Ministry of Highways and Infrastructure (MHI) as part of the Urban Highway Connector Program (UHCP) in 2011. Those assets include the public highways located in an Urban Municipality that connects two provincial highways (i.e. Ring Road from Victoria Avenue to Lewvan Drive).



**Chart 2 and 3: Asphalt Road Inventory in % as per 31/12/2011 (Roadways Preservation Inventory)**

The square area of all the City's roads combined (11.2 million m<sup>2</sup>) is shown in Figure 4 and depicted as a proportion of the city.



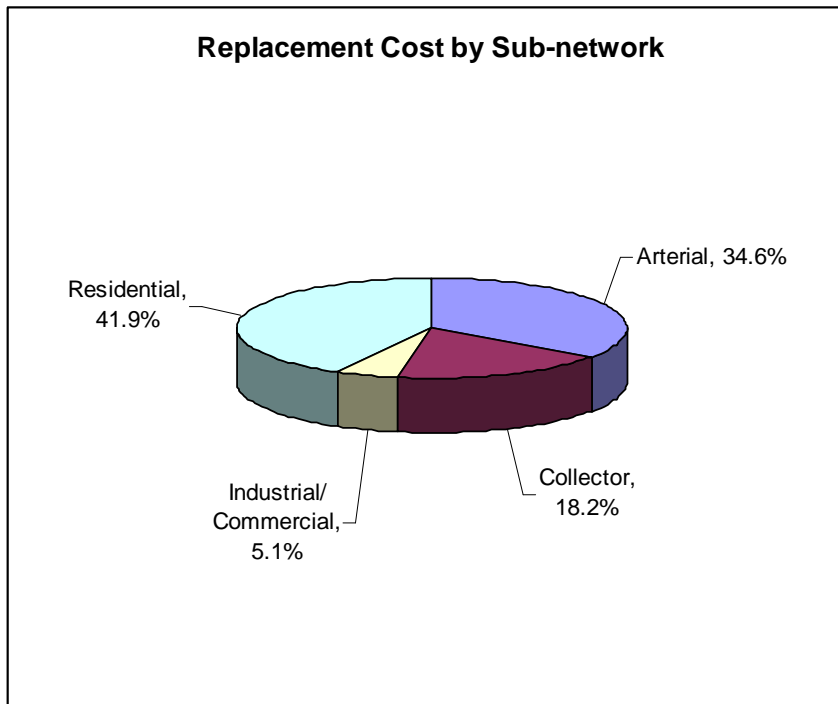
**Figure 4: Regina's Asphalt Surface Area**

## WHAT IS IT WORTH?

The value of the asphalt road network is based on replacement cost. Because of the varying depth and type of structure which lies beneath each sub-network, the unit cost for replacement of asphalt surface layer and supporting base structure is higher for higher-function roads (arterials) and for roads which carry heavier traffic (collectors and industrial/commercials). The relative replacement value of the asphalt road network by sub-network is shown in Table 5 and Chart 6.

Sub-network	Surface Area [m <sup>2</sup> ]	% of total Surface Area	Unit Cost [\$ /m <sup>2</sup> ]	Replacement Value [\$]	% of Replacement Value
Arterials	3,250,000	28.9	\$140	\$455,000,000	34.6
Collectors	1,913,000	17.0	\$125	\$239,125,000	18.2
Industrial/Commercial	559,000	5.0	\$125	\$69,875,000	5.1
Residential	5,514,000	49.1	\$100	\$551,400,000	41.9
Total	11,236,000	100.0		\$1,315,400,000	100.00%

**Table 5: Asphalt Road Replacement Value by Sub-network as per 2012**

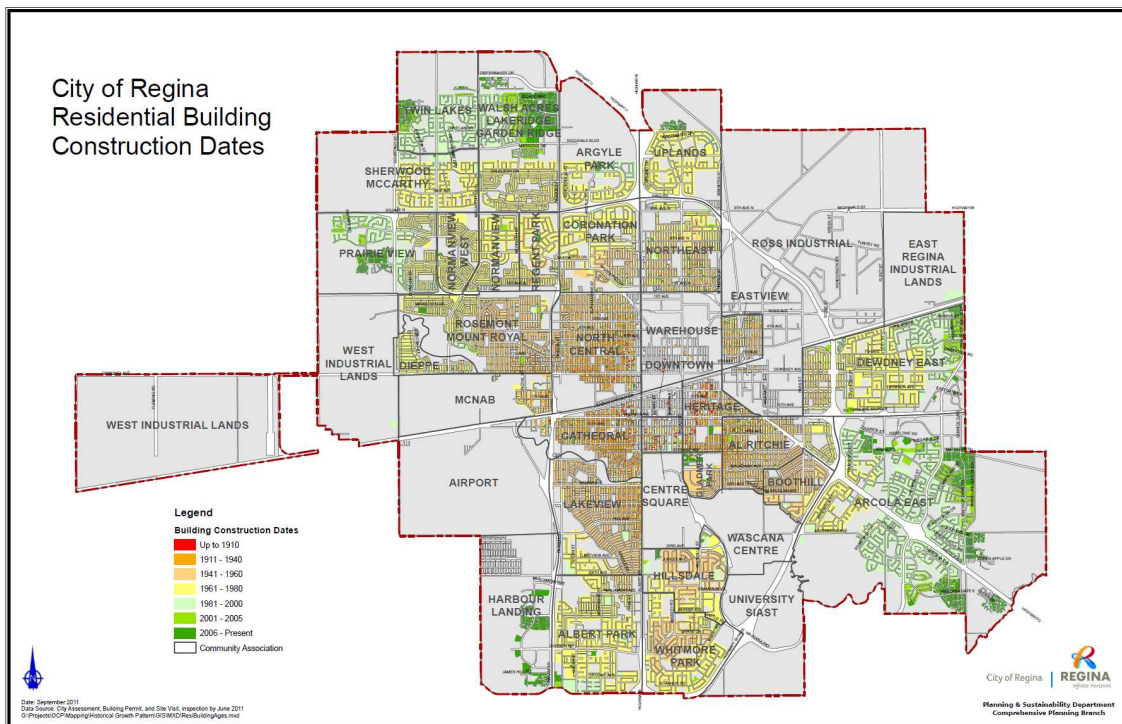


**Chart 6: Replacement Cost by Sub-network as per 2012**

## WHAT CONDITION IS IT IN?

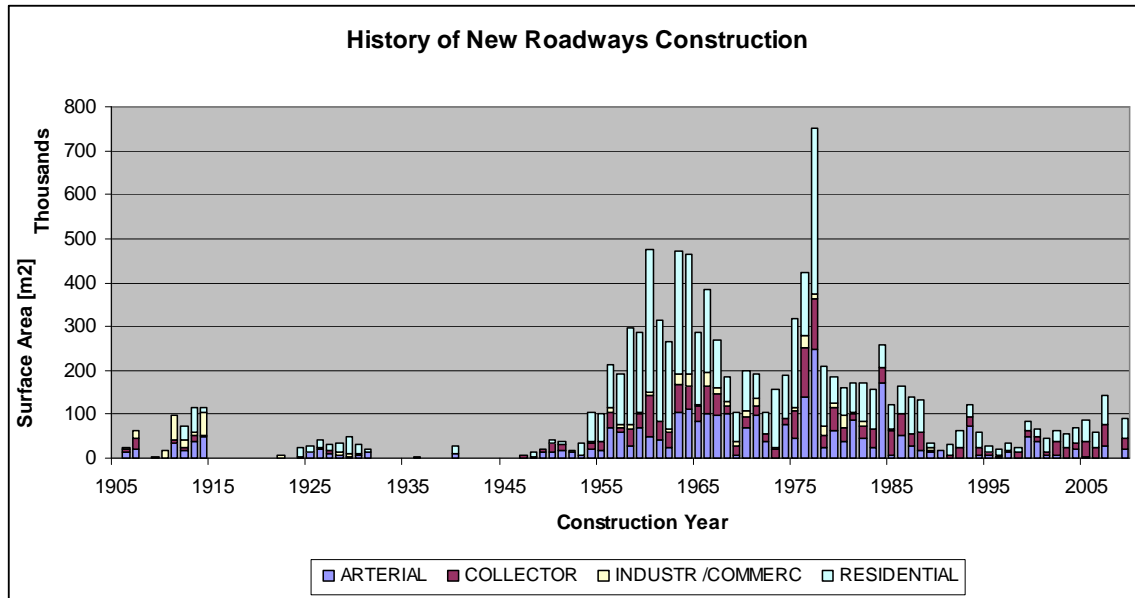
### *History of road construction and age of roadways network*

Much of the road network, as shown in Figure 7 and Chart 8, was constructed between 1945 and 1985, with peaks between 1960 and 1965 and in 1977. The road network development was in conjunction with development of residential neighbourhoods.



**Figure 7: History of Neighbourhood Development in Regina**

New road construction after 2009 is not included. As these roads pass their structural useful life, not only will their surface require replacement, but the entire structure as well.



**Chart 8: History of New Roadways Construction in Regina (Roadways Preservation Inventory)**

### *How do we measure condition?*

The condition of asphalt road assets can be described using more than one method. Condition may be indicated by surface or structural age, surface distresses, structural capacity, ride-ability, along with any number of other indicators.

1. **Surface age:** This is the age of the asphalt pavement layer. Surface age can provide a general description of the overall health of an asphalt road network.

The life expectancy (design life) of asphalt surface is 10 to 30 years, different for each of the road categories, namely:

Arterial	10 - 15 years
Collector	15 - 20 years
Industrial / Commercial	15 - 20 years
Residential	25 - 30 years

2. **Structural age:** Structural age refers to the age of the base underlying the asphalt surface. The structure provides sub-surface drainage, stability and strength to support the flexible asphalt surface. The structure has a life expectancy separate from the surface. Similar to surface age, individual structures may not deteriorate at the same rate and thus structural age is not necessarily correlated to condition, but provides a network-level description of the health of the network.

The average life expectancy (design life) of asphalt base ranges from 40 to 60 years, different for each of the road categories, namely:

Arterial	40 - 50 years
Collector	40 - 50 years
Industrial / Commercial	50 - 60 years
Residential	50 - 60 years

3. **Surface distresses, structural capacity, ride-ability:** Surface distresses include any visible deficiencies in the asphalt. Cracks, potholes, patches, bumps, deformations, ravelling and ruts are a few examples. Structural capacity refers to the ability of the road to bear the traffic volumes and loadings. Ride-ability refers to the smoothness of the road surface.

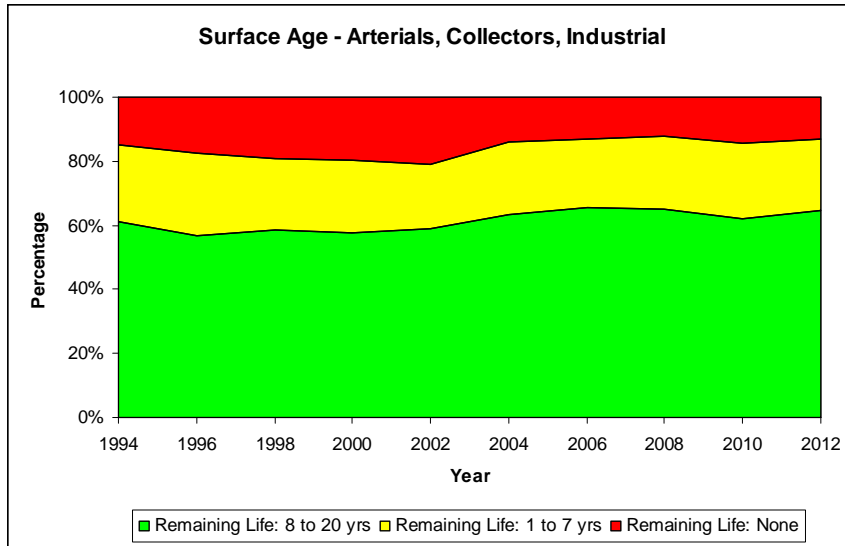
The administration is currently developing and implementing a condition rating system, based on technical measurements related to surface distresses, structural capacity and ride-ability.



**Falling Weight Deflection (FWD) Equipment for Measuring Road Flexibility, i.e. Structural Strength**

#### *Current Condition – Arterials, Collectors, Industrial/Commercial*

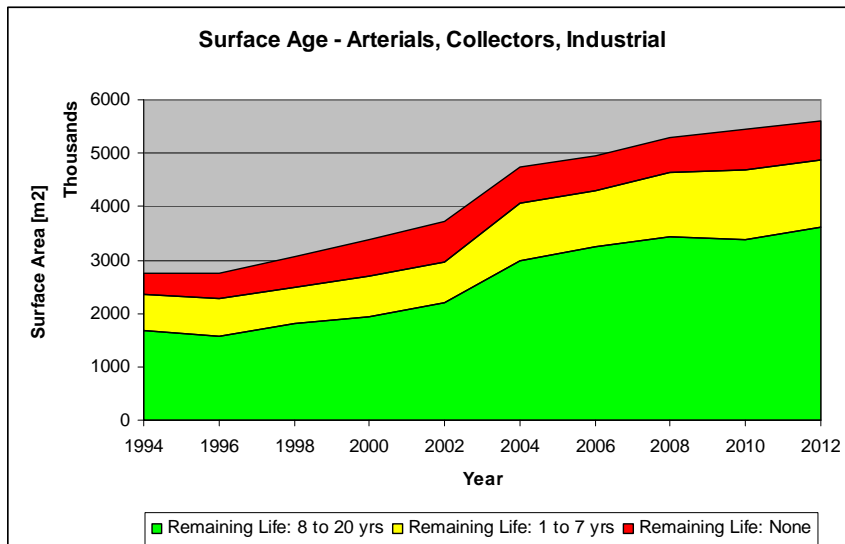
Chart 9 illustrates the percentage of all ACI asphalt roadways that are either in good, moderate or poor condition based on *age* and life expectancy. Approximately 85% of the asphalt sub-network is in a fair or good condition based on age. The remaining 15% of asphalt surfaces would be considered past their useful life of 20 years. Since 1994, the age and relative condition of Regina's ACI sub-network has remained constant. The trend is indicative of a sustained level of investment in this category of roadways.



Assumption:  
For arterials, collectors, industrial/commercial network the maximum useful life is 20 years until *asphalt surface replacement* is required.

**Chart 9: Remaining Life - Arterial, Collector, and Industrial in percentage of surface area**

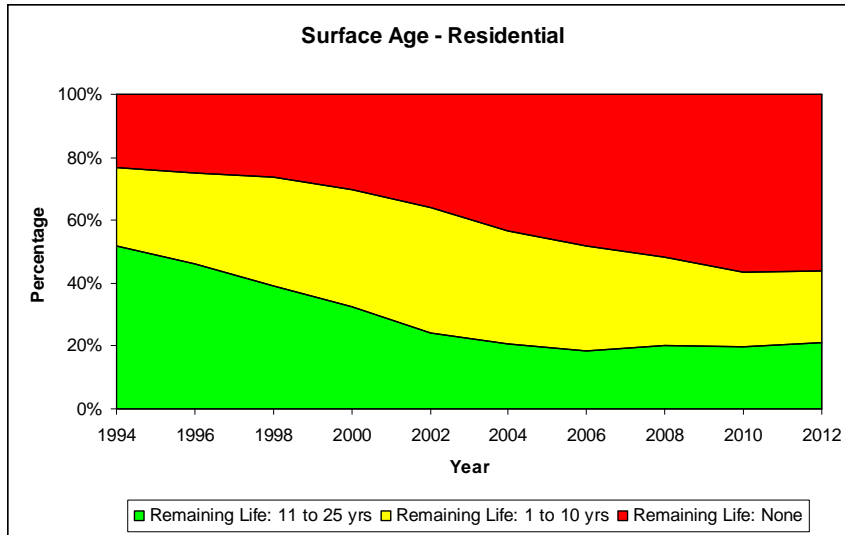
The surface area of the ACI sub-network has grown considerably over the last 20 years. As Chart 10 illustrates, the surface area (i.e. inventory) has increased by approximately 3 million m<sup>2</sup>. Even though there are more m<sup>2</sup> of roadways to maintain, the condition has remained at the same high good/fair level.



**Chart 10: Remaining Life - Arterials, Collectors, Industrial in surface area**

### *Current Condition – Residential*

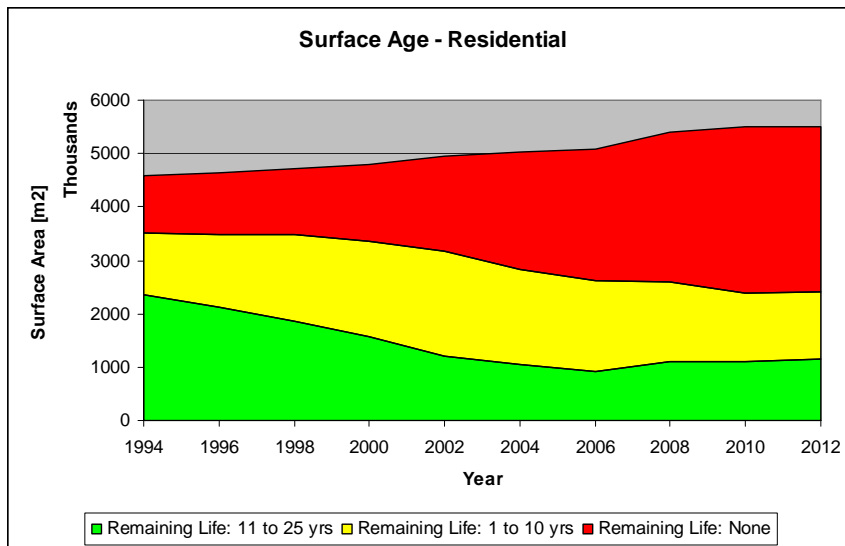
The residential network, in contrast to the ACI, is in considerably poorer condition based on *age*. Approximately 45% of the asphalt surface of the residential network is in a fair or good condition, 55% of the asphalt surface is beyond an assumed useful life of 25 years, as shown in Chart 11.



Assumption:  
For residential roads the average useful life is 25 years until *asphalt surface replacement* is required.

**Chart 11: Remaining Life Asphalt Surface – Residential in percentage of surface area**

The relative slow growth of the residential sub-network in the last 20 years is shown in Chart 12.



**Chart 12: Remaining Life Asphalt Surface – Residential in surface area**



## WHAT DO WE NEED TO DO TO IT AND WHEN DO WE NEED TO DO IT?

### *Required*

The life cycle of a road is typically 45 to 60 years and the required maintenance involves a combination of resurfacing activities until reconstruction is required.

A typical deterioration curve for an asset is shown in Figure 13. Early in its lifespan, an asset deteriorates relatively slowly, and may not require any treatment for almost a third of its expected lifespan. Then, as its service level declines, light treatments such as crack sealing may be appropriate. Later, as the condition declines further, more expensive treatments such as overlays may be required. At some point, the asset deteriorates beyond a point which is "acceptable." After this point, the asset must be maintained at a minimum safety service standard until a full rehabilitation or reconstruction is undertaken.

### Rating

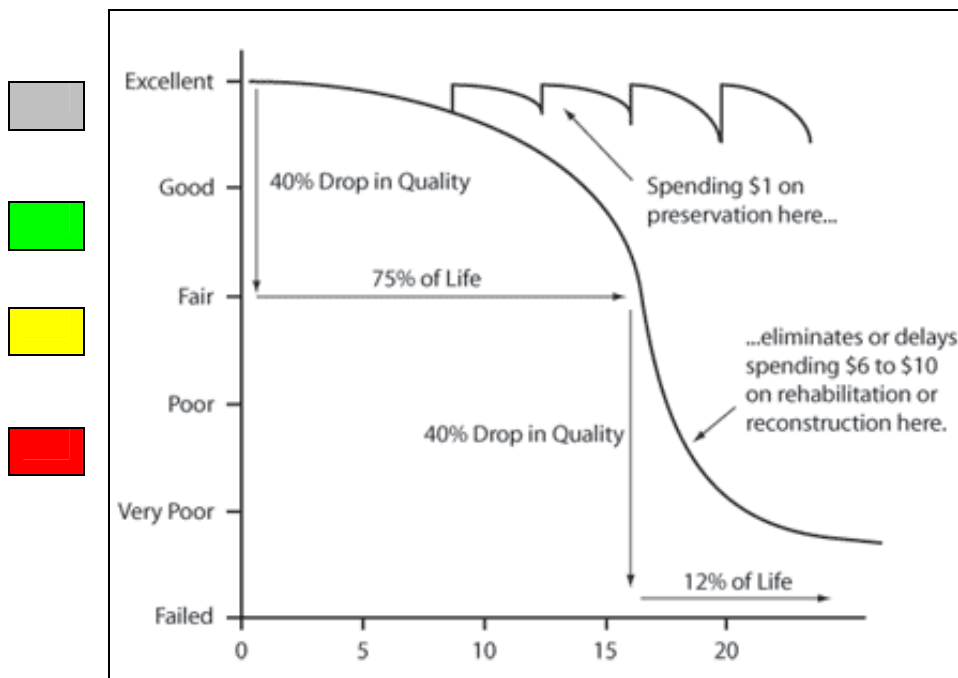
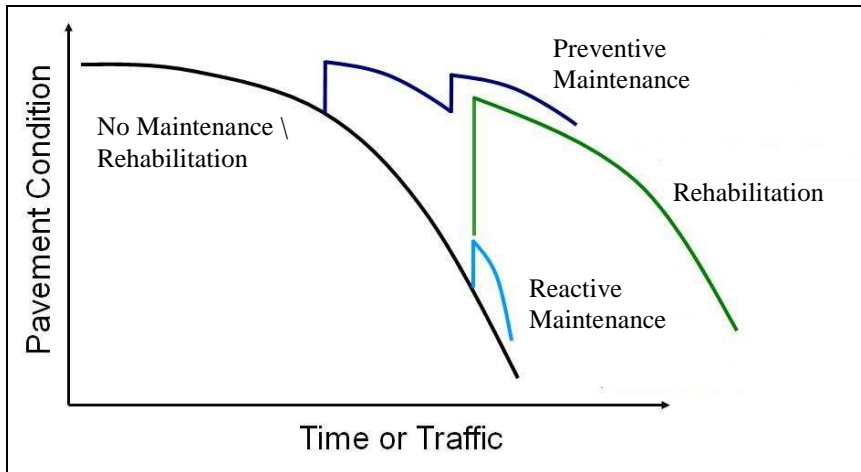


Figure 13: Typical Deterioration Curve for Asphalt Roads (Source: FHWA)

The timing and the effect of different types of treatments on the deterioration curve is shown in Figure 14.



**Figure 14: Timing and Effect of Different Types of Treatment on Deterioration Curve**

The photos below illustrate the deterioration of several residential roads in Regina, with reference to the color rating in Figure 13.



Very Good

Good



Fair

Poor

### *Current*

The City's current practice is focused on rehabilitation of major roadways to provide the most benefit to all motorists and commerce, as 80% of the traffic is carried on 20% of the total road network. Funding for street infrastructure renewal is currently prioritized in order of:

1. Expressways and arterial roadways;
2. Collector roadways and bus routes;
3. Major local roadways – commercial; and
4. Residential roadways.

The City provides a wide range of diverse services for roadways infrastructure through the following programs and activities, namely:

1. Street Infrastructure Renewal Program; and
2. Asphalt Maintenance Services.

The objective of the *Street Infrastructure Renewal Program* is to restore the design condition of existing street infrastructure (pavement surface, ride, drainage) and to reduce further deterioration.

Infrastructure renewal activities under this program include:

- *Reconstruction*. The existing base structure and asphalt layer is removed and replaced with new material or the existing material is recycled in place and covered with a layer of new asphalt. Reconstruction is often combined with replacement of walk, curb and gutter. This is done under the Local Improvement Program (LIP), where property owners pay a portion of the replacement cost of the sidewalk. More information on LIP can be found in Appendix A.
- *Rehabilitation (Asphalt Recap)*. A portion of the existing asphalt layer is removed by milling and replaced with new asphalt. This treatment is applied when the road shows severe distresses, such as cracks, potholes, depressions, etc.; however, the base structure (support layer) under the asphalt is still in good shape. Concerns related to sidewalks are addressed as well.
- *Thin Lift Overlay*. This is paving of the road with a thin layer of asphalt on top of the existing pavement. This is applied where the road shows signs of wear, but is generally still in good condition. Good drainage is a key factor, i.e. curb, gutter and sidewalks must be in good condition.





**City Crews Milling and Paving as part of Street Infrastructure Renewal Program**

*Asphalt Maintenance Services* have been historically comprised of three main activities. These activities are typically done through the mid-March to November time period, and are:

- Pothole and other small patching work;
- Failure/depression repair along with other medium sized patching work; and
- Asphalt spreader/thin lift and other larger sized patching.

The asphalt maintenance activities are mainly ‘reactive’ in nature, only some of the thin lift paving is ‘preventative’ maintenance.

## HOW MUCH MONEY DO WE NEED?

### Note:

This chapter includes the investment requirement for sidewalks due to the fact that sidewalk improvements (with the exception of maintenance) are always undertaken in conjunction with road improvements.

### *Required level of investment*

A preliminary cost model has been developed to estimate the level of investment required to maintain roads and sidewalks. This model is based on current *age* of asphalt surface and road structure, and assuming a regular interval of renewal for each of the road categories. This renewal cycle is based on a ‘technical level of service.’ The assumptions used in this model are shown in Table 15. The model is only a starting point for analysis and will require further development in the future, but it does provide a basis for understanding the size and scope of the issues.

Sub-network	Surface Treatment Interval, if maintained [Years]	Surface Treatment Cost (2012) [\$/m2]	Full Replacement Interval, if road is not maintained [Years]	Full Replacement Cost (incl. Sidewalk) (2012) [\$/m2]	Maximum Number of Surface Treatments before Replacement
Arterials	10	40	20	150	4
Collectors	15	35	25	140	3
Local (Residential, Industrial / Commercial)	None	35	50	130	0

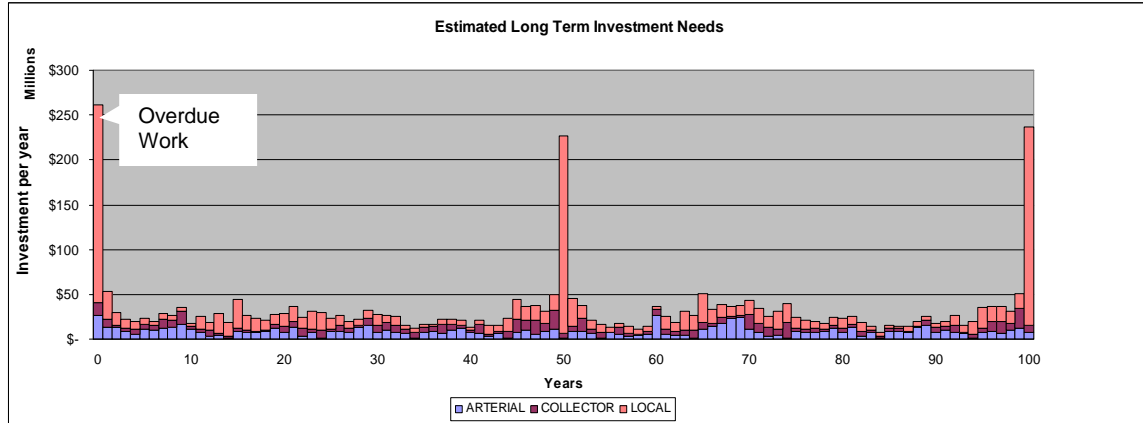
**Table 15: Assumptions Investment Costing Model**

The results of the calculations are shown in Charts 16 - 18. The dollar estimate was calculated using the total number of square metres of road that are past the recommended time for maintenance times the replacement cost per square metre. The replacement cost was based on the average actual cost over the last few years for various roadway network projects. Since there is a difference in the cost of delivering this work with City crews or through contractors, the average was calculated using a sample of both methods of delivery.

The total funding requirements in 2012 dollars, *including* the current ‘overdue work’ of \$261 million, for a 100 year period is shown in Chart 16. In order to achieve a sustainable situation of the roadways network with a manageable mix of roads in different conditions, a certain level of renewal must occur every year. To date, we are not meeting this required level of renewal and have built up an inventory of ‘overdue work.’

The ‘overdue work’ divided over the individual sub-network categories shows:

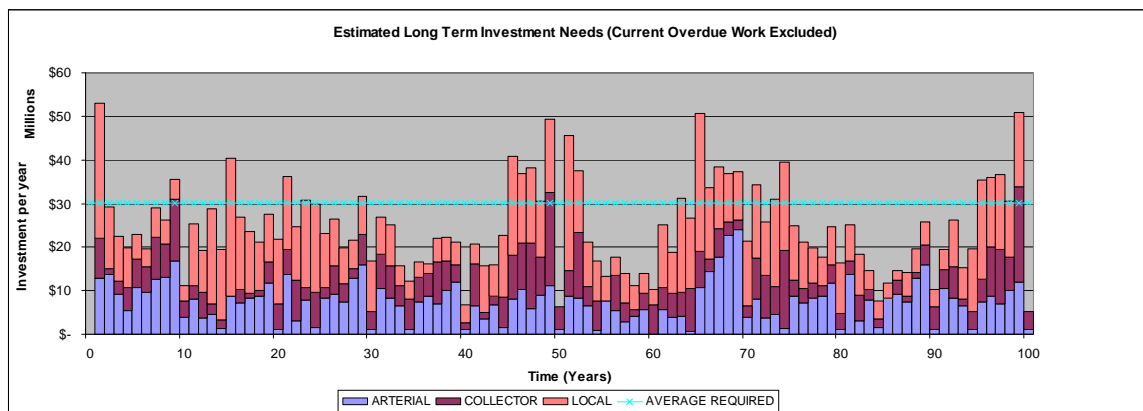
- Arterial      \$ 26 million
- Collector    \$ 14 million
- Local        \$ 221 million



**Chart 16: Overall Street Infrastructure Renewal funding requirements for a 100 year period**

The funding requirement to *retain the existing situation* for the coming 100 years is shown in Chart 17. The assumption here is that from 2013 onwards all new required renewal activities will be completed as per established renewal cycle, but the current inventory of ‘overdue work’ will be accepted and will not be reduced. To achieve this level of network maintenance, an average funding of \$30 million per year (2012 dollars) is required. For the individual sub-network categories the following would be required:

- Arterial      \$ 8.5 million/year
- Collector    \$ 6.0 million/year
- Local        \$ 15.5 million/year

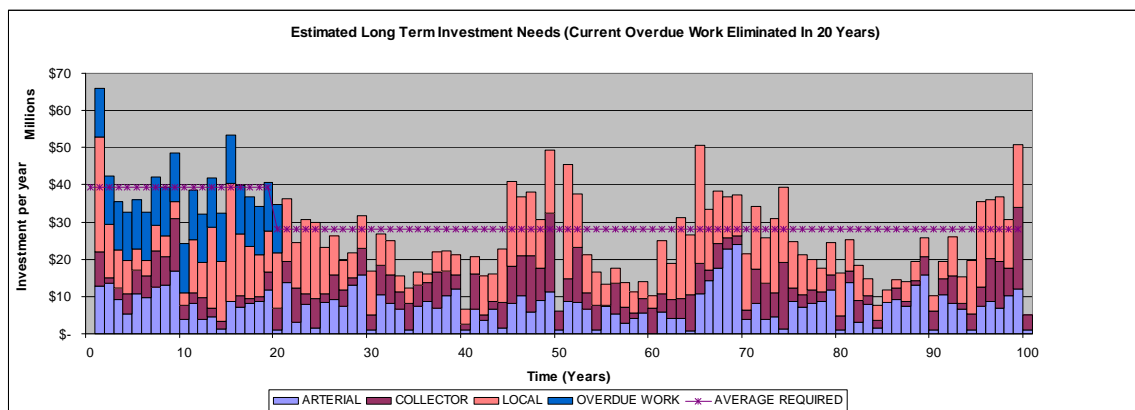


**Chart 17: Overall Street Infrastructure Renewal funding requirements, excluding Overdue Work**

The costs associated with *improving* the overall road condition to an acceptable level across the network are shown in Chart 18. Acceptable means that the inventory of ‘overdue work’ will be steadily reduced and fully eliminated in 20 years, and that from 2013 onwards all new required renewal activities will be completed as per established

renewal cycle. The costs associated with achieving this are on average \$40 million per year for the first 20 years (in 2012 dollars).

All costs are in 2012 dollars, i.e. these costs are based on current cost level and current size of Regina's road network, and do not take into account inflation and growth of the network.



**Chart 18: Eliminate 'Overdue Work' Funding Requirements**

#### *Current level of investment and accomplishments*

The current road investment strategy (see Table 19 for detail) can be summarized as focusing expenditure on the 20% of the road network which is subjected to 80% of the traffic volume, i.e. arterial and collector network. Although the residential network is the focus of works through the LIP, this does not have a significant impact on the annual Street Infrastructure Renewal Program Budget allocation to residential streets. Despite the residential network making up more than one half of Regina's road network it has been allocated approximately one quarter of the budget over the last four years, with reference to Table 19.

	2008	2009	2010	2011	Average
<b>Budget [Million \$]</b>	14	15	14.9	16.8	15.2
<b>Arterials</b>	43%	22%	41%	58%	41%
<b>Collectors</b>	25%	52%	24%	17%	30%
<b>Industrial / Commercial</b>	6%	10%	0%	0%	4%
<b>Residential</b>	26%	15%	35%	25%	25%

**Table 19: Street Infrastructure Renewal Budget and Budget Allocation**

The sources of current funding are shown in Table 20.

[Million \$]	2008	2009	2010	2011	Average
Other Provincial / Federal Grants	0	9.4	1.95	3.05	3.6
Gas Tax Grant	2.755	3.61	7.6	1.18	3.8
Landfill Reserve*	2.745	1.99	0	1.82	1.6
Current Contributions	0	0	0.7	5.752	1.6
Utility - MRIF	1.7	0	0	0	0.4
MRIF	1.3	0	0	0	0.3
Debt	5.5	0	4.65	5	3.8
<b>Total</b>	<b>14</b>	<b>15</b>	<b>14.9</b>	<b>16.802</b>	<b>15.2</b>

**Table 20: Street Infrastructure Renewal Budget Funding Sources**

\*Note: to demonstrate a regional impact for the Gas Tax investment, it was invested in the Land Fill and matching amounts were removed from the Land Fill Reserve in order to supplement roadway investments.

The accomplishments of current Street Infrastructure Renewal program are shown in Table 21.

[Km]	2009	2010	2011	Average
Arterials	2.7	8.9	13.75	8.45
Collectors	18.4	9	3.8	10.4
Industrial / Commercial	7.8	0	0	2.6
Residential	4.4	6.1	6	5.5
<b>Total</b>	<b>33.3</b>	<b>24</b>	<b>23.55</b>	<b>26.95</b>

**Table 21: Street Infrastructure Renewal Program Accomplishments**

Based on the roadways inventory (centerline length), as per Table 1, and the accomplishments of the Street Infrastructure Renewal Program, as per Table 21, the current road sub-network renewal rate is calculated and shown in Table 22.

[Years]	Average Life Expectancy Asphalt Surface	Current Renewal Rate Asphalt Surface
Arterials	10 - 15	13
Collectors	15 - 20	15
Industrial / Commercial	15 - 20	18
Residential	25 - 30	99*

**Table 22: Road Sub-network Renewal Rate**

\* Note: Residential roads are being renewed only every 99 years when their life-expectancy is 25-30 years.

With the understanding that most of the current road renewal activities are related to renewal of the asphalt surface (asphalt recap, thin lift) and not renewal of the road structure, the renewal rate for arterials, collectors and industrial/commercial networks are in line with the life expectancy of 10 to 20 years. Although the current renewal activities for residential sub-network often includes renewal of structure (mainly in LIP projects) the renewal rate of 99 years is far behind the required renewal rate based on a asphalt surface life expectancy of 25 to 30 years.



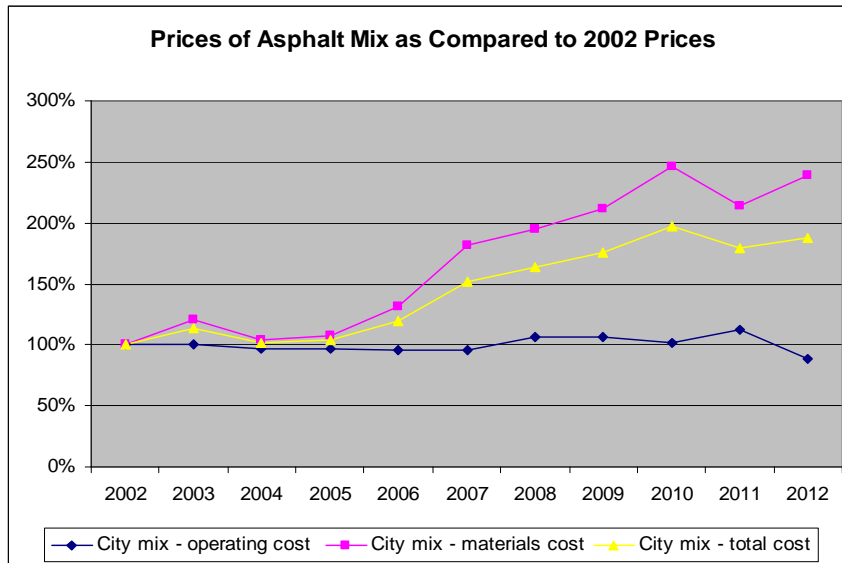
The annual expenditures for asphalt and concrete maintenance (excluding utility cut repairs), which are in addition to the Street Infrastructure Renewal budget, are shown in Table 23.

[Million \$]	2008	2009	2010	2011	Average
<b>Asphalt Services</b>	1.36	1.49	2.38	4.96	2.55
<b>Concrete Services</b>		0.56	0.73	0.87	1.15
<b>Total</b>		2.05	3.11	5.83	3.66

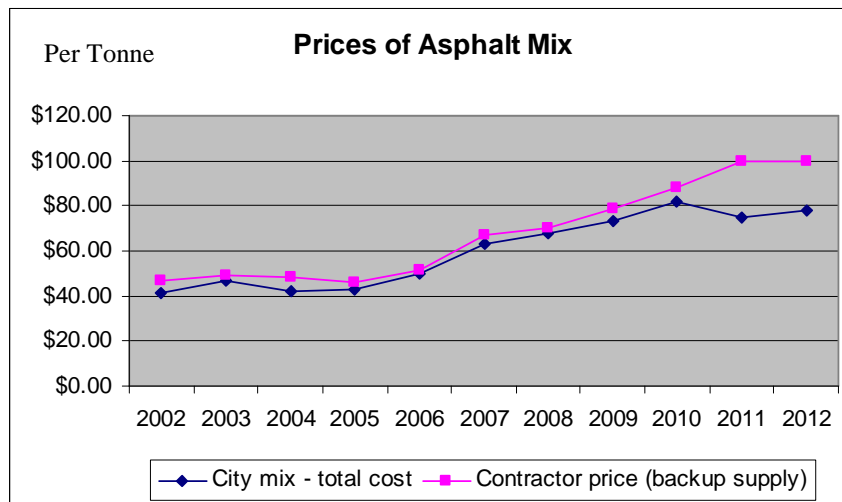
**Table 23: Maintenance Expenditures, excluding Utility Cut Repair. (Source: MMS)**

### *Cost Increases*

Between 2002 and 2012, the price of asphalt mix (City internal cost) has increased from \$40 to \$100 per tonne, a 250% price increase, as shown in Charts 24 and 25.



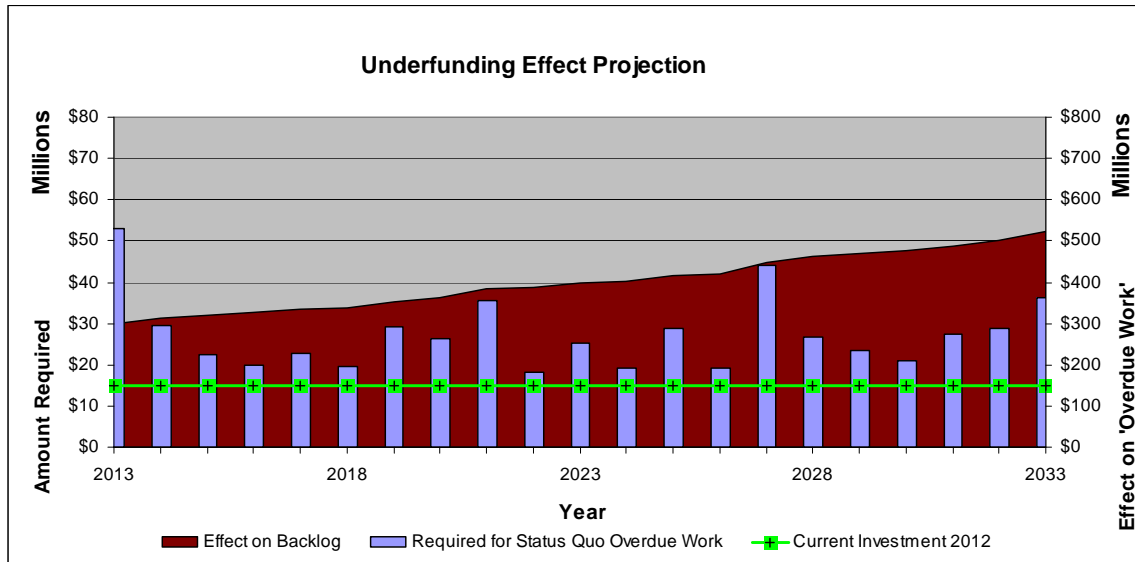
**Chart 24: Asphalt Relative Price Change 2002 – 2012**



**Chart 25: Asphalt Absolute Price Change 2002 – 2012**

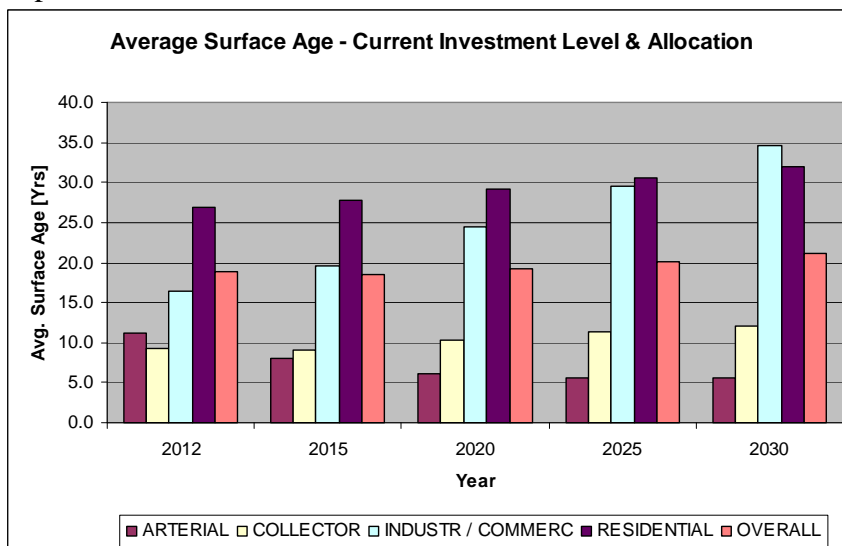
### Forecast when continuing current level of investment

Based on the current level of investment, i.e. approximately \$15 million per year, the estimated amount of 'overdue work' will grow from \$261 million in 2012 to \$ 523 million by 2033, as shown in Chart 26.



**Chart 26: Increase of 'Overdue Work' due to Current Under-Funding**

Due to the underfunding the average age of Regina's road network will increase, as shown in Chart 27. Especially the deterioration of the large residential network is an issue of growing concern. It also demonstrates that there is very little latitude in the current budget allocation to accommodate network growth. By 2025, the average age of residential roads will exceed their average expected life. The current strategy only improves the arterial network.



**Chart 27: Changes in Sub-network Age due to Current Under-Funding**

# **SIDEWALKS**

## WHAT DO WE OWN?

City of Regina sidewalks are classified the same as roadway sub networks. Sidewalks that are classified as arterial, collector, industrial commercial or residential are geographically adjacent to those same roadways.

However, sidewalks also have an additional classification based on level of traffic:

1. Group A (high volume pedestrian traffic); and
2. Group B (low volume pedestrian traffic).

The current sidewalk inventory is shown in Table 28 and Chart 29.

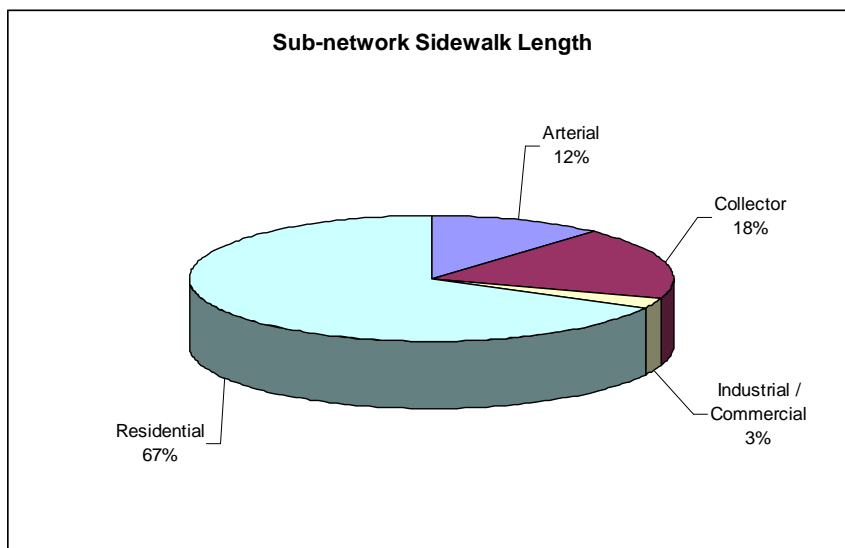


**Group A Sidewalk at Victoria Avenue**

Sub-network	Sidewalk Inventory [km]
Arterial	151
Collector	237
Industrial/Commercial	35
Residential	866
<b>Total</b>	<b>1,289</b>
Group A	263
Group B	1,000
Discrepancy*	26
<b>Total</b>	<b>1,289</b>

**Table 28: Sidewalk Inventory as per 31/12/2011 (Roadways Preservation Inventory)**

\*the discrepancy is the variation between the two databases in which inventory information resides. It could be due to new development not yet being categorized as Group A or Group B.



**Chart 29: Sidewalk Inventory in % as per 31/12/2011 (Roadways Preservation Inventory)**

The inventory as per Table 5 and Chart 6 does not include new sidewalk assets currently under construction or not yet full accepted by the City from developers/contractors.

An illustration of the length of the 1289 km long sidewalk network is shown in Figure 30.



**Figure 30: Sidewalks in Regina**

## WHAT IS IT WORTH?

The estimated replacement value of the concrete network and the associated assets based upon current dollar value (2012) is approximately \$222 Million. A breakdown of the contribution of each component to the concrete network value is provided in Table 31, below.

Asset Component	Inventory	Replacement Unit Cost [per m]	Replacement Value [\$]
Sidewalks	1,289,000 m	\$150	\$193,350,000
Curb/Curb and Gutter	284,000 m	\$100	\$ 28,400,000
Total			\$221,750,000

**Table 31: Concrete Infrastructure Replacement Value as per 2012**

## WHAT CONDITION IS IT IN?

*How do we measure condition?*

In 2004, the City adopted formal policies (i.e. *Inspection Policy – Concrete* and *Maintenance Policy – Concrete, Oct 2004, File 5400*) to address the concrete infrastructure in Regina. The purpose of the concrete inspection is to gather information to rate the sidewalk conditions, prioritize the deficiencies based on severity and location and to generate a maintenance program according to the policy (i.e. worst first) that effectively allocates budget resources to the locations with the worst deficiencies. In addition, the concrete inspection data is used to get an understanding of the overall sidewalk condition. This is in turn used within the capital program planning cycle.



**Measurement of Vertical Displacement (Step) on Sidewalk**

High pedestrian volume sidewalks (Group A) are inspected annually and lower pedestrian volume sidewalks (Group B) are inspected on a four year cycle, with the city being broken up into quadrants. The inspections consist of a manual assessment, based on a departmentally approved procedure.



### Current Condition?

The average age per sub-category sidewalk is shown in Table 32.

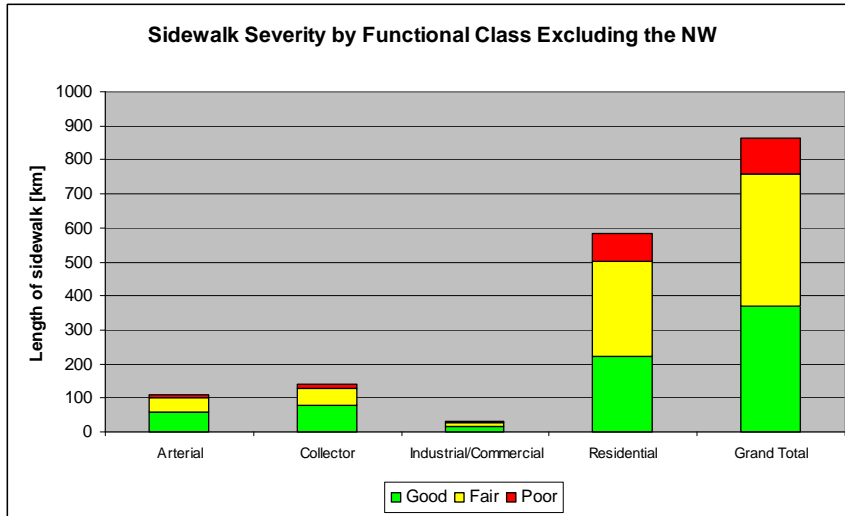
Sub-category	Average Age [Years]
Arterials	33.5
Collectors	28.3
Industrial/Commercial	38.1
Residential	36.1

**Table 32: Average Sidewalk Age per Category (Roadways Preservation Inventory)**

A breakdown of good, fair and poor condition states for concrete sidewalks associated with road sub-network, excluding NW sector, is shown in Charts 33 and 34. This breakdown is based on condition measurements from 2007 until 2010. A good walk has very few major and/or minor distresses, which are typically unnoticeable to sidewalk users. A fair walk could have numerous minor distresses or a low number of major distresses, or a combination of the two. A fair walk may have sections that hinder the movement of a mobility-impaired person and has numerous minor distresses and major distresses; it is extremely uneven and distressed and the entire section could hinder the movement of a mobility-impaired person and require extra attention by all pedestrians.



**Chart 33: Sidewalk Severity Condition by sub-Network (as per 1/10/2010) in percentage**



**Chart 34: Sidewalk Severity Condition by sub-Network (as per 1/10/2010)**

Based on these condition measurements, almost 90% of the sidewalk network is in a fair or good condition. The residential network has by far the largest sidewalk network in the city. The vast majority of sidewalks in poor condition are within this residential network.

## WHAT DO WE NEED TO DO TO IT AND WHEN DO WE NEED TO DO IT?

### *Required*

The life cycle of a sidewalk is typically 45 years and the required maintenance is focused on resolving safety and/or drainage issues until reconstruction is required.

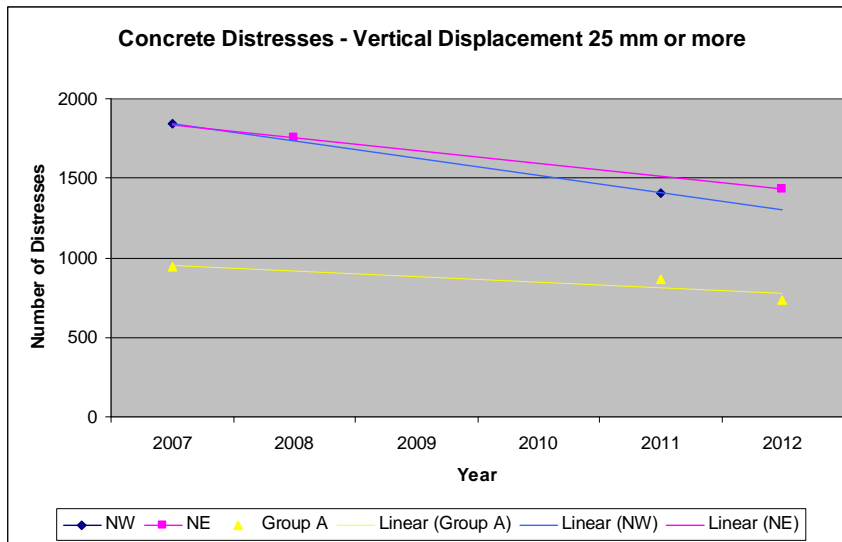
### *Current*

The formal Inspection Policy – Concrete and Maintenance Policy – Concrete, as approved by Council, requires the Administration to keep the sidewalks in a safe condition. Sidewalk distresses are repaired with priority based on ‘worst first,’ using operational maintenance budget. In addition, in order to improve road drainage conditions, sidewalk, curb and gutter and associated walks might require repair as part of asphalt pavement projects under Street Infrastructure Renewal Program, i.e. funded by capital budget. Residential and other roads sidewalks can be replaced under the LIP. Other activities include installing pedestrian ramps in order to improve accessibility.



**Slip Forming New Sidewalk as part of LIP Project**

Indicating the effect of current Concrete Maintenance Program, Chart 35 shows a slow decrease in trip hazards (vertical steps of 25 mm or more) as identified during condition assessment in the period 2007 – 2010 in NW, NE district and Group A sidewalks.



**Chart 35: Concrete Distresses in NW, NE district, and Group A in period 2007 – 2012**

## HOW MUCH MONEY DO WE NEED?

The investment requirement for 'sidewalks' are included in the investment requirement for 'roads,' due to the fact that sidewalk improvements (with the exception of maintenance) are always in conjunction with road improvements.

# BRIDGES

## WHAT DO WE OWN?

The City of Regina has 83 bridges located within city limits. The City owns and is responsible for maintaining 75 of those roadway and pedestrian bridges. The remaining eight bridges are owned by railway companies. The railway companies are responsible for maintaining the overpasses and the City retains responsibility for the roadways that run underneath those overpasses. The roadway bridges include 11 bridges under the UHCP.

Sub-category	# of Bridges
Roadway Bridges	44
Pedestrian Bridges	31
Railway Bridges	8
Total City Responsible	83

**Table 36: Bridge Inventory as per 31/12/2011 (Roadways Preservation Inventory)**



**Albert Street Memorial Bridge**

## WHAT IS IT WORTH?

The estimated replacement cost of the City's roadway bridge inventory is summarized in Table 37. These estimates do not include the costs of the right-of-way, approaches to the structure, the demolition of the existing structure or any relevant taxes. The conceptual unit price for replacement cost is formulated based on 5 years (2007-2012) of construction costs.

Asset Component	Inventory # of Bridges	Replacement Unit Cost [per m <sup>2</sup> bridge deck ]	Replacement Value [\$]
Roadway Bridges	44	\$ 6,000	\$168,400,000
Pedestrian Bridges	31	-	\$ 5,200,000
		Total	\$173,600,000

**Table 37: Bridge Infrastructure Replacement Value as per 2012**



## WHAT CONDITION IS IT IN?

### *How do we measure condition?*

In 2007, the City evaluated the condition of the bridges in Regina. Visual inspections were completed for all roadway bridges (excluding 11 bridges transferred from the MHI) following the Alberta Bridge Inspection and Maintenance System (BIM). The inspection method was carried out using the BIM Inspection Manual (March 2008). Currently bridges are inspected on a three year cycle.

Along with visual inspections, a Level 2 inspection is also completed on a 5 year cycle for each structure, known as bridge deck testing. This Level 2 inspection is carried out using the BIM Inspection Manual – Level 2 (March 2007). Bridge deck testing is used to evaluate the best lifecycle option for the structure and identifies the most cost effective time for rehabilitation.

The City also performs regular specific inspections between full inspections to identify over-height hits and issues identified during bridge washing.



**View of Bridge Structure with Exposed Steel Bars**

### *Current Condition?*

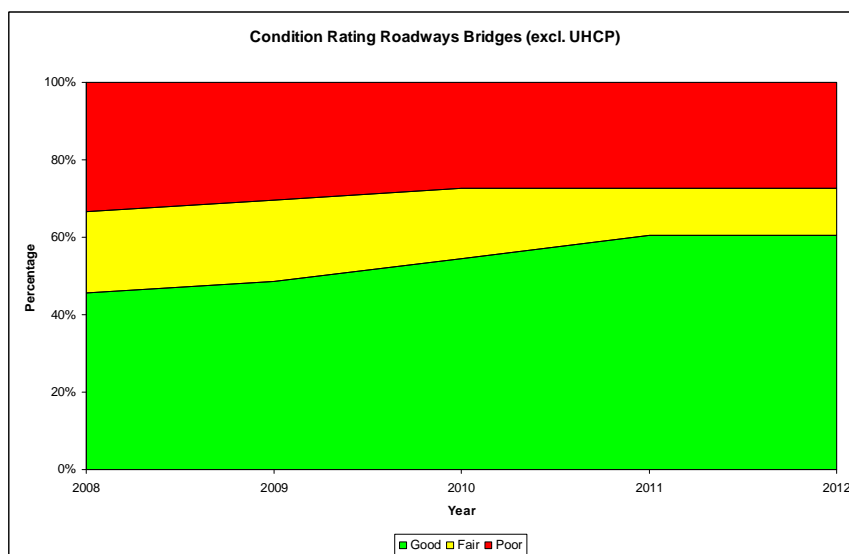
The Structural Sufficiency Ratings (SSR) based on the BIM Inspection Manual for the 33 roadways bridges (excluding 11 bridges transferred from the MHI in 2011) are shown in Table 38.

Condition Rating of Roadways Bridges	Structural Sufficiency Rating (SSR)	# of Bridges	% of Total
Good	Above 70	15	46
Fair	Between 60 and 70	7	21
Poor	Below 60	11	33

**Table 38: Structural Sufficiency Rating (SSR) as per 2008; UHCP bridges not included**

A 'poor' condition rating of a bridge does not necessarily imply an imminent safety danger; however, it implies that rehabilitation is required within the near future (i.e. 5 years). The structural sufficiency rating is based on a formula which uses the information recorded during the inspection.

The effect of the current bridge maintenance/rehabilitation program on the condition of the roadways bridges is shown in Chart 39.

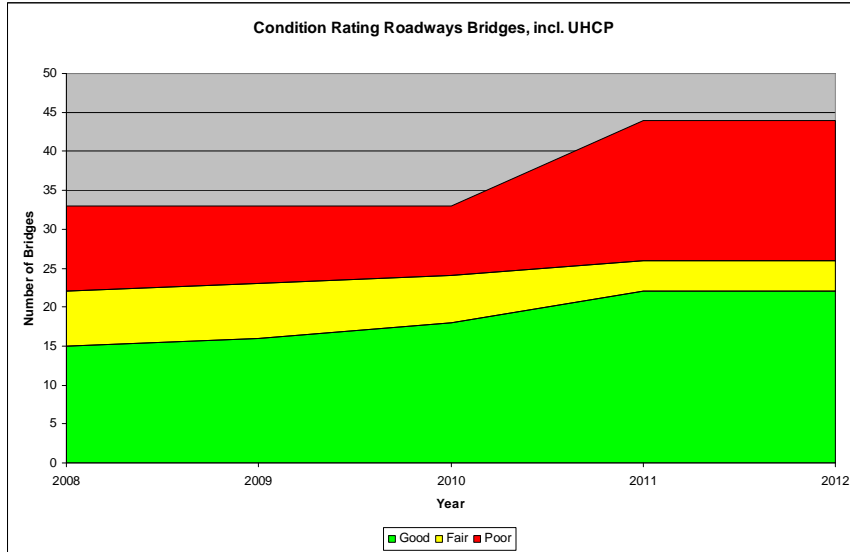


**Chart 39: Condition Rating Roadways Bridges, excl UHCP, from 2008 until 2012**

In 2011, the MHI transferred 11 structures to the City inventory as part of the UHCP agreement. Based on previous MHI inspections and the structure records of these 11 UHCP bridges, only two were rated as good, the other nine were rated as poor. The adding of the UHCP bridges and their rating explains the step between 2010 and 2011 in Table 40 and Chart 40 below.

Condition Rating of Roadways Bridges	Structural Sufficiency Rating (SSR)	# of Bridges	% of Total
Good	Above 70	23	52
Fair	Between 60 and 70	3	7
Poor	Below 60	18	41

**Table 40: Structural Sufficiency Rating (SSR) as per 2013 UHCP bridges included**



**Chart 40: Condition Rating Roadways Bridges, incl. UHCP, from 2008 until 2012.**

In 2011, structural pedestrian bridges were transferred from Parks and Open Spaces to the bridge group in Roadways Preservation. Pedestrian bridges were evaluated in 2011-2012 using the same inspection method as for roadways bridges. The Structural Sufficiency Ratings for the 31 pedestrian bridges as measured in 2012 are shown in Table 41.

Condition Rating of Pedestrian Bridges	Structural Sufficiency Rating (SSR)	# of Bridges	% of Total
Good	Above 70	17	55
Fair	Between 60 and 70	11	35
Poor	Below 60	3	10

**Table 41: Structural Sufficiency Rating as per 2012**

## WHAT DO WE NEED TO DO TO IT AND WHEN DO WE NEED TO DO IT?

### *Required*

The life cycle of a bridge is typically 75 years. Life cycle activities include regular preventive maintenance followed by rehabilitations every 15 to 25 years. Rehabilitations are scheduled in specific years based on life cycle costing. Along with regular inspections, testing, maintenance and rehabilitations, the City must also repair accident damage caused by over height loads to ensure public safety.

### *Current*

Prior to 2010, the City Bridge Maintenance Program (BMP) was based on a ‘*reactive*’ strategy. Work would be undertaken on bridges when major repairs and rehabilitations were necessary rather than preventative maintenance and corrective repairs.

In 2010, the City bridge group developed a new long term BMP based on a ‘*preventive*’ strategy. In this new BMP preventive maintenance planning is combined with rehabilitation planning. Implementation of preventive maintenance on a consistent and proactive basis has a great impact on the durability or service life of bridge structures on the long term associated costs.

In 2011, the inspection schedule was altered to inspect one-third (1/3) of the bridges on a yearly basis. From these inspections, a maintenance program is established for the following year to repair elements showing deterioration before they cause other bridge elements to become deteriorated. This proactive method will reduce long term costs with reducing the costs of the major rehabilitations.

As part of this program, the City began an in-house bridge washing program as part of the preventive maintenance plan. Bridge washing extends the service life of the concrete by removing chlorides (used by winter road maintenance services during sanding operations) from the surface of the concrete before they penetrate into the concrete causing the rebar to rust. This program will extend the time allowed between costly rehabilitations.



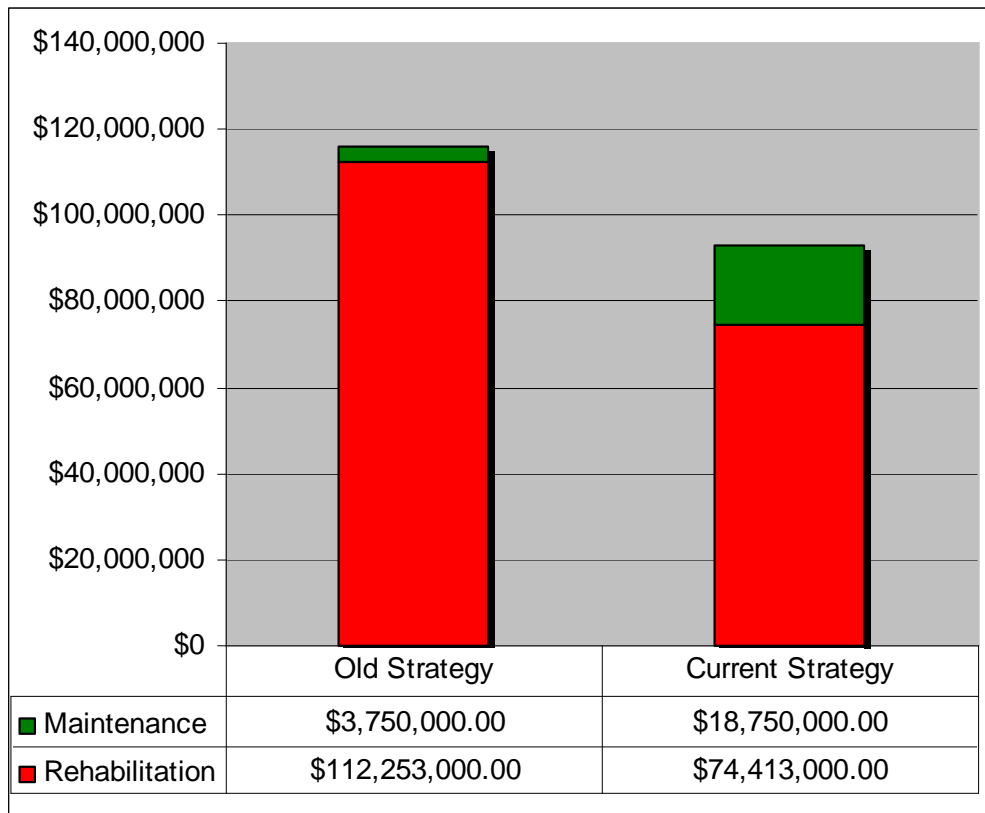
**Ring Road South Bound over Dewdney Bridge Rehabilitation in 2011**

## HOW MUCH MONEY DO WE NEED?

### *Required level of investment*

Until 2010, the City's BMP was developed based on the '*reactive*' strategy. The BMP was more focused on major repairs and rehabilitations rather than on corrective repairs and preventive maintenance. In 2010, the City bridge group developed a new long term BMP based on a '*preventive*' strategy. In this new BMP preventive maintenance planning is combined with rehabilitation planning.

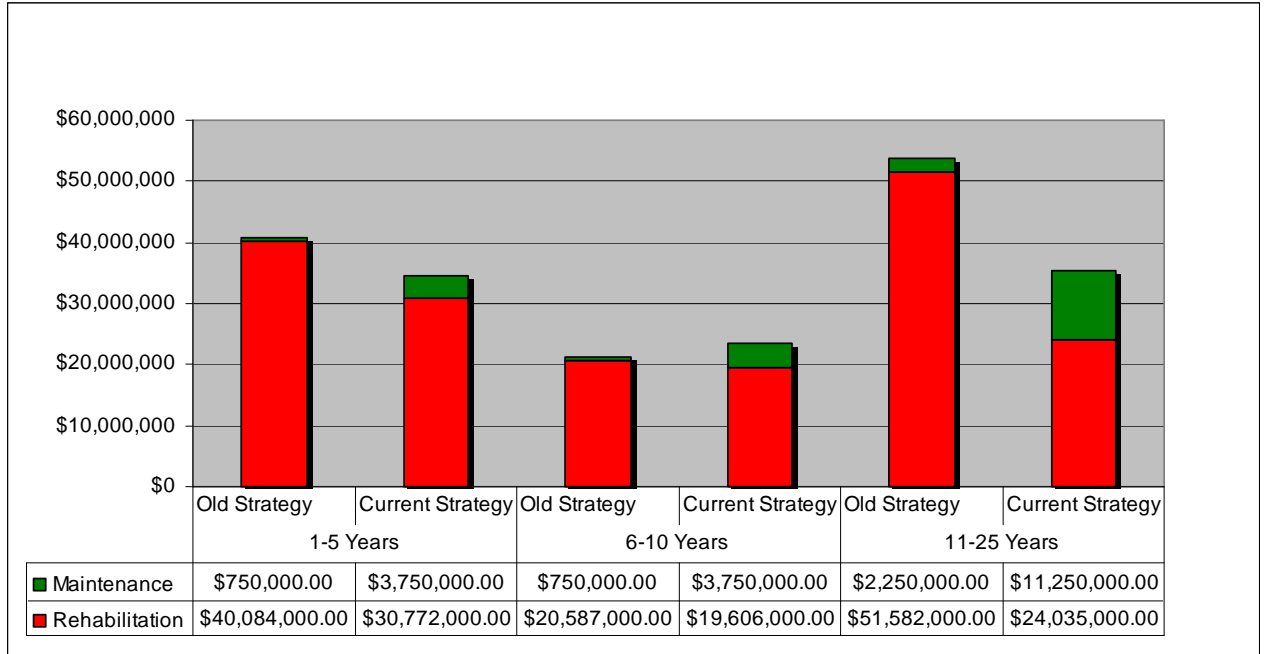
This new BMP resulted in investment savings of approximately \$23 million over 25 years. Current investment needs are estimated \$93 million over 25 years. This is compared to the approximately \$116 million over 25 years required under the old '*reactive*' strategy as shown in Chart 42.



**Chart 42: Comparison of Total Bridge Investment Needs over 25 years – Old Strategy versus Current Strategy**

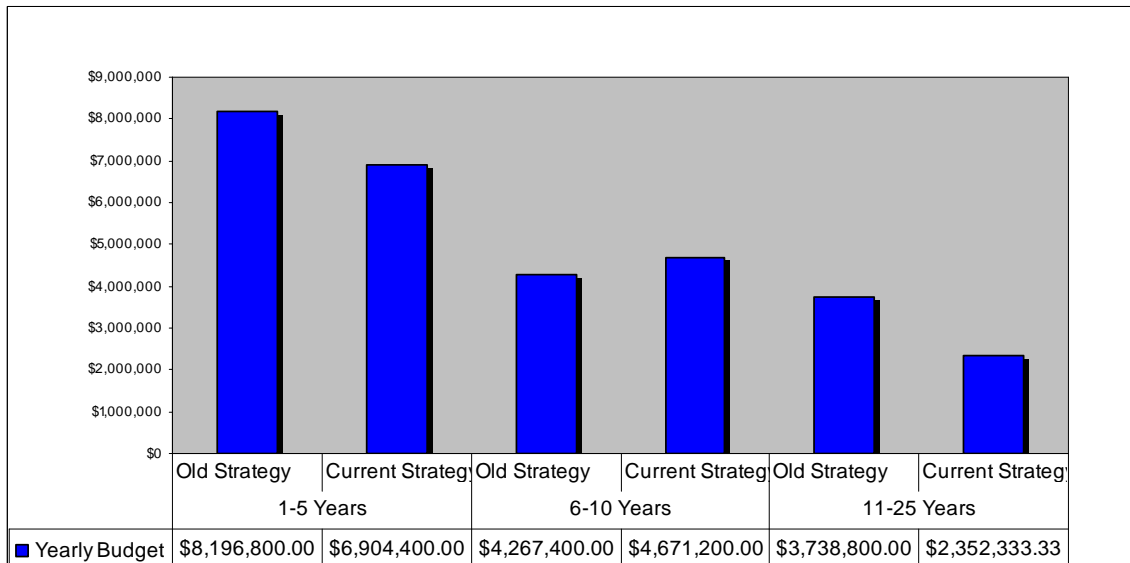
While the average level of investment over 25 years is \$3.72 million per year, based on the \$93 million required under the '*preventive*' strategy, it does not take into account the backlog of investment needed due to the inclusion of the 11 structures transferred to the City under the UHCP agreement with MHI.

When investment needs are broken out over the short term (1-5 years), medium term (5-10 years) and long term (10-25 years), it becomes apparent that average investment needs are greater in the short term and medium term as shown in Chart 43.



**Chart 43: Comparison of Short, Medium and Long Term Bridge Investment Needs**

Based on the current strategy, the average bridge investment need over the next 5 years is currently estimated at \$6.90 million per year. The affect of the current preventive strategy in comparison to the old reactive strategy and the associated yearly budget requirements is shown in Chart 44.



**Chart 44: Comparison of Annual Budget Requirements of Short, Medium and Long Term Bridge Investment Needs**

*Current level of investment*

The level of bridge investment over the last 5 years can be seen in Chart 45.

	2009	2010	2011	2012	2013	Average
<b>Budget [Million \$]</b>	5.55	4.88	6	2.75	3.24	4.48

**Chart 45: Bridge Infrastructure Renewal Budgets past 5 years**

The average annual level of bridge investment over the past 5 years has been \$4.48 million per year and has been declining in recent years. This current level of investment is not sufficient to maintain a safe bridge network. Based on 'preventive' strategy, the annual funding requirements need to be increased to \$6.9 million per year over the next 5 years.

The average bridge investment needs over the medium term (5-10 years) and long term (15-25 years) will be reduced as effects of increased preventative maintenance are realized; these are currently estimated at \$4.67 million per year and \$2.35 million per year respectively.



# **GENERAL**

# **ALL ROADWAYS**

# **ASSETS**

## HOW DO WE ACHIEVE SUSTAINABILITY?

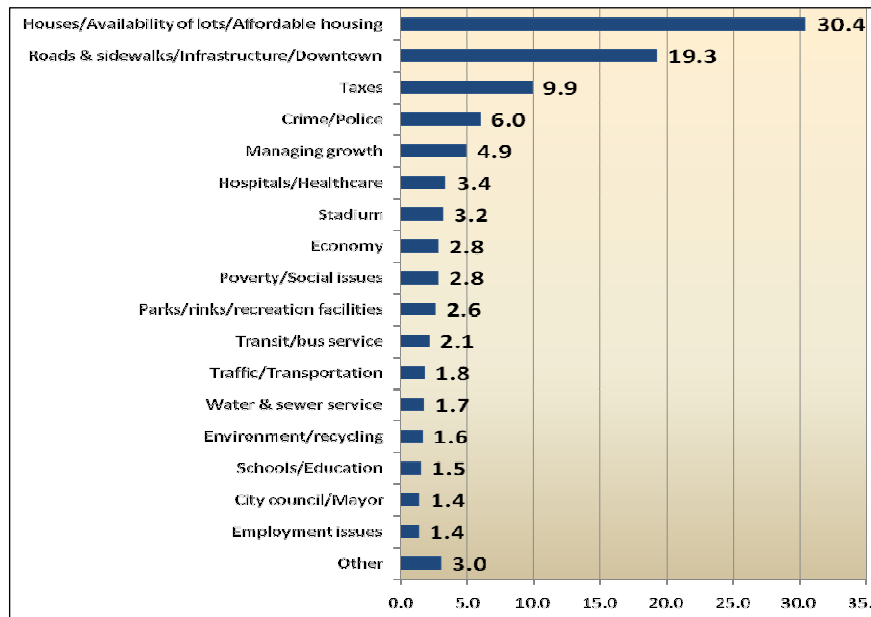
Sustainability is here defined as the long term financial and organizational capacity of the City to maintain the roadways infrastructure at an acceptable service level.

### Current Challenges?

The key challenges for achieving sustainability include:

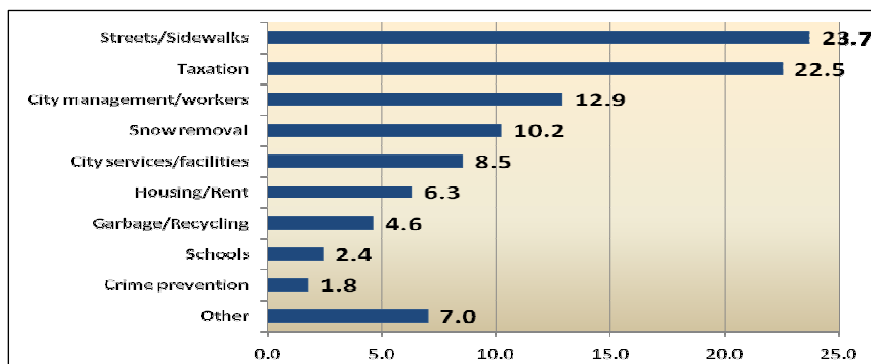
#### *Level of Service*

Citizen surveys for many years have indicated that there is substantial public unhappiness about the current state of roadway and sidewalk infrastructure. The 2012 Citizen Survey results, shown in Chart 44, rank Roads & sidewalks/Infrastructure/Downtown as the second most important issue. This is consistent with the outcome of previous surveys in 2008, 2010 and 2011.



**Chart 44: Most Important Issue in % of Responds (2012 Citizen Survey)**

Streets/sidewalks were mentioned by 23.7% of the respondents as response when requested to pick one change required in order to improve their rating of City of Regina's services as shown in Chart 45.



**Chart 45: One Change Required to Improve Rating in % of Responds (2012 Citizen Survey)**

Although there is clearly public unhappiness/concern with the current state of roadways infrastructure, the Citizen Survey results do not identify what an acceptable Customer Level of Service is. Current practice within the Administration is to keep roads, sidewalks and bridges in a 'safe' condition, as required by *The Cities Act*. Pursuant to Section 306 of *The Act*, it is the duty of the Administration to keep all public spaces and right-of-ways in a 'reasonable' state of repair.

In order to understand what is 'reasonable,' and to subsequently develop Customer Level of Service targets for the Administration, consultation with the road users in Regina will be required. An essential element of this consultation process communication would be a discussion of the necessary trade-offs between 'expected' infrastructure quality and/or quantity and 'acceptable' financial contribution by tax payers.

### *Funding*

First, it is clear that there is a substantial financial gap between what is required for maintaining and improving the roadways assets and what is allocated in the annual budgets. The consequence of this gap is that the roadways infrastructure (roads, sidewalks and bridges) overall condition will steadily get worse, with increased risks for interruption of transportation options.

Secondly, the City has currently very limited tax and revenue generating options. There is a strong dependency on Property Tax and federal/provincial funding (mainly Gas Tax). The LIP revenue is another relatively small funding source. It is necessary to develop new innovative revenue options in order to increase tax or other revenue for the City.

Thirdly, the current allocations of funds for maintenance and for capital programs are not related to each other. Budget requests for each of the programs are made independently from each other based on historical information and/or on estimated future service requirements. It would be preferable if programs and budget requests for maintenance and capital would be integrated and based on sound asset management principles, such as

Life Cycle Costing. For example, it is likely that increasing the budget for preventive maintenance activities would result in a slower deterioration of the roadways network, requiring less funding for rehabilitation (capital). This is similar to the ‘preventive’ strategy for bridges.

### *Local Roads*

A substantial portion of the residential and industrial/commercial road network is in poor condition. This is caused by the consistent under funding of the Street Infrastructure Renewal program, as well as the current practice to spend most of the available funds on maintaining the arterial and collector network.

### *Urban Highway Connector Program (UHCP)*

The UHCP provides for an annual Operations and Maintenance (O&M) Grant. Rehabilitations, Capital Projects and Transportation Planning Grants are provided on a project-by-project basis, determined through an application process and final approval of the provincial budget. The grants are funded based on a level of provincial interest. Since joining the UHCP in 2011, the City has received annual operating and maintenance grants and rehabilitation grant for one project.

Issues with the UHCP include:

1. Approval process. The current UHCP process does not provide notification of funding until April. Any work associated with this funding can not proceed until an agreement between MHI and City of Regina is in place. Funding is not guaranteed until designs and tender documents are completed. To accommodate these requirements, any project with UHCP funding will not generally be put out for tender until May or June. This delay can create challenges including the availability of contractors and competitive bid prices. This is most relevant for capital projects.
2. Received funding in 2013. Three projects related to rehabilitation of sections of the Ring Road/Highway #1 Bypass were submitted for funding in 2013. However, none of the projects received approval through the provincial budget process.

### *Lack of Policies*

The Administration has very few policies in place regarding maintenance and renewal of roadways assets. Policies currently available are related to concrete maintenance and to winter road maintenance. It is important to have operational policies, guidelines and procedures in place related to the individual asset groups (such as residential roads). Such policies will allow Council to direct and demonstrate how they are achieving the vision, priorities and targets for level of service.

## Opportunities?

Reducing the roadways infrastructure financial gap is the main challenge. In order to identify potential solutions or opportunities for reducing the gap, the following expression is helpful:

### *ROADWAYS INFRASTRUCTURE GAP:*

$$\text{Funds Available} < \text{Funds Required, i.e. Cost per Unit} \times \text{Number of Units}$$

In which:

- Cost per unit refers to life cycle cost per unit of roadways asset. Life cycle cost would include all cost for construction, maintenance, rehabilitation, reconstruction, etc. per unit of roadways asset (e.g. m<sup>2</sup> of asphalt surface); and
- Number of units refers to the total amount of roadways assets.

In order to reduce the roadways infrastructure gap it would be required to:

- Increase the funds available; and/or
- Reduce the life cycle cost per unit; and/or
- Reduce or minimize the total amount of roadways assets.

### *Increase Funds Available*

Options for increasing funds available include:

1. Increase property tax. This could include:
  - a. General property tax increase; and/or
  - b. Dedicated property tax (Road Tax) for roadways infrastructure, such as for residential neighbourhood renewal or for improvement overall road network.
2. Expand current LIP program, such as:
  - a. From partial to full cost recovery for sidewalk replacement; and/or
  - b. Partial or full cost recovery for residential road renewal.

Regarding opportunities for improving the residential road network, the 'Neighbourhood Renewal Program' in the City of Edmonton is often cited as an example of best practices. Funding of this program is a combination of provincial funding, general property taxes, LIP tax levy and a dedicated City wide special neighbourhood renewal tax levy (1.5-2%). Also, the City of Saskatoon is currently discussing the implementation of dedicated taxes for roadways infrastructure improvement. As mentioned before (See Chart 18), eliminating the current amount of inventory of 'overdue work' (all road categories) will require an investment of estimated \$40 million per year (2012 dollars) for 20 years; i.e. \$25 million per year more than current level of investment.

*Reduce Life Cycle Costs*

Options for reducing Life Cycle Costs include:

1. Reduce Level of Service to the bare minimum as required by *The Cities Act*;
2. Increase life of asset, i.e. reduce wear, by for example:
  - a. Improve roadways construction materials;
  - b. Improve quality of construction (i.e. increased warranty on new assets); and
  - c. Avoid or minimize road damage due to utility cuts and/or traffic overloads.
3. Reduce cost of individual life cycle activities by, for example:
  - a. Optimized design (i.e. related to pavement thickness);
  - b. Apply innovative construction methods (i.e. full depth reclamation);
  - c. Increase the usage of City work force versus using external contractors. Generally, capital projects receiving external funding from other levels of government require a tendering process. To increase the usage of City work force would require that we set up systems that would allow self-tendering; and
  - d. Develop innovative contracts with external contractors based on multiple year plans and budgets, such as:
    - i. Multiple year contracts;
    - ii. High volume contracts, to attract out of province contractors; and
    - iii. Life Cycle contracts (P3 contracts) to include all or many phases of life cycle activities, such as initial construction, maintenance and rehabilitation, within one contract.
4. Optimize and integrate life cycle activities (such as maintenance and rehabilitation) using sound asset management principles, including life cycle cost analysis.

*Reduce or minimize the amount of roadways assets*

Options for reducing or minimizing the amount of roadways assets include:

1. Minimize development of new infrastructure to accommodate city growth. For example:
  - a. Develop policies (i.e. within Official Community Plan) promoting infill/brown field development and reducing green field development.
  - b. Development standards to support minimizing new infrastructure development, such as road and sidewalk width, boulevards, amount of sidewalks, etc.

2. Dispose of, or reduce, existing roadways assets during rehabilitation/reconstruction, such as:
  - a. Dispose of concrete boulevards;
  - b. Reduce number of sidewalks in residential streets from two to one, or eliminate completely, where feasible;
  - c. Reduce road width where possible, combined with redevelopment of freed up space for green zones, parking lots, bicycle paths, etc.; and
  - d. Thinner pavement or different materials for parking lanes.

Although all the options identified to reduce the infrastructure gap are valuable, the options for increasing the level of funding are expected to have the highest impact and should be priority for further research.

### **Next Steps?**

Currently, the Administration has planned steps in order to move towards a more sustainable approach are:

1. Establish a Level of Service and policies for Roadways Infrastructure;
2. Continue executing the existing Bridge Maintenance Program;
3. Develop options, for consideration by Council, for future residential street renewal;
4. Develop operational strategies for maintenance, rehabilitation and renewal of individual asset categories based on high-level policies and principles currently developed within Official Community Plan (OCP) and Transportation Master Plan (TMP), as well as based on approved Level of Service.
5. Continue further development of Roadways Infrastructure Asset Management structure, program and tools including:
  - a. Further development and consolidation of condition data collection program;
  - b. Medium and long term planning based on life cycle analysis and costing, using specialized asset management software and approved policies/strategies;
  - c. Improvement of asset inventory systems; and
  - d. Coordination with, and participation in, corporate asset management initiatives.
6. Develop financial options, for consideration by Council, on how to optimize funding levels to reduce the Infrastructure 'gap'.

# **APPENDIX A**

# **LOCAL IMPROVEMENT PROGRAM**



## LOCAL IMPROVEMENT PROGRAM

In 1993, the provincial government developed the *Local Improvements Act* to help provide a method of paying for necessary improvements to municipal infrastructure. Under a Local Improvement Program (LIP) any work or service is paid for by charging part or all of the cost to property owners who benefit from the work or service. City's Administration has adopted the LIP since 1993 for the rehabilitation of the City's infrastructure.

Each year the City's Administration proposes a program of local improvement locations for the rehabilitation of the City's infrastructure. *The Local Improvement Act, 1993* requires that a program approved by City Council be submitted to the Saskatchewan Municipal Board for approval of the entire program prior to work being advertised.

Currently, LIP addresses locations where full replacement of sidewalk, curb and gutter is required and is applied to all classifications of roadways which include arterials, collectors, bus routes and residential streets. The accepted practice is that property owners pay a portion of the cost for installation of walk, curb and gutter and that the City pays for removal of old infrastructure and all road related work. At present, there is no charge to the property owners for pavement rehabilitation or any other work related to roadway reconstruction, such as renewal or replacement of the underground utilities done in conjunction with this program. The contribution rate (i.e. uniform assessment rates) for property owners is reviewed annually and is based on contractor rates for new sidewalks in new neighbourhoods. Table 46 shows that the contribution rate by the property owners, based on actual construction costs (in dollars per lineal meter), was approximately 40% in 2009-2010.

Construction Year	Average LIP contribution rate for property owners [\$/m]	Actual construction cost LIP for City [\$/m]	Resulting LIP contribution rate for City [\$/m]
2009	168	437	270
2010	214	491	277

**Table 46: Contribution Rate Residents versus City for Sidewalk Replacement under LIP**

The history of LIP projects is shown in Table 47.

Year	# of LIP Projects	Breakdown by km			
		Local	Collector	Arterial	Total
2000	7	0.16	1.58		1.74
2001	5	0.71			0.71
2002	2	0.60			0.60
2003	0				0.00
2004	4	0.33	0.60		0.93
2005	5	0.51			0.51
2006	5	0.60	2.24		2.84
2007	5	0.81			0.81
2008	1	0.17			0.17
2009	2	1.48			1.48
2010	3	0.72		0.19	0.91
2011	3	1.39		0.18	1.58
<b>Total</b>	<b>42</b>	<b>7.48</b>	<b>4.42</b>		<b>12.28</b>

**Table 47: History of LIP Projects between 2000 and 2011**

Property owners benefiting from proposed local improvements are notified by mail of the actual costs that will be assessed to them for the proposed work. If they do not want the work, they have the option to petition against it.

Advantages of LIP include:

1. Property owners, who benefit most of improvements completed, contribute directly to the cost of the program.

Disadvantages of LIP include:

1. In the situation that property owners petition against the proposed work, the Administration has few options left to execute the planned work. Although Council has the option to pass a bylaw for undertaking local improvement work by removing the right to petition or bypassing the result of the petition, this would require approval by Saskatchewan Municipal Board. Current practice in this situation where property owners petition against work is to cancel the proposed work and to provide emergency maintenance services only to these locations for at least 5 years;
2. Not all construction costs are paid by property owners, as shown in Table 46. This is more profound in the areas of reduced property tax assessment. These areas all receive a 50% reduction of special assessment charges for surface works (street, sidewalk, curb and gutter replacement). The overall contribution by property owners is limited, on average in the range of \$500,000 to \$800,000 for all LIP projects within a year; and
3. Due to the cost and required resources only a limited amount (3 to 5) of LIP projects can be completed each year.

# State of Roads & Sidewalks 2013

## Replacement value of roads and sidewalks:

\$1.54 billion

## Total kilometres of sidewalks: 1289

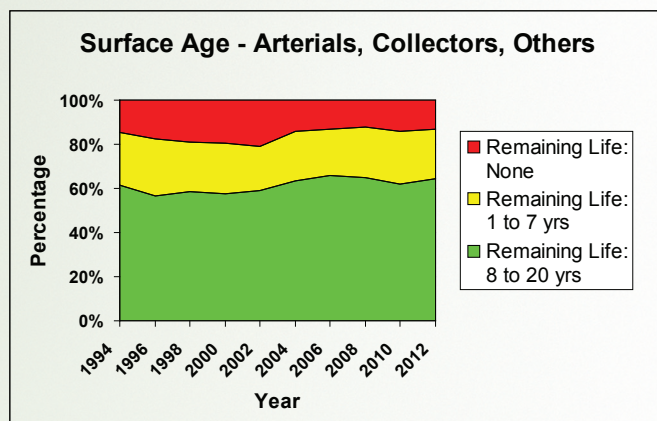
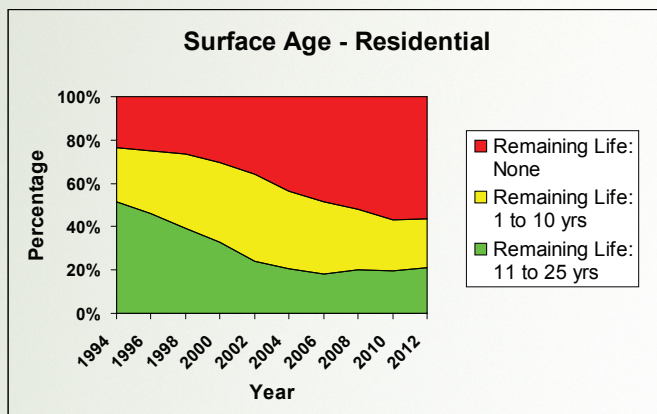
67% residential

## Total kilometres of paved roads: 926

59% residential

## Condition

*(based on age data and surface area)*



## Current annual funding:

\$15 million

## Current overdue work:

\$261 million

## Estimated required funding:

To prevent increase of overdue work:

- \$30 million per year

To eliminate overdue work in 20 years:

- \$43 million per year

## Average renewal budget allocation:

- Arterials/collectors: 70%
- Industrial/commercial: 5%
- Residential: 25%

## Street Infrastructure Renewal Program 2009-11 results:

- Arterials/collectors: 18.85 km per year
- Industrial/commercial: 2.6 km per year
- Residential: 5.5 km per year (including LIP)



# State of Bridges 2013

## Replacement value of bridges:

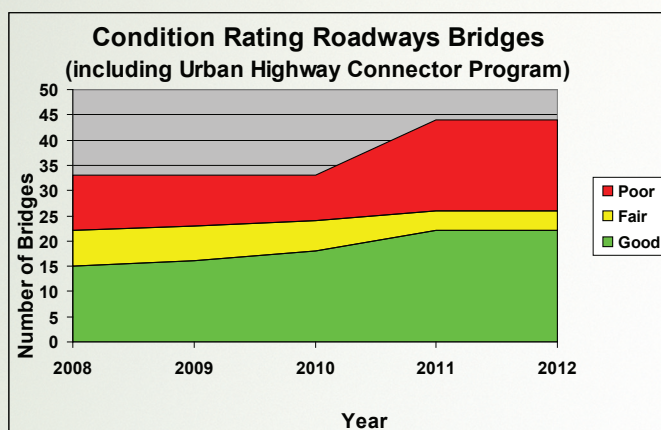
\$174 million

**Roadway bridges:** 44

**Pedestrian bridges:** 31

**Railway bridges:** 8

## Condition of roadway bridges:



## Average current funding:

\$4.48 million per year

## Estimated required funding:

- First 25 years:  
\$87 million
- Short term (1-5 yrs):  
\$6.9 million per year
- Medium term (5-10 yrs):  
\$4.67 million per year

## Strategy change in 2010: preventive vs. reactive

- Result:  
\$23 million investment  
savings over 25 years

## Preventive maintenance:

- Bridge washing program
- Bridge sealing program

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Ratifying Collective Agreement with the Canadian Union of Public Employees, Local 7

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**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 6, 2013**

That the agreement reached with the Canadian Union of Public Employees, Local 7 be approved.

*EXECUTIVE COMMITTEE – NOVEMBER 6, 2013*

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

Mayor Michael Fougere, Councillors: Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Wade Murray, Mike O'Donnell 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 November 6, 2013, considered the following report from the Administration:

RECOMMENDATION

That the tentative agreement reached with the Canadian Union of Public Employees, Local 7 be approved.

CONCLUSION

An agreement has been reached with the Canadian Union of Public Employees, Local 7. The details of the agreement are outlined in this report and include a wage settlement over three years, inclusive of some enhancements to the work boot allowance, life insurance for casuals, superior duty and union representation. In exchange for the wage settlement and the enhancements as mentioned, the City will no longer provide a payout of sick leave for permanent employees, hired after December 31, 2013, who have accumulated more than 10 years of service prior to leaving the employ of the City. In addition the total allowable vacation accumulation has been reduced to an employee's current annual entitlement plus two weeks from the equivalent of two times the employee's annual entitlement.

The City has also negotiated some positive changes in the area of filling vacancies in addition to various other housekeeping items within the Collective Agreement. The Administration believes that the negotiated agreement is responsible, reasonable and fair for all stakeholders.

## BACKGROUND

The collective bargaining agreement between the City and CUPE, City Hall Administration Staff Union, Local 7 expired on December 31, 2012. Consistent with the other bargaining units, the Administration developed a bargaining strategy that was based on several key factors:

- Ownership and accountability for collective bargaining within the operational area, with the Director of Facilities Management Services leading the bargaining team.
- A commitment to make some gains in the collective bargaining relationship.

The purpose of this report is to provide information related to recent bargaining with CUPE Local 7 and to seek approval of the agreement.

## DISCUSSION

The City of Regina and CUPE Local 7 commenced collective bargaining on April 15, 2013 with the formal exchanging of bargaining proposals. Over a period of a total of ten days of face to face bargaining the two parties were able to agree to a deal.

The City was able to successfully achieve its bargaining goals.

- A substantial reduction of allowable vacation accumulation; and
- a discontinuation of the sick leave payout for staff hired after December 31, 2013
- a definition for “home position”;
- superior duty language that was beneficial to both the employer and the employee;
- all employees who are Local 7 members now will receive their pay through direct deposit; and
- revised language within the Collective Agreement.

It is the opinion of the Management Bargaining Committee that this round of Collective Bargaining negotiations will serve well to establish and maintain a viable working relationship with the Union.

The two parties have agreed to the following:

- General Wage Increases: 3.0% for 2013, 2.5% for 2014 and 3.0% for 2015.
- CUPE Local 7 permanent employees hired after December 31, 2013 will not be eligible for a sick leave pay out. Currently, employees with at least 10 years of service receive a pay-out when they leave the employ of the City shall be paid at his or her regular rate of pay in the amount of fifty (50) percent of all accumulated sick leave the employee may have to his or her credit or seventy-eight (78) days whichever is the lesser (at their current rate of pay, regardless of what rate they earned the accumulated sick leave). This is a long-term future benefit to the City and very difficult to cost as part of the agreement within a three year timeframe.
- Reduction in allowable vacation accumulation to annual earning plus two additional weeks (reduced from double annual earning) commencing January 1, 2014. Note that a process to get current staff down to the allowable accumulation will still need to be established. As above, this is a long-term future benefit to the City and very difficult to cost as part of the agreement within a three year timeframe
- Various housekeeping items including definition of home position; Union Recognition language; and clearer time line language for grievances and disputes.

- LOU language allowing up to two union representatives at grievances and committees to be heard. This brings this language more in line with Local 21 language (Costed at 0.013%)
- Postponement of the commencement of 1% of salary to a new job evaluation program from January 1, 2013 until January 1, 2015 (Potential savings of up to 2%)
- Mandatory Life Insurance for casual employees. (Costing is minimal as our admin cost to not be offering this was more then the item is worth)
- Superior Duty language that takes into consideration less then a full day worked in a superior duty assignment. (Costing at 0.013%)
- Enhanced work boot allowance from 50/50 cost shared to a max of \$100.00 to a max of \$150.00. (Costing at 0.02%)
- In addition to the above both parties committed to working through the below items:
  - Notice Boards – Determining suitable locations.
  - Vacation Over Accumulation – Developing a vacation over accumulation reduction process.
  - Review of reimbursement policy for the use of private vehicles.

Your Administration recommends approval of this agreement.

CUPE Local 7 has taken the tentative agreement to their membership for ratification. The ratification vote results werer 100% in favour of the new contract. By approving the recommendation in this report City Council will be completing the ratification process.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

2013's increase of 3.0%, results in additional salary & benefits costs of approximately \$417,870. 2013's budget for CUPE Local 7 salary & benefits can accommodate this increase in costs. The 2014 increase of 2.5% results in additional salary & benefits costs of approximately \$358,672 and the 2015 increase of 3.0% results in additional salary and benefit costs of approximately \$441,166. The 2014 and 2015 budgets will include base changes to accommodate the increased costs.

### Environmental Implications

None related to this report.

### Strategic Implications

With the final settlement of a fourth bargaining unit, a framework of settlement is established for bargaining with ATU. The recommendations in this report allow the City to continue to improve employee engagement and advance the City towards achieving its strategic goals.

### Other Implications

The approval of the recommendations in this report will contribute to further improving relationships with the employer and the employees within this organization, and could spur settlement of the outstanding ATU agreement.

Accessibility Implications

None related to this report.

COMMUNICATIONS

The City of Regina will publicly announce the agreement in the near future to ensure residents are aware of this important development.

DELEGATED AUTHORITY

This item requires City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE



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Joni Swidnicki, Secretary



November 26, 2013

To: His Worship the Mayor  
and Members of City Council

Re: The Regina Exhibition Association Limited Continuance as a Non-Profit Corporation of  
the City of Regina

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**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 13, 2013**

1. That City Council authorize the City Manager to finalize and approve the unanimous membership agreement setting forth the governance principles for REAL (the “Unanimous Member’s Agreement”) pending the issuance of the Articles of Continuance by the Saskatchewan Corporate Registry to continue The Regina Exhibition Association Limited (“REAL”) as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the “Non-Profit Act”).
2. That the City Clerk be authorized to execute the Unanimous Member’s Agreement after review and approval by the City Solicitor.

*EXECUTIVE COMMITTEE – NOVEMBER 13, 2013*

Mark Allan, represent the Regina Exhibition Association Limited addressed the Committee.

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

Mayor Michael Fougere, Councillors: Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Mike O’Donnell and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 6, 2013, considered the following report from the Administration:

RECOMMENDATION

1. That City Council authorize the City Manager to finalize and approve the unanimous membership agreement setting forth the governance principles for REAL (the “Unanimous Member’s Agreement”) pending the issuance of the Articles of Continuance by the Saskatchewan Corporate Registry to continue The Regina Exhibition Association Limited (“REAL”) as a non-profit corporation under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the “Non-Profit Act”).
2. That the City Clerk be authorized to execute the Unanimous Member’s Agreement after review and approval by the City Solicitor.

3. That this report be forwarded to the November 25, 2013 meeting of City Council for approval.

## CONCLUSION

In anticipation of REAL becoming a municipal corporation of the City of Regina, REAL and the City have been engaged in discussions in relation to establishing a mutually acceptable governance structure of REAL where the City will be the sole voting membership holder (as REAL is being continued as a non-profit corporation, its “shares” are being converted to “membership interests”). Some of the principles being considered were: (1) size and make-up of Board of Directors, (2) appointment process for Board of Directors (3) relationship of REAL and its Board of Directors to City Council and (4) REAL’s decision making authority.

As the continuance pursuant to the Non-Profit Act has been finalized, the City and REAL can now bring effect to a revised governance structure for REAL, which structure will be set out in the Unanimous Member’s Agreement.

## BACKGROUND

On May 1, 2012, REAL’s shareholders adopted a special resolution approving continuance of REAL’s corporate existence as a membership corporation pursuant to the Non-Profit Act wherein the City would become the sole voting member of REAL. The ultimate effect of the special resolution adopted by the previous shareholders of REAL is that REAL will be transformed into a municipal corporation of the City.

City Council ratified and approved the conversion of REAL into a municipal corporation at its meeting on June 11, 2012 (CR 12-77) and following that ratification, documents were filed with the Saskatchewan Corporate Registry. As REAL was established by Provincial legislation, approval of the Provincial Lieutenant Governor in Council is required to complete the continuance under the Non-Profit Act such that the City will become the sole voting member of REAL.

The Administration has been advised that the Provincial Cabinet will be considering this matter at an upcoming meeting in early November. It is expected that approval will be issued at the meeting for the continuance, which will transform REAL into a municipal corporation.

After the continuance is finalized, the next step in the process is for the City of Regina and REAL to finalize an appropriate corporate governance structure for REAL. The Administration has worked with REAL’s executive management team and Board of Directors in order to develop a revised governance structure, with the discussions and work proving to be very cooperative and productive. The work done to date is seen as very positive and is a great building block for the reshaping of this key relationship for the City.

## DISCUSSION

A tool that is typically used to establish governance structures for municipal corporations is a Unanimous Shareholder Agreement or Unanimous Membership Direction (in the case of a non-

profit corporation). In this case, as REAL has been continued under the Non-Profit Act, a Unanimous Membership Agreement is being proposed to specify the structure under which REAL will operate.

A draft of the Unanimous Member's Agreement that has been discussed and agreed to by REAL's Board of Directors and the Administration is attached as Appendix "A."

The Unanimous Member's Agreement provides the following governance principles:

1) REAL's Mandate

REAL's mandate has been clarified such that REAL will operate with an entrepreneurial spirit that could generate additional revenue and operate in such a way that ensures that the best interests of the community are kept in mind.

2) Board of Directors

Currently, the make-up of REAL's Board of Directors can be up to 15 individuals:

- 1 – appointed by the Minister of Agriculture
- 2 – appointed by the City of Regina
- 12 – elected by ballot at the annual meeting of shareholders

The revised structure being proposed will keep the same number of maximum directors (15), but have a minimum number of directors of nine (9). As the City is the sole voting member of REAL, City Council will appoint all directors, who will be appointed for terms of three (3) years, with a total maximum term of nine (9) years.

The outline of director appointments for REAL is proposed to be as follows:

- (a) 7 to 13 voting directors that are nominated by REAL's Governance and Nominating Committee;
- (b) 1 non-voting director to be nominated by the Ministry of Agriculture; and
- (c) 1 non-voting director to be nominated by City Council (which will be the City Manager).

2) Appointment Process for Board of Directors

Aside from the City Council and Ministry of Agriculture nominees, REAL will continue to use its highly effective and refined selection process that relies upon its Governance and Nominating Committee to assess potential candidates for the Board of Directors and then recommend those successful candidates as a slate to City Council for appointment. Under this arrangement, City Council could then approve of the slate candidates or request that the Governance and Nominating Committee bring forward an alternate slate of candidates.

### 3) Inaugural Board of Directors

In order to ensure consistency and the maintenance of ongoing operations, it is proposed that the current Board of Directors be re-appointed at the first annual meeting following the execution of the Unanimous Member's Agreement with staggered terms, as follows:

- (i) Four (4) individuals for a term of three (3) years;
- (ii) Four (4) individuals for a term of two (2) years; and
- (iii) Four (4) individuals for a term of one (1) year.

This structure will ensure a limited potential turn-over of only 4 members of the Board of Directors each year and ensure consistency going forward.

### 4) Decision Making Limits

A key part of the governance structure was finding the appropriate balance between delegating REAL the authority to manage its business affairs with an entrepreneurial and return on investment focus and the ability of City Council to ensure that the goals of the City are met by establishing certain boundaries. In order to establish the necessary boundaries, the Unanimous Member's Agreement provides that the following decision items of REAL will require City approval:

- (a) items relating to the merger, amalgamation, continuance, reorganization or consolidation of REAL with another corporation or the winding-up, reorganization or dissolution of REAL;
- (b) the issuance of any memberships in the capital of REAL or any securities, rights, warrants or options in the capital of REAL or the conversion, reclassification, subdivision, consolidation or any other change to any of the memberships in the capital of REAL;
- (c) the borrowing of money or the issuing any debt obligation unless provided for in the annual budget approved for such fiscal year or amending, varying or altering the terms of any debt obligation (This is a requirement of *The Cities Act* (Saskatchewan));
- (d) seeking financial support or any changes to legislation or regulation from any Governmental Authority other than the City;
- (e) the appointment or any change in the auditor or any change in the fiscal year end of REAL;
- (f) making or holding investments outside of Canada;
- (g) the sale, lease, exchange or other disposition of all or substantially all of the assets or undertaking of REAL; and

- (h) any transaction or series of related transactions that are outside of the normal course of business of REAL and involve an expenditure of an amount exceeding \$500,000.00, unless such transaction or series of related transactions have been approved in the annual budget for such fiscal year.

## 5) Reporting to City Council

Another key element of the governance model being considered will see City Council receive regular quarterly reporting from REAL along with an annual report that considers the proposed budget and appointments to the Board of Directors.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

After continuation as a non-profit municipal corporation, REAL will continue to exist as a separate and distinct legal entity from the City with all contracts, collective agreements, employees and operations remaining unchanged. The only element of REAL that will be modified by the process will be its corporate ownership and governance structure.

The conversion of REAL into a municipal corporation would enable the City to streamline the operation of multiple facilities and sites (including potentially the stadium replacement facility) into one centralized business unit, potentially resulting in operational savings. Further, with opportunities to pursue expanded business ventures, REAL could generate additional revenue that could be used towards the operation and maintenance of City facilities that could result in decreased operation and maintenance costs for the City.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

The City's relationship with REAL has changed over time as the facilities have changed. The move by REAL to a more contemporary governance structure aligns well with the City's strategic priorities, particularly in the area of strengthening infrastructure and managing assets.

### Other Implications

The City Administration is exploring a range of options for how capital work, finance and service delivery is undertaken. Traditional approaches in the context of the City's constrained fiscal capacity may not be sustainable over time. In particular, the Administration will be exploring the use of more robust utility models and the use of a municipal corporation for land development purposes, including the Regina Revitalization Initiative.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communications to date have included engagement by REAL with its staff, sponsors, customers and suppliers. REAL will continue to lead communications with all stakeholders throughout the period of transition to the new governance structure.

DELEGATED AUTHORITY

The disposition of this report requires City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in cursive script, appearing to read "J. Swidnicki".

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Joni Swidnicki, Secretary

## Appendix A

### UNANIMOUS MEMBER'S AGREEMENT

#### REGINA EXHIBITION ASSOCIATION LIMITED

THIS AGREEMENT made effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

#### WHEREAS:

- A. The Regina Exhibition Association Limited (“**REAL**”) was incorporated pursuant to *The Regina Agricultural and Industrial Exhibition Association, Limited*, s.s. 1907, c.41, a private act of the Saskatchewan Legislative Assembly which received Royal assent on April 3, 1907;
- B. Pursuant to Articles of Continuance registered on •, REAL was continued under *The Non-Profit Corporations Act, 1995* (Saskatchewan) (the “**Non-Profit Act**”);
- C. The City of Regina (the “**City**”) is the owner of all of the issued Class A voting memberships of REAL;
- D. In very general terms, REAL is to provide, operate and maintain multi-purpose facilities for events and activities (including sports and other entertainment) and promote agricultural industries and services;
- E. The City, as the sole voting member of REAL, wishes to set out its expectations, establish certain operating principles and set out the requirements to be met by REAL; and
- F. It is the intention of the City that this Agreement shall constitute a unanimous members agreement with respect to REAL in accordance with section 136 of the Non- Profit Act.

**NOW THEREFORE THIS DIRECTION WITNESSES** that in consideration of the respective covenants and agreements of the parties contained herein, the sum of one dollar (\$1.00) now paid by the City to REAL, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by REAL), it is agreed as follows:

#### ARTICLE ONE – DEFINITIONS AND INTERPRETATION

1.1 **Definitions.** In this Agreement, unless something in the subject matter or context is inconsistent therewith:

- (a) “**Annual Report**” means REAL’s annual report to its voting member, the City, as more particularly described in section 6.2;

- A.2 -

- (b) “**Applicable Laws**” collectively means any statute, regulation, code, regulatory policy or order of any Governmental Authority, including all applicable by-laws;
- (c) “**Auditor**” means the external auditor of REAL;
- (d) “**Board of Directors**” means the board of directors of REAL as may be appointed from time to time;
- (e) “**City**” means the City of Regina;
- (f) “**Committee Nominees**” has the meaning ascribed in section 4.2(a) of this Agreement;
- (g) “**Conflict of Interest**” includes any situation or circumstance where a member of the Board of Directors or a Committee Nominee has other commitments, relationships or financial interests in relation to the City or REAL that:
  - (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of the their independent judgment; or
  - (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of their obligations and duties on the Board of Directors.
- (h) “**Council**” means the Council of the City of Regina;
- (i) “**Council Designate**” has the meaning ascribed in section 4.2(b) of this Agreement;
- (j) “**Governmental Authority**” means a federal, provincial or municipal government, or any entity, person, court or other body or organization exercising one or more executive, legislative, judicial or regulatory functions;
- (k) “**Ministry of Agriculture Designate**” has the meaning ascribed in section 4.2(c) of this Agreement;
- (l) “**Non-Profit Act**” has the meaning ascribed in recital B of this Agreement;
- (m) “**Party Representative**” has the meaning ascribed in section 8.1 of this Agreement; and
- (n) “**REAL**” means The Regina Exhibition Association Limited.



1.2 **References.** For all purposes of this Agreement, except as otherwise expressly provided, or unless the context otherwise requires:

- (a) the headings are for convenience of reference and do not form a part of this Agreement nor are they intended to interpret, define or limit the scope, extent or intent of this Agreement or any of its provisions;
- (b) any reference to a currency is a reference to Canadian currency;
- (c) "in writing" or "written" includes printing and typewriting, which may be communicated by facsimile or other electronic means;
- (d) the word "including", when following any general statement, term or matter, is not to be construed to limit such general statement, term or matter to the specific items or matters set forth immediately following such word or to similar items or matters, whether or not non-limiting language (such as "without limitation" or "but not limited to" or words of similar import) is used with reference thereto, but rather is to be construed to refer to all other items or matters that could reasonably fall within the broadest possible scope of such general statement, term or matter;
- (e) any reference to a statute includes and is a reference to such statute and to the regulations made pursuant thereto, with all amendments made thereto and in force from time to time, and to any statute or regulation that may be passed which has the effect of supplementing or superseding such statute or such regulation; and
- (f) words importing the masculine gender include the feminine or neuter gender and words importing the feminine gender include the masculine or neuter gender and words in the singular include the plural, and words importing the neuter gender include the masculine or feminine gender and words in the plural include the singular.

1.3 **Invalidity of Provisions; Severability.** If any covenant, obligation or agreement of this Agreement, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such covenant, obligation or agreement to persons, or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each covenant, obligation and agreement of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

1.4 **Governing Law, Attornment.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the laws of Canada applicable therein and the parties hereto hereby irrevocably attorn to the jurisdiction of the courts of Saskatchewan.

## ARTICLE TWO – PURPOSE AND MANDATE

2.1 ***Purpose of Agreement.*** This Agreement:

- (a) sets out REAL's mandate, scope of responsibility and reporting requirements;
- (b) sets out the relationship and decision making structure between REAL and the City; and
- (c) constitutes, where applicable, a unanimous members agreement with respect to REAL in accordance with the Non-Profit Act.

2.2 ***Mandate of REAL.*** REAL will:

- (a) operate in the best interests of the community and enrich the quality of life for people in the community through the hosting and delivery of local, regional, national and international events;
- (b) develop, operate and maintain City and other facilities to provide world-class hospitality for trade, agri-business, sporting, entertainment and cultural events that bring innovation, enrichment and prosperity to the community; and
- (c) operate with an entrepreneurial spirit and to pursue expanded business ventures that could generate additional revenue

## ARTICLE THREE – RELATIONSHIP TO THE CITY

3.1 ***Not an Agent of the City.*** REAL shall operate separately and independently from the City and does not have the capacity to act as an agent of the City unless the City provides express written permission to REAL to do so.

3.2 ***REAL employees are not City employees.*** As a separate legal entity from the City, REAL staff are not employees of the City and REAL shall be free to manage its own workforce and negotiate and manage its collective agreements as may be required to operate in accordance with this Agreement.

## ARTICLE FOUR – BOARD OF DIRECTORS

4.1 ***Independent Board of Directors.*** Subject to the provisions of this Agreement, the business and affairs of REAL shall be managed by the Board of Directors which shall at all times act independently of the City with the full authority to make strategic business decisions.

4.2 ***Size and Make-Up of Board of Directors.*** The Board of Directors shall consist of a minimum size of nine (9) and a maximum size of fifteen (15) and shall be constituted as follows:

- (a) Seven (7) to Thirteen (13) voting directors as nominated by REAL's Governance and Nominating Committee (the "**Committee Nominees**");
- (b) One (1) non-voting director appointment nominated by The Minister of Agriculture (the "**Minister of Agriculture Designate**"); and
- (c) One (1) non-voting director appointment nominated by Council (the "**Council Designate**").

4.3 ***Board of Director Appointment Process.*** The Board of Directors shall be appointed as follows:

- (a) At each annual meeting of REAL, REAL's Governance and Nominating Committee shall propose a slate of Committee Nominees to Council equal to the number of positions that will be coming vacant on the Board of Directors.
- (b) Council shall consider the slate of Committee Nominees provided by the Governance and Nominating Committee pursuant to section 4.3(a) herein and may appoint the slate of Committee Nominees to the Board of Directors or to direct the Governance and Nominating Committee put forward and alternative slate of Committee Nominees.
- (c) In the event that Council directs the Governance and Nominating Committee to put forward an alternative slate of Committee Nominees pursuant to section 4.3(b) herein, the Governance and Nominating Committee shall repeat the process set forth in sections 4.3(a) and 4.3(b) until Council has appointed a slate of Committee Nominees to the Board of Directors.
- (d) At each annual meeting where the Minister of Agriculture Designate's position on the Board will be coming vacant, the Minister of Agriculture may advise Council of the Minister of Agriculture Designate and Council shall appoint the Minister of Agriculture Designate to the Board of Directors.
- (e) At each annual meeting where the Council Designates' position on the Board will be coming vacant, Council may appoint the City Manager or other designate to the Board of Directors.

4.4 ***Term.*** All directors, save and except for the inaugural directors appointed pursuant to section 4.5 of this Agreement, shall hold office for a term of three (3) years.

4.5 ***Inaugural Board of Directors.*** At the first annual meeting after the effective date of this Agreement, Council shall appoint an inaugural Board of Directors to ensure consistency and in order to establish staggered terms, as follows:

(a) The Minister of Agriculture Designate, who shall be elected to hold office for a term of three (3) years;

(b) The Council Designate, who shall be elected to hold office for a term of three (3) years;

(c) Twelve (12) individuals named from the previous Board of Directors of REAL existing as of the date of this Agreement, who shall each be elected to hold office for terms as follows:

- (i) Four (4) individuals for a term of three (3) years;
- (ii) Four (4) individuals for a term of two (2) years; and
- (iii) Four (4) individuals for a term of one (1) year.

4.6 ***Maximum Term.*** Save and except for the Minister of Agriculture Nominee and the Council Nominee, all directors may be re-elected for a maximum term of up to nine (9) consecutive years, after which they must vacate their office for at least one (1) year.

4.7 ***Removal of Directors from Office***

(a) A director may be removed from office at any time by notice in writing given by the City, effective the day such notice is delivered to the director.

(b) The office of any director shall be automatically vacated if:

(i) the director has resigned his or her office by delivery of a written resignation to the Chairperson;

(ii) in the opinion of the City and REAL, the director has not complied with the Conflict of Interest provisions of section 4.9 of this Agreement;

(iii) the director is absent from three (3) consecutive Board of Director meetings without the approval of the Board of Directors as recorded in the minutes of the meetings;

(iv) the director is found by a court to be of unsound mind;

(v) the director becomes bankrupt;

(vi) the director is convicted of a criminal offence; or

(vii) the director dies.

4.8 ***Board of Director Vacancy.*** If a director ceases to be a director, the Board of Directors immediately shall so advise the City Manager, and request the City, as the sole voting member, appoint another director pursuant to the process outlined in section 4.3 of this Agreement.

4.9 ***Conflict of Interest.*** All Directors shall avoid and refrain from involvement in situations that create a Conflict of Interest or are likely to create a perception of Conflict of Interest. In order to ensure that Conflicts of Interest are identified, directors shall:

(a) fully disclose the circumstances of a potential Conflict of Interest to REAL as set out in REAL's conflict of interest policy and request that REAL provide an interpretation as to whether the relationship or association will be likely to create a Conflict of Interest or a perception of Conflict of Interest; and

(b) if REAL is concerned that the City could arrive at a different conclusion in relation to whether or not a matter is a Conflict of Interest, REAL shall fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an interpretation as to whether the relationship or association will be likely to create a Conflict of Interest or a perception of Conflict of Interest.

4.10 ***Board of Director Committees.*** The Board of Directors may appoint committees for any purpose and delegate decision making to those committees. All committee members will hold their offices at the will of the Board of Directors. The directors shall determine the duties and powers of such committees and may, by resolution, delegate duties to them as permitted by Applicable Laws.

## ARTICLE FIVE – DECISION MAKING

5.1 ***Independent Operations.*** Subject to the items specified in section 5.2 of this Agreement, the business and affairs of REAL shall be exclusively managed by the Board of Directors which shall at all times act independently of the City with the full authority to make strategic business decisions.

5.2 ***Matters for City Approval.*** REAL shall not take any of the following actions without the prior approval of the City:

- (a) the merger, amalgamation, continuance, reorganization or consolidation of REAL or the approval of any plan of arrangement, whether statutory or otherwise;
- (b) the taking or instituting of proceedings for the winding-up, re-organization or dissolution of REAL;
- (c) the issuance of any memberships in the capital of REAL or any securities, rights, warrants or options convertible into or exchangeable for or carrying the right to subscribe for memberships in the capital of REAL;

- (d) the conversion, reclassification, subdivision, consolidation, exchange, redesignation or any other change to any of the memberships in the capital of REAL;
- (e) the redemption or purchase by REAL of its issued memberships or securities convertible into memberships or cancellation of the subscription rights in respect of its shares or securities convertible into its memberships;
- (f) the borrowing of money or the issuing any debt obligation unless provided for in the annual budget approved for such fiscal year or amending, varying or altering the terms of any debt obligation;
- (g) seeking financial support or any changes to legislation or regulation from any Governmental Authority other than the City;
- (h) making representations, warranties or promises of any financial incentives or similar inducements that are binding on the City;
- (i) the appointment or any change in the Auditor;
- (j) any change in the fiscal year end of REAL;
- (k) any change in the accounting principles applied by REAL in the preparation of its Financial Statements;
- (l) making or hold investments outside of Canada;
- (m) any material change in the business of REAL;
- (n) amending, or repealing any of REAL's by-laws;
- (o) the sale, lease, exchange or other disposition of all or substantially all of the assets or undertaking of REAL; and
- (p) any transaction or series of related transactions that are outside of the normal course of business of REAL and involve an expenditure of an amount exceeding \$500,000.00, unless such transaction or series of related transactions have been approved in the annual budget for such fiscal year.

5.3 ***Decisions of City.*** Where City approval is required pursuant to section 5.2 of this Agreement, the chairperson of the Board of Directors shall make a written request to Council which includes all information necessary for Council to make an informed decision. All requests

pursuant to this section 5.3 shall include all supporting information and shall be provided to the City Manager, who shall bring the matter forward to Executive Committee for consideration.

## **ARTICLE SIX –REPORTING REQUIREMENTS**

6.1 ***Quarterly Reports.*** Within forty-five (45) days after the end of each fiscal quarter, the Board of Directors shall prepare a quarterly report (on a consistent basis with the previous fiscal quarter) which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward to Executive Committee as an information item for Council. The quarterly report will include, in respect of the immediately preceding fiscal quarter:

- (a) quarterly unaudited Financial Statements;
- (b) explanations, notes and information as is required to explain and account for any variances between the actual results from operations and the budgeted amounts previously approved, including any material variances in the projected ability of any business activity to meet or continue to meet REAL's objectives; and
- (c) information that is likely to materially affect the City.

6.2 ***Annual Report and Annual Membership Meeting.***

(a) Within ninety (90) days after the end of each fiscal year, the Board of Directors shall prepare an annual report which shall be submitted by the corporate secretary of the Board of Directors to the City Manager, who shall bring the matter forward to Executive Committee for Council approval. The Annual Report shall contain the following items:

- (i) any revisions to long term strategic plans or capital asset plans;
- (ii) an operating and capital budget for the next fiscal year and an operating and capital budget projection for subsequent fiscal years contemplated in the current strategic or capital asset plans;
- (iii) pro forma audited financial statements prepared in accordance with generally accepted accounting principles; and
- (iv) accomplishments during the fiscal year along with explanations, notes and information as is required to explain and account for any variances between the actual results and the strategic plans or capital asset plans.

(b) In conjunction with the Annual Report, REAL shall conduct its annual general meeting which will:

- (i) elect the Board of Directors;

- (ii) appoint the Auditor;
- (iii) approve the financial statements; and
- (iv) consider any other resolutions that may be brought forward.

6.3 ***Access to Records.*** Duly appointed representatives of the City (as may be approved by Council from time to time) shall have unrestricted access to REAL's books and records during normal business hours. Such representatives shall treat all information of REAL with the same level of care and confidentiality as any confidential information of the City.

6.4 ***Accounting.*** REAL shall keep detailed records of its transactions and, in consultation with the Auditor, adopt and use the accounting principles, policies and procedures which may be approved by the Board of Directors from time to time. All such principles, policies and procedures shall be in accordance with Applicable Laws.

## ARTICLE SEVEN - AMENDMENTS

7.1 ***Amendments.*** The City, in its sole discretion, may amend this Agreement from time to time. The City will provide a written amendment or the amended Agreement, as the case may be, to the Board of Directors. The amendment will come into effect on a date specified by the City.

## ARTICLE EIGHT – DISPUTE RESOLUTION

8.1 ***Initial Dispute Resolution.*** In the event of a dispute in relation to this Agreement, representatives from each party (each, a “**Party Representative**” and, collectively, the “**Party Representatives**”) shall promptly and diligently make all reasonable bona fide efforts to resolve the dispute. Each Party Representative shall provide to the other, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents (except such documentation that is subject to legal privilege) as may be required or reasonably requested by the other Party Representative to facilitate the resolution of the dispute.

8.2 ***Amicable Resolution by Senior Executives.*** If a dispute is not resolved by the Party Representatives within 10 Business Days, the dispute will then be referred to the City Manager and the Chair of REAL's Board of Directors for final resolution. Once a dispute is referred to them, the City Manager and Chair of the Board of Directors shall promptly and diligently make all reasonable bona fide efforts to resolve the dispute. Each party shall provide to the other, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents (except such documentation that is subject to legal privilege) as may be required or reasonably requested by the other to facilitate the resolution of the dispute.



**ARTICLE NINE - GENERAL**

9.1 **Notices.** All notices, requests, demands or other communications (collectively, “**Notices**”) by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or by registered mail, postage prepaid, or by facsimile transmission to such other party as follows:

**To REAL:**

The Regina Exhibition Association Ltd  
P.O. Box 167  
Regina, SK S4P 2Z6  
Attention: Chair, Board of Directors

**To the City:**

City of Regina  
14<sup>th</sup> Floor, 2476 Victoria Avenue,  
P.O. Box 1790  
Regina, SK S4P 3C8  
Attention: City Manager

or at such other address as may be given by such person to the other parties hereto in writing from time to time. All Notices shall be deemed to have been received when delivered or transmitted, or, if mailed, 48 hours after 12:01 a.m. on the day following the day of the mailing thereof. If any Notice shall have been mailed and if regular mail service shall be interrupted by strikes or other irregularities, such Notice shall be deemed to have been received 48 hours after 12:01 a.m. on the day following the resumption of normal mail service, provided that during the period that regular mail service shall be interrupted all Notices shall be given by personal delivery or by facsimile transmission.

9.2 **Additional Documents.** The parties shall sign such further and other documents, cause such meetings to be held, resolutions passed and by-laws enacted, exercise their vote and influence, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

9.3 **Time of the Essence.** Time shall be of the essence of this Agreement and of every part hereof and no extension or variation of this Agreement shall operate as a waiver of this provision.

9.4 **Entire Agreement.** This Agreement constitutes the entire direction given by the City to REAL and its execution has not been induced by, nor do any of the parties rely upon or regard as material, any representation or writings whatsoever not incorporated herein and made a part hereof and may not be amended or modified in any respect except by written instrument signed by the parties hereto.

9.5 ***Enurement.*** This Agreement shall enure to the benefit of and be binding upon the parties and their respective heirs, executors, administrators, successors, legal representatives and permitted assigns.

9.6 ***Transmission by Facsimile.*** This Agreement may be transmitted by facsimile or such similar device and that the reproduction of signatures by facsimile or such similar device will be treated as binding as if originals and copy of the Agreement bearing original signatures will be provided forthwith upon demand.

**IN WITNESS WHEREOF** the City of Regina has executed this Unanimous Member's Agreement as of this \_ day of \_\_\_\_\_ 2013.

**CITY OF REGINA**

Per: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: 2014 Meeting Dates for City Council and Executive Committee

---

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 13, 2013**

1. That the following City Council meeting dates for the year 2014 be approved:

January 27	July 21
February 24	August 18
March 24	September 22
April 14	October 14 (Tuesday)
May 5 and 26	November 3 and 24
June 23	December 15

2. That the following Executive Committee meeting dates for the year 2014 be approved:

January 15	July 9
February 12	August 6
March 12	September 10
April 2 and 23	October 1 and 22
May 14	November 12
June 11	December 3

3. That an additional report be provided on best practices of other jurisdictions, including Saskatoon, to investigate the opportunity to provide members of Council with a summer break.

*EXECUTIVE COMMITTEE – NOVEMBER 13, 2013*

The Committee adopted a resolution to concur in the recommendation contained in the report after adding a recommendation #3 to read as follows:

3. That an additional report be provided on best practices of other jurisdictions, including Saskatoon, to investigate the opportunity to provide members of Council with a summer break.

Mayor Michael Fougere, Councillors: Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Mike O'Donnell and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 13, 2013, considered the following report from the City Clerk:

### RECOMMENDATION

1. That the following City Council meeting dates for the year 2014 be approved:

January 27	July 21
February 24	August 18
March 24	September 22
April 14	October 14 (Tuesday)
May 5 and 26	November 3 and 24
June 23	December 15

2. That the following Executive Committee meeting dates for the year 2014 be approved:

January 15	July 9
February 12	August 6
March 12	September 10
April 2 and 23	October 1 and 22
May 14	November 12
June 11	December 3

### CONCLUSION

*The Procedure Bylaw, 9004* provides for the adoption prior to year end of a City Council and Executive Committee meeting schedule for the upcoming year. The approved schedule is then submitted to all committees at December or January meetings. After all committees have confirmed their regular meeting dates for the new year, a comprehensive City Council and committee meeting schedule will be prepared for the information of interested parties.

### BACKGROUND

Section 5(1) of *The Procedure Bylaw, 9004* reads as follows:

“Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:30 in the evening and on each second week thereafter, but may be altered in accordance with a meeting schedule approved by City Council by the last Council meeting in December of each year.”

### DISCUSSION

*The Procedure Bylaw, 9004* requires regular meetings of City Council to be held at 5:30 p.m. on the fourth Monday of January each year and every second week thereafter, with meetings to be held on Tuesday when there is a conflict with a statutory or paid holiday. Provision is made for City Council, prior to the end of December, to alter the meeting dates for the upcoming year. Executive Committee meetings have traditionally been held on the Wednesday prior to the scheduled City Council meeting at 11:45 a.m.; however, it is recommended they be scheduled one week earlier to allow adequate time to forward reports to City Council.

Meetings have also traditionally been scheduled to avoid conflict with either the Saskatchewan Urban Municipalities Association (SUMA) Conference or the Federation of Canadian Municipalities (FCM) Conferences.

It is proposed that the 2014 meeting schedule be arranged as noted above. For those months with only one meeting scheduled, the meetings should be arranged with the following considerations:

- in the latter part of each month to accommodate reports from all committees
- not more than four weeks apart to avoid delays in consideration of items
- not less than four weeks apart to accommodate the requirements for zoning bylaw advertisements.

Using the above as a guideline, City Council meetings are proposed for the following dates:

January 27	July 21
February 24	August 18
March 24	September 22
April 14	October 14 (Tuesday)
May 5 and 26	November 3 and 24
June 23	December 15

Using the proposed Council meetings as the base, the Executive Committee meeting schedule for 2014 would be as follows:

January 15	July 9
February 12	August 6
March 12	September 10
April 2 and 23	October 1 and 22
May 14	November 12
June 11	December 3

In accordance with the provisions of *The Procedure Bylaw, 9004*, other committees of Council will meet as soon as possible after they have been appointed to elect a Chairperson, a Vice-Chairperson and decide the day and time for holding regular meetings. To facilitate the determination of regular meeting dates, reports are submitted to these committees at either their December 2013 or January 2014 meetings, requesting that their meeting schedules be set for 2014. After all committees have met and determined their meeting dates and times, a schedule of City Council and committee meetings will be prepared for circulation to the Administration and other interested parties.

The attached calendar summarizes the proposed 2014 meeting schedule for City Council and the Executive Committee.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

COMMUNICATIONS

Once approved, the schedule will be posted on the City Website and on the main floor of City Hall. Copies will be circulated to the Administration and other interested parties, and a weekly schedule will be published on the City Page in the Leader Post.

DELEGATED AUTHORITY

This report requires the approval of City Council.

Respectfully submitted,

EXECUTIVE COMMITTEE



---

Joni Swidnicki, Secretary

# 2014 COUNCIL AND COMMITTEE MEETINGS

JANUARY						
S	M	T	W	T	F	S
			♦ 1	2	3	4
5	6	7	8	9	10	11
12	13	14	EX 15	16	17	18
19	20	21	22	23	24	25
26	C 27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
SUMA Feb 2-5						1
2	3	4	5	6	7	8
9	10	11	EX 12	13	14	15
16	♦ 17	18	19	20	21	22
23	C 24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	EX 12	13	14	15
16	17	18	19	20	21	22
23/30	C 24/31	25	26	27	28	29

APRIL						
S	M	T	W	T	F	S
		1	EX 2	3	4	5
6	7	8	9	10	11	12
13	C 14	15	16	17	♦ 18	19
20	♦ 21	22	EX 23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
FCM May 30 - June 2				1	2	3
4	C 5	6	7	8	9	10
11	12	13	EX 14	15	16	17
18	♦ 19	20	21	22	23	24
25	C 26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	EX 11	12	13	14
15	16	17	18	19	20	21
22	C 23	24	25	26	27	28
29	30	FCM May 30 - June 2				

## MONDAY

♦ Holiday

- C City Council (5:30 p.m.)
- C P A C Crime Prevention Advisory Committee (12:15 p.m.)
- M H A C Municipal Heritage Advisory Committee (12:15 p.m.)
- R A B Regina Appeal Board (5:30 p.m.)

## TUESDAY

- D A B Development Appeals Board (5:30 p.m.)
- F A Finance & Administration Committee (4:00 p.m.)
- C S A C Community Services Advisory Committee (5:30 p.m.)
- Y A C Youth Advisory Committee (5:30 p.m.)

## WEDNESDAY

- B P C Board of Police Commissioners (9:00 a.m.)
- E X Executive Committee (11:45 a.m.)
- C P S Community and Protective Services Committee (4:00 p.m.)
- R P C Regina Planning Commission (4:00 p.m.)
- A C C Accessibility Advisory Committee (5:30 p.m.)

## THURSDAY

- A A C Arts Advisory Committee (5:30 p.m.)
- P W Public Works Committee (4:00 p.m.)
- E A C Environment Advisory Committee (5:30 p.m.)

FOR FURTHER INFORMATION  
CONTACT THE CITY CLERKS  
OFFICE AT 306-777-7262

CITY CLERKS PURPOSES ONLY  
NOT AN OFFICIAL CITY  
CALENDAR

# 2014 COUNCIL AND COMMITTEE MEETINGS

## JULY

S	M	T	W	T	F	S
		♦ 1	2	3	4	5
6	7	8	EX 9	10	11	12
13	14	15	16	17	18	19
20	C 21	22	23	24	25	26
27	28	29	30	31		

## AUGUST

S	M	T	W	T	F	S
					1	2
3	♦ 4	5	EX 6	7	8	9
10	11	12	13	14	15	16
17	C 18	19	20	21	22	23
24/31	25	26	27	28	29	30

## SEPTEMBER

S	M	T	W	T	F	S
	♦ 1	2	3	4	5	6
7	8	9	EX 10	11	12	13
14	15	16	17	18	19	20
21	C 22	23	24	25	26	27
28	29	30				

## OCTOBER

S	M	T	W	T	F	S
			EX 1	2	3	4
5	6	7	8	9	10	11
12	♦ 13	C 14	15	16	17	18
19	20	21	EX 22	23	24	25
26	27	28	29	30	31	

## NOVEMBER

S	M	T	W	T	F	S
						1
2	C 3	4	5	6	7	8
9	10	♦ 11	EX 12	13	14	15
16	17	18	19	20	21	22
23/30	C 24	25	26	27	28	29

## DECEMBER

S	M	T	W	T	F	S
	1	2	EX 3	4	5	6
7	8	9	10	11	12	13
14	C 15	16	17	18	19	20
21	22	23	24	♦ 25	♦ 26	27
28	29	30	31			

### MONDAY

♦ Holiday

- C City Council (5:30 p.m.)
- C P A C Crime Prevention Advisory Committee (12:15 p.m.)
- M H A C Municipal Heritage Advisory Committee (12:15 p.m.)
- R A B Regina Appeal Board (5:30 p.m.)

### TUESDAY

- D A B Development Appeals Board (5:30 p.m.)
- F A Finance & Administration Committee (4:00 p.m.)
- C S A C Community Services Advisory Committee (5:30 p.m.)
- Y A C Youth Advisory Committee (5:30 p.m.)

### WEDNESDAY

- B P C Board of Police Commissioners (9:00 a.m.)
- E X Executive Committee (11:45 a.m.)
- C P S Community and Protective Services Committee (4:00 p.m.)
- R P C Regina Planning Commission (4:00 p.m.)
- A C C Accessibility Advisory Committee (5:30 p.m.)

### THURSDAY

- A A C Arts Advisory Committee (5:30 p.m.)
- P W Public Works Committee (4:00 p.m.)
- E A C Environment Advisory Committee (5:30 p.m.)

FOR FURTHER INFORMATION  
CONTACT THE CITY CLERKS  
OFFICE AT 306-777-7262

CITY CLERKS PURPOSES ONLY  
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CALENDAR



November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: 2014 Elected Official Committee Appointments

---

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE  
- NOVEMBER 13, 2013**

1. That City Council approve the elected member appointments to the committees summarized in Appendix A.
2. That all appointments be made effective January 1, 2014 with terms of office to December 31, 2014 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.

*EXECUTIVE COMMITTEE – NOVEMBER 13, 2013*

The Committee adopted a resolution to concur in the recommendation contained in the report after amending Appendix A as follows:

- Tabling the appointment to the Arts Advisory Committee pending further review
- Removing Councillor Hawkins' name from The Canadian Capital Cities Organization and the Saskatchewan Urban Municipalities Association, Board of Directors
- Adding Councillor Hawkins' name to the Finance and Administration Committee and the Public Works Committee
- Adding Councillor Young's name to the Regina Appeal Board; and
- Indicating that membership on the Regina Planning Commission shall be Councillors: Jerry Flegel, Mike O'Donnell and Barbara Young

Recommendation #5 does not require City Council approval.

Mayor Michael Fougere, Councillors: Sharron Bryce, Bryon Burnett, John Findura, Jerry Flegel, Shawn Fraser, Bob Hawkins, Mike O'Donnell and Barbara Young were present during consideration of this report by the Executive Committee.

The Executive Committee, at its meeting held on November 13, 2013, considered the following report from the City Clerk:

### RECOMMENDATION

1. That City Council approve the elected member appointments to the committees summarized in Appendix A.
2. That all appointments be made effective January 1, 2014 with terms of office to December 31, 2014 unless otherwise noted.
3. That members appointed continue to hold office for the term indicated or until their successors are appointed.
4. That this report be forwarded to the November 25, 2013 City Council meeting.

### CONCLUSION

The appointment of elected members to committees should be determined by reviewing the attached list item by item. All recommendations will be forwarded to City Council for approval.

### BACKGROUND

Elected official appointments are required annually to fill vacancies on various committees. The purpose of this report is to facilitate appointments required for 2014.

### DISCUSSION

To facilitate the appointment process for 2014, a survey was circulated to all members to advise of the elected member vacancies and to acquire information on individuals interested in the vacancies. The attached list summarizes the committees to which appointments are required and the responses received from members. The list is based on the committee structure as at November 1, 2013.

The Committee should review the 2014 vacancies for elected members on the attached list (Appendix "A") and make a recommendation to City Council on appointments to fill the vacancies. Unless otherwise stated, the term of office will be until December 31, 2014. Should there be committees with more interest than the number of vacancies, Executive Committee will need to select members for these committees by secret ballot.

Members of Council are required to serve as non-voting liaisons on the advisory committees.

Attached as Appendix "B" is a summary of 2013 elected official attendance at committee meetings that was available at the time of writing this report. Should additional information be received after consideration of this report, the attendance will be updated for the final report that Council considers. This information is provided as directed by resolution of City Council on November 24, 2003 which read as follows:

"That the City Clerk be instructed to include information on the attendance of members of Council at committee meetings when bringing forward future reports to Executive Committee on Elected Official Committee Appointments."

The following additional elected member appointments will be addressed in separate reports to the committee(s) noted:

1. Community and Protective Services Committee

City Council resolved in 2012, that the chair of this committee will also sit on the Community Services Advisory Committee as the Council liaison. A report will be forwarded to the Community and Protective Services Committee in January to facilitate this appointment.

2. Finance and Administration Committee

The Finance and Administration Committee has been delegated authority to confirm the appointment of a member of the Committee to the following committees:

- Civic Employees' Long Term Disability Plan Administrative Board
- Civic Employees' Superannuation and Benefit Plan Administrative Board
- CUPE Local 21 Casual Employees' and Elected Official's Pension Plan Administrative Board

A report will be forwarded to the Finance and Administration Committee to address these appointments.

RECOMMENDATION IMPLICATIONS

**Financial Implications**

None with respect to the recommendations of this report.

**Environmental Implications**

None with respect to the recommendations of this report.

**Strategic Implications**

Elected Official participation in various boards, committees and commissions is required to facilitate the decision making process of the City.

**Accessibility Implications**

None with respect to the recommendations of this report.

**Other Implications**

Section 65(c) of *The Cities Act* requires elected officials to participate in council committee meetings and meetings of other bodies to which they are appointed by Council.

COMMUNICATION PLAN

After the appointments are approved by City Council, a list of committee members will be communicated to all departments, and other interested parties.

DELEGATED AUTHORITY

City Council approval is required to appoint elected officials to various boards, committees and commissions.

Respectfully submitted,

EXECUTIVE COMMITTEE

A handwritten signature in cursive script, appearing to read "J. Swidnicki".

---

Joni Swidnicki, Secretary

<p style="text-align: center;"><b>2014</b></p> <p style="text-align: center;"><b>CITY COUNCIL APPOINTMENT OF BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p style="text-align: center;"><b>COUNCILLORS' CHOICES</b></p>						
<b>BOARD, COMMISSION OR COMMITTEE</b>	<b>2013 MEMBERS</b>	<b>NUMBER OF VACANCIES</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM EXPIRES</b>	<b>OTHER INFORMATION</b>	<b>RECOMMENDED APPOINTMENTS</b>
Accessibility Advisory Committee	Councillor Findura	1	1 year	Dec. 2014	Member of Council is a non-voting liaison member	Councillor Findura
Arts Advisory Committee	Councillor Hawkins	1	1 year	Dec. 2014	Member of Council is a non-voting liaison member	Tabled
Board of Police Commissioners	Councillor Hincks Councillor Murray	2	1 year	Dec. 2014 Dec. 2014		Councillor Hincks Councillor Murray
Canadian Capital Cities Organization	Mayor Fougere Councillor Flegel	1	1 year 1 year	Dec. 2014 Dec. 2014	Mayor has traditionally been a member of this organization. Meetings are generally held by conference call.	Mayor Fougere Councillor Flegel
Canadian Western Agribition Association, Board of Directors	Councillor Burnett	1	1 year	Dec. 2014		Councillor Burnett
Community Leaders' Advisory Committee	Mayor Fougere Councillor O'Donnell	1	Ongoing 1 year	Dec. 2014		Mayor Fougere Councillor O'Donnell
Community and Protective Services Committee	Councillor Findura Councillor Flegel Councillor Fraser Councillor O'Donnell Councillor Young	5	1 year	Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014		Councillor Findura Councillor Flegel Councillor Fraser Councillor Hawkins Councillor O'Donnell
Community Services Advisory Committee	Councillor Flegel	1	1 year	Dec. 2014	Member of Council is a non-voting liaison member.	TBD by Community and Protective Services Committee
Conexus Arts Centre, Board of Directors	Councillor Burnett	1	Determined by Provincial Order-in-Council			Councillor Burnett
Crime Prevention Advisory Committee	Mayor Fougere Councillor Fraser	Ongoing 1	1 year	Dec. 2014	Members of Council are non-voting liaison members.	Mayor Fougere Councillor Fraser
Emergency Measures Committee	Mayor Fougere Councillor Bryce Councillor Findura	2	Ongoing 1 year	Dec. 2014 Dec. 2014		Mayor Fougere Councillor Bryce Councillor Findura

<p style="text-align: center;"><b>2014</b></p> <p style="text-align: center;"><b>CITY COUNCIL APPOINTMENT OF BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p style="text-align: center;"><b>COUNCILLORS' CHOICES</b></p>						
<b>BOARD, COMMISSION OR COMMITTEE</b>	<b>2013 MEMBERS</b>	<b>NUMBER OF VACANCIES</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM EXPIRES</b>	<b>OTHER INFORMATION</b>	<b>RECOMMENDED APPOINTMENTS</b>
Environment Advisory Committee	Councillor Fraser	1	1 year	Dec. 2014	Members of Council are non-voting liaison members.	Councillor Fraser
Finance and Administration Committee	Councillor Burnett Councillor Fraser Councillor Hawkins Councillor Hincks Councillor Murray	5	1 year	Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014	*A member of this Committee is also a member of the Civic Employees' Long Term Disability Plan, Civic Employees' Superannuation & Benefit Plan, and CUPE Local 21 Casual Employees' & Elected Officials' Pension Plan Administrative Boards.	Councillor Burnett Councillor Fraser Councillor Hawkins Councillor Hincks Councillor Murray
Highway No. 39/6 Twinning Interim Board	Councillor Bryce	1	1 year	Dec. 2014	Appointee is authorized to claim any travel expenses associated with appointment to the Board in addition to annual travel allowance as a member of Council.	Councillor Bryce
MacKenzie Art Gallery Inc., Board of Trustees	Councillor Young	1	1 year	Dec. 2014		Councillor Young
Municipal Heritage Advisory Committee	Councillor Findura	1	1 year	Dec. 2014	Member of Council is a non-voting liaison member.	Councillor Findura
Public Works Committee	Councillor Bryce Councillor Findura Councillor Hawkins Councillor Hincks Councillor Young	5	1 year	Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014 Dec. 2014		Councillor Bryce Councillor Findura Councillor Hawkins Councillor Hincks Councillor Young
Regina Appeal Board	Councillor Hawkins Councillor Murray Councillor Young	3	1 year	Dec. 2014 Dec. 2014 Dec. 2014		Councillor Hawkins Councillor Murray Councillor Young
Regina Planning Commission	Councillor Flegel Councillor Fraser Councillor O'Donnell	3	1 year	Dec. 2014 Dec. 2014 Dec. 2014	The Chairperson of this Commission must be a member of City Council.	Councillor Flegel Councillor O'Donnell Councillor Young
Regina Public Library Board	Mayor Fougere Councillor Bryce	1	Ongoing 2 year	Dec. 2015		Mayor Fougere Councillor Bryce

<p style="text-align: center;"><b>2014</b></p> <p style="text-align: center;"><b>CITY COUNCIL APPOINTMENT OF BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p style="text-align: center;"><b>COUNCILLORS' CHOICES</b></p>						
<b>BOARD, COMMISSION OR COMMITTEE</b>	<b>2013 MEMBERS</b>	<b>NUMBER OF VACANCIES</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM EXPIRES</b>	<b>OTHER INFORMATION</b>	<b>RECOMMENDED APPOINTMENTS</b>
Regina Regional Opportunities Commission	Mayor Fougere		Ongoing			Mayor Fougere
Saskatchewan Urban Municipalities Association, Board of Directors	Councillor Murray Councillor O'Donnell	2	1 year	Jan. 2015 Jan. 2015	Appointments effective after the annual conference in February 2014.	Councillor Murray Councillor O'Donnell
School Boards/City Council Liaison Committee	Mayor Fougere Councillor O'Donnell Councillor Young	2	Ongoing 1 year	Dec. 2014 Dec. 2014		Mayor Fougere Councillor O'Donnell Councillor Young
Wascana Centre Authority	Mayor Fougere Councillor O'Donnell Councillor Young	2	Ongoing 1 year	Dec. 2014 Dec. 2014		Mayor Fougere Councillor O'Donnell Councillor Young
Youth Advisory Committee	Mayor Fougere Councillor Bryce	1	Ongoing 1 year	Dec. 2014	Member of Council is a non-voting liaison member.	Mayor Fougere Councillor Bryce

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Appendix "B"

<p><b>2013</b></p> <p><b>CITY COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p><b>MEMBER ATTENDANCE</b></p>		
<b>MEMBER</b>	<b>BOARD, COMMISSIONS AND COMMITTEES</b>	<b>ATTENDANCE</b>
Councillor Bryce	Emergency Measures Committee Executive Committee Highway No. 39/6 Twinning Interim Board Public Works Committee Regina Public Library Board Youth Advisory Committee	1/1 18/23  6/7 7/10 4/6
Councillor Burnett	Canadian Western Agribition, Board of Directors Executive Committee Finance and Administration Committee Regina Downtown Business Improvement District	 21/23 12/12 4/6
Councillor Findura	Accessibility Advisory Committee Community and Protective Services Committee Emergency Measures Committee Executive Committee Municipal Heritage Advisory Committee Public Works Committee	8/9 6/9 1/1 23/23 5/5 7/7
Councillor Flegel	Canadian Capital Cities Organization Community and Protective Services Committee Community Services Advisory Committee Executive Committee Regina Planning Commission	 7/9 4/7 21/23 12/15



Appendix "B"

<p><b>2013</b></p> <p><b>CITY COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p><b>MEMBER ATTENDANCE</b></p>		
<b>MEMBER</b>	<b>BOARD, COMMISSIONS AND COMMITTEES</b>	<b>ATTENDANCE</b>
Councillor Fraser	Community and Protective Services Committee Crime Prevention Advisory Committee Environment Advisory Committee Executive Committee Finance and Administration Committee Regina Plains Museum Regina Planning Commission	7/9 0/2 6/8 20/23 11/12 15/15
Councillor Hawkins	Arts Advisory Committee Executive Committee Finance and Administration Committee Public Works Committee Regina Appeal Board	2/4 23/23 11/12 7/7 7/8
Councillor Hincks	Board of Police Commissioners Executive Committee Finance and Administration Committee Public Works Committee	7/13 16/23 5/12 3/7

## Appendix “B”

2013		
CITY COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES		
MEMBER ATTENDANCE		
MEMBER	BOARD, COMMISSIONS AND COMMITTEES	ATTENDANCE
Councillor Murray	Board of Police Commissioners Civic Employees' Long Term Disability Plan Administrative Board Civic Employees' Superannuation and Benefit Plan Administrative Board CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board Executive Committee Finance and Administration Committee Regina Appeal Board Regina's Warehouse Business Improvement District Board Saskatchewan Assessment Management Agency, City Advisory Committee Saskatchewan Urban Municipalities Association, Board of Directors	11/13      23/23 11/12 8/8 2/5
Councillor O'Donnell	Community and Protective Services Committee Community Leaders' Advisory Committee Executive Committee Saskatchewan Urban Municipalities Association, Board of Directors School Boards/City Council Liaison Committee Regina Planning Commission Wascana Centre Authority	6/9 0/2 21/23  2/2 15/15

Appendix “B”

<p><b>2013</b></p> <p><b>CITY COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES</b></p> <p><b>MEMBER ATTENDANCE</b></p>		
<b>MEMBER</b>	<b>BOARD, COMMISSIONS AND COMMITTEES</b>	<b>ATTENDANCE</b>
Councillor Young	Community and Protective Services Committee Executive Committee MacKenzie Art Gallery Inc., Board of Trustees Public Works Committee Regina Appeal Board School Boards/City Council Liaison Committee Wascana Centre Authority	7/9 21/23  5/7 8/8 2/2

**2013**

**CITY COUNCIL APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**

**CONTINUING MEMBERS**

<b>BOARD, COMMISSION OR COMMITTEE</b>	<b>2012 MEMBER</b>	<b>LENGTH OF TERM</b>	<b>TERM EXPIRES</b>
Regina Public Library Board	Councillor Bryce	2 years	Dec. 2013

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Business Transformation Program – HRMS Implementation Project

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**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE  
- NOVEMBER 5, 2013**

1. The Deputy City Manager & CFO be authorized to award and finalize the terms of an agreement with the successful proponent chosen from the request for proposals (Business Transformation - Human Resources Management System Implementation Partner RFP). This RFP will be issued to obtain consulting services relating to the implementation of the technology and processes for HR and Payroll services.
2. The City Clerk be authorized to execute the agreement awarded to the successful proponent as a result of the HRMS Implementation Partner RFP after review and approval by the City Solicitor.
3. Funding for the portion of the project required to implement the technology and processes that administer employee benefits to be sourced proportionately from the Group Benefits Reserves to a maximum of \$300,000.

*FINANCE AND ADMINISTRATION COMMITTEE – NOVEMBER 5, 2013*

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

Councillors: Bryon Burnett, Shawn Fraser, Bob Hawkins and Wade Murray were present during consideration of this report by the Finance and Administration Committee.

The Finance and Administration Committee, at its meeting held on November 5, 2013 considered the following report from the Administration:

**RECOMMENDATION**

1. The Deputy City Manager & CFO be authorized to award and finalize the terms of an agreement with the successful proponent chosen from the request for proposals (Business Transformation - Human Resources Management System Implementation Partner RFP). This RFP will be issued to obtain consulting services relating to the implementation of the technology and processes for HR and Payroll services.
2. The City Clerk be authorized to execute the agreement awarded to the successful proponent as a result of the HRMS Implementation Partner RFP after review and approval by the City Solicitor.

3. Funding for the portion of the project required to implement the technology and processes that administer employee benefits to be sourced proportionately from the Group Benefits Reserves to a maximum of \$300,000.

## CONCLUSION

In accordance with the City's Purchasing Policy (Regina Administration Bylaw #2003-69) and the City Purchasing Procedures Manual, Consulting and Professional Service Purchases for contracts of more than \$500,000 require Council approval. The purpose of this report is to seek that approval.

Approval of the recommendations in this report will give authority for the Deputy City Manager & CFO to initiate the HR project including the procurement of consulting services to support and deliver the implementation of an integrated HR and Payroll system (HRMS) including the transition from the City's current system.

Administering employee benefits is an approved use of Group Benefit Reserves funds in accordance with Schedule A of the Regina Administration Bylaw #2003-69.

## BACKGROUND

The City is undergoing a major business transformation in order to assist on delivering their goal of becoming "the best run municipality in Canada". The Business Transformation (BT) Program is broken down into four (4) transformation streams that include Human Resources Information Management, Procurement, Asset Financial Tracking and Executive Management Reporting.

The BT Program positively affects all business areas and administrative employees at the City by replacing varied business systems with an integrated system, Enterprise Resource Planning (ERP). In doing so, business and customer service throughout the City will become more effective and efficient; reducing duplicate work; and data input will become uniform and consistent throughout the City, creating a solid foundation. It also aligns people, process and technological initiatives while meeting the organization's values. Process efficiency examples include reduced paper-based procurement processes through improved workflow approvals; more strategic sourcing of procurement spending; reduced budget preparation time; improved HR and Payroll processes; and the decommissioning of standalone applications.

The first phase of the Business Transformation Program implemented the new version of Oracle Financial E-Business Suite, enabling workflows and self-service wherever possible. This initial phase, completed in 2012, was essential to build a stable foundation for the subsequent phases and system implementations. In 2013, the following projects were completed:

- Supply Chain Self Serve – provides City of Regina suppliers with on-line access to competitive bid documents through SaskTenders to shorten the competitive bid cycle time and align our approach with the rest of the industry.
- Requestor Self-Serve –eliminated the paper-based process and provides on-line access to perform inquiries of purchase orders, invoices and payments, initiate blanket order releases and authorize payment through the receipt creation form.
- Tangible Capital Assets (TCA) Register Conversion –This project converted TCA data from individual spreadsheet to the Oracle Assets module. This project improved data security and integrity and is a foundational piece before automating the asset management processes between the business areas in charge of assets and the corporate financial system.

Other projects currently underway aside from HRMS Implementation include:

- Corporate Payment System - This project will replace the unsupported and Windows 7 incompatible payment management system. This project will also introduce a formal corporate money handling policy that will be adopted by all employees handling cash or cash equivalents.

## DISCUSSION

The existing HR and Payroll technology has been in place at the City for 14 years. After the initial implementation, subsequent planned project phases were never implemented and historical data was not converted. Since then, minimal upgrades have been applied to the system, resulting in an aged system which is costly to maintain and support. Although the business has changed over the years, many of the configurations and system processes have not kept pace.

The key objectives of this Implementation Project are to:

- provide the City of Regina with increased efficiencies and seamless processing of information for the administration and management of human resource functions through an integrated corporate HR / Payroll system;
- provide an integrated solution within the City's Oracle e-Business Suite R-12 platform;
- provide the City with an integrated, flexible HR/Payroll system that will meet the current and future needs of a growing City, while ensuring data integrity and security; and
- position the City with the opportunity to implement in subsequent phases, future HR best practices such as Employee and Manager Self-Service, iRecruitment, Learning Management, etc.

In preparation for a new HR platform, the City recently completed work on Pre-Implementation Scoping and Planning project. The purpose of this work was to provide the City with a complete understanding of the scope of this project and the resources required so that a go forward plan could be developed, confirmed and approved. The City's business and functional requirements were confirmed as a part of this work and will be included in the RFP document.

A key recommendation resulting from the scoping and planning project was to implement the Oracle Advanced Benefits module at the same time as the core HRMS system. This approach will unify HR, benefits and payroll to provide complete information, streamline processing and enable the City to apply total compensation best practices for employees. Since the Oracle Advanced Benefits module is strictly used to administer employee benefits, it is reasonable to seek funding for this technology and process implementation, estimated at \$300,000, from the Benefits Reserve. The combined balance in the Group Benefit Reserves is \$7 million. As these reserves are subject to group benefit claim fluctuations, to protect the minimum balance requirements, the maximum available use of these reserves is \$5 million.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The costs for the services contemplated by the HRMS Implementation Partner RFP will be determined by the following factors: market demand for consulting services, expected project complexity, expected project length and overall estimated project cost. The Administration will select a proponent based on the criteria established within the HRMS Implementation Partner RFP.

The approved Business Transformation Program budget for 2013 is \$1.955 Million along with an additional \$1.16 Million from previous years provides \$3.11 Million in available funding. This funding is intended for all 2013 Business Transformation projects of which \$2.04 Million is scoped for the HRMS project. The HRMS budget includes the acquisition of consulting services for scoping and planning, the implementation in addition to hardware and software costs. The estimated value of the HRMS implementation partner consulting services is \$750,000.

Funds for this project are available in the General Capital Program. Funds for the Advance Benefits implementation are available in the Benefits reserve. The combined balance in the Group Benefit Reserves is \$7 million.

#### Environmental Implications

None with respect to this report.

#### Policy and/or Strategic Implications

The Business Transformation Program directly contributes with the following strategic direction 'Optimizing Resources through Innovation'.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report.

#### COMMUNICATIONS

Regular City of Regina procurement processes will be used to post and procure these professional services. Upon award of the contract to the successful proponent, communication and engagement plans will be developed to ensure proper coordination with other elements of the Business Transformation Program.

#### DELEGATED AUTHORITY

Contracts of more than \$500,000 require Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



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Ashley Thompson, Secretary



November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Downtown Residential Tax Incentives Policy – Revisions to the Current Policy

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**RECOMMENDATION OF THE MAYOR'S HOUSING COMMISSION  
– OCTOBER 24, 2013**

1. That the *Downtown Residential Tax Incentives Policy* be revised to cap tax incentives at \$7,500 per unit for ownership units.
2. That the updated *Downtown Residential Tax Incentives Policy* be approved as attached in Appendix A.
3. That the Deputy City Manager of Community Planning and Development, or his/her designate, be given the authority to administer the *Downtown Residential Tax Incentives Policy*.

*MAYOR'S HOUSING COMMISSION – OCTOBER 24, 2013*

The Commission adopted a resolution to concur in the recommendation contained in the report, after adding a recommendation #4 to read as follows:

4. That the Administration report back in six months with respect to the progress of the program's operations, including:
  - a. The number of new housing units constructed; and
  - b. The diversity of housing stimulated in the Downtown area.

Recommendation #4 does not require City Council approval

Mayor Michael Fougere; Councillors: Barbara Young and Bob Hawkins; and Commissioners: Robert Byers, Tim Gross and Malcolm Neill were present during consideration of this report by the Mayor's Housing Commission.

The Mayor's Housing Commission, at its meeting held on October 24, 2013, considered the following report from the Administration:

RECOMMENDATION

- 1) That the *Downtown Residential Tax Incentives Policy* be revised to cap tax incentives at \$7,500 per unit for ownership units.
- 2) That the updated *Downtown Residential Tax Incentives Policy* be approved as attached in Appendix A.

- 3) That the Deputy City Manager of Community Planning and Development, or his/her designate, be given the authority to administer the *Downtown Residential Tax Incentives Policy*.

## CONCLUSION

Revisions to the City's *Housing Incentives Policy* (HIP) were approved by Council on July 29, 2013. During the review of this policy Administration identified changes to the *Downtown Residential Tax Incentives Policy* (DRIP) to encourage development of downtown units while providing a limit to tax exemptions and to align with the application requirements of the HIP. This item was removed from the review of the HIP for further consideration by the Mayor's Housing Commission and subsequent recommendation to Council.

The revised DRIP is included in Appendix A. Based on research conducted on past ownership units in the downtown that have received tax incentives, Administration recommends that tax incentives under DRIP be capped at \$7,500 per unit for ownership units. Second, Administration recommends that the policy be revised to state that applications for DRIP must be made while construction is underway to align with the requirements of the HIP thereby prohibiting applicants from applying for incentives retroactively. Relaxation of this requirement would be at the discretion of the Deputy City Manager of Community Planning and Development. Finally, Administration recommends that the policy be revised so that projects approved under DRIP will not be considered for additional tax exemptions under other City incentives policies.

Administration would transition to this revised policy upon approval of the recommendations herein such that the revised policy is in place for 2014 to align with the transition to the new HIP.

## BACKGROUND

The City of Regina's tax incentive programs including the DRIP has been an effective means of stimulating the construction of both rental and ownership housing units in the downtown. Since 2006, DRIP has supported 221 units and provided approximately \$1 million in tax incentives. Under DRIP, tax incentives were offered at 100 per cent for a five-year term for all new units created in the downtown. These units were created from the conversion of non-residential buildings into residential suites. As such, these conversions have preserved existing buildings that might otherwise have suffered from low occupancy and disrepair, and have brought residents to the downtown where they can benefit from the many services, amenities and employment opportunities and be less auto-dependent, while also using existing infrastructure.

In the past few years, the City has started to see new residential construction in and around the downtown. Additional residents to downtown provide customers for local businesses in daytime, evening and weekend hours and support events in the downtown such as farmers' markets and other public activities while also increasing safety in the downtown with added pedestrian activity. Further, the Downtown Neighbourhood Plan (August 2009) and the growth plan for the City as defined by the final draft Official Community Plan identifies the need for increased residential growth to the downtown. The growth plan for the OCP estimates 5,000 new residents in downtown. The DRIP is a tool for continuing to encourage housing in the downtown to align with the City's policy objectives.

## DISCUSSION

The DRIP was created in 1997 to support residential development in the downtown by encouraging the conversion of existing buildings no longer used for commercial purposes and the construction of new residential development to increase the viability and population in the downtown. The policy was created separate from the City's HIP, which establishes tax exemptions for new residential properties in other areas of the City (see the map in Appendix B for program areas 1, 2 and 3). The DRIP along with the *Regina Housing Incentives Policy – Warehouse District* (RHIP) programs, areas 4 and 5 in the map in Appendix B were established to address the specific housing needs and unique challenges of these two neighbourhoods.

Throughout the City recent economic and population growth has created an unprecedented demand on housing with vacancies in the City at or below 1 per cent for 2008-2012. Redevelopment and infill development in many inner city neighbourhoods has occurred for both new ownership and rental units. For this reason, recent revisions to the HIP approved by Council on July 29, 2013 address the most pressing housing issues including the need for increased rental supply and the need for below market units due to the overall rise in housing prices.

For downtown residential development, Administration supports the continuation of incentives for new residential units to encourage development and investment in the downtown and to offer residences that are close to services, amenities and employment opportunities. Construction and land costs have made development of residential units downtown more costly per square foot than comparable units in newer neighbourhoods. Tax incentives for residential units downtown therefore help to decrease the cost difference between units in the downtown and units in new neighbourhoods. In order to encourage ownership units in downtown Administration supports tax incentives for all new residential units. However, in order to create some equality between buyers of different unit types, Administration recommends a cap of \$7,500 per unit for tax exemptions for ownership units. The rationale for this cap is discussed below. Administration supports the continuation of five-year 100 per cent exemption for new rental units in the downtown.

### **Tax incentives calculation under three program options:**

Administration has worked with the Assessment, Taxation and Real Estate Branch to evaluate current tax incentives under the DRIP program. Using a sample of 26 units that have received tax exemptions in the downtown, Administration has calculated the exemptions for ownership units under three possible scenarios as detailed below.

#### *Current DRIP program*

The current DRIP program allows a five-year 100 per cent exemption on all new rental or ownership units including both new construction and the conversion of an existing non-residential building for residential use. Based on the 26 unit sample, Administration has calculated an average tax incentive of \$2,418 per unit annually based on 2013 levies or \$12,841 per unit for the five-year term accounting for increases in property tax over five years. However, due to different unit types, tax exemptions range from \$1,756 to \$3,492 per unit annually, or \$9,289 - \$18,474 per unit for the five-year term.

#### *Revised DRIP program as per the requirements for the Warehouse District*

In 2010, Administration revised the RHIP program from a cap of \$7,500 to a two-year exemption at 90 per cent and one year at 50 per cent. This was done in an effort to limit tax

exemptions to approximate the cap of \$7,500 while providing a simplified calculation for administration purposes.

Administration has evaluated the downtown policy using this model and has calculated that this approach would result in a range of exemptions for units in the downtown from \$4,039 per unit total for the smallest units analyzed to \$8,032 per unit total for the largest units. Administration does not recommend the approach used in the RHIP in the downtown as the gap in exemptions between units of different size is substantial.

*Revised DRIP program with a cap of \$7,500 per unit*

Based on the analysis completed by Administration a cap of \$7,500 per unit would serve to balance tax exemptions across unit types and size. By equalizing the exemptions with a cap, the tax incentives on the smaller units would receive approximately four to four-and-a-half years of 100% tax exemption whereas for the larger units, the exemption of \$7,500 would be reached in approximately two years. Under this model, the exemption for higher-end units would approximate the exemption for a similar unit in the Warehouse District under the RHIP program (\$8,032 total on average). Yet for smaller units (approximately 650-700 ft<sup>2</sup>), the incentive would provide an additional \$3,400 in incentives compared to the RHIP term and percentages, and would incentivize the purchase of smaller units in downtown, which often serve entry-level homebuyers. By providing tax exemptions equally to all new units, the revised policy limits the exemption on larger, more expensive units while providing an advantage to the purchaser of smaller, less expensive units.

**Downtown incentives eligibility criteria and application requirements**

To align with the requirements of the HIP, which provides tax incentives to other areas of the city outside of the downtown, Administration recommends that the DRIP be updated with the same application requirements. To align with HIP requirements, applications would be accepted while a project is under construction and exemptions would apply January 1 of the year following completion, and once occupancy permit has been confirmed. To protect rental units, units receiving DRIP would not be eligible for conversion to condominiums for the period of the exemption and would thereafter be subject to the requirements of the *Condominium Policy Bylaw*.

Administration also recommends that DRIP be revised to clarify that the projects may apply under a single tax incentives program and programs may not be stacked to increase or lengthen the tax exemption. This change would affect heritage properties, which have received both DRIP and heritage incentives. To date, eight out of twelve buildings exempted under DRIP have been stacked with an exemption provided under the *Municipal Incentive Policy for the Preservation of Heritage Properties* (MIPPHP). Exceptions to this would be at the discretion of the Deputy City Manager of Community Planning and Development.

A report regarding revisions to the MIPPHP is expected to come before Council in the fourth quarter of 2013 and will address separate tax incentives for heritage properties across the city. Heritage buildings would still be eligible for capital incentives for below market units throughout the city.

## **Capital incentives for below market units**

Previous to revisions of the HIP, downtown units have not been eligible for capital incentives that are available elsewhere in the City for below market units under HIP. Revisions to the HIP effective November 1, 2013 have expanded capital incentives for below market units to the downtown. With the higher cost of land and construction in downtown, affordable units are more difficult to achieve and the addition of capital incentives should encourage the development of below market units in the downtown where they may benefit from both tax and capital incentives.

## **Monitoring and reporting**

Administration will monitor and report on the effectiveness of the DRIP changes as part of its reporting on the HIP. Reports will be brought to the Mayor's Housing Commission and City Council on an annual basis.

## **RECOMMENDATION IMPLICATIONS**

### **Financial Implications**

Revisions to the DRIP are intended to cap tax exemptions on future downtown units, which under the current policy are eligible for five years of exemption at 100 per cent. Based on calculations of units in the downtown that have received exemptions, under the current tax rate, exemptions could amount upwards of \$15,000 over the course of the five-year term. By capping incentives at \$7,500 per unit, tax exemptions would be provided equally to all new units limiting the exemption on more expensive units while benefitting the purchaser of smaller, less expensive units.

In the past ten years, the construction of new residential units downtown has not occurred in the downtown. Rather, new residential units have been created through the conversion of existing buildings. Going forward, Administration expects to see an increase in new residential development downtown with two substantial projects planned for completion in the next one to five years. The number of properties receiving tax exemptions are expected to increase in the next two to five years, yet with a cap on incentives, total exemptions are not expected to be in excess of previous years.

### **Environmental Implications**

Additional residential development downtown will provide environmental advantages to the City as a whole. With the completion of the Downtown Neighbourhood Plan (2009) and the completion and approval of the Official Community Plan, there is an increased emphasis on bringing residents to downtown. The environmental advantages of downtown residential development include reduced car use and car dependency of residents due to close proximity to employment, services and amenities by foot, bike or bus. For the most part, downtown residential units, by nature of the economics of development and land use, will be smaller units in multi-unit buildings requiring less land to develop. New downtown development will use existing infrastructure, or in some cases provide upgrades to aging infrastructure. For these reasons, these units are generally less resource intensive than other forms of new development.

### Policy and/or Strategic Implications

Housing incentives are one of the most effective tools the City has for addressing the need for additional residential growth in the downtown. Revisions to the DRIP align with other existing municipal and provincial policies for housing funding and development. Revisions to DRIP are also in keeping with the recommendations brought forth in the Comprehensive Housing Strategy approved by Council on April 29, 2013 and the Official Community Plan, which will appear before Council in early December 2013.

### Other Implications

None for this report.

### Accessibility Implications

Developers are required to provide 5 per cent accessible units in all multi-unit rental developments. In addition, the Design and Development Criteria established for eligibility for capital incentives under the HIP, for which downtown below market units are now eligible, encourages the creation of accessible units that exceed the required 5 per cent in rental buildings and the addition of accessible units in ownership developments. Administration will continue to encourage accessible units in downtown residential development.

### COMMUNICATIONS

Administration will continue to improve access to information on municipal housing incentive programs through the City's website as well as printed materials, and to communicate how programs may be stacked with the City's other housing incentives as well as provincial and federal funding. Information on DRIP will be included in an overall communications strategy being developed to align with the implementation of the Comprehensive Housing Strategy.

Developers who have previously received tax incentives in the downtown will be notified of the change to the DRIP policy for future projects.

### DELEGATED AUTHORITY

This report requires approval by City Council.

Respectfully submitted,

REGINA PLANNING COMMISSION

*Elaine Gohlke*

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Elaine Gohlke, Secretary



#### 1.0 Purpose

On March 10, 1997 City Council adopted an incentive policy for residential development in the downtown. The purpose of this policy is to support the downtown by encouraging the conversion of existing buildings (no longer suited for commercial purposes) to residential purposes, or for the construction of new residential development, to increase the viability and population in the downtown area.

#### 2.0 Scope

Stakeholders involved with affordable, market, moderate and accessible housing including non-profit organizations, developers and property owners

#### 3.0 Definitions

**Condominium** – means the land included in a condominium plan together with the buildings and units and the common property and common facilities belonging to them.

**Deputy City Manager** – means the Deputy City Manager of Community Planning and Development, or his/her designate.

**Ownership Unit** – a residential dwelling unit constructed for intended sale to a purchaser as a principal place of residence including Condominium units.

**Purpose Built Rental Unit** – is a residential Rental Unit that is designed and built for rental purposes and is not intended as an Ownership Unit. Purpose Built Rentals include semi-detached, duplex, triplex, fourplex, multi-family, apartment and other rental housing forms.

**Rental Unit** - a dwelling unit for rent or lease to a tenant as a principal place of residence.

#### 4.0 Transition Provisions

All applications for Tax Incentives under the Downtown Residential Initiatives Policy (DRIP) received and approved within the 2013 calendar year, up to and including October 31, 2013, will be considered under the 1997 DRIP. All applications for the DRIP submitted on or after approval of this new policy and those not complete in 2013 for 2014 exemptions will be considered under this new Policy for the 2015 tax year.

## **5.0 Policy**

Deputy City Manager, or his/her designate will consider assistance in the form of a property tax exemption for residential portions of development in the **D - Downtown zone**, based on the following terms:

- That the exemption policy apply only in the **D - Downtown zone** as outlined in the map in Figure 1 of this policy;
- That the exemption apply for **five years, 100% property tax exemption** for Rental Unit projects;
- That the exemption apply for a **maximum of \$7,500 per unit or a five-year exemption**, which ever is reached first for Ownership Units;
- Eligible Rental Units must be Purpose Built Rental Units.
- That the exemption apply to the land and building assessment for residential purposes and exclude any portion utilized for commercial or other purposes.
- To be eligible, applications must be made while development is underway and will not be accepted retroactively once development is complete and occupancy permit has been issued; relaxation of this requirement is at the discretion of the Deputy City Manager.
- Dwelling Units must obtain an occupancy permit before tax exemption is applied.
- Taxes and other charges must be paid during the construction phase.
- The tax exemption for the development will begin on January 1 of the year following the approval of the application for tax incentives. The date for commencing the exemption for the development may be deferred for one year at the sole discretion of the Deputy City Manager.
- Properties that have taxes or other charges past due to the City of Regina are not eligible for support under this policy.
- Rental units must remain rental for the term of the exemption and shall not be eligible for conversion to condominiums.



- Projects approved for tax incentives under this policy will not be eligible for other tax incentive programs in the City. Relaxation is at the discretion of Deputy City Manager of Community Planning and Development (or his/her designate).
- Below market ownership and rental units may be considered for capital incentives under the Housing Incentives Policy subject to the discretion of the Deputy City Manager of Community Planning and Development (or his/her designate).

## **6.0 Roles & Responsibilities**

The Deputy City Manager in his or her sole discretion conclusively determines compliance with the eligibility criteria for tax incentives under this policy.

Amendments to the Downtown Residential Incentives Policy made from time to time require approval by City Council.

## **7.0 Authority**

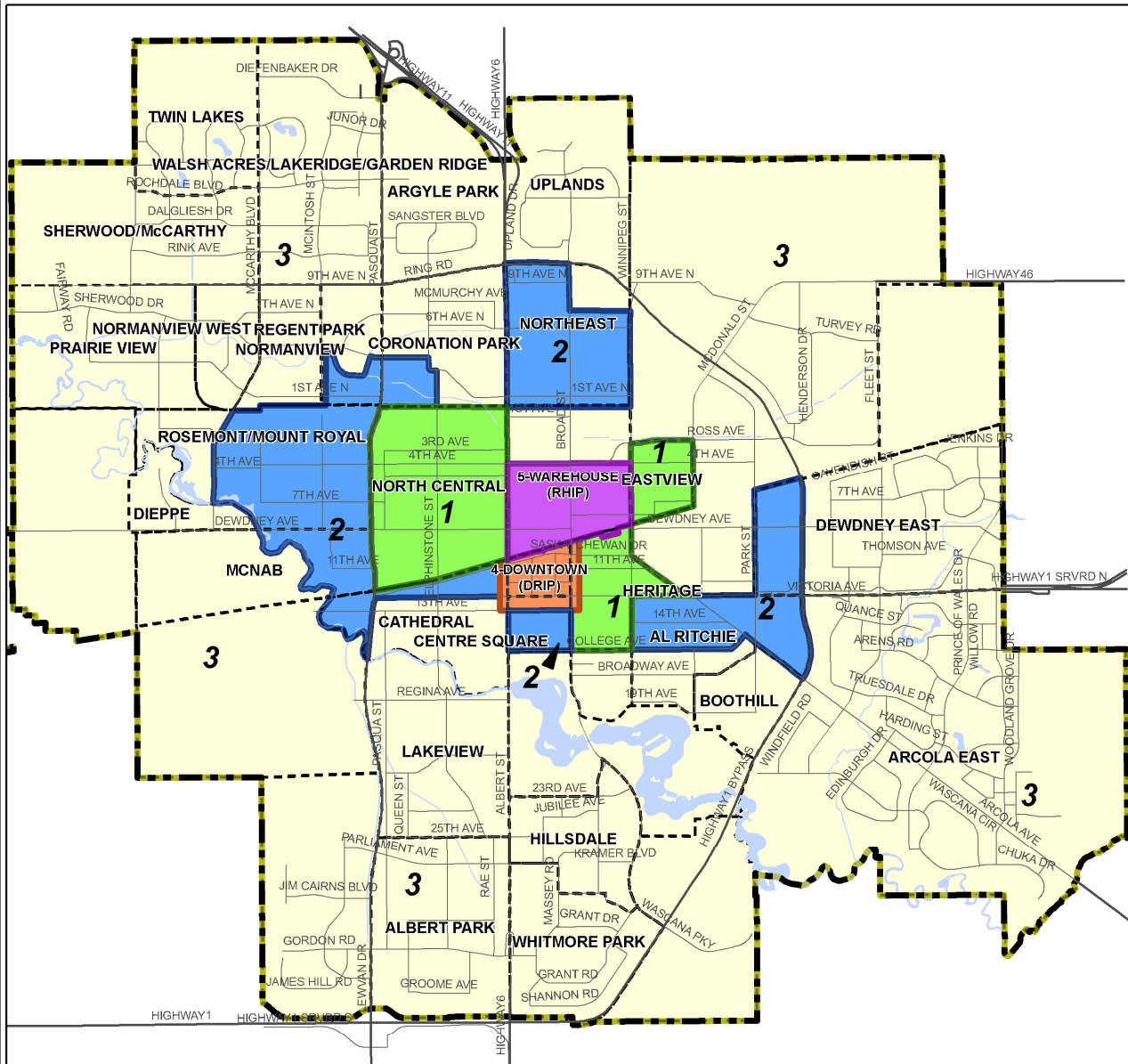
Subsection 262(4) of *The Cities Act* provides authority for City Council by bylaw to enter into an agreement subject to any terms and additions the Council may specify for the purposes of exempting land from taxation for a period of not more than five years.

**FIGURE 1 – Boundaries of downtown**



Map 1 – City of Regina Incentives Program Areas

# Regina Neighbourhood Development Incentives



## Legend

### Program Areas

- AREA 1
- AREA 2
- AREA 3 - Developed and New Areas
- AREA 4 - DRIP - Downtown (Separate program)
- AREA 5 - RHIP - Warehouse District (Separate program)



November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: 2014 Local Improvement Program

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**RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE  
- NOVEMBER 7, 2013**

1. That the proposed 2014 Local Improvement Program (LIP) as outlined in Appendix “A” be approved.
2. That the following locations each be declared as a single local improvement by work order number, in accordance with section 4 of *The Local Improvements Act, 1993 (The Act)*:  
  

Work #01-14	Grant Drive (Grant Road to Grant Road)
Work #04-14	Chisholm Road (Shannon Road to Grant Road)
Work #07-14	Campbell Street (4 <sup>th</sup> Avenue to Mikkelson Drive)
Work #09-14	Assiniboine Avenue (Argyle Road to Rae Street)
Work #10-14	Cardinal Crescent (Champlain Drive to Castle Road)
3. That the City Solicitor submit the 2014 LIP to the Saskatchewan Municipal Board for approval.
4. That upon receipt of the Saskatchewan Municipal Board approval, the proposed works be advertised in accordance with the requirements of *The Act*.

*PUBLIC WORKS COMMITTEE – NOVEMBER 7, 2013*

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

Councillors: Sharron Bryce, John Findura, Barbara Young and Bob Hawkins were present during consideration of this report by the Public Works Committee.

The Public Works Committee, at its meeting held on November 7, 2013, considered the following report from the administration:

RECOMMENDATION

1. That the proposed 2014 Local Improvement Program (LIP) as outlined in Appendix “A” be approved.
2. That the following locations each be declared as a single local improvement by work order number, in accordance with section 4 of *The Local Improvements Act, 1993 (The Act)*:

Work #01-14	Grant Drive (Grant Road to Grant Road)
Work #04-14	Chisholm Road (Shannon Road to Grant Road)
Work #07-14	Campbell Street (4 <sup>th</sup> Avenue to Mikkelson Drive)
Work #09-14	Assiniboine Avenue (Argyle Road to Rae Street)
Work #10-14	Cardinal Crescent (Champlain Drive to Castle Road)

3. That the City Solicitor submit the 2014 LIP to the Saskatchewan Municipal Board for approval.
4. That upon receipt of the Saskatchewan Municipal Board approval, the proposed works be advertised in accordance with the requirements of *The Act*.

## CONCLUSION

*The Act* requires that a program approved by City Council be submitted to the Saskatchewan Municipal Board for approval of the entire program prior to work being advertised.

The proposed 2014 LIP consists of 15 work locations, nine of which are walk, curb and gutter replacement and six which are curb and gutter replacement. These locations require 4.9 km of walk, curb and gutter replacement and 3.0 km of curb and gutter replacement as well as 4.1 km of roadway renewal.

## BACKGROUND

In 1993, the Provincial government developed *The Act* to help provide municipalities with a method of paying for necessary improvements to municipal infrastructure. Under a LIP, any work or service is paid for by charging part or all of the cost to property owners who benefit from the work or service. The City's Administration adopted the use of LIP in 1993 for the rehabilitation of the City's infrastructure.

Currently, LIP addresses locations where full block replacement of sidewalk, curb and gutter is required and is applied to all classifications of roadways which include arterials, collectors, bus routes and residential streets. At present, there is no charge to the property owners for pavement rehabilitation or any other work related to roadway reconstruction, such as renewal or replacement of the underground utilities done in conjunction with this program.

The current road investment strategy focuses expenditure on the 20 percent of the road network which is subjected to 80 percent of the traffic volume; i.e. the arterial and collector network. Despite the residential network making up more than one half (1/2) of Regina's road network, it has been allocated approximately one quarter (1/4) of the budget over the last four years. Presently, the residential network reconstruction is done through the LIP.

Since 2000, 65 roadway locations have been rehabilitated under the LIP. Of these locations, 26 were residential while the remainder were higher traffic volume roadways.

As City street infrastructure networks are aging, there is an increasing need for major concrete replacement associated with street infrastructure renewal on all classifications of roadways. Prioritization of these works will continue to be consistent with current practice and will consider the condition of the assets and extent of the work required.

*The Act* requires that a LIP program approved by City Council be submitted to the Saskatchewan Municipal Board for approval of the entire program prior to work being advertised.

## DISCUSSION

### **2014 LIP Program**

The proposed 2014 LIP involves the replacement of sidewalk, curb and gutter. Locations are selected based on the City Operations Division's current practice for construction project selection, and takes into consideration the condition of the assets and extent of the work required.

The proposed 2014 LIP includes 15 works (locations), planned to be completed over two construction seasons, and is attached as Appendix A.

The proposed 2014 LIP is initiated under Section 5(1)(b) of *The Act* and all procedures outlined within shall apply. As part of this program, property owners benefiting from the improvement may petition against the local improvement work and, if successful, the location would be removed from the LIP.

It is recommended that City Council approve each work order as a single project, including Work #01-14 Grant Drive (Grant Road to Grant Road), Work #04-14 Chisholm Road (Shannon Road to Grant Road), Work #07-14 Campbell Street (4<sup>th</sup> Avenue to Mikkelson Drive), Work #09-14 Assiniboine Avenue (Argyle Road to Rae Street) Work #10-14 Cardinal Crescent (Champlain Drive to Castle Road) in the proposed 2014 LIP as per Section 4 of *The Act*. Under this section, City Council may declare by resolution that certain works are continuous or interlocking and are therefore a single project. Construction is more efficient and cost effective when longer sections are constructed at the same time.

Uniform rates for 2014 were approved by City Council on October 15, 2013 with the passing of Bylaw 2013-70, *The 2014 Local Improvement Uniform Rate Bylaw, 2013*. The proposed LIP cost sharing has been prepared on the basis of the approved 2014 Uniform Rates. The term for repayment of the local improvement charge is set as 10 years.

Residents who do not want a local improvement in their area can petition the City of Regina to cancel that improvement. To be successful, the petition must be signed by a majority of owners of lands to be specially assessed for the proposed local improvement, representing at least one-half of the assessed value in the most recent assessment of these lands based on *The Local Improvements Act, Section 10(3)*. Section 10(3) states that "*Council shall not pass a local improvement bylaw where a majority in number of the owners, representing at least one-half of the amount of the special assessment pursuant to section 19 with respect to the work or service, present to council a petition against the proposed local improvement.*" If a valid petition against is received the City would not proceed with the project.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Funding for the 2014 LIP will be available in the 2014 Capital Budget.

The LIP work that will be done in 2014 and 2015 must be approved by the Saskatchewan Municipal Board. Further, if a majority of the benefiting property owners, who represent at least one-half of the special assessment, petition against the proposed work then the work will not proceed.

The total LIP estimated cost is \$7,875,800.00 which includes roadway reconstruction and the replacement of sidewalk, curb and gutter. The replacement of sidewalk, curb and gutter cost is \$2,923,800.00. The owners' share of the total project cost is \$2,267,165.95 and the City's share is \$5,608,034.05.

#### Environmental Implications

There is a positive environmental impact caused by the replacement of deteriorated infrastructure. The condition of the infrastructure and the overall appearance of the streets are generally returned to new condition. It has been observed in previous years that these improvements encourage many residents to improve their own properties.

#### Policy and/or Strategic Implications

None with respect to this report

#### Other Implications

None with respect to this report.

#### Accessibility Implications

At locations where the sidewalk, curb and gutter are being replaced, pedestrian ramps will be installed at all corners.

#### COMMUNICATIONS

An information package for property owners is being prepared for the 2014 LIP. This information will include project details and the special assessment cost for each property. The approved Local Improvement will be advertised on the City Page in the Leader Post in compliance with *The Act*, after the City Solicitor receives approval from the Saskatchewan Municipal Board.

#### DELEGATED AUTHORITY

The disposition of this report requires City Council approval.

Respectfully submitted,

PUBLIC WORKS COMMITTEE



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Linda Leeks, Secretary

2014 - WALK, CURB AND GUTTER REPLACEMENT - FULL ASSESSEMENT

BYLAW WORK						LAST YEAR CONST	WALK WIDTH (m)	CONST. LENGTH (m)	ESTIMATED COST	ASSESSMENT LENGTH (m)	RATE (\$/m)	OWNER'S SHARE	CITY SHARE	Pave leng				
#	#	STREET	SIDE	FROM	TO													
	01-14	Grant Drive	Both	Grant Road (W.leg)	Grant Road (E.leg)	60-64	1.2	1,652	\$743,400.00	1376.7	\$413.58	\$569,375.59	\$174,024.41	Wk#1	=	1,376.66	1,376.70	800
	02-14	Langley Street	East	Dunning Crescent (S.leg)	Jubilee Avenue	58	1.2	275	\$123,750.00	265.0	\$413.58	\$109,598.70	\$14,151.30	WK#2	=	265.01	265.00	320
	03-14	Langley Street	South East	Jubilee Avenue	Martin Street	58	1.2	373	\$167,850.00	278.8	\$413.58	\$115,306.10	\$52,543.90	WK#3	=	278.8	278.80	370
	04-14	Chisholm Road	Both	Shannon Road	Grant Road	61	1.2	576	\$259,200.00	345.4	\$413.58	\$142,850.53	\$116,349.47	WK#4	=	345.4	345.40	300
	05-14	McKee Crescent (West leg)	South East	Shannon Road	Chisholm Road	61	1.2	280	\$126,000.00	219.2	\$413.58	\$90,656.74	\$35,343.26	WK#5	=	219.22	219.20	280
	06-14	McKee Crescent (East leg)	South West	Shannon Road	Chisholm Road	61	1.2	280	\$126,000.00	219.2	\$413.58	\$90,656.74	\$35,343.26	WK#6	=	219.22	219.20	280
	07-14	Campbell Street	Both	4th Avenue	Mikkelson Drive	55-58	1.2	620	\$279,000.00	578.4	\$413.58	\$239,214.67	\$39,785.33	WK#7	=	578.4	578.40	290
	08-14	Broad Street	East	13th Avenue	Victoria Avenue	67	1.8	160	\$81,600.00	122.1	\$413.58	\$50,498.12	\$31,101.88	WK#8	=	122.07	122.10	160
	09-14	Assiniboine Avenue	Both	Argyle Road	Rae Street	54	1.2	690	\$310,500.00	644.6	\$413.58	\$266,593.67	\$43,906.33	WK#9	=	644.59	644.60	350
Total								4,906	\$2,217,300.00	4049.4		\$1,674,750.85	\$542,549.15	3150.0				

2014 - CURB AND GUTTER REPLACEMENT - FULL ASSESSEMENT

10-14	Cardinal Crescent	Both	Champlain Drive	Castle Road	59	1,620	\$364,500.00	1406.3	\$210.30	\$295,744.89	\$68,755.11	WK#10	=	1,406.25	1,406.30	810
11-14	Cathedral Drive	Both	Cardinal Crescent	Castle Road	59	270	\$60,750.00	252.8	\$210.30	\$53,163.84	\$7,586.16	WK#11	=	252.8	252.80	140
12-14	Langley Street	West	Dunning Crescent (S.leg)	Jubilee Avenue	58	275	\$61,875.00	208.5	\$210.30	\$43,847.55	\$18,027.45	WK#12	=	208.45	208.50	
13-14	Langley Street	South West	Jubilee Avenue	Martin Street	58	375	\$84,375.00	369.7	\$210.30	\$77,747.91	\$6,627.09	WK#13	=	369.74	369.70	
14-14	McKee Crescent (West leg)	North West	Shannon Road	Chisholm Road	61	300	\$67,500.00	288.8	\$210.30	\$60,734.64	\$6,765.36	WK#14	=	288.82	288.80	
15-14	McKee Crescent (East leg)	North East	Shannon Road	Chisholm Road	61	300	\$67,500.00	290.9	\$210.30	\$61,176.27	\$6,323.73	WK#15	=	290.88	290.90	
				Total		3,140	\$706,500.00	2817.0		\$592,415.10	\$114,084.90					950

Certified Lifetime of Concrete Walk, Curb and Gutter is 20 Years

Acting Deputy City Manager - Neil Vandendort

Grand Total 4,100

SUMMARY

	TOTAL ESTIMATED COST	OWNER'S SHARE	CITY SHARE
WALK, CURB AND GUTTER REPLACEMENT - FULL ASSESSMENT	\$2,217,300.00	\$1,674,750.85	\$542,549.15
CURB AND GUTTER REPLACEMENT - FULL ASSESSMENT	\$706,500.00	\$592,415.10	\$114,084.90
TOTAL	\$2,923,800.00	\$2,267,165.95	\$656,634.05

2014 UNIFORM ASSESSMENT RATES FOR THIS PROGRAM ARE:		
WORK TYPE	LUMP SUM PER LIN. METRE	ANNUAL RATE PER LIN. METRE
MONOLITHIC WALK, CURB AND GUTTER	\$413.58	\$48.43
CURB AND GUTTER	\$210.30	\$29.35
NOTES: THE INTEREST RATE FOR 2014 IS 6.57% AND THE REPAYMENT TERM IS (10) YEARS. Uniform assessment rates passed by City Council October 15, 2013, CR??-???, Bylaw # 2013-70		



# Memo

November 19, 2013

To: His Worship Mayor Fougere and Members of City Council

Re: Condominium Policy Bylaw Amendments - Report to Council

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A report on amendments to the *Condominium Policy Bylaw* will come before City Council on November 25, 2013. This report was reviewed and approved by Regina Planning Commission on October 23, 2013. The report was also sent to the Mayor's Housing Commission as a receive and file on November 14, 2013.

The purpose of this memo is to clarify several issues raised by members of the Mayor's Housing Commission in their consideration of the report:

## 1. CMA Vacancy Rate

Recommendation 1.a) in the report it refers to an increase in the CMA Vacancy Rate and Zone Vacancy Rate to three percent or more for approval of the conversion of rental properties with five units or more. No mention is made in the recommendation itself that the CMA Vacancy Rate must be at three percent or more for 12 consecutive months.

A requirement that the vacancy rate must remain at or above three percent over a 12-month period is, however, included in the definition of "CMA Vacancy Rate" as it appears in the current Bylaw and as it would remain in the amended Bylaw. The "CMA Vacancy Rate" is defined in Section 3(g) of the Bylaw as follows:

### Section 3(g)

*"CMA Vacancy Rate means the average of the two most recently published spring vacancy rates or the two most recently published fall vacancy rates for the Regina CMA, whichever is closer to the Application Date, based on the published Canada Mortgage and Housing Corporation's rental market survey."*

Administration, in consultation with the City Solicitor's Office, does not deem that a change to the recommendation in the report is required to specifically include mention of the 12-month period as it is already included with the Bylaw's definition of "CMA Vacancy Rate". The existing Bylaw definition requiring application of the 12-month period will not change, only the threshold from two percent vacancy will change to a three percent vacancy.

## 2. Ability to deny large conversion application

A suggestion was made by a member of the Housing Commission that language be added to the Condominium Policy Bylaw that states that Council has the ability to deny an application for a large conversion based on evidence that such a conversion would dramatically and negatively affect the Vacancy Rate and the availability of rental units.

In response to this suggestion, Administration, in consultation with the City Solicitor's Office, has confirmed that there is an existing section of the Bylaw in which this authority is established.

Section 22 outlines the conditions that must be met for Council's approval of an application for conversion of 51 units or more. Section 22(h) gives Council the authority to consider and deny an application for a conversion that would negatively impact the rental vacancy rate where the following condition has to be met:

Section 22(h)

*"allowing the Condominium Conversion would not result in a significant decrease in the availability of the rental housing supply".*

## 3. Life safety or maintenance concerns prior to conversion

An inquiry was made about provisions in the Bylaw requiring that a building owner address life safety or maintenance concerns prior to approval for conversion. Any property owner interested in converting a rental building to condominium units is required to submit a building Inspection Report as laid out in Sections 6(c) and 6(e) of the Bylaw that must include:

Section 6(d)

*"a written plan of proposed work to the Property to remedy any deficiencies related to Life Safety Requirements identified in the Inspection Report"*

Section 6(e)

*"a copy of the completed building permit application for construction or repairs to the property to remedy the deficiencies in the manner identified in clause 6(d) of this Bylaw".*

Sections 18(g) and 22(i) also requires the following conditions to be met:

Sections 18(g) and 22(i)

*"the Property is suitable for conversion into a Condominium in that it meets the current requirements of all applicable statutes, regulations, codes and bylaws as of the Application Date."*

#### 4. Condominium Conversion applications fees

Finally, in response to a question about the fees established for Condominium Conversion applications, Administration, in consultation with the City Solicitor's Office, has reviewed *The Condominium Property Act*, 1993. It is Administration's position that it is statutorily required to set its fees related to review and consideration of condominium conversion applications at cost recovery based on the following two Sections of *The Condominium Property Act*, 1993 and the related *Condominium Property Regulations*, 2001:

Section 106 (2)

*"A local authority may charge a reasonable fee for producing and providing any certificate or approval that this Act requires to be provided, but the fee must not exceed a maximum prescribed amount."*

Section 67

*"The maximum fee that a local authority may charge for producing and providing any certificate or approval that the Act requires to be produced and provided is not to exceed the cost to the local authority of producing and providing the certificate or approval, including staff resources and material costs."*

I trust this information will assist Council when this report is reviewed on November 25, 2013. Should you have any additional questions, please feel free to contact me directly.

Yours truly,

Yves Richard  
Manager Neighbourhood Planning

YR/jb/jm

cc: Jason Carlston, Deputy City Manager, Community Planning and Development  
Diana Hawryluk, Director, Planning  
Fred Searle, Manager, Current Planning  
Cheryl Willoughby, Legal  
Jennifer Barrett, Senior City Planner, Neighbourhood Planning Branch  
Members, Mayor's Housing Commission

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# Memo

November 19, 2013

To: Members, City Council

Re: Amendment to Correct Condominium Conversion Fees (CR12-4)

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The Regina Planning Commission at its October 23, 2013 meeting considered report RPC13-77 regarding the Condominium Conversion Policy. Included in the recommendations the Commission considered the following:

2. That *The Development Fee Bylaw, No. 2008-66* be amended in a separate report brought to Executive Committee to correct condominium conversion fees as established and approved in Council report (CR12-4) dated January 23, 2012 and that *The Condominium Application Fees Bylaw, No. 2001-100* be repealed.

Upon further review of the 2012 report and bylaw amendments to date it was determined that a separate report to City Council through Executive Committee is not required. *The Development Fee Bylaw, No. 2008-66* put before you this evening includes the amendment required to correct condominium conversion fees previously approved and may be amended. *The Condominium Application Fees Bylaw, No. 2001-100* may be repealed as it is no longer applicable.

The Administration is recommending that City Council amend recommendation #2 to read as follows:

“That *The Development Fee Bylaw, No. 2008-66* be amended to correct condominium conversion fees as established and approved in Council report (CR12-4) dated January 23, 2012 and that *The Condominium Application Fees Bylaw, No. 2001-100* be repealed”.

Respectfully,



Diana Hawryluk, Director  
Planning

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: Condominium Conversion Policy Amendment

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**RECOMMENDATION OF THE REGINA PLANNING COMMISSION  
– OCTOBER 23, 2013**

1. That *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) be amended to:
  - a) increase the CMA Vacancy Rate and Zone Vacancy Rate thresholds that applies to the approval of conversion of properties containing five or more units to three percent or more;
  - b) clarify that a secondary suite is not eligible for conversion to condominium ownership;
  - c) clarify the language requirements for conversions of buildings with 2 to 4 units to encompass the existing number of rental units, not the number of proposed condominium units;
  - d) provide the Development Officer authority to deny condominium conversion applications that do not comply with the requirements established in Bylaw No. 2012-14;
  - e) correct typographical errors through housekeeping amendment.
2. That *The Development Fee Bylaw, No. 2008-66* be amended in a separate report brought to Executive Committee to correct condominium conversion fees as established and approved in Council report (CR12-4) dated January 23, 2012 and that *The Condominium Application Fees Bylaw, No. 2001-100* be repealed.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the amendments, as described above.

*REGINA PLANNING COMMISSION – OCTOBER 23, 2013*

Francis Wallace, City Planner, made a presentation, a copy of which is on file in the City Clerk's Office.

The Commission adopted a resolution to concur in the recommendation contained in the report. Recommendations #4 and #5 do not require City Council approval.

Councillors: Jerry Flegel, Shawn Fraser and Mike O'Donnell; Commissioners: David Edwards, Phil Evans, Dallard LeGault, Ron Okumura, Daryl Posehn, Phil Selenski, Laureen Snook and Sherry Wolf were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on October 23, 2013, considered the following report from the Administration:

### RECOMMENDATION

1. That *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) be amended to:
  - a) increase the CMA Vacancy Rate and Zone Vacancy Rate thresholds that applies to the approval of conversion of properties containing five or more units to three percent or more;
  - b) clarify that a secondary suite is not eligible for conversion to condominium ownership;
  - c) clarify the language requirements for conversions of buildings with 2 to 4 units to encompass the existing number of rental units, not the number of proposed condominium units;
  - d) provide the Development Officer authority to deny condominium conversion applications that do not comply with the requirements established in Bylaw No. 2012-14;
  - e) correct typographical errors through housekeeping amendment.
2. That *The Development Fee Bylaw, No. 2008-66* be amended in a separate report brought to Executive Committee to correct condominium conversion fees as established and approved in Council report (CR12-4) dated January 23, 2012 and that *The Condominium Application Fees Bylaw, No. 2001-100* be repealed.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the amendments, as described above.
4. That this report be forwarded to the November 25, 2013 City Council meeting, which will allow sufficient time to advertise the required public notice for the subject bylaw amendment.
5. That this report be forwarded to the Mayor's Housing Commission for information.

### CONCLUSION

The city-wide vacancy rate of 1.9 percent in Regina as reported for April 2013, although increasing slightly over the past few months, is less than the vacancy rate target of three percent as established in the *Comprehensive Housing Strategy*, approved by Council on April 29, 2013. Currently, the existing Condominium Policy Bylaw allows conversions of properties containing five or more rental units to condominium units to occur at two percent vacancy for both citywide and zone vacancy rates.

As a result, the Administration recommends adjusting the two percent thresholds to three percent. The purpose of this change is to increase and stabilize rental unit supply. Monitoring and annual reporting on the housing market through the *Comprehensive Housing Strategy* will allow Administration to evaluate current housing needs, rental supply and availability in order to appropriately adjust housing policies in subsequent years.

The conversion policy requires the Administration to consider applications for condominium conversion for any property containing 2-4 units, without being subject to the current vacancy rate of two percent. The Administration has identified an undesirable situation where a smaller apartment building might be permitted a conversion that reduces the total unit number of apartments from greater than five, to four, resulting in the application not being subject to a vacancy rate threshold. In order to ensure the intent of the policy is preserved, an amendment to the policy proposing that during condo conversion the total number of apartment units be equivalent to the resulting number of approved condominium units.

This report also recommends the policy be amended to clarify that secondary suites are excluded from condominium conversion. As discussed in the body of this report, secondary suites should be considered an inappropriate unit type for conversion to a condominium.

In its analysis of the policy, the Administration found errors in the fee structure for condominium conversions. These amendments will be addressed in a separate report amending the *Development Fee Bylaw, No. 2008-66*. Typographical errors with the existing Bylaw are also addressed as housekeeping amendments in the discussion of this report.

## BACKGROUND

On July 29, 2013, Council considered report (CR13-110) in which the Administration indicated it would begin a review of the *The City of Regina Condominium Policy Bylaw, 2012* and suggest policy revisions to ensure the stability of the rental market. Prior to this report, CMHC's Rental Market Report for April 2013 noted the city-wide vacancy rate at 1.9 percent. The current condominium conversion policy allows for conversions of properties containing five or more rental units to condominium units once vacancy has reached two percent for 12 consecutive months. As a result, the City's ability to achieve a three percent city-wide vacancy target by 2017 as set out in the *Comprehensive Housing Strategy* is hampered when conversions, under the terms of the policy, must be considered at two percent.

Increased economic and population growth in the city and region have put additional pressures on the rental market as newcomers and temporary workers arrive in the city and seek housing accommodations. Many of Regina's newest residents rely on rental and short-term accommodations to meet their housing needs, thus putting added pressure on rental supply. In addition, the conversion of rental units to ownership units in 2007-2008, amounting to nearly 500 units, significantly depleted the rental housing market. Coupled with increasing growth, these factors have contributed to a vacancy rate of less than one percent since 2008. The *Comprehensive Housing Strategy*, approved by Council on April 29, 2013 establishes a vacancy rate target of three percent along with additional strategies to increase and retain rental housing supply. The City's policy for the conversion of rental units to condominiums is important to ensuring a stable rental market.

## DISCUSSION

### **Vacancy Rate Adjustment**

Condos provide a viable housing option to entry-level buyers who may not qualify for the purchase of a detached home, as well as buyers who prefer homeownership with fewer maintenance responsibilities. However, in a tight rental market and with the potential to convert apartments into condos, additional market challenges are created when one form of housing tenure is replaced for another. This is why many cities have put regulations in place to control condo conversion when rental vacancies are low. The City of Regina is no different in this regard.

In May 2010, the City of Regina engaged the Business Centre for Management Development Inc. (BCMD) of the University of Regina, to undertake a review of the *City of Regina Condominium Conversion Policy*, dated October 17, 1994. BCMD's review of the policy included 20 recommendations designed to facilitate the conversion process, address tenant hardship, eliminate the tenant survey, and to streamline the administration of the policy. One of the key elements of this review encouraged the creation of a stable city-wide vacancy rate of two percent or greater for most properties. Responding to this review, the Administration brought forward a report to City Council (CR12-4), recommending an amendment to the conversion vacancy threshold from three percent to an average two percent vacancy rate over two consecutive CMHC reporting periods. It was thought that this threshold would balance the interests of investors by encouraging investment while protecting the interests of tenants. Regrettably, this threshold hinders Council's ability to reach a healthy city-wide three percent vacancy target, as recommended by CMHC and established in the *Comprehensive Housing Strategy*. Based on this policy deficiency, the Administration is recommending an increase to the existing threshold to match the intended three percent vacancy target. To ensure the effectiveness of the proposed policy changes, a biennial review of the *The City of Regina Condominium Policy, 2012* be undertaken unless the rental vacancy rate requires more frequent analysis.

### Comparative Policy Analysis

To determine whether this threshold adjustment corroborates with other municipalities, a comparative analysis was performed to determine policy consistency throughout other cities (Appendix A). Over the past five years, the City has experienced a vacancy rate of below one percent and a decline in availability of rental units. Many major municipalities in Saskatchewan and other provinces have implemented policies restricting conversions during times of low vacancy.

A comparison of the legislation from other jurisdictions including the cities of Saskatoon, Prince Albert, Calgary, Edmonton, Winnipeg, Toronto and Vancouver determined that the City of Regina's vacancy threshold for condominium conversions is lower than average. The comparison found that, those cities studied maintained an average vacancy rate conversion threshold of 2.8 percent.

- The City of Prince Albert requires a city-wide vacancy rate threshold of three percent to convert,
- Saskatoon requires a city-wide vacancy rate threshold of 1.5 percent to convert,
- Toronto allows conversions so long as the city-wide vacancy rate threshold is 2.5 percent,



- The City of Vancouver restricts conversions of smaller buildings to a city-wide vacancy rate threshold of four percent.

Other cities such as Calgary and Edmonton do not have condo policies, deferring instead to provincial legislation which does not address rental supply or tenant hardship. Winnipeg also relies on provincial legislation and typically does not play a role in approving conversions.

#### Determination from the Comparative Analysis:

The conversion of apartment rentals to condominiums can adversely affect the city-wide vacancy rate through the reduction of rental stock, as rental units become displaced through the creation of ownership units during the conversion process. Currently the threshold for conversion of five or more units requires a two percent zone vacancy rate and a city-wide vacancy rate having reached two percent for two consecutive census periods. In the case of 2-4 unit developments no vacancy rate threshold is in place.

The analysis determined that Regina's vacancy rate threshold of two percent is lower than the 2.8 percent average of those municipalities compared above. A three percent vacancy threshold represents a balanced alternative to the current conversion threshold of two percent. It ensures that condominium conversion remains attainable while more rigorously protecting the interests of tenants and assisting to stabilize rental supply. Amending the conversion threshold to three percent better aligns the City of Regina's policy relative to other comparable jurisdictions.

#### **Zone Vacancy Rate Threshold Alignment**

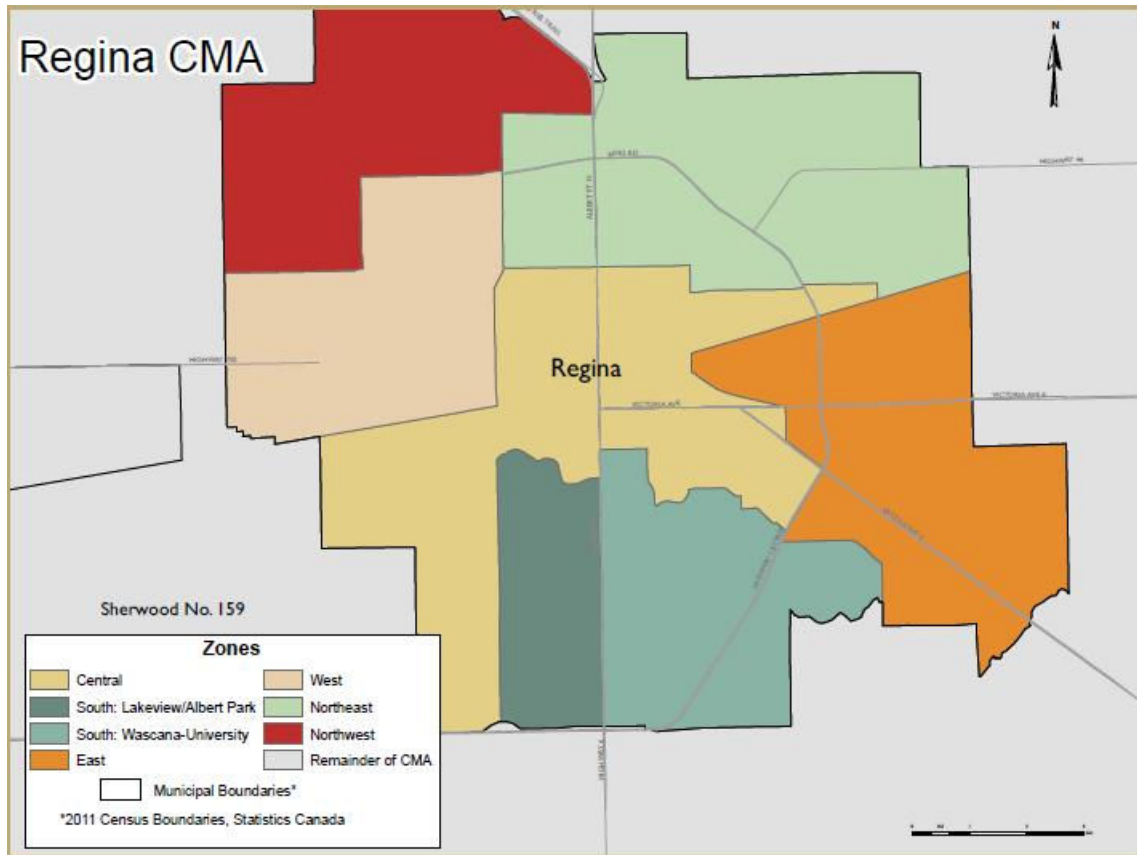
It is the goal of the Administration to align the conversion policy with Council's objectives of achieving a healthy city-wide vacancy rate, and the creation of a stable rental market without discouraging or disincentivizing investors from creating purpose-built rental accommodation. For this reason, the Administration proposes an alignment of the Zone boundaries with the Census boundaries established by Statistics Canada for determining Zone Vacancy Rate data (see Diagram of Zone Boundaries below). This will allow annual zone vacancy data collected by the Canadian Mortgage and Housing Corporation (CMHC) to inform and establish the Zone Vacancy Rate threshold for condo application purposes. The Administration also recommends amending the current Bylaw to align the Zone Vacancy Rate threshold from two to three percent to achieve the 2017 vacancy targets established by Council.

The Zone Vacancy Rate threshold would use the established Census boundaries created by Canada Mortgage and Housing Corporation (CMHC) designed to monitor the Regina Apartment Average Vacancy Rate by Zone in eight zones: Central; South: Lakeview/Albert Park; South: Wascana-University; East; West; Northeast; Northwest; and the Remainder of CMA. CMHC calculates zone vacancy rates on an annual basis with data available in October of each year. The information collected for each zone offers the Administration an additional method of better assessing the overall health of localized city districts.

In 2012, apartment vacancy rates in Regina's eight zones ranged from a high of 1.8 percent in the Central zone to a low of 0.3 per cent in the East. These vacancy rates are indicators that the city is experiencing low vacancy and can be used as a tool to determine whether conversions are appropriate on a zone-by-zone basis and the implications of conversion within a specific region.

By considering the Zone Vacancy Rate in the overall assessment for conversions to occur, Administration is also able to identify areas where rental unit supply may be in excess of neighbourhood need and to signal that policy adjustments should be made to encourage a diversity of housing tenure to avoid a concentration of rental units in areas of the city.

Diagram of Zone Boundaries:



## Consideration of Conversion Applications

As the Bylaw currently reads, Administration is given the authority to “consider and approve applications.” Therefore, currently all conversions must be accepted and considered with funds for the application transferred even if the application is brought forward at a time where the vacancy rate is below the minimum vacancy rate threshold. This puts the Administration in an awkward situation of taking in and considering applications that do not meet the Bylaw’s requirements. In considering these types of applications, the City absorbs an administrative cost in terms of staff time and resources. With Council’s approval, the Administration would consider only those applications that meet the minimum eligibility requirements including satisfying the vacancy rate threshold prerequisite. This will also ensure the Administration will not be returning to Council if the vacancy rate is below three percent. To amend this process, the Administration is requesting Council’s approval to grant the Development Officer express denial authority to deny any application that does not comply with the requirements. This will reduce the administrative time associated with reviewing an application in times when the vacancy rate is below the accepted threshold for conversion.

## **Conversion of Secondary Suites**

A secondary suite, sometimes called an in-law suite, is a subordinate, self-contained unit within a detached dwelling unit occupying no more than 40 percent of the total gross floor area of the home. The unit requires a full kitchen and bathroom and separate entrance from the home. Among other benefits, secondary suites assist in providing affordable rental accommodation and contribute to modest population increase in neighbourhoods experiencing population declines. More recently, the City has approved a pilot project to evaluate laneway or garden suites, which are secondary suites located in a detached, accessory building such as a garage. The rent collected from these unit types assists the homeowner financially in terms of contributing as a mortgage helper.

The City of Regina incentivizes the creation of secondary suites through a tax incentive equal to 25 percent of the property taxes levied on the property. The Province of Saskatchewan also helps to fund secondary suites through the Secondary Suite Program by way of a 50 percent forgivable loan on the cost of construction/renovation to a maximum of \$30,000.00 per suite so long as the unit remains affordable. These incentives assist in the creation of secondary suites in both existing and purpose-built houses. Secondary suites as a mortgage helper are becoming increasingly popular with the increased value of home prices. It is due to these incentives that the Administration wants to ensure the continued purpose and intent of these units is preserved.

The Administration is aware of the potential for an owner of a house containing a secondary suite to make application for conversion based on the premise that the house contains two legal units, and therefore qualifies as a two-unit building. Taking this one step further, the owner could apply and receive City and Provincial incentives for the creation of a secondary suite, wait for the funding to be realized and then apply for a conversion as a 2-4 unit building, and be exempt from the vacancy rate threshold. The Administration believes that this scenario defeats the intent of providing incentives for the creation of secondary suites and decreases the number of available rental units on the market thus defeating the original purpose to increase rental supply. As a result, it is recommended that the conversion policy be amended to ensure secondary suites are ineligible for condominium conversion.

The Administration does not foresee the need to amend the policy as it pertains to the eligibility requirements for 2-4 unit buildings, such as semi-detached or duplex developments. Applications for this type of conversion would most likely be few in number and are unlikely to dramatically reduce the rental stock.

## **Housekeeping Amendments**

### Language Governing 2 to 4 Unit Conversions

The Administration has identified an undesirable interpretation of the Policy whereby a building with five or more units might be permitted a conversion that reduces the total unit numbers to four, resulting in the application not being subject to a vacancy rate threshold. In order to ensure the intent of the policy is preserved, an amendment to the policy proposing that the total number of apartment units be equivalent to the resulting number of approved condominium units. This will ensure that apartment units are not reduced solely for the purpose of avoiding the vacancy rate threshold prior to condominium conversion.

### Fee Structure Amendment

In its analysis of the Policy, Administration found a typographical error pertaining to the categorization of unit numbers governing condominium conversions and associated fees, referenced in Section 40, Consequential Amendments of *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14). The current policy incorrectly references properties with 2-4 units, five to 100 units, and 100 units and greater for condominium conversion applications. The proposed amendment will be brought before Executive Committee as an amendment to *The Development Fee Bylaw, No. 2008-66*, correctly grouping the categories by 2 to 4, five to 50 and greater than 50 unit conversions as established in recommendation #6 from Council report (CR12-4) dated January 23, 2012. As a matter of procedure, the *The Condominium Application Fees Bylaw, No. 2001-100* will be repealed.

### Text Amendment Governing Conversions

In its analysis of the Policy, Administration found typographical errors pertaining to conversion approval, referenced in Sections 18, 19 and 22 under Condominium Conversion Approval of *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14). To correct this error, the proposed amendment recommends the following text amendments as referenced in recommendation #3 from Council report (CR12-4) dated January 23, 2012:

Page 8:

#### **Condominium Conversion Approval**

18) " The Development Officer is hereby delegated the authority to consider and approve applications for Condominium Conversion for any Property that contains 2 to 4 Units,..."

To read:

"The Development Officer is hereby delegated the authority to consider, *approve or deny* applications for Condominium Conversion for any Property that contains 2 to 4 Units,..."

Page 9:

#### **Condominium Conversion Approval**

19) "The Development Officer is hereby delegated the authority to consider and approve applications for Condominium Conversion for any Property that contains 5 to 50 Units..."

To read:

"The Development Officer is hereby delegated the authority to consider, *approve or deny* applications for Condominium Conversion for any Property that contains 5 to 50 Units..."

Page 10:

#### **Condominium Conversion Approval**

22) "City Council shall review the recommendation of the Regina Planning Commission and where a Property contains 51 Units or more, Council may consider and approve the application for Condominium Conversion..."

To read:

"City Council shall review the recommendation of the Regina Planning Commission and where a Property contains 51 Units or more, Council may consider, *approve or deny* the application for Condominium Conversion..."

## RECOMMENDATION IMPLICATIONS

The recommendations in this report would establish a revised condominium conversion policy. The proposed policy revisions are in line with Council's objectives of achieving a stable rental market vacancy rate.

### Financial Implications

None with respect to this report.

### Environmental Implications

None with respect to this report.

### Policy and/or Strategic Implications

The recommendations in this report would establish a revised condominium conversion policy. The proposed policy revisions are in line with Council's objectives of achieving a stable rental market vacancy rate.

Administration has sent this report to the Regina Planning Commission rather than the Housing Commission due to the timely nature of the issue. With a vacancy rate in the spring of 2013 of nearly two percent and another vacancy rate to be reported in the fall of 2013, changes to the Bylaw are necessary to achieve the goal of the *Comprehensive Housing Strategy* to reach a three percent rental vacancy rate and protect the current rental stock. The Housing Commission will receive the report as a receive and file once the Commission is established.

Revisions to the *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) will result in a more defined policy that matches more closely Council's goal of reaching a healthy city-wide vacancy rate of three percent by 2017. Conversions of buildings having five or more units will only be considered when the city-wide and zone vacancy rates are three percent or greater. Further, the amendments to Bylaw 2012-14 are aligned with the policy direction of both the *Comprehensive Housing Strategy* and the final draft *Official Community Plan* to achieve housing diversity and increase the supply of rental housing.

Amendments to the *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) are intended to stabilize rental supply while housing needs and supply are monitored through the *Comprehensive Housing Strategy*. Information collected through monitoring will allow Administration to better evaluate current housing needs and to appropriately adjust housing policies in subsequent years.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Administration will continue to work with the Communications Branch to ensure that changes to the *The City of Regina Condominium Policy Bylaw, 2012* (Bylaw No. 2012-14) are made available to the public and to interested parties. This amendment will be advertised in the November 2 and 9, 2013 editions of the *Leader-Post*.

DELEGATED AUTHORITY

City Council approval is required to establish the proposed Policy and bylaw amendments.

Respectfully submitted,

REGINA PLANNING COMMISSION



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Elaine Gohlke, Secretary

## APPENDIX A

### Impact of Vacancy Threshold on Conversions Between Cities

Many municipalities govern when applications for conversion are permissible by using a vacancy threshold. A city with a vacancy rate threshold of 3 percent will disallow conversion when the vacancy rate is under this threshold. As the vacancy rate fluctuates from one year to another, many municipalities restrict or approve conversions based on their policy thresholds.

An analysis of five municipalities, beginning in 2002 and ending in 2012, demonstrates which cities would have allowed conversions based on their respective thresholds. The following table lists a city's vacancy rate per year, with a possibility for conversion indicated in red. A white cell indicates a vacancy rate threshold restriction. As stated previously, Calgary, Edmonton and Winnipeg defer to provincial policy and as a result allow conversions regardless of the vacancy rate. For this reason, they have been omitted from this analysis.

<b>Year/ City's Vacancy Rate</b>	<b>02</b>	<b>03</b>	<b>04</b>	<b>05</b>	<b>06</b>	<b>07</b>	<b>08</b>	<b>09</b>	<b>10</b>	<b>11</b>	<b>12</b>
Prince Albert (3%)	7	5.4	7.8	7.8	2.9	7.1	1	2.2	4.7	2.7	3.9
Regina (prop. 3%)	1.9	1.9	2.8	3.2	3.2	1.7	0.5	0.6	1	0.6	0.9
Saskatoon (1.5%)	3.7	4.4	6.4	4.6	3	0.7	1.9	1.8	2.5	2.6	2.5
Toronto (2.5%)	2.5	3.8	4.4	3.8	3.2	3.2	2	3.1	2.1	1.4	1.7
Vancouver (4%)	1.4	2	1.3	1.4	0.8	0.8	0.6	2.2	1.9	1.4	1.8

With the exception of Vancouver, each city would have allowed conversions to take place to some degree. If the City of Regina were to consider a vacancy threshold of three percent, conversions would have been possible in two of the past 11 years (18% of the time). Regina's existing vacancy rate threshold of two percent would have allowed conversion during the years 2004 – 2006, or 27 percent of the time.

The City of Saskatoon, with a threshold of 1.5 percent would have considered applications every year with the exception of 2007 (91 percent of the time). Prince Albert's 3 percent and Toronto's 2.5 percent thresholds would have allowed conversions in all but four of the past 11 years, resulting in conversion opportunities 64 percent of the time.

In the case of Regina, this review suggests that a vacancy rate adjustment from two to three percent would have a slight impact on conversions over the last eleven years, given that the vacancy rate has mostly been lower than two percent.

Expanding this analysis to include the years 1992 through 2012, the three percent threshold would result in conversion opportunities during 5 of the past 21 years (24 percent of the time). A two percent threshold over this same time period would allow conversion in eight of the past 21 years (38 percent of the time) resulting in a 14 percent difference between two and three percent thresholds. At no point during the past 21 years has the vacancy rate been greater than 3.7 percent, meaning that for the City of Regina, anything over 3.7 percent would result in a conversion moratorium. Based on historical data any threshold greater than 3 percent would result in a technical moratorium similar to the City of Vancouver where conversion has not been considered in the past 11 years.

November 25, 2013

To: His Worship the Mayor  
and Members of City Council

Re: City of Regina Landfill Fees - 2014

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**RECOMMENDATION OF THE PUBLIC WORKS COMMITTEE  
- NOVEMBER 7, 2013**

1. That the Landfill Fee Schedule for 2014 as set out in Appendix A be approved.
2. That the City Solicitor amend *The Waste Management Bylaw, 2012*, No. 2012-63 (the "Bylaw") to add an addition clause to section 4 to the Bylaw that authorizes the Deputy City Manager to establish and approve policies, procedures, and applicable fees within the range identified in Schedule "C" to the Bylaw, for waste requiring special disposal through burial; and
3. That the City Solicitor be instructed to prepare and bring forward the necessary amendments to Schedule "C" to the Bylaw.

*PUBLIC WORKS COMMITTEE – NOVEMBER 7, 2013*

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

Councillors: Sharron Bryce, John Findura, Barbara Young and Bob Hawkins were present during consideration of this report by the Public Works Committee.

The Public Works Committee, at its meeting held on November 7, 2013, considered the following report from the administration:

RECOMMENDATION

1. That the Landfill Fee Schedule for 2014 as set out in Appendix A be approved.
2. That the City Solicitor amend *The Waste Management Bylaw, 2012*, No. 2012-63 (the "Bylaw") to add an addition clause to section 4 to the Bylaw that authorizes the Deputy City Manager to establish and approve policies, procedures, and applicable fees within the range identified in Schedule "C" to the Bylaw, for waste requiring special disposal through burial; and
3. That the City Solicitor be instructed to prepare and bring forward the necessary amendments to Schedule "C" to the Bylaw.



## CONCLUSION

The Administration is recommending that the landfill tipping fee be increased to \$75/tonne for

2014, which is an increase of \$10/tonne from the 2013 rate. This increase will provide the revenue needed to meet the annual Landfill operating costs, as well as fund capital requirements for Landfill Operations, Solid Waste Collection and Waste Diversion Services branches such as expansion to meet growing capacity needs, operating equipment and fleet. Landfill fees also provide funding for long-term maintenance and monitoring costs associated with decommissioned landfill areas that have reached capacity. The private vehicle rate will remain unchanged at \$15/vehicle.

The Administration is recommending a one-year fee structure for 2014. The recycling program, introduced in 2013, impacts the volume of waste received at the Landfill. Measuring future volumes diverted to this program, at this point in time, is speculative. A one-year fee will allow Administration to better forecast expected volumes at the landfill for future years.

## BACKGROUND

The City of Regina operates the Fleet Street Solid Waste Disposal and Recovery Facility (“the Landfill”) pursuant to *The Environmental Management and Protection Act, 2002* and *The Municipal Refuse Management Regulations*. The Landfill accepts various solid waste materials including residential and commercial solid waste, building demolition materials, fill dirt and other materials. The City of Regina has operated at the current site since 1961. The Landfill accepts waste from the City of Regina’s Solid Waste Collection Branch, other city departments, private businesses, government agencies, surrounding towns, villages and rural municipalities. A tipping fee per tonne is charged for waste hauled to the Landfill.

Revenue generated from tipping fees provides for costs associated with annual operating costs as well as capital expenditures, such as expansion to meet growing capacity needs, operating equipment and fleet. Landfill fees also provide funding for long-term maintenance and monitoring costs associated with decommissioned landfill areas that have reached capacity.

Operating surpluses, resulting from annual revenues exceeding expenditures, are transferred to the Solid Waste Reserve. Conversely, any operating deficits are withdrawn from the Reserve to fund the shortfall. The Solid Waste Reserve is used to fund capital expenditures for Landfill Operations, Solid Waste Collection and Waste Diversion Services branches.

The Landfill operates at full cost recovery. The last fee increase occurred in 2013, the third year of a three-year fee strategy. A comparison of 2013 tipping fees of landfills located in western Canada is provided in Appendix B.

## DISCUSSION

The main factors which influence the Landfill’s revenue strategy include: volume of materials managed on an annual basis, ongoing operating costs, capital funding needs, and closure and post-closure liability costs.

Annual operating expenditures are impacted by increases in labour, equipment, material, fuel and utility costs. In 2014, the Administration is projecting a 3.44% Municipal Price Index (MPI) rate increase for operating costs. Based on the 2013 operating budget, this represents a cost increase of approximately \$130,000 in 2014.

In 2013, the landfill site has experienced significant capital investment. The landfill expansion projects in 2013 are valued at \$9.8 million. The proposed 2014, 2015 and 2016 Capital Programs will draw \$9.1, \$18.6 and \$16 million, respectively, from the Reserve.

Mandatory residential recycling was introduced to Regina residents in single-family homes in July 2013. Early indications show 8,800 tonnes of recyclable materials will be diverted from the Landfill during the first six months of the program. Approximately 20,000 tonnes of material is expected to be diverted in 2014. Multi-family residences will be phased into the mandatory recycling service over the next two years. City Council set a 40% diversion target from the residential sector by 2015, as well as a 65% diversion target by 2020. Expanding this service into multi-family residences will help achieve these diversion targets. Although diversion of materials to the recycling program reduces the tonnages received at the Landfill, direct operating costs are not significantly impacted. The life of a landfill is measured in available capacity. Waste diverted from the landfill extends the life of the landfill. This defers expansion costs as well as closure and post-closure liability costs.

The following table illustrates financial results from 2012, the 2013 budget and the 2014 projection.

	<b>2012</b>	<b>2013</b>	<b>2014</b>
	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>
Tipping Fee Revenue	<b>\$13,222,346</b>	<b>\$15,853,600</b>	<b>\$17,000,000</b>
Tonnes subject to tipping fee	243,900	248,000	***233,000
Tipping fee	<b>\$55/tonne</b>	<b>\$65/tonne</b>	<b>\$75/tonne</b>
***2014 projected chargeable tonnage has been based on 2% residential and commercial growth, reduced by 20,000 tonnes diverted to the recycling program.			

The Landfill revenues reflected in the proposed 2014 Operating and Capital Budgets are based on the proposed fee increase.

Historically, the recommended fee schedule put forward was a three-year fee structure. The Administration is recommending a one-year fee structure in 2014. The recycling program, introduced in 2013, impacts the volume of waste received at the Landfill. Measuring future volumes diverted to this program, at this point in time, is speculative. A one-year fee will allow Administration to better forecast expected volumes at the landfill for future years. As well, new landfill scale technology will become operational in early 2014. This will allow Administration to categorize and measure different materials with more precision, providing opportunities to adapt future fee structures according to specific costs associated with handling different types of materials.

The standard tipping fee increase takes into consideration:

- An increase in residential and commercial growth within the city and surrounding area;
- Increase in operating costs;
- Capital funding requirements over the next few years; and
- A reduction in the volumes diverted to the recycling program.

The private vehicle rate will remain unchanged at \$15/vehicle.

The \$20/tonne reduction in tipping fees for asphalt shingles is being discontinued. The intent of the reduced rate was to encourage separation of the commodity from other waste and divert it to a recycling program. A feasible recycling program has not been found at this time. Loads comprising wholly or partially of asphalt shingles, will be charged the standard tipping fee.

Asbestos loads will be charged a flat fee for pit opening, load burial and pit closure, in addition to the standard tipping fee. While the Bylaw does not list a fee for handling and disposing of asbestos, the City has and will continue to have a permit, notification and inspection process in place for asbestos. The costs associated with the proper disposal of asbestos warrant the additional fees associated with pit opening, load burial and pit closure along with the standard tipping fee.

A burial surcharge will be added to the standard tipping fee for all loads requiring burial pursuant to applicable legislation. The surcharge will vary dependent on the load composition and size. Currently, the Bylaw does not list burial fees. However, the Administration has developed guidelines that identify what flat fee for pit burial surcharge is applicable for various types of loads within the range of flat fees for a burial pit surcharge as set out in Appendix A to this report.

The special fee for disposal of auto-shred residue (ASR) is being discontinued. In 2009, City Council (CR09-179) approved a special fee for ASR disposal by which ASR is accepted at \$0/tonne for the first 30 tonnes per day, during the months of November through March. ASR had been used as an alternative to clean fill dirt for daily cover during the winter months. The composition of ASR makes the material potentially flammable. Current best practice recognizes that stockpiling ASR at the Landfill may have an adverse environmental impact. Currently, the Landfill supplements clean fill dirt with wood chips rather than ASR. ASR is no longer desired for the purpose of cover at the Landfill. The Administration recommends that all loads of ASR will be charged the standard waste tipping fee.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The proposed increases to the landfill fees will provide an additional \$1,146,400 in total revenue. The current revenue strategy is for full cost recovery for all material requiring landfill management.

A financial model has been developed for solid waste management to ensure that capital and operating costs are properly funded over time. This is being integrated into Waste Plan Regina planning to ensure financial alignment with those goals.

#### Environmental Implications

Solid waste collection, diversion and disposal programs are critical components of the City's public health, environmental protection and customer service goals. Projected enhancement of environmental initiatives and adoption of more comprehensive waste minimization and recycling initiatives will require financial resources. The proposed rate changes reflect current priorities.

#### Policy and/or Strategic Implications

The Landfill is a significant element in achieving the outcomes identified in Waste Plan Regina.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report.

#### COMMUNICATIONS

Revised landfill rates will be posted at the Landfill, in the Leader-Post and on Regina.ca.

#### DELEGATED AUTHORITY

The disposition of this report requires City Council approval.

Respectfully submitted,

PUBLIC WORKS COMMITTEE



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Linda Leeks, Secretary

## APPENDIX A

### 2014 Landfill Fee Schedule

		Effective	
		January 1, 2014	
Standard Waste – Tipping fee		\$75	/tonne
Fill Dirt		No charge	
Clean Concrete		No charge	
Clean Asphalt		No charge	
Mixed Asphalt/Concrete		\$75	/tonne
Asbestos	- flat fee for pit - plus fee per tonne	\$350 \$75	/tonne
Burial Surcharge (excludes asbestos)	- flat fee for pit - plus fee per tonne	\$50 - \$250 \$75	/tonne
Private Vehicle Rate <sup>1</sup>		\$15	
Weight Ticket Only		\$10	
Appliances Containing Refrigerant <sup>2</sup>		\$10	
Free Account Program <sup>3</sup>		120 tonnes	

1. **Private Vehicle Rate:**  
*Small vehicles include all privately-owned cars, ¼ ton or ½ ton or ¾ ton vehicles, including trailers not exceeding 4 feet x 8 feet. Vehicles and trailers cannot have any commercial markings. Waste must be from own private residence.*

2. **Appliances Containing Refrigerant:**  
*Refrigerant removal charge from items including, but not limited to refrigerators, freezers and air conditioners. Available to residential loads only. Charge applied regardless whether refrigerant has been removed or not. No large commercial appliances are accepted.*

3. **Free Account Program:**  
*Standard tipping fees for non-profit organizations and community cleanups are waived up to a maximum of 120 tonnes of waste per year per account. Organizations must apply and be approved for this program.*

## APPENDIX B

### Landfill Rate Survey (2013 rates)

		<b>Population (2011 Census)</b>	<b>Tonnage Rate</b>	<b>Small Vehicle Rate*</b>
Saskatchewan	Melfort	5,576	\$55.00	\$10.00
	Moose Jaw	33,274	\$37.00	\$6.00
	Saskatoon	222,189	\$90.00	\$10.00
	Swift Current	15,503	\$35.00	\$5.00
	<b>Regina</b>	<b>193,100</b>	<b>\$65.00</b>	<b>\$15.00</b>
Western Canada	Calgary	1,096,833	\$102.00	\$15.00
	Edmonton	812,201	\$80.00	\$17.00
	Medicine Hat	60,005	\$36.15	\$8.00
	Brandon	46,061	\$61.50	\$5.15
	Winnipeg	663,617	\$43.50	\$11.00

**\*Note:** The application of the small vehicle rate varies for different communities. The rate shown is a minimum.

BYLAW NO. 2013-75

THE CITY OF REGINA CONDOMINIUM POLICY AMENDMENT BYLAW, 2013

---

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2012-14, being *The City of Regina Condominium Policy Bylaw, 2012* is amended in the manner set forth in this Bylaw.
- 2 The following clause is added after clause 3(u):  
  
“(u.1) **“Secondary Suite”** has the same meaning as in as *The Regina Zoning Bylaw*, No. 9250”
- 3 The following section is added after section 5:  
  
“5.1 A Secondary Suite or a Property which includes a Secondary Suite is not eligible for conversion to a Condominium.”
- 4 Section 18 is repealed and the following substituted:  
  
“18 The Development Officer is hereby delegated the authority to consider and approve applications for Condominium Conversion for any Property that, prior to conversion, contains 2 to 4 Units or Apartments, where the following conditions have been met:
  - (a) the Property owner has provided the Development Officer with:
    - (i) the completed Condominium Conversion application form;
    - (ii) all required supporting documentation as required by this Bylaw;
    - (iii) the application fee;
  - (b) the parcel on which the Property is located does not have more than four existing Units or Apartments;
  - (c) there are no outstanding property taxes owing on the Property;
  - (d) the Property is not subject to any agreements that:

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Solicitor

- (i) restrict the Owner from converting the Property into condominiums;
- (ii) require the Owner to maintain the property as rental property;
- (iii) restrict the Owner from redividing the Property into one or more Condominium Units;
- (e) where applicable, there is a recommendation from the Municipal Heritage Advisory Committee for those Designated Heritage Properties that are the subject of Condominium Conversion and for which the Development Officer referred to the Municipal Heritage Advisory Committee;
- (f) the plan to remedy the Life Safety Requirements deficiencies noted in section 6 is acceptable to the City; and
- (g) the Property is suitable for conversion into a Condominium in that it meets the current requirements of all applicable statutes, regulations, codes and bylaws as of the Application Date.

18.1 The Development Officer is hereby delegated the authority to deny any application where the conditions set out in Section 18 are not or cannot be complied with as of the Application Date.”

5 Section 19 is repealed and the following substituted:

”19 The Development Officer is hereby delegated the authority to consider and approve applications for Condominium Conversion for any Property that, prior to conversion, contains 5 to 50 Units or Apartments where the following conditions have been met:

- (a) the Property owner has provided the Development Officer with:
  - (i) the completed Condominium Conversion application form;
  - (ii) all required supporting documentation as required by this Bylaw;
  - (iii) the application fee;
- (b) the CMA Vacancy Rate is 3% or more;



- (c) the Zone Vacancy Rate is 3% or more;
- (d) there are no outstanding property taxes owing on the Property;
- (e) the Property is not subject to any agreements that:
  - (i) restrict the Owner from converting the Property into condominiums;
  - (ii) require the Owner to maintain the property as rental property;
  - (iii) restrict the Owner from dividing or redividing the Property into one or more Condominium Units;
- (f) where applicable, there is a recommendation from the Municipal Heritage Advisory Committee for those Designated Heritage Properties that are the subject of Condominium Conversion and for which the Development Officer referred to the Municipal Heritage Advisory Committee;
- (g) the plan to remedy the Life Safety Requirements deficiencies noted in section 6 is acceptable to the City; and
- (h) the Property is suitable for conversion into a Condominium in that it meets the current requirements of all applicable statutes, regulations, codes and bylaws as of the Application Date.

19.1 The Development Officer is hereby delegated the authority to deny any application where the conditions set out in Section 19 are not or cannot be complied with as of the Application Date.”

6 Clause 22(b) is repealed and the following substituted:

“(b) the CMA Vacancy Rate is 3% or more;”

7 Clause 22(c) is repealed and the following substituted:

“(c) the Zone Vacancy Rate is 3% or more;”

8 The following section is added after section 22:

“22.1 City Council may deny any application where the conditions set out in Section 22 are not or cannot be complied with as of the Application Date.”

9 Section 24 is repealed and the following substituted:

“24 Notwithstanding sections 19 and 22, the CMA Vacancy Rate and the Zone Vacancy Rate threshold conditions shall not apply to Properties that are Vacant Properties or to Designated Heritage Properties.”

10 This Bylaw comes into force on the date of passage.

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

## ABSTRACT

### BYLAW NO. 2013-75

#### THE CITY OF REGINA CONDOMINIUM POLICY AMENDMENTS BYLAW, 2013

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PURPOSE:	<p>To amend Bylaw 2012-14, being <i>The City of Regina Condominium Policy Bylaw, 2012</i> to:</p> <ul style="list-style-type: none"><li>➤ increase the CMA Vacancy Rate and Zone Vacancy Rate to 3%;</li><li>➤ clarify that Secondary Suites are not eligible for conversion;</li><li>➤ clarify that consideration of the number of units is prior to conversion; and</li><li>➤ to correct certain typographical errors.</li></ul>
ABSTRACT:	<p>The Bylaw amends Bylaw 2012-14, being <i>The City of Regina Condominium Policy Bylaw, 2012</i>.</p>
STATUTORY AUTHORITY:	<p>Section 8 of <i>The Cities Act</i> and Section 10 of <i>The Condominium Property Act, 1993</i></p>
MINISTER'S APPROVAL:	<p>Not required</p>
PUBLIC HEARING:	<p>Not required</p>
PUBLIC NOTICE:	<p>Public notice was provided although not statutorily required.</p>
REFERENCE:	<p>Regina Planning Commission Meeting October 23, 2013 RPC13-77</p>
AMENDS/REPEALS:	<p><i>The City of Regina Condominium Policy Bylaw, 2012</i> is amended.</p>
CLASSIFICATION:	<p>Regulatory and Administrative</p>
INITIATING DIVISION:	<p>Community Planning and Development</p>
INITIATING DEPARTMENT:	<p>Planning</p>

Bylaw No. 2013-80

THE REGINA TRAFFIC AMENDMENT BYLAW, 2013

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to increase parking fines.
- 2 The authority for this Bylaw is section 8 of *The Cities Act*.
- 3 Bylaw No. 9900, being *The Regina Traffic Bylaw, 1997* is amended in the manner set forth in this Bylaw.
- 4 Schedule “K” is repealed and the attached Schedule “K” is substituted.
- 5 This Bylaw comes into force on January 1, 2014.

READ A FIRST TIME THIS 25th DAY OF November 2013.

READ A SECOND TIME THIS 25th DAY OF November 2013.

READ A THIRD TIME AND PASSED THIS 25th DAY OF November 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

**SCHEDULE “K” - NOTICE OF VIOLATION:**

Notice of Violation, Voluntary Payment Amounts and Specified Penalty Sums for Default Convictions (as provided for in Section 88)

Section	Amount	Description
9(4)	\$70.00	Stopped in a bus lane.
32(1)	\$60.00	Failing to park at curb in the direction of traffic.
33(1)(a)	\$60.00	Parked more than 0.6 metres away from the curb.
33(1)(b)	\$60.00	Parked at a curb within 0.6 metres in front or behind any vehicle.
33(2)	\$60.00	Improperly parked motorcycle.
34(1)(a)	\$60.00	Improperly parked in an angle parking stall.
34(1)(b)	\$60.00	Parked in angle parking stall with the leading edge of vehicle more than 0.3 meters away from curb.
34(1)(c)	\$60.00	Parked a vehicle exceeding 6.0 metres where angle parking is provided.
34(2)	\$60.00	Backing a vehicle into a parking stall that is less than 90 degrees.”
35(1)(a)	\$60.00	Parked where prohibited.
35(1)(b)	\$60.00	Over parked in limited parking area
35(2)	\$70.00	Parked on an alley.
35(3)	\$70.00	Parked in a school zone.
35(4)(a)	\$60.00	Parked on any sidewalk.
35(4)(b)	\$60.00	Parked on a boulevard or other place not accessible to a public highway by a curb crossing.
35(4)(c)	\$60.00	Parked upon an area adjacent to a centre median or island.
35(4)(d)	\$60.00	Parked on a shoulder or curb lane where speed limit exceeds 50 km/h.
35(4)(e)	\$60.00	Parked in a traffic lane of any street.
35(5)(a)	\$60.00	Parked on any public highway signed as “Temporary No Parking”.
35(5)(b)	\$60.00	Parked on any public highway which has been temporarily closed.
35(5)(c)	\$60.00	Parked on any street longer than 24 hours.
36(1)(a)	\$60.00	Stopped where prohibited.
36(1)(b)	\$70.00	Stopped in a bus stop.
36(1)(c)	\$60.00	Stopped in a traffic lane.
36(1)(d)	\$60.00	Stopped in an alley within 2.0 metres of a property access.
36(1)(e)	\$60.00	Stopped within 10.0 metres of a street intersection.
36(1)(f)	\$100.00	Stopped within 2.0 metres of a fire hydrant.
36(1)(g)	\$60.00	Stopped within 5.0 metres of a railway track.
36(1)(h)	\$60.00	Stopped within 10.0 metres of a pedestrian crosswalk
36(1)(i)	\$60.00	Stopped within 3.0 metres of an alley intersection.
36(1)(j)	\$60.00	Stopped within 2.0 metres of a curb crossing.
36(3)	\$110.00	Stopped in a school zone where prohibited.
38(1)(a)	\$55.00	Parked in a metered stall where meter showed violation or time expired.
38(1)(b)	\$55.00	Parked in a metered stall for a period exceeding the maximum time of the meter.
38(1)(c)	\$55.00	Parked in a metered stall for longer than two hours on a Saturday.
38(1)(d)	\$55.00	Failed to move vehicle to a new location on opposite side of street or other block.
38(1)(e)	\$55.00	Parked a vehicle in a metered stall for longer than 2 hours.
38(1)(f)	\$55.00	Parked where a meter is covered by a white meter bag (Permit parking only).
38(1)(g)	\$55.00	Parked except wholly within a metered stall.
38(1)(h)	\$55.00	Parked more than 2.0 metres from the nearest meter pole.
38(2)	\$70.00	Parked where a meter is covered by an orange meter bag.
42	\$55.00	Enter, leave or park in an off-street parking area in contravention of direction signs posted.
43(1)	\$60.00	Parked on private property in a zone marked as “no parking” or “no stopping”.
43(2)	\$200.00	Parked on private property in a stall marked by signs as reserved for persons with disabilities.
43(3)	\$70.00	Stopped or parked on private property without consent of owner.
44(1)	\$60.00	Parked on public property other than a public highway.
45(1)	\$60.00	Oversized vehicle parked longer than 2 hours.
47	\$70.00	Restricted parking in Taylor Field area.
48(1)	\$70.00	Parked in a loading zone for longer than maximum time permitted.
49(1)	\$70.00	Parked or stopped in a Taxicab Parking Zone.
50(1)	\$200.00	Parked in a stall or zone marked by signs as reserved for persons with disabilities.
50(2)	\$60.00	Parked at a parking stall for persons with disabilities for longer than the time specified.
51	\$60.00	Engine running without operator present.
52(1)	\$60.00	Vehicle backed up to curb obstructing more than 3. 0 metres of roadway.

53(1)	\$60.00	Opening door of vehicle before safe to do so.
53(2)	\$60.00	Leave door of vehicle open longer than necessary to load or unload passengers.
64(2)	\$110.00	Parked within a temporarily closed or restricted public highway.
67(2)	\$70.00	Leave vehicle on jack or block or blocks longer than 3 hours.
68(2)	\$70.00	Leave cord or cable on public highway or sidewalk while attached to a vehicle.
69(3)(c)	\$60.00	Recreational vehicle parked on a driveway 2.0 metres from any curb or sidewalk
70(1)	\$60.00	Parked on street without a valid license plate.
83(1)	\$55.00	Secured bicycle to any structure on public right of way other than a bicycle stand.
83(2)	\$55.00	Failed to leave bicycle in an upright position.

ABSTRACT

Bylaw No. 2013-80

THE REGINA TRAFFIC AMENDMENT BYLAW, 2013

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PURPOSE:	To set new parking fines.
ABSTRACT:	This Bylaw amends Bylaw 9900, being <i>The Regina Traffic Bylaw, 1997</i> to substitute new parking fines.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Report PW13-21 from the November 7, 2013 Public Works Committee meeting
AMENDS/REPEALS:	Amends Bylaw 9900
CLASSIFICATION:	Administration
INITIATING DIVISION:	Construction and Compliance
INITIATING DEPARTMENT:	Community Planning and Development

BYLAW NO. 2013-81

THE WASTE MANAGEMENT AMENDMENT BYLAW, 2013

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2012-63, being *The Waste Management Bylaw, 2012* is amended in the manner set forth in this Bylaw.
- 2 The following subsection shall be added after subsection 4 (n):  
  
“(o) establish and approve policies, procedures, and applicable fees and such fees shall be within the range identified in Schedule “C” to this Bylaw.”
3. Schedule “C” is repealed and the attached Schedule “C” is substituted:
4. This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 25<sup>TH</sup> DAY OF NOVEMBER 2013.

READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF NOVEMBER 2013.

READ A THIRD TIME AND PASSED THIS 25<sup>TH</sup> DAY OF NOVEMBER 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

(SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor



## SCHEDULE “C”

### 2014 Landfill Fee Schedule

		Effective	
		January 1, 2014	
Standard Waste – Tipping fee		\$75	/tonne
Fill Dirt		No charge	
Clean Concrete		No charge	
Clean Asphalt		No charge	
Mixed Asphalt/Concrete		\$75	/tonne
Asbestos	- flat fee for pit - plus fee per tonne	\$350 \$75	/tonne
Burial Surcharge (excludes asbestos)	- flat fee for pit - plus fee per tonne	\$50 - \$250 \$75	/tonne
Private Vehicle Rate <sup>1</sup>		\$15	
Weight Ticket Only		\$10	
Appliances Containing Refrigerant <sup>2</sup>		\$10	
Free Account Program <sup>3</sup>		120 tonnes	

1. **Private Vehicle Rate:**  
*Small vehicles include all privately-owned cars, ¼ ton or ½ ton or ¾ ton vehicles, including trailers not exceeding 4 feet x 8 feet. Vehicles and trailers cannot have any commercial markings. Waste must be from own private residence.*
  
2. **Appliances Containing Refrigerant:**  
*Refrigerant removal charge from items including, but not limited to refrigerators, freezers and air conditioners. Available to residential loads only. Charge applied regardless whether refrigerant has been removed or not. No large commercial appliances are accepted.*
  
3. **Free Account Program:**  
*Standard tipping fees for non-profit organizations and community cleanups are waived up to a maximum of 120 tonnes of waste per year per account. Organizations must apply and be approved for this program.*

## ABSTRACT

BYLAW NO. 2013-81

### THE WASTE MANAGEMENT AMENDMENT BYLAW, 2013

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PURPOSE:	To amend Bylaw No. 2012-63, <i>The Waste Management Bylaw, 2012</i> .
ABSTRACT:	This Bylaw authorizes the Deputy City Manager to establish and approve policies, procedures, and applicable fees within the range identified in the Schedule "C".
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Public Works Committee, November 7, 2013, PW13-22
AMENDS/REPEALS:	Amends Bylaw No. 2012-63
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Operations
INITIATING DEPARTMENT:	Open Space & Environmental Services

BYLAW NO. 2013-82

THE DEVELOPMENT APPLICATION FEE AMENDMENT BYLAW, 2013

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2008-66, being *The Development Application Fee Bylaw, 2008*, is amended in the manner set forth in this Bylaw.
- 2 Appendix "A" of *The Development Fee Bylaw*, No. 2008-66 is amended by striking out the following rows:

APPLICATION FEES	PROPOSED FEE
Properties with two to four units	\$1,600.00
Properties with five to 100 units	\$2,500.00
Properties with over 100 units	\$3,400.00

and substituting the following rows:

APPLICATION FEES	PROPOSED FEE
Properties with two to four units	\$1,600.00
Properties with five to 50 units	\$2,500.00
Properties with over 50 units	\$3,400.00

- 3 *The Condominium Application Fees Bylaw*, No. 2001-100 is repealed.
- 4 This Bylaw comes into force on the date of passage.

READ A FIRST TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A SECOND TIME THIS 25<sup>th</sup> DAY OF November 2013

READ A THIRD TIME AND PASSED THIS 25<sup>th</sup> DAY OF November 2013

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk (SEAL)

CERTIFIED A TRUE COPY

\_\_\_\_\_  
City Clerk

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Solicitor

## ABSTRACT

BYLAW NO. 2013-82

### THE DEVELOPMENT APPLICATION FEE AMENDMENT BYLAW, 2013

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PURPOSE:	To amend <i>The Development Application Fee Bylaw, 2008</i> .
ABSTRACT:	To correct a typographical error pertaining to the categorization of unit numbers governing condominium conversions and associated fees.
STATUTORY AUTHORITY:	Section 106(2) of <i>The Condominium Property Act, 1993</i> .
MINISTER'S APPROVAL:	Not required
PUBLIC HEARING:	Not required
PUBLIC NOTICE:	Not required
REFERENCE:	Regina Planning Commission Meeting October 23, 2013 RPC13-77.
AMENDS/REPEALS:	<i>The Development Application Fee Bylaw, 2008</i> and <i>The Condominium Application Fees Bylaw</i> .
CLASSIFICATION:	Regulatory and Administrative
INITIATING DIVISION:	Community Planning and Development
INITIATING DEPARTMENT:	Planning