



COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

**Wednesday, June 15, 2016
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



**Public Agenda
Community and Protective Services Committee
Wednesday, June 15, 2016**

Approval of Public Agenda

Minutes of the meeting held on May 18, 2016

Administration Reports

CPS16-17 Regina Fire Bylaw

Recommendation

1. That The Regina Fire Bylaw, Bylaw 2005-18 be repealed.
2. That the City Solicitor be instructed to bring forward a new Fire Bylaw consistent with the draft bylaw attached as Schedule "A" to this report.
3. That this report be forwarded to the June 27, 2016 meeting of City Council for approval.

CPS16-18 Community Investments Grants Program Update

Recommendation

1. That City Council approve an increase of \$200,000 beginning in 2017 to the Community Investment Grants Program.
2. That the recommendations contained in this report be part of the 2017 budget process.
3. That item CM15-13 be removed from the List of Outstanding Items for the Community & Protective Services Committee.

Motions

CPS16-19 Councillor Jerry Flegel - Use of Pesticides and Control of Weeds/Insects

Adjournment

AT REGINA, SASKATCHEWAN, WEDNESDAY, MAY 18, 2016

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

AT 4:00 PM

Present: Councillor Jerry Flegel, in the Chair
Councillor John Findura
Councillor Shawn Fraser
Councillor, Bob Hawkins
Councillor Mike O'Donnell

Also in Attendance: Council Officer, Ashley Thompson
Solicitor, Chrystal Atchison
Executive Director, City Services, Kim Onrait
Director, Community Services, Laurie Shalley
Director, Development Services, Louise Folk
Director, Parks and Open Space, Ray Morgan
Director, Roadways & Transportation, Norman Kyle
Manager, Business Development – Transit, Nathan Luhning
Manager, Community & Cultural Development, Jeff Erbach
Manager, Current Planning, Fred Searle
Policy Analyst, Liberty Brears

APPROVAL OF PUBLIC AGENDA

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

ADOPTION OF MINUTES

Councillor John Findura moved, AND IT WAS RESOLVED, that the minutes for the meeting held on April 13, 2016 be adopted, as circulated.

ADMINISTRATION REPORTS

CPS16-11 Regina Cultural Plan

Recommendation

1. That the Regina Cultural Plan, outlined in Appendix A, be endorsed.
2. That Administration report back to Community & Protective Services Committee annually on the progress and implementation of the Plan.
3. That CPS14-18 be removed from the list of outstanding items for Community and Protective Services Committee.
4. That this report be forwarded to City Council on May 30, 2016 for approval.

The following addressed the Committee:

- Deborah Stevens, representing Regina Region Local Immigration Partnership (RRLIP)
- Janine Windolph, representing mispon: A Celebration of Indigenous Filmmaking Inc.
- Ruth Smillie, representing Globe Theatre
- Awelana Akeriwe, representing Regina Afro Fest
- Sandy Baumgartner, representing Saskatchewan Science Centre
- Wendy Nelson, representing CARFAC Saskatchewan

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

CPS16-12 Amendments to The Regina Animal Bylaw, 2009

Recommendation

1. That amendments to The Regina Animal Bylaw, 2009, Bylaw No. 2009-44 as identified in this report be approved.
2. That the City Solicitor be requested to prepare the required amending bylaw for consideration by City Council.
3. That the amendments to The Regina Animal Bylaw, 2009, Bylaw No. 2009-44 come into effect June 1, 2016.

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

CPS16-13 Amendments to Transit Fare Bylaw 2009-22

Recommendation

1. That the amendments to *The Regina Transit Fare Bylaw, 2009* as described in this report be approved.
2. That the City Solicitor be instructed to prepare the required amending bylaw based on the changes identified in this report.
3. That this report be forwarded to the May 30, 2016 meeting of Council.

Councillor Bob Hawkins moved, in amendment, that recommendation #1 be amended as follows:

1. That the amendments to *The Regina Transit Fare Bylaw, 2009* as described in this report, be approved subject to the provision that the revenue raised from students through UPass sales does not exceed the cost to URSU charged by the City for the bus services, together with reasonable administration costs incurred by URSU in administering the program.

The main motion was put and declared LOST.

Councillor Shawn Fraser moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

CPS16-14 Paratransit Charter Rates

Recommendation

1. That the following formula be used to calculate the rates of charter service for Regina Paratransit Service effective September 1, 2016 to June 30, 2021.
 - a) The Operations and Maintenance Services Agreement cost per hour, plus an additional 40 per cent.

Paratransit Charter Service Rates

Effective Date	Operations and Maintenance Services Agreement cost/hour	Paratransit Charter Rates
September 1, 2016	\$48.95	\$68.53
July 1, 2017	\$50.07	\$70.10
July 1, 2018	\$51.69	\$72.37
July 1, 2019	\$52.59	\$73.63
July 1, 2020	\$53.90	\$75.46

- b) For the charter trips outside of city limits, an additional per kilometre rate be charged. The per kilometre rate will be calculated as follows and updated every six months on July 1 and January 1 of each year to be consistent with the current City kilometre reimbursement rate:

The average “Consumer Price Index for Saskatchewan, Private Transportation” (or a comparable successor to such price index should it be discontinued) published by Statistics Canada for the following six month periods, divided by 100 and multiplied by \$0.35:

- (i) November-April average CPI/100 x .35 to take effect July 1; and
 - (ii) May-October average CPI/100 x .35 to take effect January 1.
2. That the City Solicitor prepare a bylaw amendment to enable the implementation of the new paratransit charter service rate formula, effective September 1, 2016.
3. That this report be forwarded to the May 30, 2016 City Council meeting for approval.

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

CPS16-15 Supply of Annual Bedding Plants

Recommendation

1. That City Council approve the sole sourcing of annual bedding plants be obtained through Wascana Centre Authority for the 2017 planting season, and up to four additional years.
2. That City Council authorize the Executive Director, City Services to negotiate, approve and amend a contract with Wascana Centre Authority (WCA) for an initial period of one year, renewable for up to four additional one year terms, as further detailed in this report.
3. That the City Clerk be authorized to execute the contract with WCA after review by the City Solicitor.
4. That this report be forwarded to the May 30, 2016 meeting of City Council for approval.

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

COMMUNICATIONS

CPS16-16 Pedestrian Safety and Access to New Transit Route (Vanstone Drive and Rochdale Boulevard)

Recommendation

1. That this communication be received and filed.
2. That MN16-3 be removed from the list of outstanding items for Community and Protective Services Committee.

Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that this communication be received and filed.

ADJOURNMENT

Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 6:15 p.m.

Chairperson

Secretary

June 15, 2016

To: Members,
Community and Protective Services Committee

Re: Regina Fire Bylaw

RECOMMENDATION

1. That *The Regina Fire Bylaw, Bylaw 2005-18* be repealed.
2. That the City Solicitor be instructed to bring forward a new Fire Bylaw consistent with the draft bylaw attached as Schedule “A” to this report.
3. That this report be forwarded to the June 27, 2016 meeting of City Council for approval.

CONCLUSION

The Regina Fire Bylaw, Bylaw 2005-18 requires several updates to ensure alignment with recent changes to the provincial legislation and the *National Fire Code of Canada*. The proposed bylaw will replace the existing *Fire Bylaw* and introduces additional provisions, which are highlighted in this report and other revisions to ensure consistency with *The Fire Safety Act* (the Act) that was enacted in November 2015. In accordance with the requirements of the Act, the proposed bylaw has been reviewed by the Ministry of Government Relations’ Emergency Management and Fire Safety and Building Standards and Licensing branches.

BACKGROUND

The Province of Saskatchewan ensures the regulation of fire safety under the framework established by the *National Fire Code of Canada, 2010* (NFC). The NFC is a model code published by the National Research Council to provide minimum fire safety requirements for buildings, structures and areas where hazardous materials are used. It also ensures acceptable levels of fire protection and fire prevention for ongoing building operations.

The Government of Saskatchewan enacted *The Fire Safety Act* on November 2, 2015, replacing *The Fire Prevention Act, 1992*. Section 49 of the Act allows a municipality to pass bylaws to modify or revise the NFC to suit local needs where the modifications are more exacting than the requirements in the Code. In the fall of 2015, the Administration began the process of reviewing *The Regina Fire Bylaw* to ensure alignment with recent changes to the Act and the NFC. The Bylaw was last amended in 2010. As part of the review, the Administration identified a number of updates and additional requirements for inclusion in the Bylaw including permit requirements for industry fire safety systems technicians, enhanced smoke alarm provisions in rental properties, false alarms and additional provisions for alternative family care homes and residential care occupancies.

DISCUSSION

Fire Safety System Industry Standards

Regina Fire & Protective Services (RFPS) Fire Inspectors have experienced several instances where fire and life safety systems have been non-compliant. This is due to private technicians not

following regulated industry standards when providing maintenance services. The requirements introduced in the proposed bylaw will require private technicians who perform maintenance and testing on portable fire extinguishers, commercial cooking equipment, sprinkler and standpipe systems and fire alarm systems be trained and qualified to the industry standards as per NFC requirements. The new bylaw provisions will require individuals who intend to inspect, test, or maintain fire safety system equipment to provide RFPS with proof of qualifications in order to obtain a permit to carry out the work.

Alternative care homes and residential care occupancies up to 10 occupants

The proposed bylaw provides specialized requirements for occupancies providing care, accommodation and lodging of individuals who require specialized or supervised care to ensure resident safety. These requirements reflect National Building Code requirements and are mandated in existing provincial legislation. These requirements have been placed on hold until 2019 despite the concerns of the City of Regina and other municipal, Fire and Building jurisdictions.

The National Building Code requirements proposed include sprinkler systems, emergency lights and interconnected smoke alarms. Enhanced building protection requirements are necessary to ensure the safety of the residents who may be unable to maintain their own safety due to deteriorating health conditions. The requirements also address the advanced risk of persons congregating in buildings not specifically designed for that use.

Smoke alarms in rental properties

New provisions in the NFC require that hard-wired smoke alarms be installed in all rental properties which have an alternative power source that will provide power to the alarm for a minimum of seven days. New NFC provisions also requires that smoke alarms are tested in conformance with the manufacturers' instructions, industry standards or every 30 days, whichever is more frequent. Currently, smoke alarms must be inspected and tested every six months to ensure operability.

Smoke alarm requirements in the current Bylaw apply only to buildings that contain more than one dwelling unit, or one or more dwelling units that are not occupied by the owner of the building. The proposed bylaw extends smoke alarm provisions to other buildings containing similar occupancies, specifically:

- Dwelling unit(s) containing one or more sleeping rooms or sleeping areas where lodging is provided for a fee, such as rooming houses or lodging houses (but excluding hotel and motel occupancies, which are regulated under existing NFC provisions).
- Individual condominium units within a complex that are used as rental accommodations.

False Alarms

A false alarm occurs when fire crews are dispatched to an incident to find there is no emergency or fire at the alarm site. Responding to false alarms may have significant impacts on resource allocation and emergency service delivery which could result in delayed response times to critical emergencies. The City of Regina (City) has established a false alarm bylaw (*False Alarm Bylaw, Bylaw No. 2004-24*) requiring police to attend at the property. A similar provision is sought for fire crew response to false alarms. The proposed bylaw establishes fees for fire crews responding to repeated false fire alarms. The fees are consistent to other violation fines under the fire bylaw and are comparable to other jurisdictions. The fees are intended to recover partial costs of the emergency response in addition to being a deterrent of false alarms.

Flying Lanterns (Sky Lanterns)

Flying and sky lanterns are small paper lanterns resembling hot air balloons and are currently sold in various Regina stores. They are launched by lighting a candle at the base of the lantern and can float up to three kilometres depending on wind speed and direction. These devices have been linked to a number of fires in the city because they may land with the candle still burning. The Administration recommends prohibiting the launch of flying lanterns within the City limits.

RECOMMENDATION IMPLICATIONS

Financial Implications

Violation fines for bylaw violations and recommended provisions with respect to false alarms are not expected to generate significant revenue for the City. Financial penalties are primarily used in situations that involve repeat offenders in an attempt to change the behaviour of those individuals. For instance, in 2015 the City received approximately 150 fire pit complaints, however only 26 violation tickets were issued. These fines generated approximately \$6,500 in revenue but over 80 per cent of the inspections were utilized to focus upon educating residents on fire safety.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed bylaw supports the health, safety and community security goals outlined in the Official Community Plan (OCP) and ensures that municipal regulations pertaining to fire and life safety are aligned with provincial legislation and national standards.

Other Implications

Fire Inspectors may issue an order to remedy contraventions of the *Fire Safety Act* or a bylaw passed pursuant to the Act. Appeals of orders issued under the Act or bylaw are considered by the Office of the Fire Commissioner for a decision. The Fire Commissioner was notified of the pending changes and provided with a draft of the proposed Fire Bylaw for review to ensure alignment with the requirements of the Act. The repeal and replacement of the current bylaw with a new bylaw will have no impact the validity of orders issued under the former bylaw nor appeals that are outstanding at the time the bylaw is replaced.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

As required by *The Fire Safety Act*, the new bylaw was reviewed by the Ministry of Government Relations (Emergency Management and Fire Safety) to ensure alignment with the Act. On April 20, 2016, the Fire Commissioner recommended City Administration provide further review of three bylaw provisions. The Administration corrected the provisions and submitted the bylaw to the Ministry for a final review. The Fire Commissioner responded on May 13, 2016 to inform the Administration that the proposed bylaw satisfactorily aligns with the Act (Schedule “B”).

Information pertaining to smoke alarm requirements in rental properties will form part of a larger, coordinated rental accommodation education strategy. A separate communication plan will include information regarding new false alarm provisions and permitting requirements for private technicians.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

A handwritten signature in dark ink, appearing to be 'EP' or similar initials, followed by a horizontal line.

Ernie Polsom,
Fire & Protective Services

Respectfully submitted,

A handwritten signature in dark ink that reads 'C. Holden'.

Chris Holden, City Manager

Report prepared by:
Jeannette Lye, Policy Analyst, Fire & Protective Services

SCHEDULE A

BYLAW NO. Enter Bylaw Number

THE REGINA FIRE BYLAW, 2016

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

PART I: PURPOSE AND STATUTORY AUTHORITY

Purpose

1 The purpose of this Bylaw is to:

- (a) acknowledge the authority of the Director as the Fire Chief and local assistant;
- (b) acknowledge the purpose of the Department as a service provider;
- (c) revise, vary and modify provisions of the National Fire Code and adopt additional or enhanced fire safety and prevention standards;
- (d) provide for inspections required by provincial law other than *The Fire Safety Act*;
- (e) regulate private inspections of certain fire safety equipment;
- (f) regulate the sale and use of fireworks and pyrotechnics;
- (g) establish fees and charges for false alarms; and
- (h) establish additional mechanisms for enforcement of *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code and this Bylaw.

Statutory authority

2 The authority for this Bylaw is section 8 and 333 of *The Cities Act* and section 49 of *The Fire Safety Act*.

PART II: DEFINITIONS AND ADMINISTRATIVE REQUIREMENTS

Definitions

3 In this Bylaw:

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

City Solicitor

“Chief of Police” means the Chief of the Regina Police Service and anyone acting or authorized to act on his or her behalf;

“City” means the municipal corporation of the City of Regina or the geographical area within the City limits, as the context requires;

“City Manager” means the person appointed to the position of City Manager by Council;

“Council” means the Council of the City;

“Department” means the Regina Fire and Protective Services Department;

“Director” means the Director of the Regina Fire and Protective Services Department of the City or anyone acting on his or her behalf;

“facility” includes a group home, child care home, personal care home, private service home and a residential-service facility;

“false alarm” means an activation of a fire alarm system or a security system when there is neither a fire nor any other emergency at the alarm site;

“federal regulations” means the regulations passed pursuant to the *Explosives Act*;

“firecracker” means any object containing any substance or combination of substances prepared for, capable of, or discharged for the purpose of producing an explosion without a pyrotechnics display, including cannon crackers, firecrackers, mines, squibs and torpedoes;

“fire alarm system” means a system consisting of a control unit and a combination of electrical interconnected devices, which are:

- (a) designed and intended to detect a fire condition and to actuate an alert and/or alarm signal in a building or structure; or
- (b) manually activate and includes the systems installed throughout any building or structure;

“Fire Chief” means the Director and anyone authorized or delegated to act on behalf of the Director;

“fire inspector” means an officer who is employed by the City and authorized by the Director to act as a municipal inspector for the purposes of *The Fire Safety Act* and this Bylaw;

“fire pit” means a permanently affixed outdoor fire receptacle and a portable fire receptacle, including a chiminea;

“fire protection systems” means fire alarm systems, sprinkler systems, special extinguishing systems, standpipe and hose systems, and emergency power installations;

“fireworks” means explosives that are enclosed in any case or contrivance, or are otherwise manufactured or adapted for the production of pyrotechnic effects, pyrotechnic signals or sound signals and includes any chemical compound or mechanically mixed preparation of an explosive or of an inflammable nature that is used for the purpose of making such explosives, but does not include firecrackers;

“fireworks exhibition” means an exhibition of fireworks intended for the entertainment of the general public or in open view of the general public;

“Fireworks Supervisor” means a person who has been certified as a Fireworks Supervisor by the Explosives Regulatory Division of Natural Resources Canada;

“flying lantern” or **“sky lantern”** means paper or plastic devices containing a candle or other fuel source designed to heat the air in the device so the device will levitate.

“high hazard fireworks” means fireworks classed as Subdivision 2 and Subdivision 3 of Division 2 fireworks in the federal regulations, such as model rocket engines, rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, barrages, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons, but does not include firecrackers;

“lessee” means a person who leases a building or land and includes an occupant, tenant, or subtenant;

“low hazard recreational fireworks” means fireworks classed as Subdivision 1 of Division 2 fireworks in the federal regulations comprised of low hazard fireworks generally used for recreation, such as fireworks showers, fountains, golden rain, lawn lights, pin wheels, Roman candles, volcanoes and sparklers, but does not include Christmas crackers or caps for toy guns;

“National Building Code” means The National Building Code of Canada as adopted by the regulations to *The Uniform Building and Accessibility Standards Act* as amended from time to time;

“National Fire Code” means The National Fire Code of Canada as adopted by the regulations to *The Fire Safety Act* as amended from time to time

“NFPA” means the National Fire Protection Association;

“outdoor fireplace” means an enclosed and permanently affixed outdoor fire receptacle which incorporates a permanently affixed chimney or flue, and is constructed of brick, rock or other masonry;

“owner” means a person who has any right, title, estate or interest in land or buildings other than that of a mere occupant, lessee, tenant or mortgagee;

“peace officer” means a police officer or a constable appointed pursuant to any legislation;

“person” includes a corporation and the heirs, executors, administrators or other legal representatives of a person;

“pyrotechnician” means a person who has been certified as a pyrotechnician by the Explosives Regulatory Division of Natural Resources Canada;

“pyrotechnic special effects” means those fireworks that are used in the entertainment industry whether designed specifically for indoor or outdoor use, such as black powder bombs, bullet effects, flash powder, smoke compositions, gerbs, lances and wheels;

“pyrotechnics exhibition” means an exhibition of pyrotechnic special effects intended for the entertainment of the public, in open view to the general public, or in a place to which the general public may be admitted, and includes places to which admittance to the general public is restricted by age or by invitation;

“Risk Manager” means the Risk Manager appointed or employed by the City;

“security alarm” means an alarm system intended to detect and alert of heat or smoke in the building;

“Special Effects Pyrotechnician” means a person who has been certified as a Special Effects Pyrotechnician by the Explosives Regulatory Division of Natural Resources Canada;

“theatrical user” means a person who has been certified as a theatrical user by the Explosives Regulatory Division of Natural Resources Canada.

Interpretation

- 4(1) The words and terms not specifically defined in this Bylaw shall have the meaning prescribed in *The Fire Safety Act*, *The Fire Safety Regulations*, the National Fire Code or the National Building Code, *The Uniform Building and Accessibility Standards Act* and the regulations passed pursuant to *The Uniform Building and Accessibility Standards Act*, unless otherwise modified by this Bylaw.
- (2) Words and phrases not specifically defined in this Bylaw or in the legislation in subsection (1), shall have the meanings which are commonly assigned to them with reference to the context in which they are used and with reference to the specialized use of terms within the various trades and professions to which the terminology applies.

Authority of Director

- 5(1) The Director is appointed as the Fire Chief and the local assistant, as defined in *The Fire Safety Act*.
- (2) The Director is responsible for and shall carry out the daily administration and operations of the Department and may make any policies, regulations or operating procedures where necessary.
- (3) The Director shall administer and enforce this Bylaw within the City and may perform any other duties and exercise any other powers that may be delegated by Council or authorized by provincial law.
- (4) The Director is authorized to further delegate any matter delegated to him or her under this Bylaw.

Purpose of the Department

- 6(1) The Department is continued as an established service department of the City pursuant to clause 8(1)(i) of *The Cities Act* and is authorized to provide services relating to fire suppression, prevention and investigation and additional related services, including, but not limited to:
- (a) emergency response services;
 - (b) inspections and investigations;
 - (c) educational and training programs;
 - (d) rescue services;
 - (e) dangerous goods emergency services;
 - (f) regulation of fireworks and pyrotechnics; and

- (g) regulation of private fire safety equipment inspectors.

Inspection services

- 7(1) In addition to the authority provided to conduct inspections pursuant to *The Fire Safety Act*, the Director or a fire inspector may carry out inspections on behalf of and at the request, in writing, of an owner or operator of a facility where an inspection, letter of approval or report with respect to the fire safety of the facility is required from the local fire chief, a fire inspector or a local assistant to the Fire Commissioner pursuant to provincial legislation.
- (2) Where the Director or a fire inspector carries out an inspection pursuant to this section, he or she shall only inspect and report on the fire safety of the facility and the fire protection equipment in the facility as required pursuant to the applicable provincial legislation.
- (3) The Department shall not charge any fee for an inspection conducted pursuant to this section.

PART III: MODIFICATIONS TO THE NATIONAL FIRE CODE**Modification of the National Fire Code of Canada**

- 8 The National Fire Code is revised, varied or modified as set forth in this Part.

Smoke Alarms

- 9 Division B, Part 2, Article 2.1.3.3. is repealed and the following substituted:

“2.1.3.3. Smoke alarms

- 1) Smoke alarms conforming to CAN/ULC S531-M, “Smoke Alarms” shall be installed in each dwelling unit and, except for care, treatment or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.
- 2) Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.
- 3) Smoke alarms shall be installed in conformance with CAN/ULC-S553, “Installation of Smoke Alarms.”
- 4) Smoke alarms are permitted to be battery operated.

- 5) For the purposes of Sentence 6) “building” means a building that contains:
 - a) more than one dwelling unit,
 - b) one or more building units that are not occupied by the owner of the building, or
 - c) a dwelling unit or units containing one or more sleeping rooms or sleeping areas where lodging, with or without meals, is provided for a fee, such as rooming houses or lodging houses but not including hotel or care occupancies,
- 6) Notwithstanding sentences 3) and 4), the owner of a building defined in sentence 5) shall ensure that the smoke alarms contained in the building:
 - a) are installed with permanent connections to an electrical circuit;
 - b) have no disconnect switches between the overcurrent device and the smoke alarm;
 - c) in case the regular power supply to the smoke alarm is interrupted, be provided with a battery as an alternative power source that can continue to provide power to the smoke alarm for a period of no less than 7 days in normal conditions followed by 4 minutes of alarm;
 - d) shall be inspected and tested in conformance with CAN/ULC-S552 or at least every 30 days, whichever is more frequent, to ensure that the smoke alarms are still in place and operable;
 - e) in addition to the requirement of 2.1.3.3.2), at least one smoke alarm shall be installed on any story of a dwelling that does not provide sleeping rooms;
 - f) smoke alarms shall be replaced in conformance with CAN/ULC-S552.
- 7) Smoke alarms shall be maintained in an operable condition at all times.

- 8) The owner of a building or the owner's authorized agent shall conduct all inspections and testing required by sentence 5).
- 9) Where a building contains either more than one dwelling unit or one or more dwelling units that are not occupied by the owner of the building, the owner or the owner's authorized agent shall maintain a record of all inspections and tests required pursuant to sentence 5).
- 10) Where a fire inspector requests a copy of any record required to be kept pursuant to sentence 8), the owner or the owner's authorized agent shall immediately produce the original record and promptly provide a copy of the record on demand by an inspector.
- 11) The record required by sentence 8) shall contain the following information:
 - a) the address of the premises being inspected;
 - b) the date of the inspection;
 - c) the name of the person conducting the inspection;
 - d) the condition, maintenance and operation of the smoke alarm, including any deficiencies; and
 - e) any corrective measures that were taken.
- 12) These provisions apply to individual condominium units that are used as rental accommodation."

Fire Protection Systems and Building Components

10 The following article is added after Division B, Part 2, Article 2.1.3.8.:

"2.1.3.9. Fire Protection Systems

- 1) Each manual fire alarm pull station in a building shall be:
 - a) accessible;
 - b) unobstructed;
 - c) visible; and

- d) of the same general type as the others in the building.
- 2) When a Fire Protection System in a building is a repeated source of false alarms, which alarms are, in the opinion of a fire inspector, caused by:
 - a) the elements or design of the system;
 - b) the environment of the system; or
 - c) the location of the alarm pull stations in the building;

the owner shall remedy the problems as ordered by the fire inspector, within the time specified in the order.

- 3) No person shall tamper with:
 - a) exit doors, exit signs or emergency lighting;
 - b) portable or fixed fire extinguishing equipment;
 - c) automatic sprinkler systems;
 - d) fire, heat, or smoke detection devices, or;
 - e) fire alarm devices or systems.”

Coniferous Trees

- 11 Division B, Part 2, Article 2.3.1 is modified by adding the following after Article 2.3.1.4.:

“2.3.1.5. Sale of coniferous trees

- 1) In a heated building, no person shall sell, or offer for sale, any fir, pine, balsam, spruce or other variety of coniferous tree except where the tree is living and rooted in soil with enough moisture to sustain the tree.
- 2) No person shall display any live cut fir, pine, balsam, spruce or other variety of coniferous tree in exits, foyers and corridors required as a means of egress in any building, excluding residential suites and residential dwelling units.”

Accumulation of Combustible Materials

12 Division B, Part 2, Article 2.4.1.1. Sentence 1) is repealed and the following substituted:

- “1) Combustible materials in and around buildings shall not be permitted to accumulate in quantities or locations that will constitute an undue fire hazard.”

Open Flames

13 Division B, Part 2, Article 2.4.3.1. is repealed and the following substituted:

“2.4.3.1. Open Flames

- 1) Open flames whose quantity and method of use create a fire hazard shall not be permitted in or near buildings that are used for the following:
 - a) *assembly occupancies*; or
 - b) dining areas in Group B, Division 2 and 3 care and treatment occupancies.”

Open Air Fires

14 Division B, Part 2, Article 2.4.5 is repealed and the following substituted:

“2.4.5. Open Air Fires

2.4.5.1. Open Air Fires

- 1) No person shall start or permit an open air fire to be started or continued within the City unless that person has obtained a permit authorizing such a fire from the *authority having jurisdiction*.
- 2) The permit shall be in a form approved by the *authority having jurisdiction*.
- 3) Notwithstanding sentence 1), a permit shall not be required for an open air fire where:
 - a) the open air fire is used for cooking on a grill or barbeque;
or
 - b) contained within a fire pit or outdoor fireplace conforming to Article 2.4.5.2.

2.4.5.2. Fire Pits and Outdoor Fireplaces

- 1) Fire pits and outdoor fireplaces shall meet the following requirements:
 - a) the fire shall be contained in a non-combustible receptacle constructed of concrete, clay, brick or sheet metal with a minimum 18 gauge thickness;
 - b) the receptacle shall be covered with a heavy gauge metal screen with openings not exceeding 13 millimetres; and
 - c) the size of the fire box of any receptacle shall not exceed 81.28 centimetres in any dimension.
- 2) No person shall cause, allow or permit the burning of any material other than charcoal, cut seasoned wood or manufactured fire logs in a fire pit or outdoor fireplace.
- 3) No fire pit or outdoor fireplace shall be located closer than 3 metres to any combustible material, building, porch, deck, similar amenity space and property line.
- 4) No fire pit or outdoor fireplace shall be used on a combustible deck or apartment balcony.
- 5) Fire pits or outdoor fireplaces shall be situated on a non-combustible surface.
- 6) Use of fire pits and outdoor fireplaces shall be supervised by a person of 18 years of age or older.
- 7) If smoke from a fire pit or outdoor fireplace causes an unreasonable interference with the use and enjoyment of another person's property, the fire shall be extinguished immediately.
- 8) Fire pits or outdoor fireplaces shall not be used in windy conditions.
- 9) Fire pits or outdoor fireplaces shall be located so as to be clear of overhangs such as tree branches, utility lines and structures.
- 10) No person shall use or operate a fire pit or outdoor fireplace without a means of extinguishing the fire readily accessible at all times.

- 11) No person shall use a fire pit or outdoor fireplace between the hours of 1:00 a.m. and 12:00 p.m.
- 12) Where requested by the Fire Chief, a fire inspector or a peace officer, a person shall extinguish a fire in a fire pit or outdoor fireplace.
- 13) Notwithstanding any provision of this Bylaw, the Director may declare a complete ban of any burning of any kind in the City.
- 14) No person shall ignite or allow any kind of fire when a complete ban on burning has been declared by the Director.”

Vacant Fire Damaged Buildings

15 Division B, Part 2, Article 2.4.6.1. is repealed and the following substituted:

“2.4.6. Vacant Fire Damaged Buildings**2.4.6.1. Security for Fire Damaged Buildings**

- 1) Where a building is damaged by fire or explosion, the owner of the building shall secure the building against unauthorized entry immediately after the fire investigation has been completed and the fire inspector has turned the property over to the owner or owner’s agent.
- 2) Where the owner is unavailable or fails to comply with Sentence 1), the City may secure the building and add the expense and costs incurred by the City to the tax roll of the parcel of land upon which the building is located pursuant to clause 333(1) of *The Cities Act*.”

Street Number Address

16 The following article is added after Division B, Part 2, Article 2.5.1.5.:

“2.5.1.6. Street Number Address

- 1) Every owner of a building shall install the street number for that building on the front of the building or in some other conspicuous location in front of the building so that the street number is legible and visible from the street.”

Occupant Load

17 Division B, Part 2, Article 2.7.1.3. is repealed and the following substituted:

“2.7.1.3. Occupant Load

- 1) The maximum permissible occupant load for any room shall be calculated on the basis of the lesser of:

- a) 0.4 m² of net floor space per occupant; or
 - b) the *occupant load* for which *means of egress* are provided as per Division B, Appendix A of the National Fire Code.
- 2) On request of the Director or a fire inspector, a building owner or tenant shall engage a qualified person to calculate and determine the occupant load for a floor area or part of a floor area in accordance with Sentence 1) and provide the information to the Director or fire inspector for review and approval.
 - 3) For the purposes of Sentence 2), a qualified person means a person trained and knowledgeable with the process, calculations and requirements of Article 2.7.1.3. of the National Fire Code.
 - 4) If the Director or fire inspector is satisfied that the occupant load for a floor area or part of a floor area has been properly calculated in accordance with Sentence 1), the Director or fire inspector will issue an occupant load limit card to the owner.
 - 5) No owner or lessee shall permit the number of occupants of a floor area or part of a floor area to exceed the maximum occupant load for that floor area as shown on the issued occupant load limit card.
 - 6) In all *assembly occupancies*, the owner or lessee of the premises shall post the occupant load limit card in a conspicuous location acceptable to the *authority having jurisdiction*.
 - 7) In *assembly occupancies* where the owner leases the premises to another person, upon the request by the Director or a fire inspector, the owner shall provide the Director or fire inspector within 15 days of the request either:
 - a) a statutory declaration that states that the lessee is lawfully entitled to possession of the premises; or
 - b) a copy of a current lease agreement that shows that the lessee is lawfully entitled to possession of the premises.
 - 8) Notwithstanding the repeal of Bylaw No. 2005-18, all occupant load limit cards issued pursuant to that bylaw remain in force until such time as replaced by an occupant load limit card issued pursuant to this

Bylaw and may be enforced as if the card had been issued pursuant to this Bylaw.”

Fuelled Equipment

18 Division B, Part 2, Article 2.12.1.8. is repealed and the following substituted:

“2.12.1.8. Fuelled Equipment

- 1) This Article applies to covered malls and stores that are a group E occupancy pursuant to the National Building Code.
- 2) No person shall sell or display a fuel powered vehicle or fuel powered piece of equipment in a covered mall or store, except where:
 - a) the fuel tank of the vehicle or piece of equipment is filled with less than half of the fuel tank’s capacity;
 - b) the covered mall or store is equipped with a sprinkler system installed in conformance with the National Building Code; and
 - c) the battery in the vehicle or piece of equipment has been disconnected while the vehicle or equipment is being displayed.
- 3) Clause 2)c) does not apply to a fuel powered vehicle or fuel powered piece of equipment in a covered mall or store, where:
 - a) the covered mall or store is not occupied by the public; or
 - b) the covered mall or store is equipped with a ventilation system to remove exhaust emissions.”

Replaceable Propane Containers

19 The following article is added after Division B, Part 2, Article 3.1.3.1. 3):

- “4) No person shall exchange a replaceable propane container on an industrial truck, unless:
 - a) the propane tank is at least 7.5 metres from all ignition sources, open pits and underground entrances; and

- b) the industrial truck is parked at a location approved by the authority having jurisdiction.”

Outdoor Storage

20 Division B, Part 4 is modified by adding the following article after Article 4.2.4.6.:

“4.2.4.7. Outdoor Storage

- 1) Where a person stores 30 litres or more of a flammable liquid on his or her property outside of a building, he or she shall store the flammable liquid at least 15 metres from:
 - a) the boundary of his or her property; and
 - b) any building situated on his or her property.”

Portable Fire Extinguishers

21 Division B, Part 6, Article 6.2.1.3 is repealed and the following substituted:

“6.2.1.General**6.2.1.1. Inspection, Testing, and Maintenance**

- 1) Portable extinguishers shall be inspected, tested and maintained in conformance with NFPA 10, “Portable Fire Extinguishers.”
- 2) Inspection, testing and maintenance of portable fire extinguishers shall be performed by persons holding a permit issued pursuant to Sentence 4).
- 3) Any person who intends to inspect, test or maintain portable fire extinguishers shall submit proof of certification of training acceptable to the Director before performing any inspections, testing or maintenance.
- 4) Upon proof of certification of training, the Director shall issue the person a permit to inspect, test and maintain portable fire extinguishers in the City for the term specified on the permit.
- 5) No person shall inspect, test or maintain portable fire extinguishers without a valid permit issued pursuant to Sentence 4).
- 6) On issuance of a permit pursuant to Sentence 4) the City shall issue to the permitted inspector an identification number.

- 7) Any label affixed to an extinguisher after a hydrostatic pressure test or any tag attached to an extinguisher after maintenance or recharge shall, in addition to the information required by Articles of the National Fire Code, contain the identification number issued pursuant to sentence 6) of the person who performed the test or maintenance on the extinguisher.
- 8) The Director may, at his or her discretion, cancel, revoke or suspend the permit of any person who, in the opinion of the Director, has contravened any of the provisions of this Bylaw.”

Commercial Cooking Equipment

22 Division B, Part 2, Article 2.6.1. is modified by adding the following Article after Article 2.6.1.9.:

“2.6.1.10. Inspection, Testing, and Maintenance

- 1) In accordance with Sentence 2.6.1.9.2) of the National Fire Code, the inspection and maintenance of commercial cooking equipment, including exhaust and fire protection systems, shall be in conformance with NFPA 96, “Ventilation Control and Fire Protection of Commercial Cooking Equipment”.
- 2) Inspection and maintenance of commercial cooking equipment, including exhaust, cooking appliances and fire protection systems, shall be performed by a person holding a valid permit pursuant to Sentence 4).
- 3) Any person who intends to inspect or maintain commercial cooking equipment shall submit proof of certification of training to the Director before performing any inspections or maintenance.
- 4) Upon proof of certification of training, the Director shall issue to the person a permit to inspect and maintain commercial cooking equipment including exhaust, cooking appliances and fire protection systems in the City for the term specified on the permit.
- 5) No person shall inspect or maintain commercial cooking equipment including exhaust, cooking appliances and fire protection systems without a valid permit issued pursuant to Sentence 4).

- 6) Upon issuance of permit pursuant to Sentence 4), the Director shall issue to the person an identification number.
- 7) Any label or tag affixed to a commercial cooking equipment including exhaust, cooking appliances and fire protection systems after inspection or maintenance shall, in addition to the information required by the National Fire Code, contain the identification number pursuant to Sentence 6) of the person who performed the inspection or maintenance of the system.
- 8) The Director may, at his or her discretion, cancel, revoke or suspend the permit of any person who, in the opinion of the Director, has contravened any of the provisions of this Bylaw.”

Water-Based Fire Protection Systems

23 Division B, Part 6, Article 6.4. is repealed and the following substituted:

“6.4. Water-Based Fire Protection Systems

6.4.1. General

6.4.1.1 Inspection, Testing and Maintenance

- 1) Water-based fire protection systems shall be inspected, tested and maintained in conformance with NFPA 25, “Inspection, Testing and Maintenance, of Water-Based Fire Protection Systems.” (See Appendix A.)

6.4.2. Hydrants

6.4.2.1 Maintenance

- 1) No person shall erect, place, allow or maintain a fence, shrub, tree or other object within one metre of a hydrant.
- 2) No person shall alter the appearance or color of a hydrant owned by the City of Regina.

6.4.3. Sprinkler and Standpipe Systems

6.4.3.1 Inspection, Testing and Maintenance

- 1) Inspection and maintenance of sprinkler and standpipe systems shall be performed by qualified persons.

- 2) Any person who intends to inspect or maintain sprinkler and standpipe systems shall submit proof to the Director that the person holds a journeyperson's certificate in the sprinkler systems installer trade or that the person is a fourth year apprentice in the sprinkler systems installer trade.
- 3) Upon proof of the matters referred to in Sentence 2) the Director may issue to the person a permit to inspect and maintain sprinkler and standpipe systems in the City, which permit shall be valid for the term specified on the permit.
- 4) No person shall inspect or maintain sprinkler and standpipe systems without a valid permit from the Director.
- 5) In addition to the permit issued pursuant to Sentence 3), the Director shall issue to the person an identification number. Any label or tag affixed to a sprinkler or standpipe system shall, in addition to the information required by the National Fire Code, contain the identification number of the person who performed the inspection or maintenance on the sprinkler or standpipe system.
- 6) The Director may, at his or her discretion, cancel, revoke or suspend the permit of any person who, in the opinion of the Director, has contravened any of the provisions of this ByLaw."

Inspection, Testing and Maintenance of Fire Alarm Systems

24 Division B, Part 6, Article 6.3.1.2. is repealed and the following substituted:

"6.3.1.2. Inspection, Testing and Maintenance

- 1) Fire alarm systems shall be inspected and tested in conformance with CAN/ULC-S536-M, "Inspection and Testing of Fire Alarm Systems.
- 2) Fire alarm and detection system components shall be accessible for purposes of inspection or maintenance.
- 3) Inspection, testing and maintenance of fire alarm systems shall be performed by a person holding a valid permit issued pursuant to Sentence 4).

- 4) No person shall inspect, test or maintain a fire alarm system without first obtaining a valid permit issued by the Director.
- 5) Any person who wishes to obtain a permit to inspect, test or maintain fire alarm systems shall submit proof satisfactory to the Director that the person:
 - a) is, or the person's employer is, a member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and
 - b) has at least one of the following qualifications:
 - i) a certificate from a recognized alarm manufacturer that the person is a factory trained installer and serviceperson; or
 - ii) a certificate that the person has successfully completed the Canadian Fire Alarm Association "Fire Alarm Technology" program, and has worked as an apprentice to a person who holds a permit under this section for a period of not less than one year; or
 - iii) a certificate that the person has successfully completed the journeyperson's electrician trade's upgrading course entitled "Fire Alarm and Protection Systems".
- 6)
 - a) For purposes of this section "Addressable Fire Alarm System" means a fire alarm system that consists of initiating devices and central appliances and that is capable of individually identifying and controlling discrete components and functions of the system.
 - b) Only authorized factory trained personnel may service addressable fire alarm systems.
 - c) Any person who wishes to obtain a permit to test, inspect or maintain addressable fire alarm systems shall submit proof satisfactory to the Director that the person:

- i) is, or the person's employer is, member in good standing of the Canadian Fire Alarm Association or the National Fire Protection Association; and
 - ii) possesses appropriate factory training in servicing addressable fire alarm systems.
- 7) Upon proof of the matters referred to in Sentences 5) and 6c), the Director shall issue to the person the appropriate permit to inspect, test and maintain fire alarm systems in the City, which permit shall be valid for the period specified on the permit.
- 8) The Director may, at his or her discretion, cancel, revoke or suspend the permit of any person who, in the opinion of the Director, has contravened any of the provisions of this Bylaw.
- 9) Upon issuance of a permit pursuant to Sentence 7), the Director shall issue to the person an identification number.
- 10) Any label or tag affixed to a fire alarm system shall, in addition to the information required by the National Fire Code, contain the identification number pursuant to Sentence 9) of the person who performed the inspection, test or maintenance on the fire alarm system."

PART IV: ADDITIONAL STANDARDS

Alternative Family Care Homes and Residential Care Occupancies up to 10 Occupants

25(1) In this part "care occupancy" means a building or part thereof occupied as a single housekeeping unit where care is provided to the residents and that provides sleeping accommodations for the occupants and includes but is not limited to:

- (a) a facility providing care service without treatment;
- (b) an in-patient facility providing care service without treatment;
- (c) a convalescent home;
- (d) a hospice home;
- (e) a personal care home;

- (f) an approved private service home;
 - (g) a custodial residence or detoxification home without treatment;
 - (h) an emergency shelter;
 - (i) a group home;
 - (j) a group living home;
 - (k) a maternity home;
 - (l) a nursing home;
 - (m) a palliative care facility;
 - (n) a private-service home;
 - (o) a respite home;
 - (p) a special care home;
 - (q) a custodial home;
- (2) No building used for care occupancy shall fail to have:
- (a) interconnected smoke alarms installed in accordance with Article 9.10.19.3 of the National Building Code;
 - (b) carbon monoxide alarms installed in accordance with Article 9.32.3.9 of the National Building Code;
 - (c) emergency lighting provided in accordance with Subsection 3.2.7 of the National Building Code; and
 - (d) sprinklers, unless the occupants are capable of self-preservation.
- (3) For the purposes of subsection (2)(d), “capable of self-preservation” means that a person is capable of recognizing and responding to an emergency given his or her physical, cognitive and behavioural abilities, and is able to arise and walk, or transfer from a bed or chair to a means of mobility, and leave the building or move to a safe location on his or her own without the assistance of another person.

- (4) The requirements of subsection (2) apply to all care occupancies, including those care occupancies that were already in use or operation prior to the passage of this Bylaw.

PART V: FIREWORKS AND PYROTECHNICS

Sale of Low Hazard Fireworks

- 26(1) No person shall sell low hazard recreational fireworks within the City, except on New Year's Day, Canada Day and Victoria Day or the 10 days immediately preceding New Year's Day, Canada Day and Victoria Day.
- (2) No person shall sell low hazard recreational fireworks within the City to any person under the age of 18 years.

Display of Low Hazard Fireworks

- 27 Low hazard recreational fireworks shall not be displayed for sale within the City unless:
- (a) the fireworks are displayed in a display case, package or other suitable receptacle that is not accessible to the public;
 - (b) the display case, package or other suitable receptacle in which the fireworks are displayed is not in close proximity to flammable material and not in a location where the fireworks will be exposed to the rays of the sun or excess heat;
 - (c) the fireworks are displayed in lots not exceeding 25 kilograms each gross weight;
 - (d) the fireworks are dispensed from the display case, package or other suitable receptacle only by the vendor or the vendor's employees; and
 - (e) the Summary of Bylaw Requirements in Schedule "B" to this Bylaw is displayed in a visible location on the display case or receptacle, or immediately adjacent to it.

Sale and Display of High Hazard Fireworks

- 28 High hazard fireworks shall not be displayed for sale or sold in the City.

Application

- 29 Section 26 and section 27 do not apply to sales of fireworks to a Fireworks Supervisor, a Special Effects Pyrotechnician, a Pyrotechnician, or a theatrical user

for use in a fireworks exhibition or a pyrotechnics exhibition authorized pursuant to this Bylaw.

Setting Off Fireworks and Pyrotechnics

30 No person shall set off any of the following within the City:

- (a) fireworks, other than pyrotechnics, unless they are set off as part of a fireworks exhibition;
- (b) pyrotechnics, unless they are set off as part of a pyrotechnics exhibition.

Fireworks Exhibitions

31(1) A fireworks exhibition shall be held only:

- (a) in public places approved by the Fire Chief and the Chief of Police;
 - (b) at a safe distance from all combustible materials and all highways, railroads, overhead wires, buildings and other structures; and
 - (c) under the supervision of a Fireworks Supervisor.
- (2) No person shall hold a fireworks exhibition unless the Fireworks Supervisor responsible for the fireworks exhibition has obtained a permit from the Fire Chief and the Chief of Police.
- (3) A Fireworks Supervisor shall apply for a permit in writing at least 14 days before the intended date of the fireworks exhibition.
- (4) The permit application shall be made in a form approved by the Director and shall include all of the following information:
- (a) the name, address and signature of the person or persons sponsoring the proposed fireworks exhibition;
 - (b) the name, certification number and signature of the Fireworks Supervisor;
 - (c) the name of the person that will conduct the proposed fireworks exhibition;
 - (d) the date and time of the proposed fireworks exhibition;
 - (e) a detailed description of the proposed fireworks exhibition;

- (f) the exact location for the proposed fireworks exhibition including a diagram of the grounds on which it will be held, showing the point from where the fireworks will be discharged, the location of all highways, railroads, overhead wires and obstructions, buildings and other structures, and the lines behind which the audience will be restrained;
 - (g) written consent from the owner of the property on which the proposed fireworks exhibition will be held;
 - (h) the size, number and type of all fireworks proposed to be discharged, including the number of set pieces, shells, and other items;
 - (i) a description of the shells including their diameter and whether they are single, multiple break or salute shells;
 - (j) the manner and place of storage of all fireworks prior to, during and after the exhibition;
 - (k) the name and address of the vendor or vendors that supplied all the fireworks proposed to be used in the exhibition;
 - (l) proof of General Liability Insurance with coverage of at least \$5,000,000 per occurrence in a form acceptable to the City's Risk Manager;
 - (m) any other information requested by either the Fire Chief or the Chief of Police.
- (5) The Fire Chief or Chief of Police may refuse to issue a permit for a fireworks exhibition if, in either of their opinion:
- (a) the application for the permit is unsatisfactory;
 - (b) the person or Fireworks Supervisor that is proposed to conduct the exhibition does not have adequate insurance coverage;
 - (c) the proposed exhibition presents a fire hazard to any neighbouring properties;
 - (d) the proposed exhibition will be inadequately equipped with fire safety or suppression equipment; or
 - (e) the proposed exhibition presents a danger to public health or safety.

- (6) The permit application forms the terms and conditions upon which the permit will be granted.
- (7) A fireworks exhibition shall be only held on the terms set out in the permit.
- (8) A fireworks exhibition shall be conducted in a manner consistent with all the safety procedures listed in the most recent Display Fireworks Manual distributed by the Explosives Regulatory Division of Natural Resources Canada and shall be held and continued only while:
 - (a) all proper precautions are being observed to keep spectators at a safe distance; and
 - (b) suitable fire extinguishers or other proper means of extinguishing fires are at hand.
- (9) The Fire Chief or Chief of Police may temporarily or permanently suspend or terminate any fireworks exhibition if, in either of their opinion, it:
 - (a) is or is threatening to become a danger to any property or to public health or safety;
 - (b) is inadequately equipped with fire safety or suppression equipment; or
 - (c) does not meet the terms of the permit.
- (10) If an inspection or demonstration is necessary to determine whether a fireworks exhibition can be performed safely before its intended audience, the Fire Chief or the Chief of Police may require any or all of the following:
 - (a) an inspection of the location of the proposed exhibition;
 - (b) an inspection of the equipment proposed to be used in the exhibition;
 - (c) a demonstration of the exhibition.
- (11) All unused fireworks from, and all debris created by, a fireworks exhibition shall be safely removed and disposed of by the responsible Fireworks Supervisor immediately after the exhibition.

Pyrotechnics Exhibition

32(1) A pyrotechnics exhibition shall be held only:

- (a) in locations approved by the Fire Chief and the Chief of Police; and

- (b) under the supervision of a Special Effects Pyrotechnician, Pyrotechnician or a theatrical user.
- (2) No person shall stage a pyrotechnics exhibition unless the Special Effects Pyrotechnician, Pyrotechnician or theatrical user responsible for the pyrotechnics exhibition has obtained a permit from the Fire Chief and the Chief of Police.
- (3) A Special Effects Pyrotechnician, Pyrotechnician or theatrical user shall apply for a permit in writing at least 14 days before the intended date of the pyrotechnics exhibition.
- (4) The permit application shall be made in a form approved by the Director and shall include all of the following information:
 - (a) the name, address and signature of the person or persons sponsoring the proposed pyrotechnics exhibition;
 - (b) the name, certification number and signature of the Special Effects Pyrotechnician, Pyrotechnician or theatrical user;
 - (c) the name of the person that will conduct the proposed pyrotechnics exhibition;
 - (d) the date, location and time of the proposed pyrotechnics exhibition;
 - (e) a detailed description of the proposed pyrotechnics exhibition;
 - (f) a pyrotechnics exhibition plan showing:
 - (i) a sketch of the location;
 - (ii) the exact distance of all pyrotechnic materials and devices from the audience, performers, staging, sets, properties and curtains;
 - (iii) a legend of symbols for each pyrotechnic material and device with the numbers of each and, for binary powders, the load values;
 - (iv) the ceiling height of the building;
 - (v) the amounts of pyrotechnic materials and the devices that will be used;
 - (vi) descriptions of the cueing of each pyrotechnic effect; and

- (vii) the clearly marked exits from the building.
 - (g) written consent from the owner of the property on which the proposed pyrotechnics exhibition will be held;
 - (h) the proposed location and manner of storage of all the pyrotechnic materials prior to, during, and after the pyrotechnics display;
 - (i) the name and address of the vendor or vendors proposed to supply the pyrotechnic materials used in the exhibition; and
 - (j) any other information requested by either the Fire Chief or the Chief of Police.
- (5) The Fire Chief or Chief of Police may refuse to issue a permit for a pyrotechnics exhibition if, in either of their opinion:
- (a) the application for the permit is unsatisfactory;
 - (b) the proposed pyrotechnics exhibition or its location will be inadequately equipped with fire safety or suppression equipment; or
 - (c) the fireworks exhibition or its proposed location presents a danger to public health or safety.
- (6) The permit application forms the terms and conditions upon which the permit will be granted.
- (7) A pyrotechnics exhibition shall only be held on the terms set out in the permit.
- (8) The Fire Chief or Chief of Police may temporarily or permanently suspend or terminate any pyrotechnics exhibition if, in either of their opinion, it:
- (a) is or is threatening to become a danger to any property or to public health or safety;
 - (b) is inadequately equipped with fire safety or suppression equipment; or
 - (c) does not meet the terms of the permit.
- (9) If an inspection or demonstration is necessary to determine whether a pyrotechnics exhibition can be performed safely before its intended audience, the Fire Chief or the Chief of Police may require any or all of the following:

- (a) an inspection of the proposed location of the pyrotechnics exhibition;
 - (b) an inspection of the equipment proposed to be used in the pyrotechnics exhibition;
 - (c) a demonstration of the pyrotechnics exhibition.
- (10) One permit may be made to authorize repeat performances of a pyrotechnics exhibition occurring on the dates specified in the permit.
- (11) A pyrotechnics exhibition shall only be held under the supervision of the Special Effects Pyrotechnician, Pyrotechnician or theatrical user on the dates, the times and at the places set out in the permit.
- (12) A pyrotechnics exhibition may be held or continued only if:
- (a) all the safety procedures listed in the most recent Pyrotechnic Special Effects Manual distributed by the Explosives Regulatory Division of Natural Resources Canada are followed;
 - (b) all proper precautions are being observed to keep spectators at a safe distance; and
 - (c) suitable fire extinguishers or other proper means of extinguishing fires are present.
- (13) All unused pyrotechnic special effects from, and all debris created by, a pyrotechnics exhibition shall be safely removed and disposed of by the Special Effects Pyrotechnician, Pyrotechnician or Theatrical User immediately after the pyrotechnics exhibition.

Firecrackers Prohibited

33(1) No person shall sell firecrackers within the City.

- (2) No person shall set off or otherwise use firecrackers within the City.

Flying Lanterns/ Sky Lanterns Prohibited

34(1) No person shall launch a flying lantern/sky lantern within the City or suffer or permit a flying lantern or sky lantern to be launched from property they own or control.

Delegated Authority

35(1) The City Manager and the Risk Manager have the authority to consent to a fireworks display or a pyrotechnics display to be held on property owned or

controlled by the City.

- (2) The City Manager may appoint a person to exercise the authority granted in subsection (1).

Explosives Act

36(1) This Bylaw is subject to the *Explosives Act* and the federal regulations.

- (2) Where there is a conflict between this Bylaw and the *Explosives Act* or the federal regulations, the *Explosives Act* or the federal regulations will take precedence to the extent of the conflict.

PART VI: RESPONSES TO FALSE ALARMS

False Alarm Fee

37(1) The Department may charge a fee, as set out in Schedule “A” to this Bylaw, for responding to a false alarm from a fire alarm system or a security system where the Department responds to:

- (a) more than one false alarm at the same building within the same calendar year;
 - (b) more than one false alarm from the same fire alarm system or security system within the same calendar year; or
 - (c) more than one false alarm from the same parcel of land within the same calendar year where there is more than one building on the that parcel of land.
- (2) Where the Department responds to an alarm as set out in this section and the business owner, property owner or property manager does not provide access to the interior of the building within 30 minutes of the arrival of the Department at the building, the Department may charge, in addition to the false alarm fee set out in Schedule “A”, a standby fee as set out in Schedule “A”, until access is provided to the interior of the building.
 - (3) If a business owner, property owner or property manager has installed a lock-box in an accessible location at the building and if that lock-box contains current keys or codes to provide access to the building, a person or key-holder does not have to be present to satisfy the access requirements as set out in subsection (2).

- (4) If the Department is dispatched to respond to an alarm but is notified prior to arriving at the property that the alarm is a false alarm, the fee set out in Schedule “A” continues to apply.
- (5) The Department will issue invoices for the fees assessed pursuant to this Bylaw at such times in such a manner as the Department considers appropriate.
- (6) The total amount of an invoice is due and payable on the first day of the month following the month in which the invoice was issued to the registered owner.
- (7) Any cheque returned to the Department by the financial institution of an owner for any reason will be assessed the charge established pursuant to section 5 of Schedule “B” to *The Regina Administration Bylaw*, No. 2003-69.
- (8) Where an owner fails to pay any fee assessed pursuant to this Bylaw within 60 days after the amount becomes due and payable, the Department may cause the outstanding amount to be added to the tax roll of the parcel or parcels of land comprising the alarm site in accordance with section 333(1) of *The Cities Act*.

Review of False Alarm Fee Assessment

- 38(1) A registered owner who has been issued a false alarm invoice may apply for a review of the assessment of a false alarm response or standby fee to the Director.
- (2) A written review application setting forth the reasons for the review must be filed with the Director not later than 20 days after the date of the false alarm invoice.
- (3) A review application fee of \$25 must accompany the review application, which is refundable if the Director determines that a false alarm response or standby fee should not have been assessed.
- (4) The filing of an application for review stays the collection of the fee being reviewed until such time as the Director makes a decision.
- (5) The Director will provide the owner with a written notice of the decision made on a review.

PART VII: ENFORCEMENT, OFFENCES AND PENALTIES

Notice of Violation Offences

- 39(1) Every person commits an offence who fails to comply with a provision of *The Fire Safety Act*, the regulations to *The Fire Safety Act*, the National Fire Code or this Bylaw.
- (2) When the Director or a fire inspector has reason to believe that a person has committed

any of the following offences of the National Fire Code or this Bylaw, the Director or fire inspector may issue a notice of violation to the person in contravention:

- (a) failure to comply with National Fire Code requirements regarding clear and unobstructed exit or means of egress;
- (b) failure to maintain a fire exit door or fire exit hardware;
- (c) failure to comply with National Fire Code requirements regarding maintenance of exterior passageways and exterior exit stairs serving occupied buildings;
- (d) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of portable fire extinguishers;
- (e) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of an automatic sprinkler system;
- (f) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of commercial cooking equipment including exhaust and fire protection systems;
- (g) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of special extinguishing system;
- (h) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of fire alarm systems and components;
- (i) failure to comply with requirements of National Fire Code or this Bylaw regarding maintenance, service or testing of a standpipe system;
- (j) permit combustible materials to accumulate in or around buildings or locations contrary to the National Fire Code and this Bylaw;
- (k) block or wedge open a closure of a fire separation contrary to the National Fire Code;
- (l) failure to maintain fire separations contrary to the National Fire Code;
- (m) obscure or obstruct a fire hydrant contrary to the National Fire Code and this Bylaw;
- (n) obscure or obstruct a fire department connection contrary to the National Fire Code;

- (o) failure to maintain a clear and unobstructed fire lane contrary to the National Fire Code;
 - (p) failure to maintain exit signs contrary to the National Fire Code of this Bylaw;
 - (q) failure to maintain emergency lighting contrary to the National Fire Code or this Bylaw;
 - (r) failure to comply with any provision of this Bylaw regarding occupant loads;
 - (s) failure to comply with provisions of this Bylaw regarding fireworks, flying lanterns, sky lanterns, or pyrotechnics;
 - (t) failure to maintain a clearance of 45 centimetres between sprinkler heads and obstructions as required by the National Fire Code;
 - (u) failure to comply with any provision of the National Fire Code or this Bylaw regarding open air fires;
 - (v) failure to comply with any provision of this Bylaw relating to fire pits or outdoor fireplaces;
 - (w) tampering with a fire protection system.
- (3) Where a notice of violation is issued, a person may make a voluntary payment of \$300.00 for that violation, if the person does so before the specified date set out in the notice of violation.
- (4) Where the Director or any other agency approved by the Director receives a voluntary payment pursuant to (3) before a summons is issued, the person receiving the notice of violation shall not be liable to prosecution for the alleged contravention.
- (5) Where the Director receives a voluntary within 14 days after issuance of the notice of violation, the Director or any other agency approved by the Director, may reduce the prescribed amount by \$50.

PART VIII: MISCELLANEOUS

Severability

- 40 If any section, subsection, sentence, clause, phrase or other portion of this Bylaw is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that

portion shall be deemed a separate, distinct and independent provision and the holding of the court shall not affect the validity of the remaining portions of the Bylaw.

Repeal and coming into force

41 Bylaw No. 2005-18, being *The Regina Fire Bylaw*, is repealed.

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

READ A FIRST TIME THIS Day DAY OF Month Year.

READ A SECOND TIME THIS Day DAY OF Month Year.

READ A THIRD TIME AND PASSED THIS Day DAY OF Month Year.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

Schedule “A”

False Alarm

Pursuant to section 37 of the Bylaw, the Department is authorized to charge the following fees:

Response	Fee
First False Alarm	n/a
Second False Alarm	\$300
Third False Alarm	\$600
Subsequent False Alarms	\$600
Standby fee per half hour	\$400

Schedule “B”

PART V - FIREWORKS AND PYROTECHNICS

<p>PART V: FIREWORKS AND PYROTECHNICS</p> <p>Sale of Low Hazard Fireworks 26(1) No person shall sell low hazard recreational fireworks within the City, except on New Year’s Day, Canada Day and Victoria Day or the 10 days immediately preceding New Year’s Day, Canada Day and Victoria Day.</p> <p>(2) No person shall sell low hazard recreational fireworks within the City to any person under the age of 18 years.</p> <p>Display of Low Hazard Fireworks 27 Low hazard recreational fireworks shall not be displayed for sale within the City unless: (a) the fireworks are displayed in a display case, package or other suitable receptacle that is not accessible to the public; (b) the display case, package or other suitable receptacle in which the fireworks are displayed is not in close proximity to flammable material and not in a location where the fireworks will be exposed to the rays of the sun or excess heat; (c) the fireworks are displayed in lots not exceeding 25 kilograms each gross weight; (d) the fireworks are dispensed from the display case, package or other suitable receptacle only by the vendor or the vendor’s employees; and (e) the Summary of Bylaw Requirements in Schedule “B” to this Bylaw is displayed in a visible location on the display case or receptacle, or immediately adjacent to it.</p> <p>Sale and Display of High Hazard Fireworks 28 High hazard fireworks shall not be displayed for sale or sold in the City.</p> <p>Application 29 Section 26 and section 27 do not apply to sales of fireworks to a Fireworks Supervisor, a Special Effects Pyrotechnician, a Pyrotechnician, or a theatrical user for use in a fireworks exhibition or a pyrotechnics exhibition authorized pursuant to this Bylaw.</p>	<p>Setting Off Fireworks and Pyrotechnics 30 No person shall set off any of the following within the City: (a) fireworks, other than pyrotechnics, unless they are set off as part of a fireworks exhibition; (b) pyrotechnics, unless they are set off as part of a pyrotechnics exhibition. ...</p> <p>Fireworks Exhibitions 31(1) A fireworks exhibition shall be held only: (a) in public places approved by the Fire Chief and the Chief of Police; (b) at a safe distance from all combustible materials and all highways, railroads, overhead wires, buildings and other structures; and (c) under the supervision of a Fireworks Supervisor.</p> <p>(2) No person shall hold a fireworks exhibition unless the Fireworks Supervisor responsible for the fireworks exhibition has obtained a permit from the Fire Chief and the Chief of Police. ...</p> <p>Pyrotechnics Exhibition 32(1) A pyrotechnics exhibition shall be held only: (a) in locations approved by the Fire Chief and the Chief of Police; and (b) under the supervision of a Special Effects Pyrotechnician, Pyrotechnician or a theatrical user.</p> <p>(2) No person shall stage a pyrotechnics exhibition unless the Special Effects Pyrotechnician, Pyrotechnician or theatrical user responsible for the pyrotechnics exhibition has obtained a permit from the Fire Chief and the Chief of Police.</p> <p>Firecrackers Prohibited 33(1) No person shall sell firecrackers within the City.</p> <p>(2) No person shall set off or otherwise use firecrackers within the City.</p> <p>Flying Lanterns/ Sky Lanterns Prohibited 34 (1) No person shall launch a flying lantern/sky lantern within the City or suffer or permit a flying lantern or sky lantern to be launched from property they own or control.</p>
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ABSTRACT

BYLAW NO. Enter Bylaw Number

Enter Bylaw Title

PURPOSE:	Describe purpose of bylaw
ABSTRACT:	Provide background/explanatory notes
STATUTORY AUTHORITY:	Provide statutory authority
MINISTER’S APPROVAL:	Specify statute requirements for Ministerial approval
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Identify Committee, dates and report numbers
AMENDS/REPEALS:	Bylaw No. 2005-18, being <i>The Regina Fire Bylaw</i> , is repealed.
CLASSIFICATION:	Regulatory and Administrative
INITIATING DIVISION:	Identify initiating DIVISION only
INITIATING DEPARTMENT:	Identify initiating DEPARTMENT only

SCHEDULE B



Government
— of —
Saskatchewan

Ministry of Government Relations
Emergency Management and Fire Safety
500-1855 Victoria Avenue
Regina, Canada S4P 3T2

May 13, 2016

Ernie Polsom
Fire Chief/Director
Regina Fire and Protective Services
1205 Ross Avenue
REGINA SK S4P 3C8

Dear Chief Polsom:

Thank you for providing Emergency Management and Fire Safety (EMFS) the opportunity to review the corrections to Regina Fire & Protective Services' proposed The Regina Fire Bylaw, 2016.

Ministry of Government Relations staff from both EMFS and Building Standards reviewed the corrections and agree that these corrections address the items raised in our April 20, 2016 letter. We believe the proposed Regina Fire Bylaw, 2016 now aligns with Saskatchewan's *Fire Safety Act*.

We were pleased to expedite this review so that your new fire bylaw can be brought forward to a committee of council for their approval on June 13, 2016. We remain committed to work with municipal and public safety partners towards advancing and improving fire safety throughout Saskatchewan.

Sincerely,

Duane McKay
Commissioner and Executive Director

cc: William Hawkins, Executive Director, Building Standard and Licensing Branch
Trent Catley, Assistant Deputy Commissioner, Emergency Management & Fire Safety

June 15, 2016

To: Members,
Community and Protective Services Committee

Re: Community Investment Grants Program Update

RECOMMENDATION

1. That City Council approve an increase of \$200,000 beginning in 2017 to the Community Investment Grants Program.
2. That the recommendations contained in this report be part of the 2017 budget process.
3. That item CM15-13 be removed from the List of Outstanding Items for the Community & Protective Services Committee.

CONCLUSION

The Administration has reviewed the City of Regina's current Community Investment Grants Program (CIGP) which was approved by Council in 2012. The review has included a survey of citizens and organizations involved in adjudication of grants as well as a review of leading practices used by other municipalities and funding agencies. As a result of this review, the Administration is recommending an increase in the budget for the CIGP.

BACKGROUND

The City's current Community Investment Grants Program (CIGP) was adopted by Council in June 2012, following an extensive 18-month review which involved leading practice research and community and stakeholder engagement. The new program was designed with the intent to better align investments with the Corporate Strategic Plan, to be more responsive to the changing needs of a growing community, and to demonstrate the City's commitment to transparency, accountability and customer service with clear, streamlined processes.

The goal of the CIGP is to support the City's vision of becoming Canada's most vibrant, inclusive, attractive, sustainable community, where people live in harmony and thrive in opportunity. The program's mission is to fund and enable community non-profit organizations to deliver programs, projects and services that align with the City's priorities, have a clear community impact and respond to community needs.

The program within the authority of Community and Protective Services Committee, includes three funding streams: (i) Culture; (ii) Social Development; and (iii) Sport and Recreation. Stream priorities are aligned with *Design Regina: The Official Community Plan Bylaw No. 2013-48*, as well as other strategic documents such as the Recreation Facility Plan and the Regina Cultural Plan (see Appendix A for funding priorities).

Within each stream, organizations can apply for three envelopes of funding: Community Partner Grants, Annual Activity Grants and New Initiative Grants.

1. Community Partner Grants provide multi-year unrestricted core funding to organizations that have the most significant impacts in their sector, and where City support reflects an effective strategic investment on behalf of the public. Successful organizations enter into

an agreement with the City outlining the core programming and services they will deliver along with the anticipated amount of City support they will receive for each year of a four year program cycle.

2. Annual Activity Grants provide up to \$30,000 for recurring/ongoing activities for programs and services related to the three funding streams (ie. annual festival). In an effort to provide stability for these types of programs, upon approval of an annual activity grant, future adjudicators can increase or decrease the funding by up to 20 per cent in following years, depending on how well the organization is meeting the stream priorities and following through on the commitments in their report from the previous year.
3. New Initiative Grants provide one-time funding of up to \$30,000 for one-time or first-time initiatives such as capital projects.

In addition to the stream funding programs, the Special Event Grant Program, which is within the authority of Executive Committee, provides funding of up to \$50,000 for one-time events which celebrate, preserve and enhance Regina's identity by commemorating notable people, places and events, symbols and anniversaries and that celebrate national events such as Canada Day. The Special Event Grant Program also provides up to \$5,000 for new or unique one-time events which contribute to building community pride and encouraging community interaction and spirit.

Adjudication Process

Grants are adjudicated on the degree to which they address the stream's priorities, and on six criteria: (i) organizational strength; (ii) community need; (iii) community impact; (iv) accessibility; (v) financial need; and (vi) initiative merit. Annual activity and new initiative grants are evaluated by external grant review committees comprised of stakeholders, other funders, and citizen subject matter experts that represent each stream. Community partner grants are adjudicated by an internal grant review committee, involving Directors and Managers who represent Community Services, Planning, Finance and Communications.

Impetus for Review

On December 7, 2015 Council passed a motion to have "the Community Investment Grants Program increase referred to the Administration to prepare a report in the first half of 2016 on:

1. The recommended level of funding allocation to the Community Investment Grants Program having regard to funding an appropriate number of applications.
2. Reviewing the adjudication process for granting those applications."

The following information is provided in follow-up to the motion and demonstrates the national research and funding analysis of the City of Regina's current program, for consideration by Committee and Council.

DISCUSSION

The review involved three phases of work: (i) a review of other municipalities and funding agencies; (ii) a survey of adjudicators; and (iii) an analysis of funding success rates.

Review of Municipalities & Funding Agencies

Municipalities that provided feedback on their funding processes include Saskatoon, Calgary, Edmonton, Winnipeg, Halifax, Vancouver, Surrey and Hamilton. Research conducted also included funding agencies such as Saskatchewan Arts Board, Calgary Foundation, Parks Foundation Calgary, Edmonton Arts Council, Winnipeg Arts Council, Sask Sport, Sask Culture, United Way and Community Initiatives.

There is significant variation from municipality to municipality. The following summarizes how Regina compares in terms of: (i) funding priorities and envelopes; (ii) adjudication; and (iii) monitoring/performance.

a) Funding priorities and envelopes

Where we are successful:

- Funding streams (i.e., the categories of culture, social development, and sport and recreation) are consistent with funding streams of other municipalities;
- Funding priorities within each stream are aligned with the Official Community Plan, as well as other corporate plans;
- Layout of Regina's funding envelopes – including core funding through the community partner program, annual activity funding, and new initiatives funding – addresses broad community need;
- Overall, applications are streamlined and, where possible, reflect the information already provided by organizations to other funders.

Where we need improvement:

- Many other municipalities have a mechanism to sponsor for profit events such as conferences, trade shows or fundraisers; these programs are often aligned with communications objectives and positive branding initiatives;
- There is an opportunity to align funding priorities and envelopes with the review of tax exemptions being led by the Taxation and Assessment Department, in preparation for a report to Council in 2018;

b) Adjudication

Where we are successful:

- Consistent with other municipalities and other funders, peer adjudicators are used across all streams; a combination of citizen peers who are selected based on subject matter expertise and representatives appointed by stakeholder organizations make up these groups;
- Citizen representatives are also screened on the basis of diversity in experience level, specialization and individual qualities (such as ethnicity and socioeconomic status);
- A formal scoring process is used, through which applications are scored on the basis of alignment with stream priorities as well as six factors including: (i) organizational strength; (ii) community need; (iii) community impact; (iv) accessibility; (v) financial need; and (vi) initiative merit;
- Process is consistent with leading practice, with resources invested up front in Administrative staff who support organizations to prepare quality applications for adjudicators; this assists organizations in building capacity to solicit funds from other agencies;

- Adjudication processes are transparent and results are made available online;
- Consistent with other granting programs, appeals are granted only on the basis of a demonstrated error in process.

Where we need improvement:

- There is an opportunity to better define the eligibility criteria to become a community partner;
- There is an opportunity to include an external representative from a corporate partner organization (such as Economic Development Regina) to be a part of the community partner adjudication process;

c) Monitoring & Performance

Where we are successful:

- Results are collected, aggregated and reported in relation to stream priorities – both within a stream and across the entire program;
- Community partner agreements are monitored annually;

Where we need improvement:

- There is an opportunity to better communicate the results achieved (i.e., participation levels, volunteerism, number of programs) back to the community;

Adjudicator Survey

In order to evaluate the City's current adjudication process for the Annual Activity and New Initiatives Grant Programs, the Administration surveyed all 21 external members of the 2016 grant review committees. These included representatives appointed by organizations such as the United Way and the Regina Regional Intersectoral Committee as well as citizen representatives who were selected through a formal application process based on their expertise in each sector.

There were 15 respondents who answered as follows:

- 12 of 15 indicated the committee reflected the diversity of the stream being adjudicated;
- All 15 indicated the size of the committee was appropriate;
- 13 of 15 felt that they understood their role clearly;
- 14 of 15 indicated that the rating system was clear and understandable;
- 13 of 15 indicated that the application provides sufficient information for decision making;
- Only 2 of 15 felt that it would be useful to have organizations present their requests to the adjudicators in person; the remaining 13 prefer the Administration to serve as the key liaison with organizations when questions arise; and
- All 15 indicated that the facilitator ensured decisions reflected the guidelines and criteria, without influencing the decision of the group.

Funding Levels and Success Rates

In 2015, the City invested approximately \$3.4 million in community-based organizations across all programs within the CIGP. This report focuses on analysis of the Community Partner, Annual Activity, New Initiative, and Special Events. It excludes Sask Lotteries funding and grants provided under contract to organizations that operate City facilities including community operated centres and the senior citizens centre.

Table 1 below demonstrates the allocation of funds for these programs in 2015 and the subsequent success rates.

Table 1: 2015 Results

	Community Partner	Annual Activity	New Initiative	Special Events and Hosting
Funds Requested	\$2,255,375	\$1,297,720	\$394,250	\$342,830
Funding Allocated	\$1,975,140	\$661,090	\$65,480	\$219,280
% Funding Requested that was Allocated to Eligible Applications	86%	51%	17%	69%
# Applications Funded /# Eligible Applications Received	<ul style="list-style-type: none"> • 11 - Culture Partners • 8 - Social Development • 1 - Sport & Rec • 25 Community Associations 	55/83 (66%)	10/28 (36%)	36/37 (97%)

In 2016, funding to the GIGP was increased through the reallocation of \$195,000 from the Finance & Administration Committee (Economic & Other Promotional Initiatives Account), as well as a onetime investment from Council of \$195,000 from the Community Investment Reserve. Table 2 illustrates year to date investments and success rates..

Table 2: 2016 Year to Date Results

2016	Community Partner	Annual Activity	New Initiative	Special Events and Hosting (to date)
Funds Requested	\$2,359,940	\$1,273,610	\$356,820	\$269,500
Funding Allocated	\$2,032,640	\$768,340	\$296,330	\$191,000
% Funding Requested that was Allocated to Eligible Applications	84%	71%	95%	80%
# Applications Funded /# Eligible Applications Received	<ul style="list-style-type: none"> • 11 - Culture Partners • 9 - Social Development • 1 - Sport & Rec • 26 - Community Associations 	71/86 (83%)	23/26 (88%)	23/23 (100%)

The CIGP is a strong tool for enabling non-profit organizations and agencies, serving both city-wide programs and neighbourhood level initiatives to undertake work that supports Council's vision. Across all streams of funding, organizations contributed positively and meaningfully to

the social fabric of the community. Some of the impacts from the \$2.92 million dollar investment demonstrated above include:

- Funding for 146 non-profit organizations;
- 26,000 volunteers investing time in providing projects, programs and services to the community;
- 103 program hours being delivered to the community; and
- 1.5 million participants in programs and services provided by community organizations.

A further breakdown of impacts in the community by funding stream are demonstrated in Appendix B.

Suggested Improvements

Overall, the research revealed that Regina's CIGP framework, including priorities, funding envelopes and adjudication processes, is consistent with other municipalities and funding agencies. There are some opportunities to strengthen processes and the Administration will address these opportunities through program planning for 2017.

Prior to 2016, there has not been a significant increase in the CIGP program budget which has created an inability for the CIGP to respond to growth. Citizen expectations related to quality of life in a growing city, along with changing demographics and their impact on community need, is pressuring not-profit organizations to continue to provide past service levels and at the same time respond to change.

As a result, the Administration has estimated future funding success rates with:

OPTION #1: Current Level of Funding

Option #1 represents the level of ongoing funding that exists in the budget today. *This budget is slightly lower than the level of funding that was available in 2016, due to the one-time investment of \$195,000 that was available in that year.*

If this option is approved, it is estimated that roughly 65 per cent of eligible applications would be approved for some level of funding and that, overall, 50 per cent of the funds requested would be allocated. This would mean that funding allocated to organizations today would not be increased to keep up with inflation and growing demand for services. In fact, many of these organizations feel unable to meet current demand based on current levels of support.

This option also prevents the City from supporting start-ups and new organizations; limited funds would be available for first-time and one-time projects (new initiatives).

OPTION #2: Increase funding by \$200,000

Option #2 represents an increase in funding equivalent to the one-time funding injected into the program by Council in 2016.

If this option is approved, it is estimated that 83 per cent of eligible applications would be approved for some level of funding and that, overall, 70 per cent of the funds requested would be allocated. This would mean that CIGP would still be unable to provide inflationary increases to a

number of organizations. It may be possible to provide a slight increase to some organizations to assist in meeting demands on their organization, however providing increased funding through the Annual Activity and Community Partner Grant Programs would mean that less first-time and one-time projects (new initiatives) would be funded than in 2016.

OPTION #3: Increase funding by \$400,000

Option #3 represents an increase in funding of \$400,000 to the CIGP by Council in 2016.

If this option is approved it is estimated that roughly 90 per cent of eligible applications would be approved for some level of funding and that, overall approximately 80-85 per cent of the funds requested would be allocated. This would mean that Grant Review Committees would be able to increase current levels of support to organizations struggling to meet current community demands. It would also mean that inflationary increases could be considered and funding to first-time, one-time projects could be sustained closer to 2016 levels.

Due to current budget pressures and the comparatively high success rates in 2016, Administration is recommending Option #2. The Administration will continue to assess success rates and bring forth a request to further increase the CIGP as needed.

The Administration will also adopt an annual practice to request through the budget process an increase in funding to the CIGP equivalent to current inflation, as described by the Consumer Price Index, through the budget process. This increase recognizes that organizations costs are increasing with the rate of inflation and will allow grant review committees to make decisions on offsetting these increasing costs. It will also help address growth, as growth of the city will drive a need for more social, cultural and sport and sport and recreation programming to address increasing diversity, need and community expectations.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no financial implication associated with this report.

Environmental Implications

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

Policy and/or Strategic Implications

The new CIGP was designed to better align investments with the City's vision and corporate priorities in an effort to be more responsive to the changing needs of a growing community. The program supports the policies outlined in a number of chapter areas of *Design Regina: The Official Community Plan Bylaw No. 2013-48*, namely Economic Development, Culture, Social Development and the development of Complete Neighbourhoods. Funding priorities are further aligned with corporate plans such as the Recreation Facility Plan, neighbourhood plans and the Regina Cultural Plan.

Other Implications

The program contributes to broad social, cultural and economic outcomes connected to the City's vision and corporate priorities.

Accessibility Implications

Accessibility is one of the criteria upon which grant applications are considered. The definition provided to applicants and grant review committees is that accessibility is "the degree to which an activity, service, or physical environment is available to as many people as possible, regardless of their physical abilities or socioeconomic background. Accessibility can be viewed as the "ability to access" and benefit from the activity, service or physical space. Improving accessibility involves removing economic, physical, cultural and transportation barriers to participation in programs, projects and facilities".

COMMUNICATIONS

The program is promoted through in-person discussions, direct contact with past recipients, the Regina.ca website, the City of Regina Leisure Guide and a series of information workshops. All funding decisions are posted on Regina.ca.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval which will be sought through the 2017 and subsequent years budget process.

Respectfully submitted,



Laurie Shalley, Director
Community Services Department

Respectfully submitted,



Kim Onrait, Executive Director
City Services Division

Report prepared by:

Janine Daradich, Manager, Recreation Facility Development & Partnerships
Laurie Shalley, Director, Community Services

Funding Stream Priorities

In 2013, the new outcomes-based grant program was aligned with corporate priorities and based on long-term and short-term priorities specific to each stream. In 2014, the priorities were streamlined to better reflect the priorities Council approved in *Design Regina: The Official Community Plan Bylaw No. 2013-48*. These priorities are provided in the table below.

STREAM PRIORITIES		
Culture	Social Development	Sport & Recreation
<ul style="list-style-type: none"> • Preserve and conserve Regina's intangible cultural heritage; e.g., languages, traditions, stories. 	<ul style="list-style-type: none"> • Support communities to create collaborative strategies to address hunger and food security as well as access to housing. 	<ul style="list-style-type: none"> • Increase accessibility to sport and recreation activities and resources, including sporting events and celebrations.
<ul style="list-style-type: none"> • Improve awareness and access to arts and cultural activity and resources; e.g., artistic practices, cultural spaces, cultural industries. 	<ul style="list-style-type: none"> • Strengthen development of safe neighbourhoods through community activities and resources. 	<ul style="list-style-type: none"> • Support community initiatives that address the recreation aspirations of our diverse community.
<ul style="list-style-type: none"> • Animate the city's public spaces. 	<ul style="list-style-type: none"> • Support organizations that represent First Nations, Métis, Inuit people, new Canadians, residents with disabilities and citizens who are marginalized to build a welcoming and socially inclusive community. 	<ul style="list-style-type: none"> • Promote active and healthy lifestyles among children and youth.
<ul style="list-style-type: none"> • Reflect the cultural aspirations of newcomers, First Nations, Métis and Inuit people. 		<ul style="list-style-type: none"> • Support community initiatives that encourage multi-season use of open space.
<ul style="list-style-type: none"> • Strengthen the cultural community through meaningful partnerships between organizations. 		

Community Investment Grants Program

2015 Highlights

Culture –

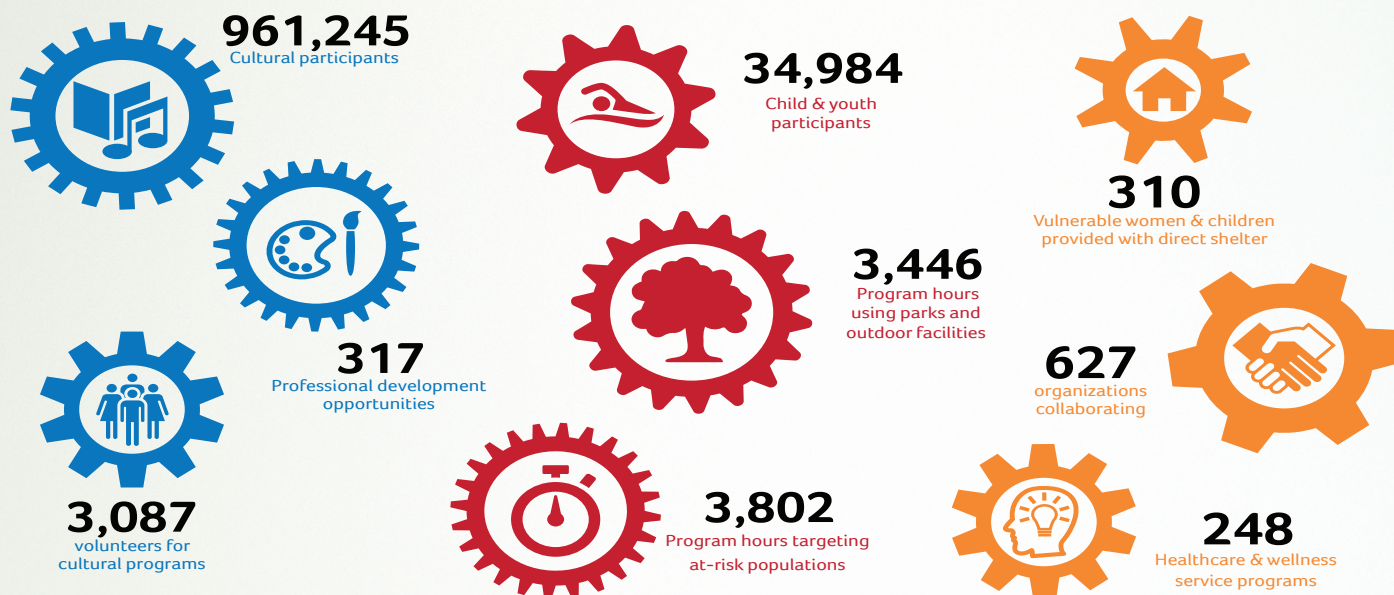
"It was a great chance to spend time in a creative, expressive and collaborative environment with other artists and individuals that we have never crossed paths with."

Sport & Recreation –

"We love all the recreation programs and activities! We haven't missed one!"

Social Development –

"Thanks to this program, I'm learning a lot about myself and new skills that will help me to get further in life."



\$2.92 million
total investment

146

non-profit
organizations funded

25,939
volunteers

103,192
hours of
programs

1,531,468
participants
involved



City of Regina



@CityofRegina

Regina.ca/grants

City of Regina



NOTICE OF MOTION

June 15, 2016

Chief Legislative Officer & City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following MOTION at the meeting of the Community and Protective Services Committee on Wednesday, June 15, 2016.

Re: Use of Pesticides and Control of Weeds/Insects

WHEREAS the City of Regina has a current program in place for the control of weeds and insects; and

WHEREAS the City of Regina is committed to limiting the use of pesticides in this control program; and

WHEREAS I have received a large increase in the number of calls and emails I have received from residents stating their displeasure of the City's current program's effectiveness; and

WHEREAS an article in the LeaderPost stated that the incidents of dandelions and the cankerworm and tent caterpillar populations are on the rise.

THEREFORE BE IT RESOLVED that the Administration provide a report to the September 14, 2016 meeting of the Community and Protective Services Committee providing details on the current control program, the structure and mandate of the Pesticide Reduction Committee, what changes to the program can be made to address the increase in the incidents/populations and what other alternatives are available to provide a more publicly acceptable control program.

Respectfully submitted,



Jerry Flegel
Councillor – Ward 10