



CITY COUNCIL

**Monday, November 27, 2017
5:30 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

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**Agenda
City Council
Monday, November 27, 2017**

CONFIRMATION OF AGENDA

MINUTES APPROVAL

City Council - Public - Oct 30, 2017 5:30 PM

DELEGATIONS, COMMUNICATIONS, PUBLIC NOTICES BYLAWS AND RELATED REPORTS

- DE17-117 Neil McDonald – Hunter Gatherer Vegetarian Diner: Zoning Amendment Application (17-Z-14) Neighbourhood Convenience Zone Amendments to include Licenced Restaurant Discretionary Use Application (17-DU-12) Licensed Restaurant 1205 – 15th Avenue - Heritage Neighbourhood
- CP17-25 Samantha Magnus: Zoning Amendment Application (17-Z-14) Neighbourhood Convenience Zone Amendments to include Licenced Restaurant Discretionary Use Application (17-DU-12) Licensed Restaurant 1205 – 15th Avenue - Heritage Neighbourhood
- CR17-109 Zoning Amendment Application (17-Z-14) Neighbourhood Convenience Zone Amendments to include Licenced Restaurant Discretionary Use Application (17-DU-12) Licensed Restaurant 1205 – 15th Avenue - Heritage Neighbourhood

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the application to amend *Regina Zoning Bylaw No. 9250*, be approved as specified in Appendix A-4.
2. That the Discretionary Use Application for a proposed Licensed Restaurant located at 1205 – 15th Avenue, being Lot 19, Block 469, Plan No. OLD 33, be



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approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, prepared by Robinson Residential and dated January 28, 2016.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendments.

- DE17-118 Stu Niebergall – Regina & Region Home Builders' Association: Administrative Amendment to Shopping Centre Requirements
- CP17-26 Harvard Developments & Forster Projects: Amendment to Regina Zoning Bylaw No. 9250 – Permitted and Discretionary Uses
- CR17-110 Administrative Amendment to Shopping Centre Requirements

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION - NOVEMBER 1, 2017

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

- DE17-119 Stu Niebergall – Regina & Region Home Builders' Association: : Amendment to Regina Zoning Bylaw No. 9250 – Permitted and Discretionary Uses
- CR17-111 Amendment to Regina Zoning Bylaw No. 9250 – Permitted and Discretionary Uses

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

1. That the proposal to amend Chapter 5, Part 5B, Tables 5.1 and 5.2 of the *Regina Zoning Bylaw No. 9250* to change Restaurant, Triplex, Fourplex and



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Retail use below 3,000 square metres from discretionary use “D” to permitted use “P”, in select zones as set out in Appendix A-1 be approved.

2. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

CR17-112 Zoning Bylaw Amendment (17-Z-15) UH- Urban Holding Zone to R5- Residential Multiple Housing Zone The Towns, Phase 1 Stage 1G

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

1. That the application to rezone proposed lots 1 - 27B (inclusive), Block No. 29 within The Towns Concept Plan Area, which is part of SW 1/4 Sec 14, TWP 17, RGE 19 W2M, as shown on Appendix A-3.2, from UH - Urban Holding to R5- Residential Multiple Housing Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

CR17-113 Zoning Bylaw Amendment Application (17-Z-10) Concept Plan Amendment Application (17-CP-03) 1202 and 1500 N Winnipeg Street - SomerSet Neighbourhood

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

1. That the application to amend the SomerSet Concept Plan depicted in Appendix A-3.1 by replacing it with the proposed Concept Plan depicted in Appendix A-3.2 be approved.
2. That *Regina Zoning Bylaw No. 9250* be amended for Phase 1 of the SomerSet Concept Plan Area, which is part of the NE 06-18-19 W2M and SW 07-18-19-W2M as shown in Appendix A-4.1 and A 4.2 as follows:
 - a. Proposed Lot 110 from R5 (RW13.5) – Medium Density Residential Zone (Railway Setback Overlay Zone) to R6 (RW13.5) – Residential Multiple Housing Zone (Railway Setback Overlay Zone)
 - b. Proposed Lots 1-36 from DCD12- Direct Control District Suburban Narrow Lot Residential to R1 – Residential Detached Zone.



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

CR17-114 Buffalo Pound Water Treatment Corporation (BPWTC) – Authority to Secure External Financing and Enactment of a Borrowing/Guarantee Bylaw

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

1. That the Executive Director, Financial & Corporate Services be authorized to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (BPWTC), the Bank of Montreal (BMO) and the City of Moose Jaw on behalf of the City of Regina and to generally do all things and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate BPWTC's borrowing of the principal sum of \$45 million from BMO, including the City of Regina providing a guarantee of the principal sum of \$33.3 million plus any related interest or other costs of the debt resulting from this borrowing.
2. That the City Solicitor be instructed to prepare a borrowing/guarantee bylaw based on the terms and conditions negotiated by the Chief Financial Officer as outlined in this report.
3. That the Executive Director, Financial & Corporate Services, as the City of Regina's proxy, be authorized to exercise the City's voting rights in BPWTC to:
 - a. approve any organizational resolutions or documents that may be required of BPWTC in relation to the proposed borrowing of the principal sum of \$45 million plus any interest or other costs of such borrowing from BMO;
 - b. approve the passage of the organizational resolutions and bylaw appended as Appendix A to this report; and
 - c. appoint the auditor selected by the City of Regina through the Request for Proposal process as auditor of BPWTC for the period 2017-2021.

CR17-115 2018 Alley Maintenance Strategy and Special Tax Levy Funding Options

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - NOVEMBER 7, 2017

That the City Solicitor be instructed to prepare the 2018 Alley Maintenance Special Tax Bylaw, which includes the following levies,



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proposed revenues and estimated costs.

Paved Alleys:

Levy	\$3.98 per assessable foot
Proposed Revenue	\$3,334,679
Estimated Cost	\$3,334,679

Gravel Alleys:

Levy	\$2.80 per assessable foot
Proposed Revenue	\$1,725,500
Estimated Cost	\$1,725,500

2017-33	THE 2018 ALLEY MAINTENANCE SPECIAL TAX BYLAW, 2017
2017-45	THE REGINA ZONING AMENDMENT BYLAW, 2017 (No.13)
2017-47	THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 14)
2017-48	THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 15)
2017-49	THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 16)
2017-50	THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 17)
2017-53	THE BUFFALO POUND WATER TREATMENT CORPORATION BORROWING AND GUARANTEE BYLAW, 2017

DELEGATIONS, COMMUNICATIONS, BYLAWS AND RELATED REPORTS

DE17-120	Alvin Knoll: Regina's Glockenspiel
CP17-27	Knox-Metropolitan United Church: Regina's Glockenspiel
CR17-116	Regina's Glockenspiel

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

That up to \$350,000 be considered through the 2018 capital budget for the restoration and installation of Regina's Glockenspiel

DE17-121	Brian Black: Bylaw Enforcement Process Improvement
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CR17-117 Bylaw Enforcement Process Improvement

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

That this report be received and filed.

DE17-122 Alan Stephen & Brandin Titanich – Eden Care Communities Milton Heights: Milton Heights Request for Tax Abatement

CR17-118 Milton Heights Request for Tax Abatement

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - NOVEMBER 7, 2017

That the request from Milton Heights Apartments regarding a tax abatement for the levy increase for 1100 Broadway Avenue be denied.

DE17-123 Aaron Demyen – Sask Volleyball: 2019 Volleyball Canada National Championships

CR17-119 2019 Volleyball Canada National Championships

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

1. That the City of Regina (City) provide a cash grant of \$50,000 to the Saskatchewan Volleyball Association (SVA) in support of their bid to host the 2019 Volleyball Canada National Championships (Championships) conditional upon the bid to host the event being successful.
2. That the funding for this grant be provided by the addition of a one-time expenditure to the City's 2019 General Operating Budget.
3. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the Saskatchewan Volleyball Association, as outlined in the body of this report.
4. That the City Clerk be authorized to execute the Contribution Agreement on



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behalf of the City of Regina after review by the City Solicitor

- DE17-124 Terri Sleeva – Colonialism No More: Purchase of the Former Saskatchewan Transportation Company Bus Depot and Head Office
- CR17-120 Purchase of the Former Saskatchewan Transportation Company Bus Depot and Head Office

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

1. That the City Manager or designate be authorized to negotiate and approve an agreement to purchase the former Saskatchewan Transportation Company (STC) Bus Depot and Head Office and parking lots for \$16.25 million (the “Agreement”), as part of a long-term affordable solution to address the Regina Police Service (RPS) facility requirements.
2. That the City Clerk be authorized to execute the Agreement, after review and approval from the City Solicitor.
3. That this \$37 million budget to allow for the purchase of the former STC building and parking lots, to enable tenant improvements and site development to support the RPS facility requirements be approved and funded from the following sources:
 - a. General Fund Reserve - \$18,400,000
 - b. Asset Revitalization Reserve - \$18,600,000
4. That the Executive Director, Financial & Corporate Services or designate be authorized to initiate and award a public procurement process to engage consulting and professional services over \$500,000 to support the creation of a complete facility solution for RPS.

- DE17-125 Stu Niebergall – Regina & Region Home Builders’ Association: Industrial development Servicing Agreement Fee/Development Levy Policy
- CP17-28 Bob Linner and Murad Al-Katib: Industrial development Servicing Agreement Fee/Development Levy Policy
- CR17-121 Industrial development Servicing Agreement Fee/Development Levy Policy

Recommendation



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RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

1. That Appendix A of the *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* be in effect immediately, upon approval by City Council.
2. That the City Solicitor be directed to prepare the necessary bylaw to amend the *Development Levy Bylaw*, in accordance with the approved *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* and the approved *Administration of Servicing Agreement and Development Levy Agreement Policy*.
3. That the 2018 Servicing Agreement Fee rate be set at \$442,000 per hectare itemized as follows, be effective January 1, 2018:

Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
\$220,600	\$111,300	\$42,600	\$1,500	\$20,800	\$45,200

4. That item CM15-14 be removed from the list of outstanding items for City Council.

- CP17-29 Pat Maschek – Sherwood Co-operative Association Limited: Discretionary Use Application (17-DU-08) Gas Bar, Convenience Store & Carwash - 1181 N Argyle Street, Capital Crossing
- CR17-122 Discretionary Use Application (17-DU-08) Gas Bar, Convenience Store & Carwash - 1181 N Argyle Street, Capital Crossing

Recommendation

RECOMMENDATION OF THE REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

1. That the Discretionary Use Application for a proposed Gas Bar, Convenience Store and Carwash located at 1181 Argyle Street North, being Parcel 7 in Plan No. 102254891, be approved.
2. That a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Federated Co-operatives Limited



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and dated
August 28 and 31, 2017.

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

CR17-123 Saskatchewan Indian Institute of Technology U-Pass Program

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

1. That City Council delegate authority to the Executive Director of Financial and Corporate Services (or designate) to negotiate and approve a contract with the Saskatchewan Indian Institute of Technology (SIIT) for a U-Pass program for a duration of three years as detailed in this report.
2. That upon approval by the Saskatchewan Indian Institute of Technology's (SIIT) senior management, the City Clerk be authorized to sign the applicable agreement on behalf of the City once the agreement has been reviewed and approved by the City Solicitor.
3. That the amendments to *The Regina Transit Fare Bylaw, 2009*, as described in this report, be approved.
4. That the City Solicitor be instructed to prepare the required amending bylaw based on the changes identified in this report.

CR17-124 Appointment of Pest Control Officers

Recommendation

RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

1. That the City Solicitor be instructed to amend *Bylaw 2009-71* being *The Appointment and Authorization of City Officials Bylaw, 2009* to:
 - (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* ("Act") from January 1, 2018 until December 31, 2018, unless the officer's employment with the City of Regina is terminated sooner:

Name

Position



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Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer
Kaitlin Willner	Entomology Research Analyst

2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.

2017-41 THE REGINA TRANSIT FARE AMENDMENT BYLAW, 2017

2017-46 THE APPOINTMENT AND AUTHORIZATION OF CITY OFFICIALS AMENDMENT BYLAW, 2017

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR17-125 Appointments to the Regina Warehouse Business Improvement District Board

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

1. That the following be appointed as citizen members of Regina's Warehouse Business Improvement District for the term January 1, 2018 to December 31, 2020:

- Krista BeBeau
- Mark Kowalyk
- Fred Mehl
- Katherine Melnychuk
- Tracy Read

2. That members continue to hold office for the term indicated or until successors are appointed.

CR17-126 Appointments to the Board of Directors for Regina Downtown BID

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017



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1. That the following persons who are elector of the City or are employed in the District be appointed to the Board of Directors for Regina Downtown BID for the following terms:

January 1, 2018 to December 31, 2018:

- Alexandra Hussey
- Michael MacNaughton
- Mitch Molnar

January 1, 2018 to December 31, 2019:

- Mary Lynn Charlton
- James Camplin

January 1, 2018 to December 31, 2020:

- Gerry Fischer
- Charlene Gavel
- Doug Kosloski
- Anna Gardikiotis

2. That members continue to hold office for the term indicated or until successors are appointed.

CR17-127 2018 Council and Committee Meeting Schedule

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

That the 2018 meeting calendar for City Council and the following main committees as outlined in Appendix A be approved:

- a. City Council
- b. Community and Protective Services Committee
- c. Executive Committee
- d. Finance and Administration Committee
- e. Mayor's Housing Commission
- f. Public Works and Infrastructure Committee
- g. Regina Appeal Board
- h. Regina Planning Commission



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PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

- CR17-128 Increase in Engineering Services Fees for the Design and Construction of the 5th Avenue North Stormwater Trunk Project Within Drainage Area 13

Recommendation

RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE - NOVEMBER 9, 2017

That City Council delegate authority to the Executive Director of Transportation & Utilities to extend the commission to Associated Engineering Ltd. (AE), to exceed \$500,000 to complete the design and construction supervision of the 5th Avenue North Stormwater Trunk Project within Drainage Area 13 (Area 13).

INFORMATIONAL REPORTS

- IR17-16 Buffalo Pound Water Treatment Corporation – 2017 Semi-Annual Report

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

That this report be received and filed.

BYLAWS AND RELATED COMMUNICATIONS

- CP17-30 Amendment to Bylaw No. 2017-30, Design Regina: The Official Community Plan Amendment Bylaw, 2017 (No.4)
- 2017-51 DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2017 (No.4) AMENDMENT BYLAW, 2017

NOTICE OF ENQUIRIES

- EN17-1 Councillor Bob Hawkins: Capital Pointe Construction Site

ADJOURNMENT

AT REGINA, SASKATCHEWAN, MONDAY, OCTOBER 30, 2017

AT A MEETING OF CITY COUNCIL

AT 5:30 PM

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

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

Regrets: Councillor Mike O'Donnell

Also in Attendance: City Clerk, Jim Nicol
A/Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
Executive Director, Financial & Corporate Services, Barry Lacey
Executive Director, Legal, Byron Werry
Executive Director, City Planning & Development, Diana Hawryluk
Executive Director, City Services, Kim Onrait
Executive Director, Organization & People, John Paul Cullen
Executive Director, Transportation & Utilities, Karen Gasmo
Director, Assessment & Taxation, Deborah Bryden
Director Communications, Alan Clay
Director, Development Services, Louise Folk
Director, Water Works, Pat Wilson
Manager, Current Planning, Fred Searle
Manager, Water & Sewer Engineering, Kurtis Doney

CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Lori Bresciani that the agenda for this meeting be approved, as submitted, including the adjustment from the City Clerk's Office to replace report CR17-104 with a revised copy, and that the delegations listed on the agenda be heard when called forward by the Mayor.

The motion was put and declared CARRIED UNANIMOUSLY.

MINUTES APPROVAL

Councillor Bob Hawkins moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that the minutes for the meeting held on September 25, 2017 be adopted, as circulated.

DELEGATIONS, PUBLIC NOTICES BYLAWS AND RELATED REPORTS

DE17-115 Shayna Stock – Heritage Community Association: Contract Zone Application (16-CZ-07) - Extension of Time Limit for Temporary Parking Lot - 1505 Saskatchewan Drive

Pursuant to due notice the delegation was present.

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

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR17-99, a report from the Regina Planning Commission respecting the same subject.

DE17-116 Chief Evan Bray and Gerard Kay – Regina Police Service: Contract Zone Application (16-CZ-07) - Extension of Time Limit for Temporary Parking Lot - 1505 Saskatchewan Drive

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Chief Evan Bray and Gerard Kay, representing Regina Police Service addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR17-99, a report from the Regina Planning Commission respecting the same subject.

CR17-99 Regina Planning Commission: Contract Zone Application (16-CZ-07) Extension of Time Limit for Temporary Parking Lot 1505 Saskatchewan Drive

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– OCTOBER 4, 2017**

1. That the application to amend *Regina Zoning Bylaw No. 9250* to amend the existing Contract Zone for 1505 Saskatchewan Drive, being Lots 35, 36, 37,38, 39 & 40 in Block/Par 290, Plan No. Old 33 Ext. 0, to extend the time limit of the contract be approved and that the Contract Zone Agreement between the City of Regina and the applicant/owner of the subject properties be executed.

2. That further to recommendation 1, section 6 (b) of the Contract Zone shall be amended by replacing June 30, 2016 with June 30, 2024.
3. That a landscape plan be submitted, approved by the City of Regina and consistent with perimeter screening requirements of the *Regina Zoning Bylaw No. 9250*. The landscape shall be installed by September 15, 2018.
4. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective *Regina Zoning Bylaw No. 9250* amendment.

Councillor Jerry Flegel moved, seconded by Councillor Sharron Bryce that the recommendations from the Regina Planning Commission contained in the report be concurred in.

Councillor Andrew Stevens moved, in amendment, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the timeline in recommendation #2 be reduced to five years.

Mayor Michael Fougere stepped down to enter debate.

Councillor Joel Murray assumed the Chair.

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

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

CR17-100 Regina Planning Commission: Zoning Amendment Application (17-Z-12)
Rezoning from MS - Mainstreet to I - Institutional and Discretionary Use
Application (17-DU-10) Special Care Home and Seniors Assisted Living
Apartment - Low Rise 1325 Argyle Street North - Capital Crossing

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
- OCTOBER 4, 2017**

1. That the application to Rezone Block 3, Plan 102254891, located at 1325 Argyle Street North, from MS - Mainstreet to I - Institutional, be approved.
2. That the Discretionary Use Application for a proposed Special Care Home and Seniors Assisted Living Apartment - Low Rise, located at 1325 Argyle Street North, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.5 inclusive, prepared by CB Two Architects International, Inc. and dated August 25, 2017
 - b) The development shall comply with all applicable standards and regulations in *The Regina Zoning Bylaw No. 9250*.

3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the *Regina Zoning Bylaw No. 9250* amendment.

Mayor Fougere invited the following to come forward and answer questions from Council:

- Kevin Tell and Brent Stuntzner, representing CB2 Architecture; and
- Randall Corwin, representing Brightwater Senior Living

Councillor Jerry Flegel moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that the recommendations from the Regina Planning Commission contained in the report be concurred in.

2017-36 A BYLAW TO PROVIDE FOR THE CLOSURE AND SALE OF A PORTION OF RIGHT-OF-WAY ADJACENT TO 625, 715 AND 815 DEWDNEY AVENUE

2017-42 THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 11)

2017-43 THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 12)

Councillor Joel Murray moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that Bylaws No. 2017-36, 2017-42 and 2017-43 be introduced and read a first time. Bylaws were read a first time.

No letters of objection were received pursuant to the advertising with respect to Bylaws No. 2017-36, 2017-42 and 2017-43.

The Clerk called for anyone present who wished to address City Council respecting Bylaws No. 2017-36, 2017-42 and 2017-43 to indicate their desire.

No one indicated a desire to address Council.

Councillor Joel Murray moved, seconded by Councillor Barbara Young, AND IT WAS RESOLVED, that Bylaws No. 2017-36, 2017-42 and 2017-43 be read a second time. Bylaws were read a second time.

Councillor Joel Murray moved, seconded by Councillor Jerry Flegel that City Council hereby consent to Bylaws No. 2017-36, 2017-42 and 2017-43 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Joel Murray moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that Bylaws No. 2017-36, 2017-42 and 2017-43 be read a third time. Bylaws were read a third and final time.

BYLAWS AND RELATED REPORTS

CR17-101 Executive Committee: Amendments to The Wastewater and Storm Water Bylaw, 2016 to Set a Rate for Access to Recycled Water

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE

- OCTOBER 11, 2017

1. That amendments to *The Wastewater and Storm Water Bylaw, 2016*, Bylaw No. 2016-24 to include a rate for providing access to recycled water, as identified in this report be approved.
2. That amendments to *The Regina Administration Bylaw*, Bylaw No. 2003-69 be approved to delegate authority to the Executive Director, Transportation & Utilities, to negotiate and resolve revenue agreements for the sale of access to recycled water where:
 - (a) the term of the agreement is less than two years;
 - (b) the connection fee is the same rate as recommended within the body of this report;
 - (c) the proponent obtains a Water Security Agency (WSA) allocation for the recycled water use;
 - (d) the proponent obtains all other necessary federal, provincial and other permits and approvals;
 - (e) the Recycled Water Access Agreement (Agreement) aligns with the Design, Build, Finance, Operate and Maintenance Agreement between the City and EPCOR; and
 - (f) the proponent is responsible for paying any operating, maintenance or capital costs related to providing access to the recycled water in addition to the connection fee for recycled water.
3. That the City Solicitor be instructed to prepare amendments to *The Wastewater and Storm Water Bylaw, 2016*, Bylaw No. 2016-24 and *The Regina Administration Bylaw*, Bylaw No. 2003-69 to include the provisions identified in recommendations 1 and 2 of this report.
4. That item *MN11-1* be removed from the list of Outstanding Items for the Public Works and Infrastructure Committee.
5. That the Administration prepare a report for Council at the conclusion of any such agreement.

Councillor Joel Murray moved, seconded by Councillor John Findura, AND IT WAS RESOLVED, that the recommendations from the Executive Committee contained in the report be concurred in.

2017-44 THE REGINA ADMINISTRATION AMENDMENT BYLAW, 2017

Councillor Joel Murray moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that Bylaw No. 2017-44 be introduced and read a first time. Bylaw was read a first time.

Councillor Joel Murray moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that Bylaw No. 2017-44 be read a second time. Bylaw was read a second time.

Councillor Joel Murray moved, seconded by Councillor John Findura that City Council hereby consent to Bylaw No. 2017-44 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Joel Murray moved, seconded by Councillor Sharron Bryce, AND IT WAS RESOLVED, that Bylaw No. 2017-44 be read a third time. Bylaw was read a third and final time.

MAYOR'S REPORTS

MR17-2 Wíchitowin Aboriginal Engagement Conference – October 11-12, 2017

Recommendation

That this report be received and filed.

Mayor Michael Fougere stepped down to move the report and enter debate.
Councillor Joel Murray assumed the Chair.

Mayor Michael Fougere moved, seconded by Councillor Jerry Flegel that this report be received and filed.

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

The motion was put and declared CARRIED.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR17-102 Proposed Commercial Terms to Supply Recycled Wastewater to Western Potash Corporation

Recommendation

RECOMMENDATION OF THE EXECUTIVE COMMITTEE

- OCTOBER 11, 2017

1. That the key commercial terms for the supply of recycled water from the Wastewater Treatment Plant (WWTP) to Western Potash Corporation (WPC) as outlined in this report be approved in principle.
2. That the Executive Director of Transportation & Utilities be authorized to negotiate and resolve the final terms and conditions of a new Water Access Agreement (Agreement), including any ancillary agreements with WPC based on the key commercial terms as outlined in the report.
3. That the City Clerk be authorized to execute the Agreement as well as any ancillary agreements prepared by the City Solicitor.

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

FINANCE & ADMINISTRATION COMMITTEE

CR17-103 Amendment to Lease of City Property - Regina Windy Flyers Inc. - King's Park Area

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - OCTOBER 3, 2017

1. That the amendment to the lease of the subject property to the Regina Windy Flyers Inc. be approved under the terms and conditions shown in the body of this report.
2. That the Administration be authorized to finalize the terms and conditions of the amendment documents.
3. That the City Clerk be authorized to execute the lease amendment documents as prepared by the City Solicitor.

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

CR17-104 Lease of City Property at 1654 11th Avenue to Mobile Crisis Services Inc.

Recommendation

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION
COMMITTEE - OCTOBER 3, 2017**

1. That the lease of a portion of City owned property located at 1654 11th Avenue to Mobile Crisis Services Inc. be approved consistent with the terms and conditions stated in the body of this report.
2. That the Administration be authorized to finalize any other commercially relevant terms and conditions of the lease documents.
3. That the City Clerk be authorized to execute the Lease Agreement documents as prepared by the City Solicitor.

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

CR17-105 2016 Reserve Balances

Recommendation

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION
COMMITTEE - OCTOBER 3, 2017**

That no transfers be made between reserves at this time.

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

CR17-106 Tax Enforcement - Application for Title 2017 Liens

Recommendation

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION
COMMITTEE - OCTOBER 3, 2017**

1. That the Manager of Property Taxation & Admin be authorized to serve six month notices on all parcels of land included in the list of lands marked as Appendix A.
2. That the Manager of Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six month notices.
3. That costs associated with Administrative time spent on tax enforcement processes be added to the tax roll pursuant to Section 19(1) of the *Tax Enforcement Act*.

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

REGINA PLANNING COMMISSION

CR17-107 Discretionary Use Application (17-DU-11) Proposed Licensed Restaurant, 1055 Park Street

Recommendation

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
- OCTOBER 4, 2017**

That the discretionary use application for a proposed Licensed Restaurant located at 1055 Park Street, being Block E, Plan No. 73R47512, Industrial Ross Subdivision be approved, and that a Development Permit be issued subject to the following conditions:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.4 inclusive, prepared by Ledcor Construction Limited and dated June 27, 2017, and JMA Architecture Ltd. and dated June 27, 2017.
- b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

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

PUBLIC WORKS & INFRASTRUCTURE COMMITTEE

CR17-108 McCarthy Boulevard Sewage Pumping Station Upgrades Project Issue and Award Request for Proposal

Recommendation

**RECOMMENDATION OF THE PUBLIC WORKS AND
INFRASTRUCTURE COMMITTEE – OCTOBER 12, 2017**

- 1. That the Executive Director of Transportation & Utilities or designate be authorized to initiate a public procurement process to engage consulting and professional engineering services for the McCarthy Boulevard Sewage Pumping Station (MBPS) Upgrades Project.
- 2. That the Executive Director of Transportation & Utilities or designate be authorized, to negotiate, award and enter into a contract with the highest ranked proponent from the public procurement process.

3. That the City Clerk be authorized to execute a contract with the highest ranked proponent upon approval of the Executive Director of Transportation & Utilities or designate.

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

INFORMATIONAL REPORTS

IR17-15 Job, Jurisdictions, Evaluation & Compensation Program Update

Recommendation

RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE - OCTOBER 3, 2017

That this report be received and filed.

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

NOTICE OF MOTIONS

MN17-13 Mayor Michael Fougere: Naming of the Skateboard Park on Rochdale Boulevard
- Terry Hincks Skateboard Plaza

Mayor Michael Fougere stepped down to enter debate.
Councillor Joel Murray assumed the Chair.

Mayor Michael Fougere requested the Notice of Motion be waived and allow the Motion to be lodged at this meeting.

Councillor Sharron Bryce moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that the Notice of Motion be waived and the Motion be lodged at this meeting.

Pursuant to due notice, Mayor Michael Fougere moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that:

1. The skateboard park located on Rochdale Boulevard be officially named "Terry Hincks Skateboard Plaza".
2. The Administration shall ensure appropriate signage is erected to commemorate the naming of this amenity.

Mayor Michael Fougere returned to the Chair.

ADJOURNMENT

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

The meeting adjourned at 7:28 p.m.

Chairperson

Secretary

November 27, 2017

To: His Worship the Mayor
and Members of City Council

Re: Zoning Amendment Application (17-Z-14)

Good evening, and thank you for allowing me to speak to council tonight. My name is Neil McDonald, and I am the owner operator of Hunter Gatherer Vegetarian Diner which has been operating at 1221 - 15th Avenue for the past year, and a half. I am here this evening in the hopes that City Council will see fit to amend the Zoning Bylaws so that my business is able to obtain a liquor license, and be able to establish a small patio space.

Hunter Gatherer is a small, 46-seat, family run diner located in the Heritage Neighbourhood. We operate 7 days a week from 8am until 8pm, and have 4 parking spaces available to our customers. We offer vegetarian, vegan, and gluten-free comfort foods, and while our clientele is primarily made up of folks who live and/or work within a few block radius of the diner, we are seeing more and more folks making the trip from the other side of town, and even making us a destination to check out as they travel to Regina. While we have no desire to operate a bar or club, a lot of our customers come to us to celebrate birthdays, anniversaries, their retirement, etc., as we cater to very specific diets, and we would love to be able to offer the same services that the majority of other restaurants are able to in our city by providing a mug of beer, or a glass of wine with their meals.

Since we have opened, we have received plenty of positive feedback from our neighbours (both residents, and fellow business owners) who feel that the people our diner draws to the neighbourhood, and the additional lighting provided by our diner help everyone feel safer as they walk the streets in the evening. I understand if anyone has concerns about the addition of a licensed restaurant in our neighbourhood but I can assure you that we will remain respectful of those who live around us, and never operate in a manner that would compromise their ability to peaceably enjoy their homes. My family lives directly beside the diner, and my own children are all very light sleepers. We have worked very hard to create a family-friendly environment, and promise that we will continue to be a positive addition to our neighbourhood.

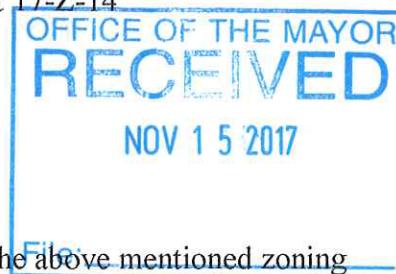
I thank you for providing me time to speak this evening, and I welcome any questions that you may have with regards to my business, and my request to amend the existing Zoning Bylaws.

Neil McDonald
Hunter Gatherer Vegetarian Diner

Nov 8/17

City of Regina Clerk's office
2476 Victoria Ave
PO Box 1790
Regina, SK S4P 3C8

Re: Bylaw No. 2017-50 Proposed Zoning Bylaw Amendment 17-Z-14



To the City Clerk,

I am writing this letter to offer my support for the change to the above mentioned zoning bylaw (No. 2017-50 Proposed Zoning Bylaw Amendment 17-Z-14). I understand the city of Regina is soliciting feedback on this issue.

I feel that any restaurant should be allowed to have a liquor license and to serve alcohol regardless of the area it is in. If the city feels a certain area of the city should not have establishments serving alcohol, they should not have allowed a restaurant to set up in that zone in the first place.

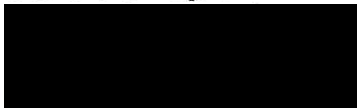
Further, the restaurant in question, Hunter Gatherer, is across the street from a local brewery, Malty National. This brewery not only brews beer, but sells it for consumption on the premises. Therefore, it only makes sense that a restaurant in that same area should be allowed to have a liquor license and sell alcohol as well.

If you have any questions, do not hesitate to call me,

Regards,

A handwritten signature in blue ink that reads "S. Magnus".

Samantha Magnus



November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Zoning Amendment Application (17-Z-14) Neighbourhood Convenience Zone
Amendments to include Licenced Restaurant Discretionary Use Application (17-DU-12)
Licensed Restaurant 1205 – 15th Avenue - Heritage Neighbourhood

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the application to amend *Regina Zoning Bylaw No. 9250*, be approved as specified in Appendix A-4.
2. That the Discretionary Use Application for a proposed Licensed Restaurant located at 1205 – 15th Avenue, being Lot 19, Block 469, Plan No. OLD 33, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, prepared by Robinson Residential and dated January 28, 2016.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendments.

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

Neil McDonald and Stuart McDonald, representing Hunter Gatherer Vegetarian Diner, addressed the Commission.

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

Recommendation #4 does not require City Council approval.

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

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend *Regina Zoning Bylaw No. 9250*, be approved as specified in Appendix A-4.
2. That the Discretionary Use Application for a proposed Licensed Restaurant located at 1205 – 15th Avenue, being Lot 19, Block 469, Plan No. OLD 33, be approved, and that a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1, prepared by Robinson Residential and dated January 28, 2016.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendments.
4. That this report be forwarded to the November 27, 2017 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

This subject property is within the NC – Neighbourhood Convenience Zone (NC Zone) in which a Licensed Restaurant is a prohibited use. The application is to amend the *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) to allow for a Licensed Restaurant as a Discretionary Use in the NC Zone. If approved, this Zoning Bylaw amendment would allow the consideration of a Licensed Restaurant at the subject property as a Discretionary Use. Both requests are being considered in this report.

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

BACKGROUND

The applicant is requesting a textual amendment to the Zoning Bylaw that would allow for the consideration of a Licensed Restaurant in a NC Zone as a Discretionary Use. This Zoning Bylaw amendment would apply to any property within the NC Zone. The NC Zone is currently only in limited areas of the city as illustrated in Appendix A.

A Licensed Restaurant is defined as a restaurant for which a license from the Saskatchewan Liquor and Gaming Authority is required or has been obtained, enabling it to sell beer and wine

by the glass to persons of legal age or older when consuming a meal in the restaurant. The land use is currently either permitted or discretionary in all other commercial zones within the city.

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

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

DISCUSSION

Zoning Details

The applicant proposes to amend the Zoning Bylaw to allow for the consideration of a Licensed Restaurant in a NC Zone as a Discretionary Use. Currently a Licensed Restaurant in the NC Zone is a prohibited use.

To facilitate the consideration of the applicant's request, Administration reviewed the intent of the NC Zone and found that the addition of the land use was consistent with the intent of the Zone. The NC Zone is currently the only commercial zone not afforded the ability to develop a Licensed Restaurant either through a permitted or a discretionary use review. The proposed Zoning Bylaw amendment will require any future proposals to apply for a Discretionary Use review. As part of the review process, neighbours would be notified and proposals would be assessed on a case by case basis.

Development Proposal

The applicant (Hunter Gatherer Vegetarian Restaurant) currently operates a Restaurant in an existing 279.36 m² unit which has a seating capacity for 43 persons. The restaurant is located within a multi-tenant building at the subject property in the Heritage Neighbourhood. The applicant proposes to obtain a liquor license and develop a Licensed Restaurant. This proposal requires a change of land use from Restaurant to Licensed Restaurant to be considered through a Discretionary Use approval.

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

Land Use Details	Existing	Proposed
Zoning	NC – Neighbourhood Convenience	NC – Neighbourhood Convenience
Land Use	Restaurant	Licensed Restaurant (under 50 persons)
Building Area	279.36 m ²	279.36 m ² (no change in building area)

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	9 stalls for proposed and existing use	4 stalls currently on site

There has been a restaurant at this location under different ownership for more than 30 years and was approved with the current parking provided. The site has four existing parking stalls and the Administration has considered the proposed addition of a liquor licence to the existing restaurant as a continuance of use and would not have to increase parking to current standards outlined in the Zoning Bylaw.

Surrounding land uses are mainly low density residential development, but also include lands used for commercial development to the east of the proposal, which will be complimented by the development of the proposed Licensed Restaurant. There are other licensed restaurants in the vicinity and a micro-brewery in the immediate area on 15th Avenue as well.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

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

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods

Enable the development of complete neighbourhoods.

- 7.1 Require that new neighbourhoods, new mixed-use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed to include the following:

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

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

7.1.8 A distinctive character, identity and sense of place.

7.5 Encourage appropriate mixed-use developments within neighbourhoods, as well as the retention of existing local and neighbourhood commercial spaces.

Goal 4 – Employment Areas

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

7.22. Consider establishing additional industrial or commercial land use designations to accommodate a wide range of economic activity.

This proposed development is consistent with these policies because the proposed Licensed Restaurant caters to the local customers and supports the establishment of additional commercial land use to accommodate wide range of economic activity.

Other Implications

A comprehensive review of the Zoning Bylaw is currently underway under the Zone Forward project. The end result will be a new contemporary Zoning Bylaw with revised zoning districts and land use regulations that are aligned with City policies and the OCP. Leading up to the completion of this review, the Administration will continue to work with applicants to manage amendments to the Zoning Bylaw.

Accessibility Implications

The Zoning Bylaw requires two per cent of all required parking stalls to be accessible parking stalls. The overall site provides four parking stall and requires no additional parking stalls for persons with disabilities.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on	August 25, 2017
Letter sent to immediate property owners	August 23, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	7

There was seven public comment sheets received on this application, all expressing support for the proposal.

The Heritage Community Association, in an e-mail dated September 21, 2017, indicated they were supportive of both elements of the application.

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

DELEGATED AUTHORITY

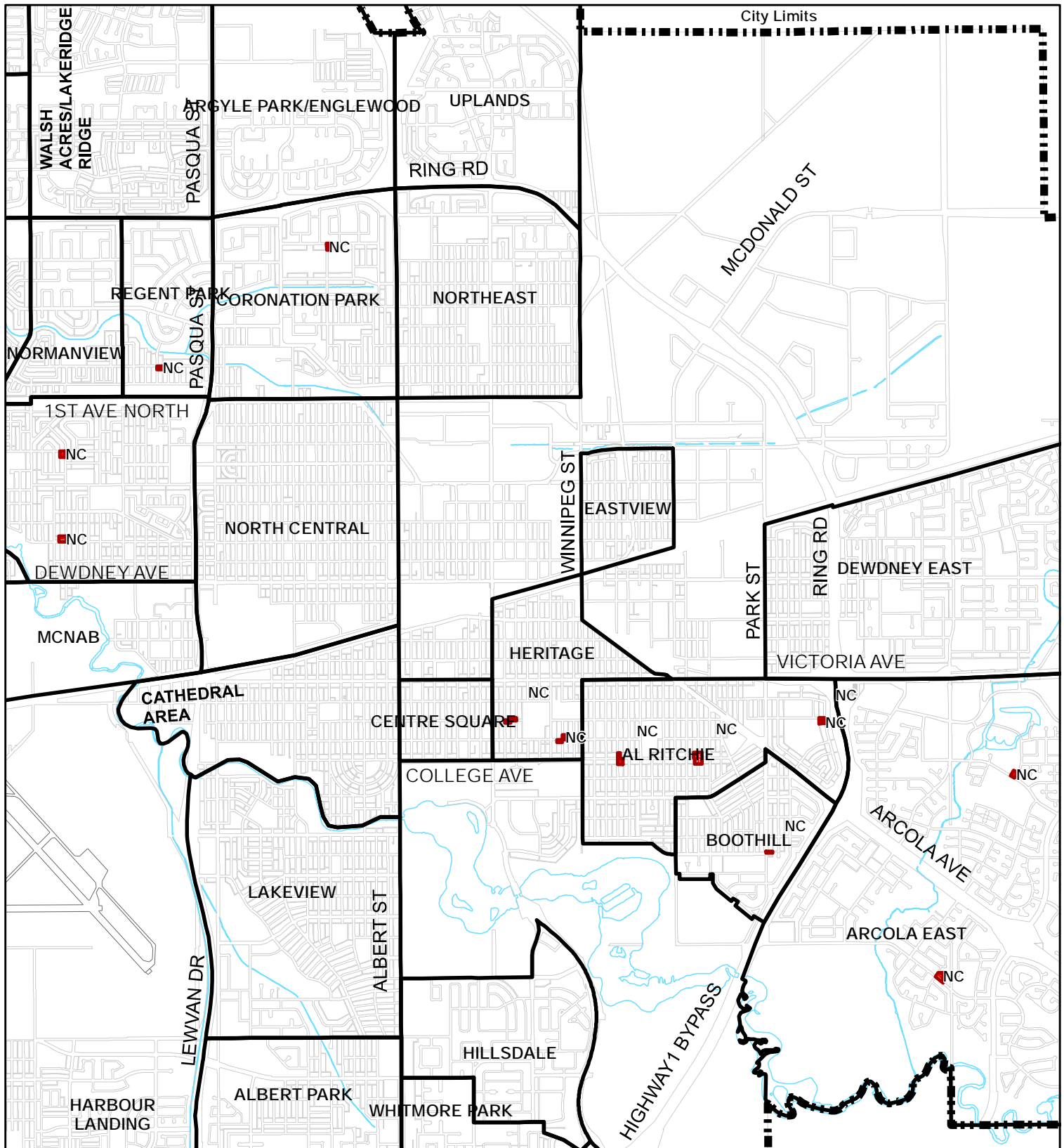
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION

A handwritten signature in cursive script that reads "Elaine Gohlke".

Elaine Gohlke, Secretary



Project: 17-Z-14

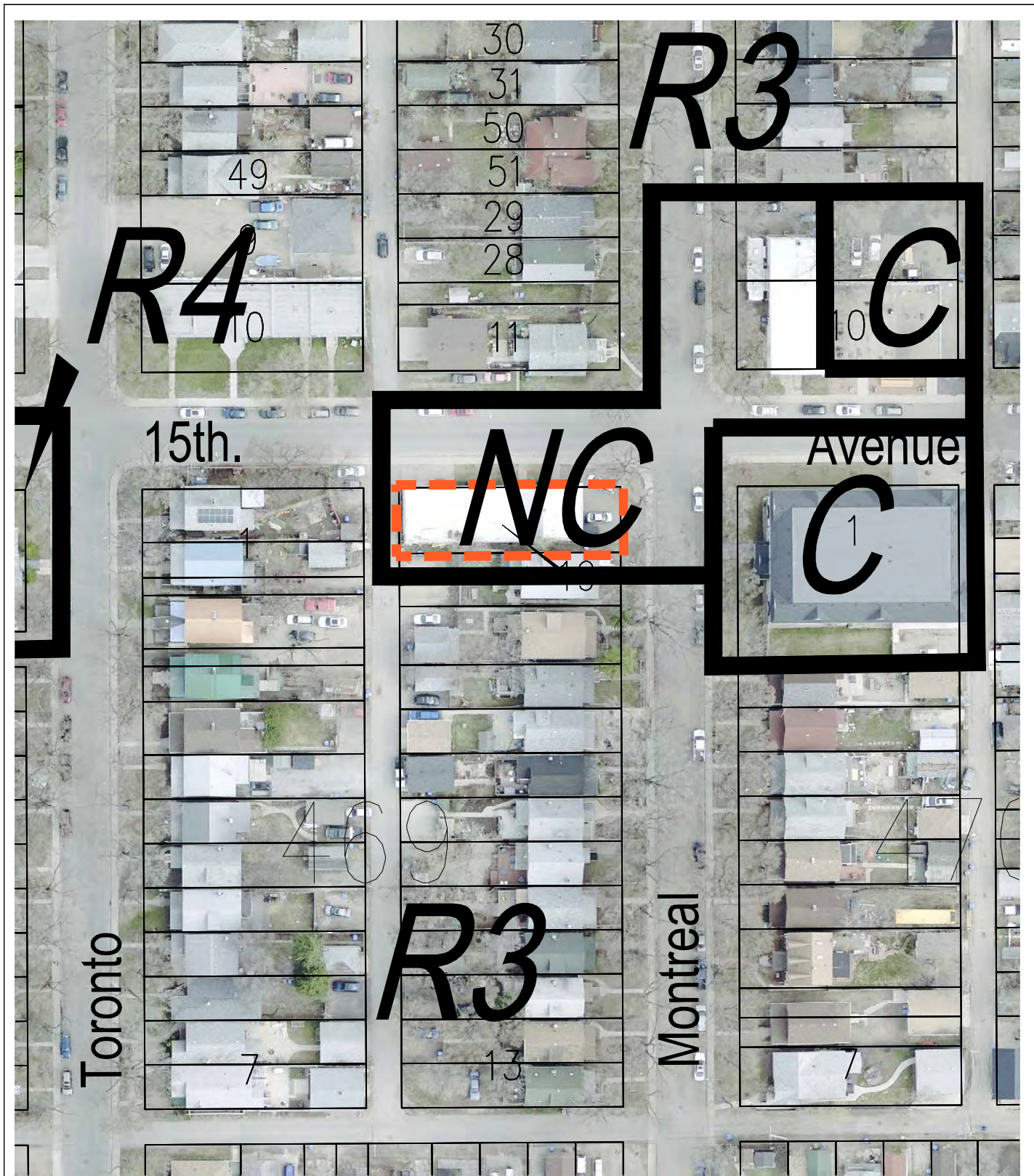


Legend



Subject Property Map NC Zones
and their Community Associations





Subject Property

Date of Photography : 2016



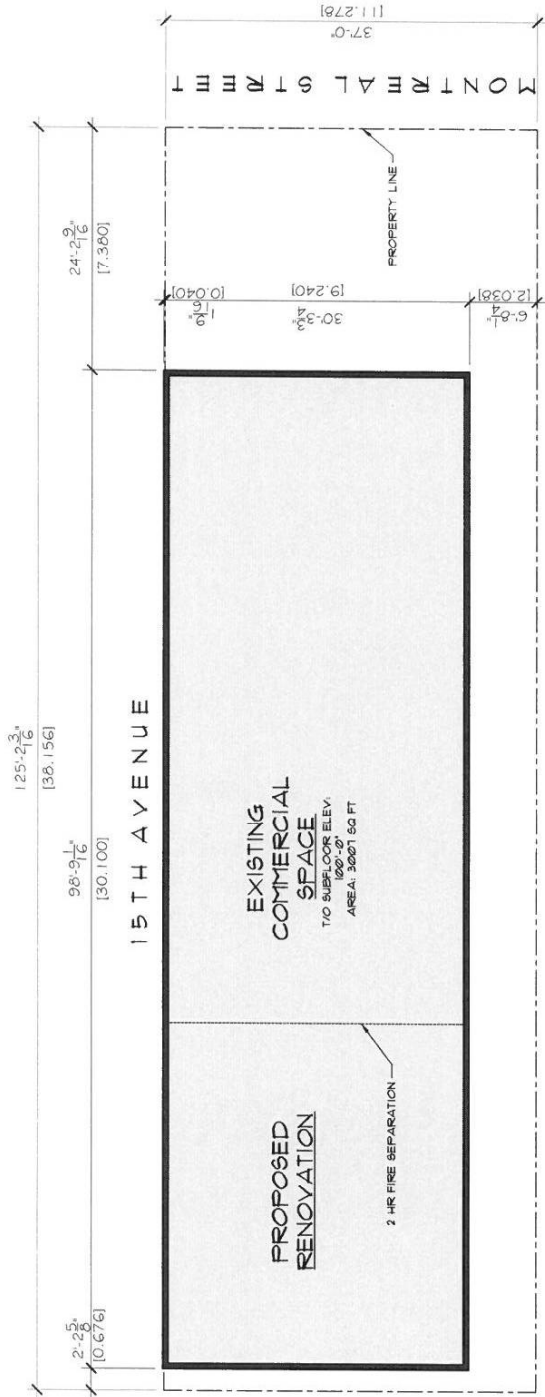


Subject Property

Date of Photography: 2016



Appendix A-3.1



SITE PLAN
SCALE: 1/8" = 1'-0"
LEGAL DESCRIPTION
LOT: #8
BLOCK: #469
PLAN: OLD 33
LOCALITY: REGINA, SASKATCHEWAN
CIVIC ADDRESS: #225 15TH AVENUE

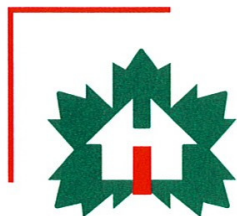
NOTE: CONTRACTOR/BUILDER
TO CONFIRM ALL DIMENSIONS
ON SITE PRIOR TO CONSTRUCTION

PROJECT		DRAWING TITLE		DRAWING NO.	
2232 2ND AVENUE REGINA, SASKATCHEWAN CANADA, S4S 0A1 TEL: (306) 352-6617 FAX: (306) 352-6619		HUNTER GATHERER		A-2	
ROBINSON RESIDENTIAL PERSONALIZING HOME DESIGN		DESIGNED BY ROBINSON		DRAWN BY PICKOCH	
SCALE 1/4" = 1'-0"		DATE JAN 28, 2016			

APPENDIX A- 4
Proposed Amendments to *Regina Zoning Bylaw No. 9250* – NC Zone Changes

Amendment	Page	Proposed Amendment	Existing Regulation	Proposed Regulation		Rationale
1.	5.12	Chapter 5 TABLE 5.2: Table of Land Uses – Commercial Zones Be amended by adding Licensed Restaurant as a discretionary use within the NC - Neighbourhood Convenience Zone.	Licensed Restaurant is a prohibited land use.	Land Use	Zone	Licensed Restaurant is a compatible and complementary use in the NC - Neighbourhood Convenience Zone. Subscript Note 5: A Licensed Restaurant in a NC – Neighbourhood Convenience Zone have the same use requirements as in the LC3 – Local Commercial Zone where the use is a discretionary use with a “maximum of seating capacity of 50 persons”.
					NC	
				Licenced Restaurant	D ⁵	
				Notes: Maximum seating capacity of 50 persons.		

Regina & Region
Home Builders'
Association



100 - 1801 MacKay Street
Regina, Saskatchewan
S4N 6E7

F. (306) 569-9144
www.reginahomebuilders.com

November 23, 2017

City Council
City of Regina
Queen Elizabeth II Court
Regina, SK, S4P 3C8

RE: *Amendment to Shopping Centre Requirements*

Dear City Council,

The Regina & Region Home Builders' Association understands how important the Zone Forward project is to the implementation of the OCP. The current bylaw is outdated in that it does not reflect current development forms, has numerous outdated standards, and in many cases the intent of the zone no longer matches with the accompanying regulations. As such, the RRHBA is enthused to be engaged during the review and we thank the Administration, including sponsor Louise Folk and PM Lauren Miller and their team, on their efforts to both engage with the key users of the bylaw and to be open to advancing needed changes in this fashion.

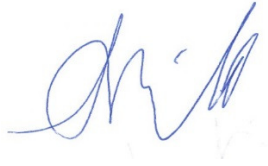
In terms of our communicated priorities, the RRHBA has established a working group to participate in Zone Forward and to collect and provide input to the Administration. In addition to providing input to specific proposals from the Zone forward team, we have also provided them with our priorities area of the bylaw. These goals or themes important to us as part of the overall review include:

1. ***Consolidation and Contemporization of Zones:*** reduce the number of zones and provide for a range of uses that meet OCP and Area Plans intentions.
2. ***Modify Development Standards to Suit Contemporary Housing Forms:*** modify development standards to accommodate a wider range of housing types and emerging innovations.
3. ***Reduce the Number of Discretionary Uses:*** to facilitate nimbler economic development and reduce unnecessary process.
4. ***Use Commercial and Industrial Zones to Facilitate Economic Development:*** match these zones to hierarchy of retail development and ensure the full range of employment uses can be accommodated to retain them within the City.
5. ***Enhance Commercial and Industrial Zoning to Account for Overlap:*** create a more graduated differentiation of retail and industrial zoning to recognize the full spectrum of commercial types.

Regarding the proposed amendment we support the Administration's proposed amendment to simplify the parking calculations of shopping centres. This straightforward amendment will provide more certainty and clarity for new construction of shopping centre sites, and possibly more importantly ensuring more smooth transition between tenancy changes (i.e. changes within the use of the specific units).

We thank the City of Regina for engaging with us during the review, we encourage you to support the proposed amendments, and to continue to approach the Zoning Forward project in the collaborative manner you have demonstrated up to this point.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stu Niebergall', is positioned above the printed name.

Stu Niebergall,
President & CEO



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

November 22, 2017

Office of the City Clerk
15th Floor City Hall
2476 Victoria Ave.
Regina, Sask.

Sent via email: clerks@regina.ca

To: Whom it may concern

RE: AMENDMENTS TO ZONING BYLAW NO. 9250

Harvard Developments Inc. and Forster Projects have reviewed the proposed amendments to the above bylaw, specifically those with respect to providing a simplified calculation for the parking requirement in Shopping Centres and for increasing the square metre building area that is a permitted rather than discretionary use in MAC zones, and we fully support these amendments for the reasons provided in the proposals.

The result of these changes will be an expedited building permit application process and they will eliminate the burden on Planning Commission and Council for issues that can be handled at the Administrative level.

We commend Administration's leadership in bringing forward these changes and engaging with industry in a very transparent and inclusive manner and we will be pleased to answer any questions that Council may have on this.

Sincerely,

HARVARD DEVELOPMENTS INC.

Darryl Meier
General Manager, Development

FORSTER PROJECTS

Blair Forster
President

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Administrative Amendment to Shopping Centre Requirements

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
- NOVEMBER 1, 2017**

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

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

Lauren Miller, Manager, City Projects, made a PowerPoint presentation.

Jason Carlston, Munir Haque and Stu Neibergall, representing the Regina and Region Home Builders' Association, addressed the Commission.

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

Recommendation #3 does not require City Council approval.

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

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

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

3. That this report be forwarded to the November 27, 2017 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The proposal is to amend the *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) to calculate parking requirements for Shopping Centres by total gross floor area. This amendment is intended to smooth out existing pinch points in the land use review and approval process.

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

BACKGROUND

The purpose of this amendment is to establish a flat parking requirement for Shopping Centres based on total gross floor area. This amendment would replace the current use-based approach to determine minimum parking requirements.

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

DISCUSSION

Permit applicants, members of the development industry and Administration have identified an opportunity to provide a consistent parking standard for Shopping Centre parking regulations which is based on a calculation of the entire Shopping Centre rather than each individual land use within the Shopping Centre. This will allow for a simpler standard and a consistent approach to regulating Shopping Centre parking requirements.

Shopping Centres can consist of a variety of commercial uses including offices, restaurants and retail. Since the intention is for a Shopping Centre to serve as a destination to access many goods and services in one visit, parking areas for Shopping Centres are typically shared and available to customers on a first-come first-served basis.

Under the current regulations, minimum parking requirements for Shopping Centres are determined on a use-by-use basis (see Appendix A-2). The intent behind calculating parking on a use-by-use basis is to ensure that more intense uses whose customer base may have unique characteristics (e.g. customers who make frequent visits, long visits, or visit during off-peak hours) provide enough parking to accommodate their customers without inconveniencing the patrons of other businesses. As such, minor changes to the layout of a single Commercial Retail Unit within a Shopping Centre requires a full scale review of the parking requirements for the entire Shopping Centre. The primary goal of this amendment is to eliminate the need for this full scale review by establishing a flat parking requirement for Shopping Centres based on gross floor area, rather than a parking requirement for each tenant of the Shopping Centre.

The number of parking spaces available within an existing Shopping Centre is often based on the uses proposed at the time of initial construction. Under the current regulations, it is possible for an existing Shopping Centre to require more parking stalls than what was originally approved and constructed, based on the tenant mix shifting over the lifecycle of the site. The review of tenancy or layout changes within an existing Shopping Centre has led to confusion and long processing times.

Since a Shopping Centre's parking area and parking capacity tend to be inflexible and acquiring additional land for parking to address a change is not always possible, it can be difficult for applicants to accommodate increased parking requirements due to layout or tenancy changes. Shopping Centre applicants who are unable to meet parking requirements have relied on complex calculations, parking studies and traffic impact analyses to support obtaining development approval. Confirming the accuracy of this information is time consuming for Administration and typically results in a finding that the existing parking complement is sufficient.

Under the proposed regulations, parking requirements would be determined based on the gross floor area of an entire Shopping Centre rather than on a use-by-use basis. By using a gross floor area approach to calculate parking for Shopping Centres, the City ensures that the longer term parking needs of the site continue to be met without negatively impacting surrounding land uses. The proposed parking requirements are meant to strike a balance between the existing parking requirements of the most common Shopping Centre uses (i.e. restaurants, offices and retail uses); which on their own, each have a different parking requirement.

Shopping Centres rarely change in size, however the tenants within a Shopping Centre can change rapidly and without notice. This approach would clarify the parking requirements for Shopping Centres. This would streamline the review and approval process as staff and applicants would no longer be required to determine all of the existing uses within the Shopping Centre in order to calculate the parking requirements resulting from tenancy changes. This approach also spreads the parking requirement evenly amongst all tenants rather than placing the burden on the last tenant in to ensure the parking requirements for the entire site are adequate. In most cases, applications to change the tenancy or layout of an existing Shopping Centre would be more straightforward as a result of this amendment and help to reduce the confusion and processing times during the permit review of most Shopping Centre changes.

The Zoning Bylaw requires the Development Officer to post signs indicating the purpose of a proposed discretionary use from the time of application until City Council has made a decision. The proposed amendment would eliminate this requirement for tenants within approved Shopping Centres. The City would continue to advise neighbouring properties of proposed discretionary uses through newspaper advertisements and notices circulated by mail.

RECOMMENDATION IMPLICATIONS

Financial Implications

This amendment is not expected to have any direct financial implications. Some efficiencies will be gained by staff during the review of permits by not having to review the full development history of a given Shopping Centre each time a tenant changes.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

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

Land Use and Built Environment

Goal 1 – Complete Neighbourhoods

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

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

7.5 Encourage appropriate mixed-use development within neighbourhoods, as well as the retention of existing local and neighbourhood commercial spaces

Goal 4 - Employment Areas – Commercial

7.17 Require new large format retail to be located on URBAN CORRIDORS or within identified URBAN CENTRES and designed:

7.17.2 To allow for change and intensification over time.

Other Implications

Establishing a flat parking requirement for Shopping Centres would reduce the amount of information necessary to review a permit application for a development in an existing Shopping Centre. This would clarify the parking requirements and help to streamline the permit application and review process for clients and Administration.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the Public is summarized below:

Public notification signage posted	N/A
Published in the <i>Leader-Post</i>	November 11, 2017 November 18, 2017
Letter sent to immediate property owners	N/A
Public open house held	N/A
Number of public comments sheets received	N/A

The proposed amendment was circulated to the Regina & Region Home Builders' Association (RRHBA) and the Regina Realtors Association. Both groups were in support of the amendment but expressed the same singular concern, which resulted in the amendment being refined to address the concern.

DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary

Appendix A-1

Appendix A-1 – Proposed Amendment to <i>Regina Zoning Bylaw No. 9250</i> (Shopping Centre Parking Requirements)				
Page	Section	Existing Regulation	Proposed Regulation	Rationale
2.39	N/A	N/A	“SHOPPING CENTRE UNIT” – an individual commercial use that is part of a Shopping Centre.	
7.103	7D.5	No Current Regulation (New Section)	Adding Subpart 7D.5 to “Part 7D – REGULATIONS FOR SPECIFIC COMMERCIAL UNITS” of the Zoning Bylaw as follows: 7D.5 SHOPPING CENTRES AND SHOPPING CENTRE UNITS 5.1 Intent This Subpart is intended to regulate and clarify the development and operation of Shopping Centres and Shopping Centre Units.	The intent of this amendment is to simplify the parking requirement calculation when a unit that is within or part of a shopping centre changes uses.
			5.2 Application This Subpart applies to Shopping Centres and Shopping Centre Units, as defined in Chapter 2.	
			5.3 Shopping Centre Units – Permitted and Discretionary (1) Where a use is listed as permitted in a zone in Table 5.2, that use shall be considered a permitted Shopping Centre Unit located within the same zone designation.	Clarifies current process regarding how uses within a Shopping Centre are treated.
			(2) Where a use is listed as discretionary in a zone in Table 5.2, that use shall be considered a discretionary Shopping Centre Unit located within the same zone designation.	Clarifies current process regarding how uses within a Shopping Centre are treated.
			5.4 Accessory Uses (1) Subject to Chapter 11, the Development Officer may deem an accessory use as accessory to either the Shopping Centre as a whole or to individual uses that is part of the Shopping Centre.	Provides flexibility and clarity for accessory uses.

Appendix A-1

Appendix A-1 – Proposed Amendment to <i>Regina Zoning Bylaw No. 9250</i> (Shopping Centre Parking Requirements)				
Page	Section	Existing Regulation	Proposed Regulation	Rationale
7.103	7D.5	No Current Regulation (New Section)	5.5 Parking and Loading Facilities (1) General Shopping Centre Parking Requirements (i) Unless an exception laid out in Subsection (2) applies, the minimum parking requirements for a Shopping Centre will be calculated for the total gross floor area of the Shopping Centre rather than for individual units or portions that are part of the Shopping Centre. (ii) A Shopping Centre must meet the loading requirements laid out in Chapter 14 of this Bylaw.	<p>Requiring a flat parking rate for Shopping Centres allows the uses within a shopping centre to change more fluidly. This clarifies and simplifies the process of changes to a Shopping Centre for both administration and developers.</p> <p>Units are uses that are part of a shopping centre and ‘portions’ are non-unit areas like food courts,</p> <p>Ensures alignment of parking requirements and standards for Shopping Centres with existing parking requirements for other commercial uses.</p>
			(2) Exceptions to General Shopping Centre Parking Requirements (i) Unless a condition of the permit specifies otherwise, parking requirements that apply to a dwelling unit, as laid out in Table 14.4, apply to dwelling units that are within or part of a Shopping Centre. The gross floor area of dwelling units will not be counted toward the total gross floor area of the Shopping Centre, when determining the parking requirements of a Shopping Centre).	<p>In the instance where dwelling units are built as a part of a Shopping Centre, these would be held to the parking requirements for dwelling units.</p>
			(ii) For a Shopping Centre on a lot zoned D or LC3, Shopping Centre Units 325 square metres or smaller will not be counted toward the gross floor area of the Shopping Centre when determining the parking requirement. These units do not require parking.	<p>This is a continuation of existing parking regulations in the Downtown and LC3 zones.</p>

Appendix A-1

Appendix A-1 – Proposed Amendment to <i>Regina Zoning Bylaw No. 9250</i> (Shopping Centre Parking Requirements)					
Page	Section	Existing Regulation	Proposed Regulation		Rationale
14.2	14B.1.2	1.2 COUNTING RULES – SINGLE AND MULTIPLE USES (1) The parking requirements for a single lot or building containing more than one use shall be the total of the parking requirements for each use on the lot or in the building.	Amend Subsection (1) to read: (1) The parking requirements for a single lot or building containing more than one use shall be the total of the parking requirements for each use on the lot or in the building. For Shopping Centres, refer to the General Shopping Centre Requirements and exceptions in Section 7D.5.5.		The main purpose of this amendment is to allow for a flat rate parking calculation for Shopping Centres. This subsection is changed to reflect that.
14.19 – 14.22	TB 14.6	Off-Street Parking Requirements for Commercial Uses	Adding “Shopping Centre Unit” to the table:		
			USE OF BUILDING OR LOT Shopping Centre (See Subsection 7D.5.5)	MINIMUM NUMBER OF PARKING SPACES	
			(a) D and LC3 Zones i) The first 325 square metres of gross floor area – see 7D.5.5 (2) (ii)	No Requirement	Is consistent with restaurants, offices, and retail uses in D and LC3 zones
14.19 – 14.22	TB 14.6	Off-Street Parking Requirements for Commercial Uses	ii) The portion in excess of 325 square metres of gross floor area – see 7D.5.5 (2) (ii)	1 space per 75 square metres of gross floor area for the portion in excess of 325 square metres	Strikes a balance between the existing parking requirements for restaurants, offices and retail uses of this size in D and LC3 zones.
			(b) MX Zone	1 space per 60 square metres of gross floor area.	Strikes a balance between the existing parking requirements for restaurants, offices, and retail uses in the MX Zone.

Appendix A-1

Appendix A-1 – Proposed Amendment to <i>Regina Zoning Bylaw No. 9250</i> (Shopping Centre Parking Requirements)					
Page	Section	Existing Regulation	Proposed Regulation		Rationale
			(c) All Other Zones	1 space per 30 square metres of gross floor area.	Strikes a balance between the existing parking requirements for restaurants, offices, and retail uses in other zones.
18.37	18D.1	1.1 REQUIRED POSTING	Adding clause (c) as follows: (c) is a Shopping Centre Unit.		Reduces the need for public notification signs for tenant changes within Shopping Centres.

An illustration of the proposed Shopping Centre parking requirement amendment:

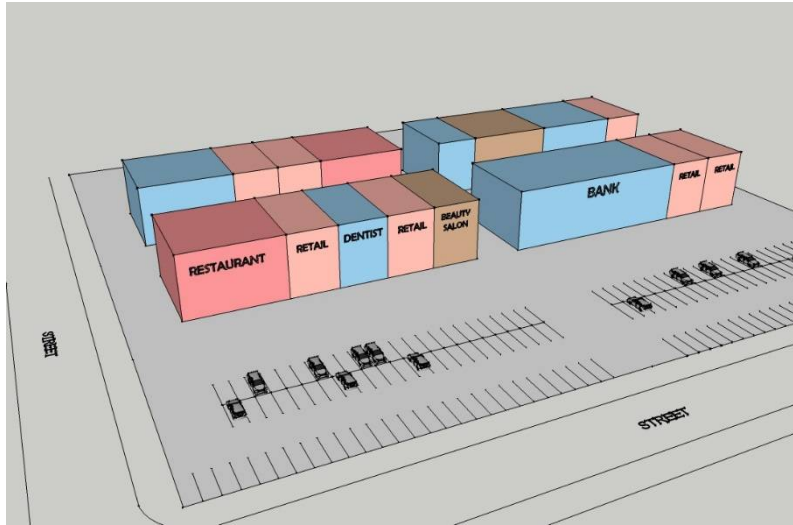


Figure 1 - Current Parking Requirements, Measured on a Use Basis

In *Figure 1*, each of these tenants require a different minimum parking requirement. The Shopping Centre is required to provide all minimum required parking stalls on-site. The review and approval process for proposed tenant changes can be complex for both the applicants and City Administration to navigate, since parking requirements must be determined separately for each tenant, and only the use of the proposed tenant may be known at the time of application.

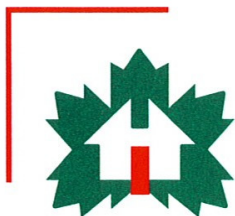


Figure 2 - Proposed Parking Requirements, Measured as a Flat Rate

In contrast, the proposed amendment would allow the City to determine the minimum parking requirements by measuring the gross floor area of the entire Shopping Centre as shown in *Figure 2*. Tenant changes within the Shopping Centre would not cause the minimum parking requirements to change.

This would allow for more flexible changes in use within Shopping Centres.

Regina & Region
Home Builders'
Association



100 - 1801 MacKay Street
Regina, Saskatchewan
S4N 6E7

F. (306) 569-9144
www.reginahomebuilders.com

November 23, 2017

City Council
City of Regina
Queen Elizabeth II Court
Regina, SK, S4P 3C8

RE: Amendment to Permitted and Discretionary Uses

Dear City Council,

The Regina & Region Home Builders' Association understands how important the Zone Forward project is to the implementation of the OCP. The current bylaw is outdated in that it does not reflect current development forms, has numerous outdated standards, and in many cases the intent of the zone no longer matches with the accompanying regulations. As such, the RRHBA is enthused to be engaged during the review and we thank the Administration, including sponsor Louise Folk and PM Lauren Miller and their team, on their efforts to both engage with the key users of the bylaw and to be open to advancing needed changes in this fashion.

In terms of our communicated priorities, the RRHBA has established a working group to participate in Zone Forward and to collect and provide input to the Administration. In addition to providing input to specific proposals from the Zone forward team, we have also provided them with our priorities area of the bylaw. These goals or themes important to us as part of the overall review include:

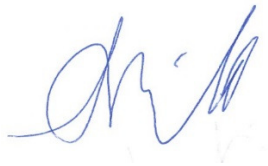
1. ***Consolidation and Contemporization of Zones:*** reduce the number of zones and provide for a range of uses that meet OCP and Area Plans intentions.
2. ***Modify Development Standards to Suit Contemporary Housing Forms:*** modify development standards to accommodate a wider range of housing types and emerging innovations.
3. ***Reduce the Number of Discretionary Uses:*** to facilitate nimbler economic development and reduce unnecessary process.
4. ***Use Commercial and Industrial Zones to Facilitate Economic Development:*** match these zones to hierarchy of retail development and ensure the full range of employment uses can be accommodated to retain them within the City.
5. ***Enhance Commercial and Industrial Zoning to Account for Overlap:*** create a more graduated differentiation of retail and industrial zoning to recognize the full spectrum of commercial types.

Regarding the proposed amendment related to permitted and discretionary uses, we fully support the Administration's recommendations. The amendments are consistent with our objectives to reduce the number of discretionary uses. The inclusion of fourplex and triplex as permitted within the proposed zones are minor in nature but provide greater certainty and a speedier time frame for development. It

may also encourage more of these types of units to be developed as a permitted use rather than discretionary. The changes to retail are also generally minor in nature, but should make for a more efficient development process. These changes likely will not even be noticed by the public, as the processes for these uses have almost always been approved and typically generate little interest through the discretionary use process.

We thank the City of Regina for engaging with us during the review, we encourage you to support the proposed amendments, and to continue to approach the Zoning Forward project in the collaborative manner you have demonstrated up to this point.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stu Niebergall', with a stylized flourish at the end.

Stu Niebergall,
President & CEO

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Amendment to Regina Zoning Bylaw No. 9250 – Permitted and Discretionary Uses

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the proposal to amend Chapter 5, Part 5B, Tables 5.1 and 5.2 of the *Regina Zoning Bylaw No. 9250* to change Restaurant, Triplex, Fourplex and Retail use below 3,000 square metres from discretionary use “D” to permitted use “P”, in select zones as set out in Appendix A-1 be approved.
2. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

Lauren Miller, Manager, City Projects, made a PowerPoint presentation.

Jason Carlston, Munir Haque and Stu Neibergall, representing the Regina and Region Home Builders' Association, addressed the Commission.

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

Recommendation #3 does not require City Council approval.

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

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the proposal to amend Chapter 5, Part 5B, Tables 5.1 and 5.2 of the *Regina Zoning Bylaw No. 9250* to change Restaurant, Triplex, Fourplex and Retail use below 3,000 square metres from discretionary use “D” to permitted use “P”, in select zones as set out in Appendix A-1 be approved.

2. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.
3. That this report be forwarded to the November 27, 2017 meeting of City Council for approval, which will allow sufficient time for advertising the required public notices for the respective bylaws.

CONCLUSION

The proposal is to amend the *Regina Zoning Bylaw No. 9250* (Zoning Bylaw) to change the classification of four land uses from discretionary uses to permitted uses in select zones. If the proposed change is accepted, it will reduce the time it takes an applicant to obtain development permits for these uses.

The proposed amendments supports several goals of *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP), such as Goal 1 – Complete Neighbourhoods, Goal 4 – Employment Areas in the Land Use and Built Environment section and Goal 3 – Diversity of Housing in the Housing section. Accordingly, the Administration recommends approval.

BACKGROUND

Development permit applicants have expressed concern that current Zoning Bylaw has too many uses classified as Discretionary rather than Permitted. There are 183 land uses in the Zoning Bylaw, 128 of these uses are discretionary in at least one zone. The discretionary use process is more costly and time intensive than the permitted use process, due to the costs associated with a discretionary use application and the length of time it can take to obtain a decision from City Council. The implementation of the recommendations in this report demonstrates responsiveness to customer concerns by streamlining the process for four uses that are currently listed as a discretionary use and have been approved by City Council in most cases.

The proposed amendment is related to four uses (Restaurant, Triplex, Fourplex and Retail) with OCP policy encouraging their development to support Community Priorities such as develop complete neighbourhoods, support the availability of diverse housing options and foster economic prosperity.

This proposed amendment is being considered pursuant to the Zoning Bylaw, OCP and *The Planning and Development Act, 2007*.

DISCUSSION

The primary goal of this amendment is to reduce the approval time for four of the most common and least contentious discretionary use applications by changing their classification to permitted use.

A permitted use application is typically processed within a two week period, depending on the type and complexity of the application. The typical timeframe for rendering a decision on a discretionary use application is four to six months, depending on the level of complexity of the

application. A permitted use has a shorter approval time than a discretionary use because it is managed through an administrative review process and does not require public circulation or City Council approval. A permitted use is permitted by right and requires compliance with development regulations and standards of the applicable zone.

The proposed zoning amendments are identified in Appendix A-1 and described as follows:

a) Restaurants

Restaurants are proposed to be changed from discretionary use status to permitted use status in the NC – Neighbourhood Convenience, LC1 – Local Commercial and LC3 – Local Commercial Shopping Street zones. A discretionary limit is proposed for the MX – Mixed Residential Business zone, which would accommodate restaurants of up to 50 seats as a permitted use and above 50 seats as a discretionary use. The location of these commercial zones is shown in Appendix A-2.

This will support the City in achieving its complete neighbourhood priorities as laid out in the OCP by facilitating process improvements for a land use that provides local community services and opportunities for community interaction.

Since 2000, there have been 13 discretionary use applications for restaurants in these zones with all 13 applications being approved by City Council.

b) Triplexes and Fourplexes

Triplexes and Fourplexes are proposed as permitted uses in the R4A – Residential Infill Housing zone, see Appendix A-3. Most land zoned R4A is within areas identified as BUILT OR APPROVED NEIGHBOURHOODS in the OCP and are compatible with existing servicing capacity.

Between 2000 and 2016, the City did not receive any applications for the development of Triplexes in the R4A zone. There were four applications to build Fourplexes during this period, which were all approved by City Council.

The R4A zone is intended to retain older Inner City single detached residential units and further provide for sensitive redevelopment and conversion at existing densities or at medium densities. Fourplexes and triplexes are medium density uses, which would be appropriate in a medium density zone, such as R4A. Given the proximity of lands zoned R4A to the Downtown core, permitting medium density development would align with the OCP intensification policies. This amendment would also encourage housing variety as directed by the OCP.

c) Retail Use

The maximum permitted intensity of Retail uses on land zoned MAC – Major Arterial Commercial is proposed to increase from 1,000 square metres to 3,000 square metres. The OCP directs new large-format retail to be located on URBAN CORRIDORS or within identified

URBAN CENTRES. MAC - Major Arterial Commercial zoning can be found in many of these areas, see Appendix A-4.

Since 2000, there have been 24 applications in MAC zoning districts for retail uses over 1,000 square metres. The median area of these developments was 3,000 square metres. All of these applications were approved by City Council.

RECOMMENDATION IMPLICATIONS

Financial Implications

The City would see a slight reduction in revenue by eliminating the need for some discretionary use applications. However, since the proposed uses only represent 41 applications brought forward in the last 17 years, the impact is expected to be minimal. Efficiencies may be gained from front line staff time all the way up to the Executive Director level and could be reallocated to other business matters. At this point, the net financial effect is difficult to quantify precisely but it is expected to be negligible. Departments that could be directly impacted and see gains in efficiencies include Development Services and the City Clerk's Office.

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

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

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods:

Enable the development of complete neighbourhoods.

- 8.11 Encourage developers to provide a greater mix of housing to accommodate households of different incomes, types, stages of life, and abilities in all neighbourhoods.
- 8.13 Expand areas where apartments and multi-unit buildings are permitted uses.

Goal 4 – Employment Areas

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

- 7.17 Require new *large-format retail* to be located on URBAN CORRIDORS or within identified URBAN CENTRES and designed:

- 7.17.1 To reinforce the streetscape, a high-quality *public realm*, and access to transit through the orientation of buildings and site design;
- 7.17.2 To allow for change and *intensification* over time;
- 7.17.3 To mitigate potential adverse impacts on adjacent residential uses; and
- 7.17.4 To be *accessible* and integrated with surrounding neighbourhoods.

Section D6: Housing

Goal 3 – Diversity of Housing Forms:

Increase the diversity and innovation of housing forms and types to support the creation of complete neighbourhoods across Regina.

- 12.2 – Minimize regulatory barriers to economic growth to the greatest possible extent while balancing the needs and aspirations of all Regina residents, fee- and taxpayers, and the sustainability of the city.

Other Implications

City Council and Regina Planning Commission (RPC) would see fewer applications as agenda items, which may require less RPC meetings and free up valuable agenda space for other items both at RPC and City Council meetings.

Augmenting the approval process for these four uses also demonstrates responsiveness to customer concerns by expediting the review process and enabling applicants to commence development sooner and with reduced application costs by eliminating the discretionary use application process.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Due to the administrative origin of these amendments and the applicability to multiple sites, sign posting for this amendment did not occur.

The proposed amendments were circulated to the Regina & Region Home Builders' Association (RRHBA), who expressed support for the proposed amendments.

Public notification signage posted	N/A
Published in the <i>Leader-Post</i>	November 11, 2017 November 18, 2017
Letter sent to immediate property owners	N/A
Public open house held	N/A
Number of public comments sheets received	N/A

DELEGATED AUTHORITY

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

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary

Appendix A-1

Proposed Amendments to Regina Zoning Bylaw No. 9250

Discretionary to Permitted Uses

Page

Section

Existing Provision/Regulation

5.13

Table 5.2

TABLE 5.2: TABLE OF LAND USES - COMMERCIAL ZONES							
Land Use Type	Land Use Zone						
	NC	LC 1	LC 2	LC 3	MS	M X	[...]
Restaurant	D ₅	D ₇	P ₇	D ₅	P ₇ D ₁₆	D	[...]
5	Maximum seating capacity of 50 persons						
7	Maximum seating capacity of 100.						
16	Capacity greater than 100 persons.						

Proposed Provision/Regulation

Amend “Table 5.2” to permit restaurants in NC, LC1, LC3 and MX in and the add the applicable notes as follows:

TABLE 5.2: TABLE OF LAND USES - COMMERCIAL ZONES							
Land Use Type	Land Use Zone						
	NC	LC 1	LC 2	LC 3	MS	M X	[...]
Restaurant	P₅	P₇	P ₇	P₅	P ₇ D ₁₆	P₅ D₄₈	[...]
5	Maximum seating capacity of 50 persons						
7	Maximum seating capacity of 100.						
16	Capacity greater than 100 persons.						
48	Capacity greater than 50 persons.						

Rationale

Between 2000 and 2016, 22 discretionary use applications for restaurants were received. Thirteen of those applications were in LC1, LC3 and MX zones. All 13 of these applications were approved by City Council.

Restaurants with a maximum seating capacity of 100 are permitted in LC2. It is unclear why they are a discretionary use in NC, LC1, and LC3 zones when these zones are similar to LC2 in use, intent and/or application.

The intent of the NC, LC1, LC2 and LC3 zones is to create convenient locations to access goods and services. Allowing a mix of uses contributes to the development of interesting and vibrant places for the immediate neighbourhood. Restaurants are a use that can support this intent and the OCP goal of complete neighbourhoods.

Limiting seating capacity helps maintain appropriate intensity.

Under Regina’s current regulations, restaurants are a separate use from licensed restaurants. This amendment only applies to unlicensed restaurants that cannot serve alcohol.

Discretionary to Permitted Uses

Page	Section	Existing Provision/Regulation	Proposed Provision/Regulation	Rationale
------	---------	-------------------------------	-------------------------------	-----------

5.6

Table 5.1

TABLE 5.1: TABLE OF LAND USES - RESIDENTIAL ZONES							
Land Use Type	Land Use Zone						
		R4A	R5	R6	R7	R8	TAR
Dwelling Unit, Fourplex	[...]	D	P	P			P
Dwelling Unit, Triplex	[...]	D	P	P			P

Amend “Table 5.1” to permit Fourplexes and Triplexes in R4A zone as follows:

TABLE 5.1: TABLE OF LAND USES - RESIDENTIAL ZONES							
Land Use Type	Land Use Zone						
		R4A	R5	R6	R7	R8	TAR
Dwelling Unit, Fourplex	[...]	P	P	P			P
Dwelling Unit, Triplex	[...]	P	P	P			P

The R4A zone is intended to retain older Inner City single detached residential units and further provide for sensitive redevelopment and conversion at existing densities or at medium densities. Fourplexes and triplexes are medium density uses and, therefore, are appropriate in a medium density zone, such as R4A.

Many blocks zoned R4A still maintain their original lot sizes, although some lot consolidations have occurred to accommodate larger low-rise apartments. Since Triplexes and Fourplexes do not require a consolidation of many lots, they can minimize the impact of infill on streetscapes within the areas zoned R4A.

Given the proximity of lands zoned R4A to the Downtown core, permitting medium density development would align with the OCP intensification policies. This amendment is also expected to encourage housing variety as directed by the OCP.

Discretionary to Permitted Uses

5.13

Table 5.2

Existing Provision/Regulation

TABLE 5.2: TABLE OF LAND USES - COMMERCIAL ZONES				
Land Use Type	Land Use Zone			
	[...]	MAC	DSC	D
Retail Use	[...]	P ₂₀ D ₂₁	P	P
[...]				
20	1000m ² or less in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.			
21	More than 1000m ² in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.			

Proposed Provision/Regulation

Change the threshold of discretion from 1000m² to 3000m² for Retail Use in MAC zone.

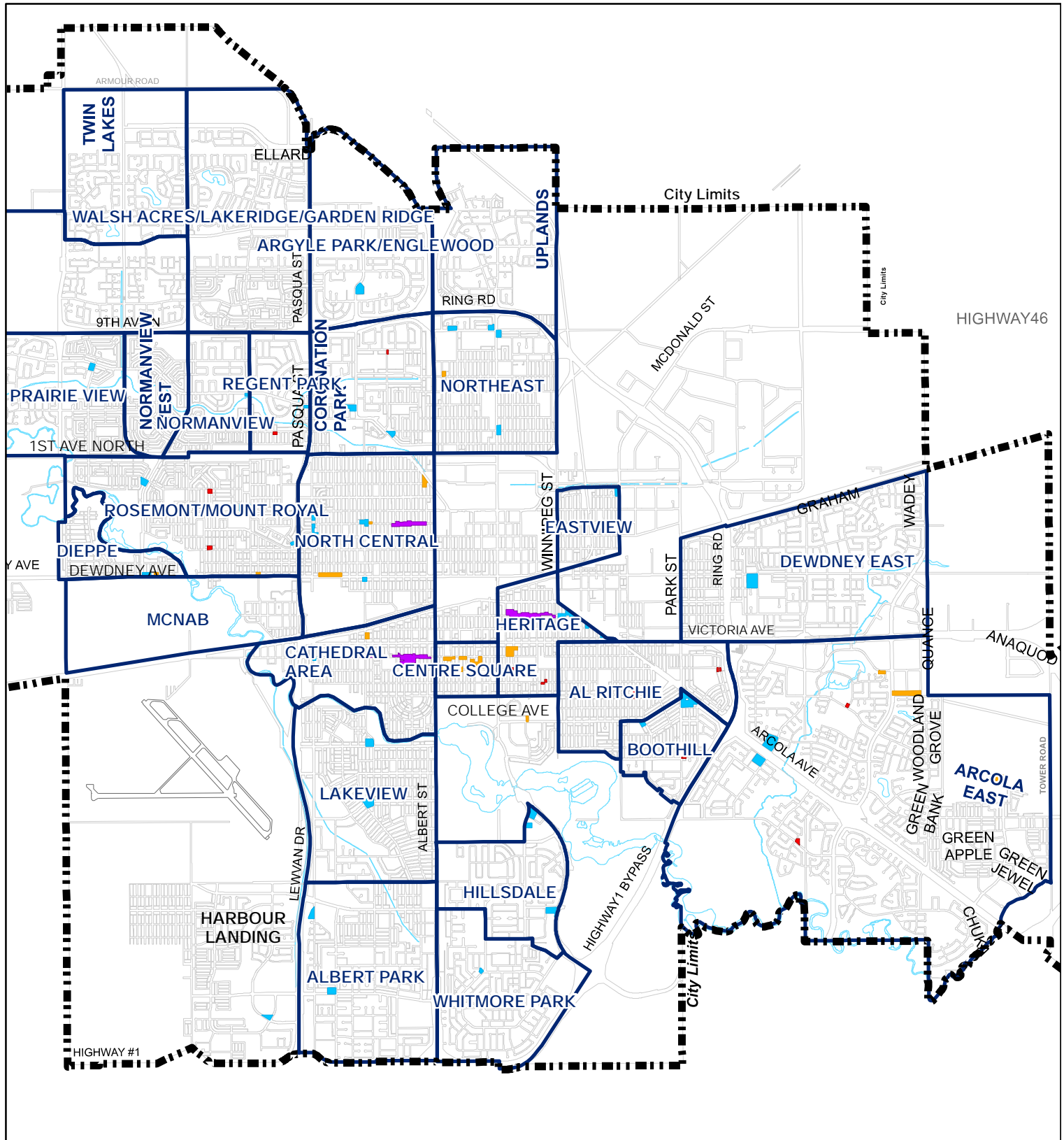
TABLE 5.2: TABLE OF LAND USES - COMMERCIAL ZONES				
Land Use Type	Land Use Zone			
	[...]	MA C	DS C	D
Retail Use	[...]	P ₂₀ D ₂₁	P	P
[...]				
20	3000m² or less in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.			
21	More than 3000m² in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.			

Rationale

MAC zones are designed for serving the travelling public. They are located with good visibility and accessibility along major arterial roadways and have the ability to accommodate large retail and associated parking areas.

Since the year 2000, City Council has approved all 24 applications for retail use over 1,000 m² in MAC. A review of these 24 applications reveals that the median approved floor area for a DU in the MAC zone was approximately 3,300 m². This suggests that instead of the existing 1000 m² threshold, which was introduced over 20 years ago prior to 9250, a larger threshold may be more appropriate for the type of retail development occurring in Regina now.

Raising the threshold of discretion to 3,000 m² could cut down on retail use DU’s in the MAC zone by about half.



LEGEND

Zoning

- NC Zones
- LC1 Zones
- LC3 Zones
- MX Zones



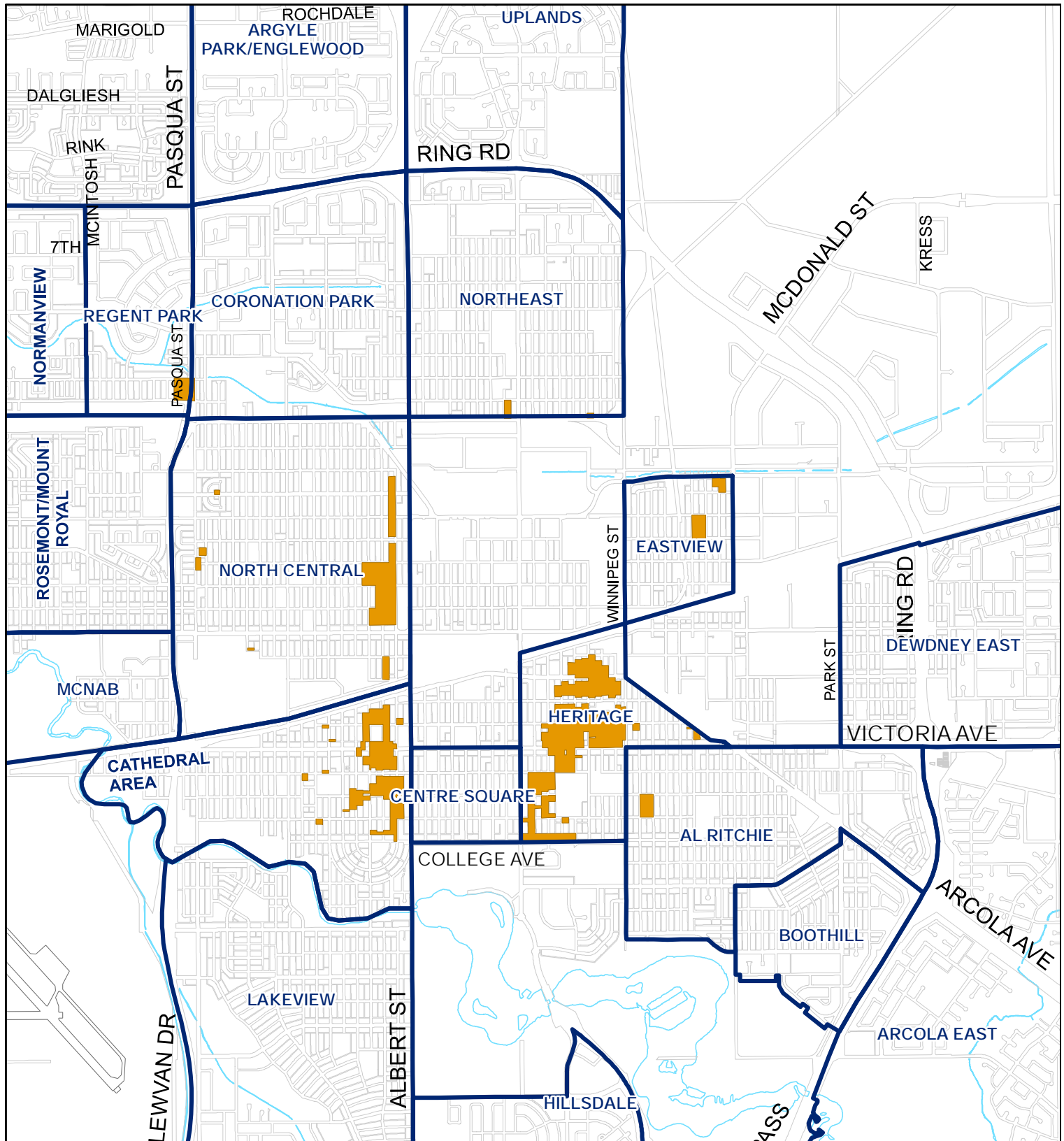
City Limits



Community Associations



October 2017



October 2017

LEGEND

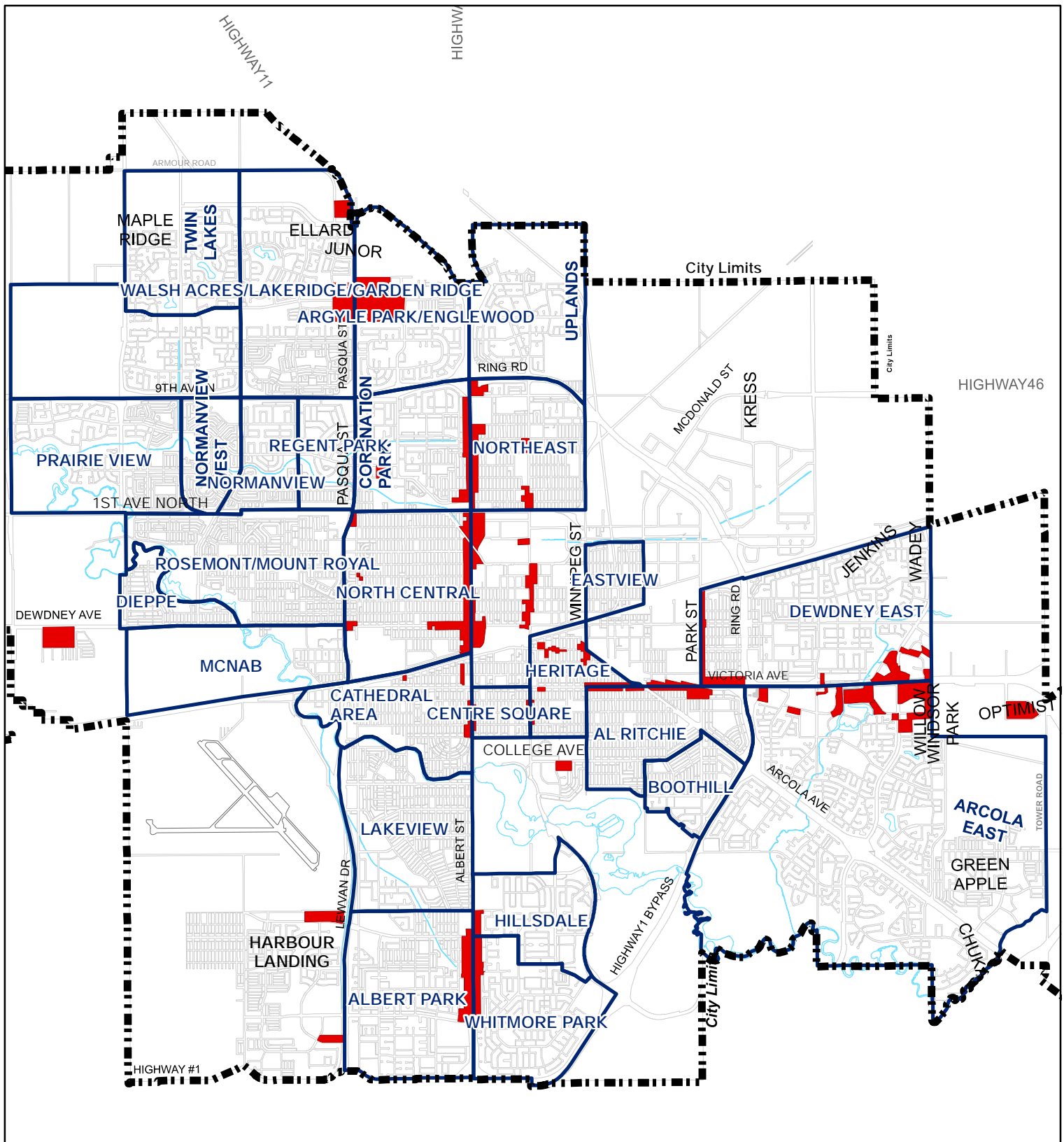
Zoning

R4A Zones



City Limits

Community Associations



October 2017

LEGEND

Zoning

MAC Zones



City Limits

Community Associations

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Zoning Bylaw Amendment (17-Z-15) UH- Urban Holding Zone to R5-Residential
Multiple Housing Zone The Towns, Phase 1 Stage 1G

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the application to rezone proposed lots 1 - 27B (inclusive), Block No. 29 within The Towns Concept Plan Area, which is part of SW 1/4 Sec 14, TWP 17, RGE 19 W2M, as shown on Appendix A-3.2, from UH - Urban Holding to R5- Residential Multiple Housing Zone, be approved.
2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

Cathy Lawrence, representing Terra Developments, addressed the Commission.

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

Recommendation #3 does not require City Council approval.

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

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the application to rezone proposed lots 1 - 27B (inclusive), Block No. 29 within The Towns Concept Plan Area, which is part of SW 1/4 Sec 14, TWP 17, RGE 19 W2M, as shown on Appendix A-3.2, from UH - Urban Holding to R5- Residential Multiple Housing Zone, be approved.

2. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.
3. That this report be forwarded to the November 27, 2017 meeting of City Council for approval, which will allow sufficient time for advertising of the required public notices for the respective bylaws.

CONCLUSION

The applicant proposes to rezone lands to develop 28 residential lots in The Towns subdivision. As per the applicant, this proposal is to meet current demand of Regina housing market. The applicant has proposed all lots to be rezoned R5-Residential Medium Density Zone (R5 Zone) with an intention of develop townhouse dwelling units. The proposed rezoning is consistent with The Towns Concept Plan.

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

BACKGROUND

The Towns Concept Plan (Appendix A-3.1) was approved by City Council on April 25, 2016 (CR16-36).

A Zoning Bylaw amendment application has been submitted for the next phase of development within The Towns Concept Plan Area as shown on Appendix A-3.2, the plan of proposed subdivision referred to as The Towns, Phase 1, Stage G.

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

The related subdivision application is being considered concurrently in accordance with Bylaw No. 2003-3, by which subdivision approval authority has been delegated to the Administration. A copy of the plan of proposed subdivision (Appendix A-3.2) is attached for reference purposes only.

DISCUSSION

The applicant proposes to rezone Phase 1, Stage 1G of The Towns Concept Plan area, which consists of 28 residential lots within the approved concept plan area. The proposed development area consists of 1.27 hectares.

The applicant has proposed to develop these lots for townhouse dwelling units. All proposed lots meet the minimum requirements for townhouse development in R5 Zone.

The Towns Neighbourhood is currently being developed. The land uses to the south are designated for medium density residential and to the west are designated for low density residential. The lands to the north and east are Urban Holding (UH) zoned parcels, but The Towns Concept Plan calls for park space to the east of Green Stone Road and medium density development to the north of Buckingham Drive.

The lots fronting Buckingham Drive will be restricted to rear access to protect the planned boulevard and allow for more on-street parking. The lots fronting Green Stone Road are intended to have some front access driveways to garages.

The purpose of a concept plan is to provide framework to zoning and subdivisions. The approved Towns Concept Plan has identified low, medium and high density residential land use for this area. Therefore, intended townhouse development is in accordance to the approved concept plan.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

None with respect to this report.

Policy/Strategic Implications

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

Section D6: Housing

Goal 1 – Housing Supply and Affordability

Increase the housing supply and improve housing affordability

8.8 Support residential intensification in existing and new neighbourhoods to create complete neighbourhoods.

Goal 3 – Diversity of Housing Forms

Increase the diversity and innovation of housing forms and types to support the creation of complete neighbourhoods across Regina.

- 8.11 Encourage developers to provide a greater mix of housing to accommodate households of different incomes, types, stages of life, and abilities in all neighbourhoods.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized as follows:

Public notification signage posted	September 5, 2017
Will be published in the <i>Leader-Post</i>	November 11, 2017 November 18, 2017
Letter sent to immediate property owners	N/A (as the surrounding lands are owned by City of Regina)
Public open house held	N/A
Number of public comments sheets received	0

The Administration did not received public comment sheets on this application.

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

The application was also distributed to Regional Planning Branch for follow up distribution to Rural Municipality of Sherwood. The Rural Municipality does not have any concerns as the response to the application.

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

DELEGATED AUTHORITY

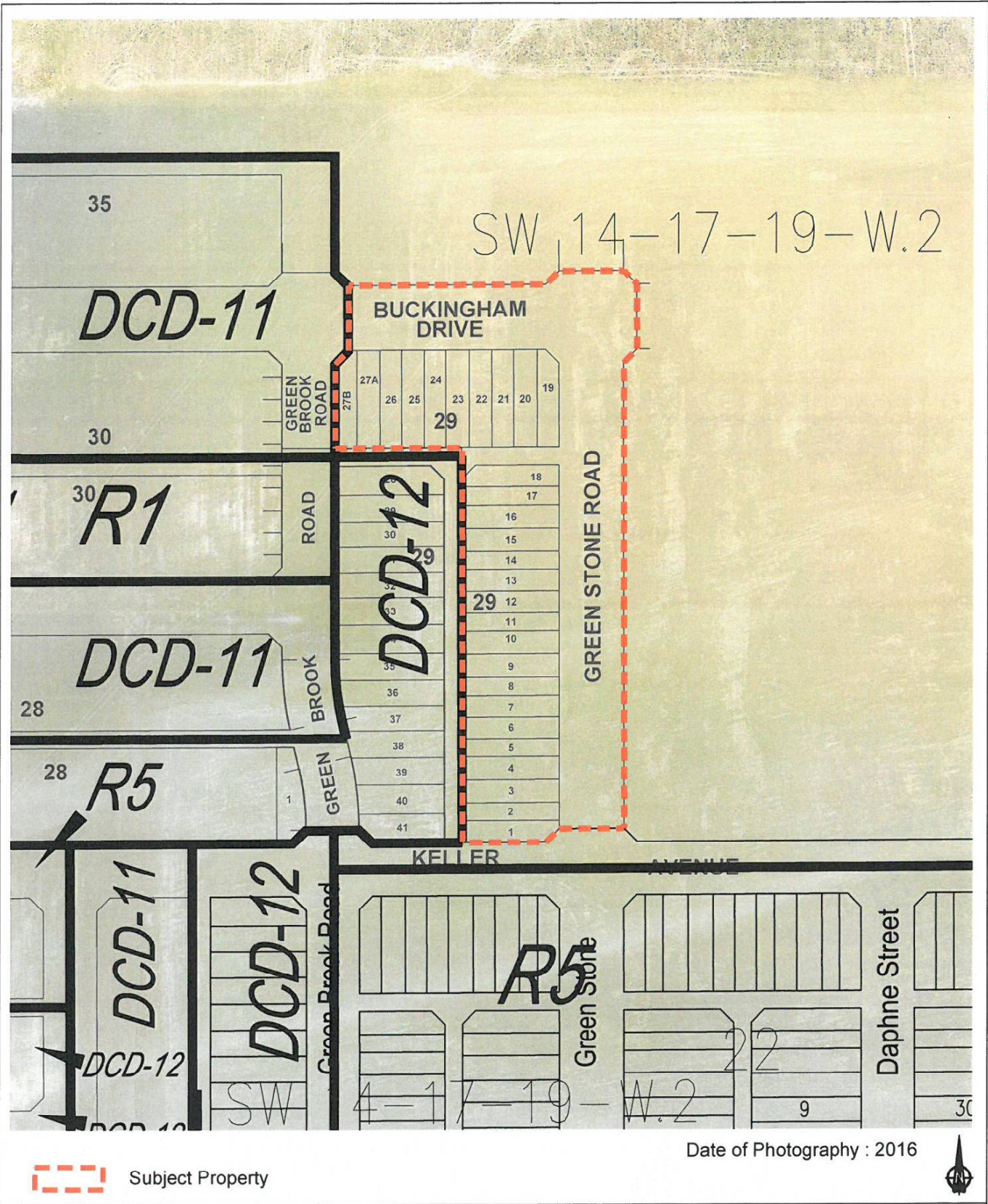
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

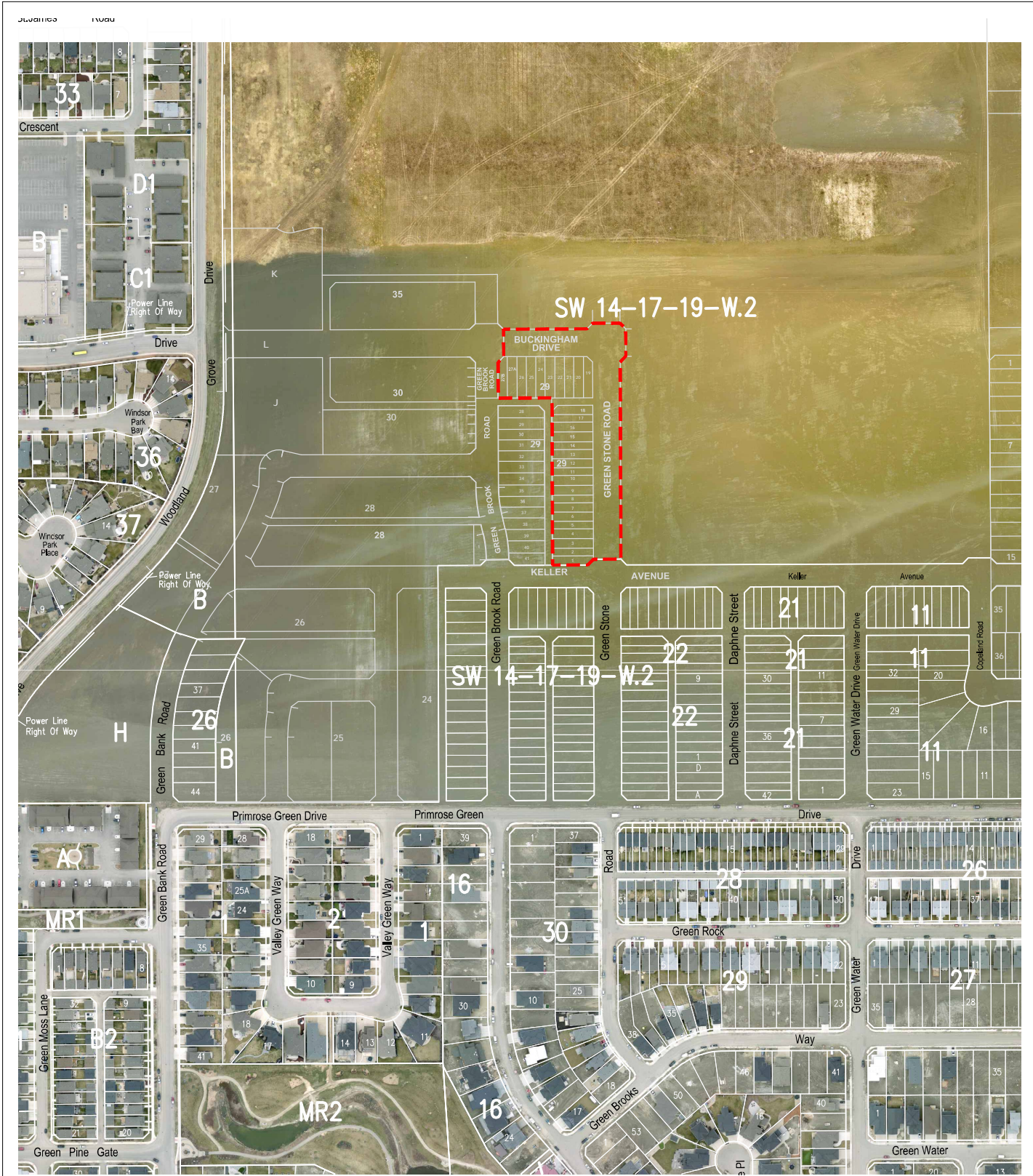
Respectfully submitted,

REGINA PLANNING COMMISSION

Elaine Gohlke

Elaine Gohlke, Secretary





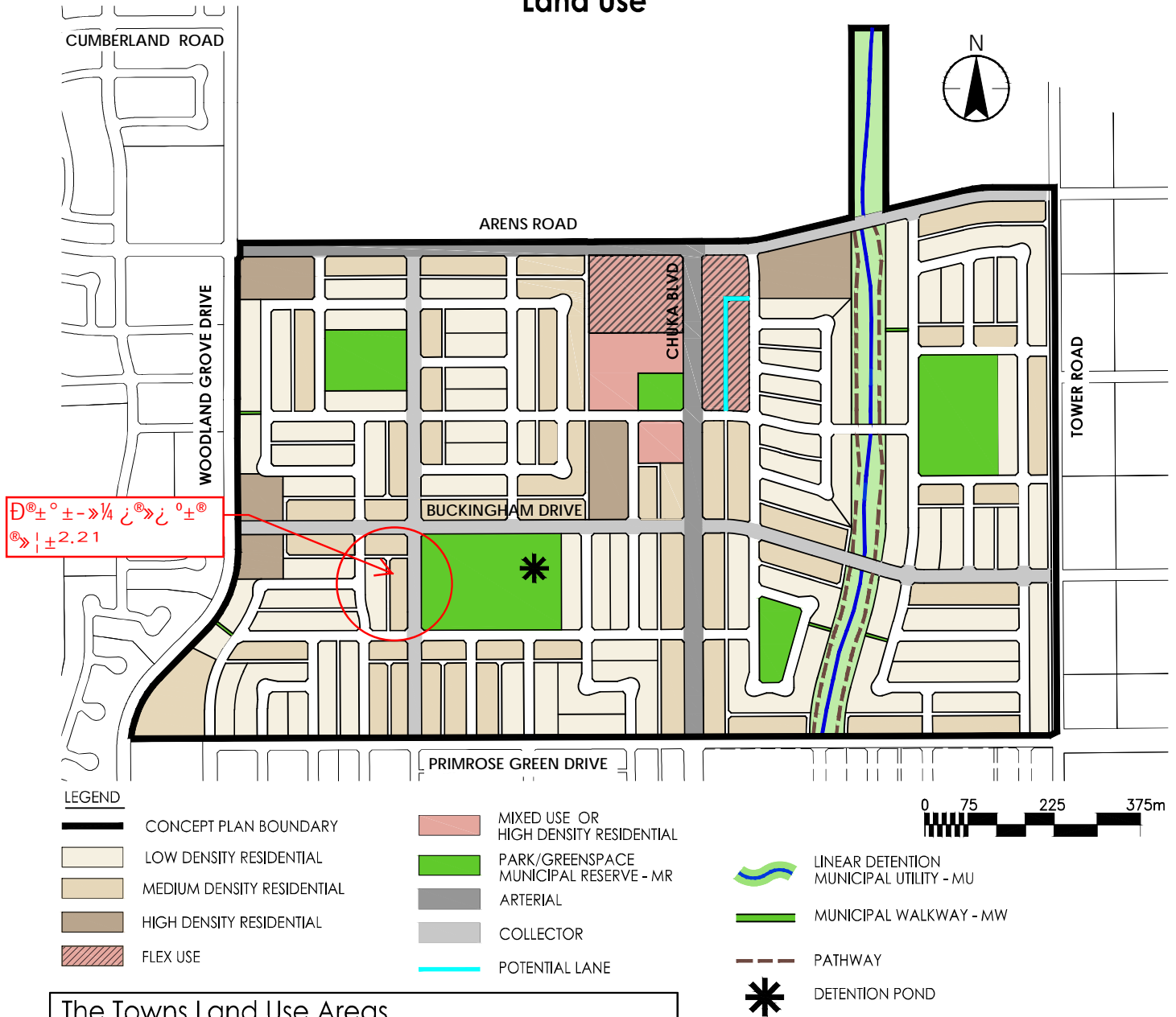
Subject Property

Date of Photography: 2016



Towns Concept Plan

Land Use



**THE TOWNS - PHASE 1 STAGE 1G
PLAN OF PROPOSED SUBDIVISION
OF PART OF
SW1/4 SEC 14, TWP 17, RGE 19, W2 Mer
REGINA, SASKATCHEWAN
2017
SCALE = 1:1000**

- NOTES:**
- MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
 - SOME MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM THE FINAL PLAN OF SURVEY BY AS MUCH AS 1.0 %.
 - PORTION TO BE APPROVED IS OUTLINED WITH A BOLD DASHED LINE AND CONTAINS 1.27 ha (3.13 ac)
 - TYPICAL CORNER CUTOFFS ARE 4.5 METRES.
 - LOT WIDTHS SHOWN AS 7.30 ARE AT 6 METRE SETBACKS.

DATE _____
SURESHKUMAR RAJAKUMAR
SASKATCHEWAN LAND SURVEYOR



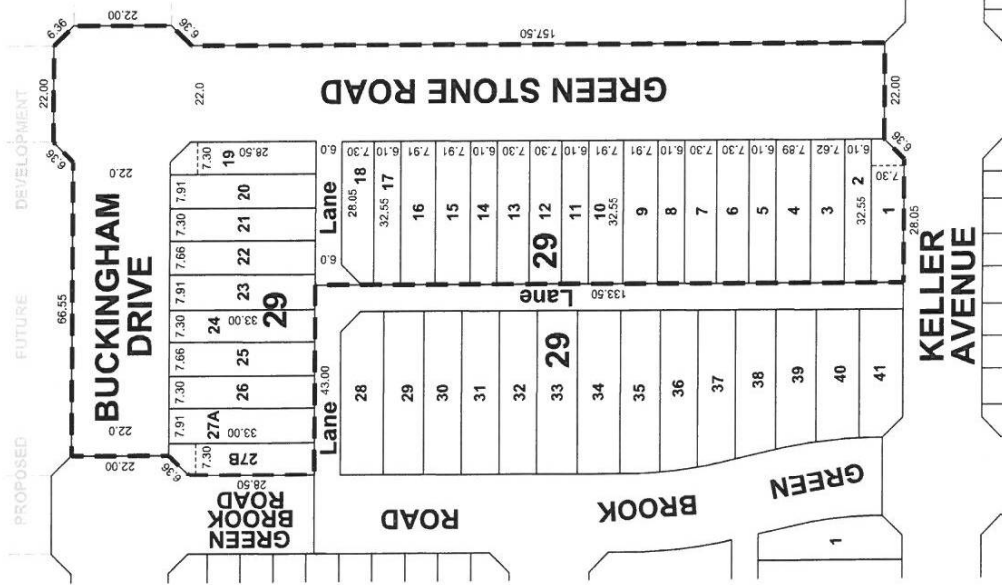
CITY OF REGINA APPROVAL
THE SUBDIVISION PROPOSED HEREIN OUTLINED IN A BOLD
DASHED LINE IS APPROVED UNDER THE PROVISIONS OF BYLAW
NO. 7748-LA-B84 OF THE CITY OF REGINA.

OWNER: _____

CITY OF REGINA

CITY CLERK

DATED THIS _____ DAY OF _____ A.D. 20____



KEY PLAN

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Zoning Bylaw Amendment Application (17-Z-10) Concept Plan Amendment
Application (17-CP-03) 1202 and 1500 N Winnipeg Street - SomerSet Neighbourhood

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the application to amend the SomerSet Concept Plan depicted in Appendix A-3.1 by replacing it with the proposed Concept Plan depicted in Appendix A-3.2 be approved.
2. That *Regina Zoning Bylaw No. 9250* be amended for Phase 1 of the SomerSet Concept Plan Area, which is part of the NE 06-18-19 W2M and SW 07-18-19-W2M as shown in Appendix A-4.1 and A 4.2 as follows:
 - a. Proposed Lot 110 from R5 (RW13.5) – Medium Density Residential Zone (Railway Setback Overlay Zone) to R6 (RW13.5) – Residential Multiple Housing Zone (Railway Setback Overlay Zone)
 - b. Proposed Lots 1-36 from DCD12- Direct Control District Suburban Narrow Lot Residential to R1 – Residential Detached Zone.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendments.

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

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

Recommendation #4 does not require City Council approval.

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

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the application to amend the SomerSet Concept Plan depicted in Appendix A-3.1 by replacing it with the proposed Concept Plan depicted in Appendix A-3.2 be approved.
2. That *Regina Zoning Bylaw No. 9250* be amended for Phase 1 of the SomerSet Concept Plan Area, which is part of the NE 06-18-19 W2M and SW 07-18-19-W2M as shown in Appendix A-4.1 and A 4.2 as follows:
 - a. Proposed Lot 110 from R5 (RW13.5) – Medium Density Residential Zone (Railway Setback Overlay Zone) to R6 (RW13.5) – Residential Multiple Housing Zone (Railway Setback Overlay Zone)
 - b. Proposed Lots 1-36 from DCD12- Direct Control District Suburban Narrow Lot Residential to R1 – Residential Detached Zone.
3. That the City Solicitor be directed to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendments.
4. That this report be forwarded to the November 27, 2017 meeting of City Council for approval to allow sufficient time for advertising of the required public notice for the respective bylaws.

CONCLUSION

The applicant has submitted applications for the consideration of minor amendments to both the previously approved Concept Plan and Phase 1 Zoning for the SomerSet Neighbourhood. The purpose of the amendments is to accommodate changes that reflect the applicants preferred design. The proposal is compatible with the previous approved Concept Plan and Zoning designations for the area.

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

BACKGROUND

On December 16, 2013, the SomerSet Concept Plan (CR13-175) was first approved by City Council. In 2015 the applicant (Earth King Ventures Ltd.) submitted an application to amend the Concept Plan and Rezone Phase 1 of development in the SomerSet, which was approved by City Council on July 25, 2016 (CR16-85). The applicant has now submitted applications for the consideration of minor amendments to both the previously approved Concept Plan and Phase 1 Zoning for the SomerSet Neighbourhood.

These applications are being considered pursuant to the Zoning Bylaw, the OCP and *The*

Planning and Development Act, 2007.

The related subdivision application for Phase 1 is being considered concurrently in accordance with *Bylaw No. 2003-3, The Subdivision Amendment Bylaw, 2003*, by which subdivision approval authority has been delegated to the Administration.

DISCUSSION

Zoning and Land Use Details

The applicant is proposing minor zoning amendments to Phase 1 of the SomerSet neighbourhood to accommodate design changes. Specifically, the applicant would like to rezone Lots 1-36 from DCD12- Direct Control District Suburban Narrow Lot Residential to R1 – Residential Detached Zone (Appendix A-4.2). This change is to accommodate larger lot sizes and frontages, however the lots will remain low density residential. The applicant also proposes to rezone lots currently within the R5 - Medium Density Residential Zone to R6 – Residential Multiple Housing (see Appendix A-4.1). The applicant intends to develop high density residential development at this location instead of medium density residential. This change requires a minor amendment to the SomerSet Concept Plan, which is discussing in the section the follows below.

These minor changes do not compromise the intention of Phase 1 of the SomerSet neighbourhood. A variety of residential types, including townhouse dwelling units with front access, multi-unit residential units and single detached dwelling, will still be available.

The SomerSet neighbourhood is bordered by the Canadian Pacific Railway, Winnipeg Street and the city of Regina limits. The surrounding land uses include vacant land within the remaining phases of the SomerSet neighbourhood (UH - Urban Holding Zone) and the Kensington Greens neighbourhood is south of the Canadian Pacific Railway.

Proposed Amendments to the SomerSet Concept Plan

The applicant is proposing minor Concept Plan amendments to accommodate design changes. Specifically the applicant would like to increase the high density residential area within the Concept Plan to allow for more multi-unit dwelling options and as a result re-align the road network east of Raven Way, including the buffer/walkway connection to Winnipeg Street, to accommodate the design change.

The overall land area in Phase 1 is proposed to increase and the population for both Phase 1 and the entire SomerSet neighbourhood will increase marginally.

Access and Connectivity

There are no proposed changes to neighbourhood access and connectivity. Previous approvals will remain. The only exemption is the location of the pedestrian walkway from the neighbourhood to Winnipeg Street (Appendix A-4.2) which will be relocated further south than previously approved in order to align with the local street but will remain within this phase of development.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Transit will not be provided to this neighbourhood due to design restrictions, as well, the City of Regina Transit Department does not currently have the capacity to service the area. A budget submission for funding for the service will have to be submitted and approved by City Council as demand increases through neighbourhood development.

Environmental Implications

The subject property is located within the High Sensitivity Aquifer Protection Overlay Zone. The proposal is required to comply with the applicable performance standards identified in the Zoning Bylaw that put limitation on the depth of excavation (three metres) as well as land use restrictions for those that may pose a risk of contaminating the aquifer. In addition, the excavations shall not expose the aquifer. During 2013 Concept Plan approval (CR13-175) the proposed SomerSet neighbourhood was regarded as being compatible with the underlying aquifer constraints.

Policy/Strategic Implications

The proposal is consistent with the policies contained within the OCP as follows:

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods

Enable the development of complete communities.

- 7.1 Require that new neighbourhoods, new mixed-use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed to include the following:
 - 7.1.3 Opportunities for daily lifestyle needs, such as services, convenience shopping, and recreation.
 - 7.1.8 A distinctive character, identity and sense of place.

Section D6: Housing

Goal 3 – Diversity of Housing Forms

Increase the diversity and innovation of housing forms and types to support the creation of complete neighbourhoods across Regina.

- 8.11 Encourage developers to provide a greater mix of housing to accommodate households of different incomes, types, stages of life and abilities in all neighbourhoods.

The amendments proposed for the Concept Plan and Zoning are minor in nature and the Administration is satisfied that the overall intent of the Neighbourhood is being preserved and that the policy direction for establishing complete neighbourhoods has been achieved.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Communication with the public is summarized as follows:

Public notification signage posted on	July 14, 2017
Will be published in the Leader Post on	November 11, 2017 November 18, 2017
Letter sent to immediate property owners	July 11, 2017
Public Open House held	N/A
Number of public comments sheets received	5

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

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

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

The site is within the Joint Planning Area (JPA) with the Rural Municipality of Sherwood No. 159, as identified in the OCP. The Rural Municipality of Sherwood No. 159 responded that there are no concerns with the proposal.

DELEGATED AUTHORITY

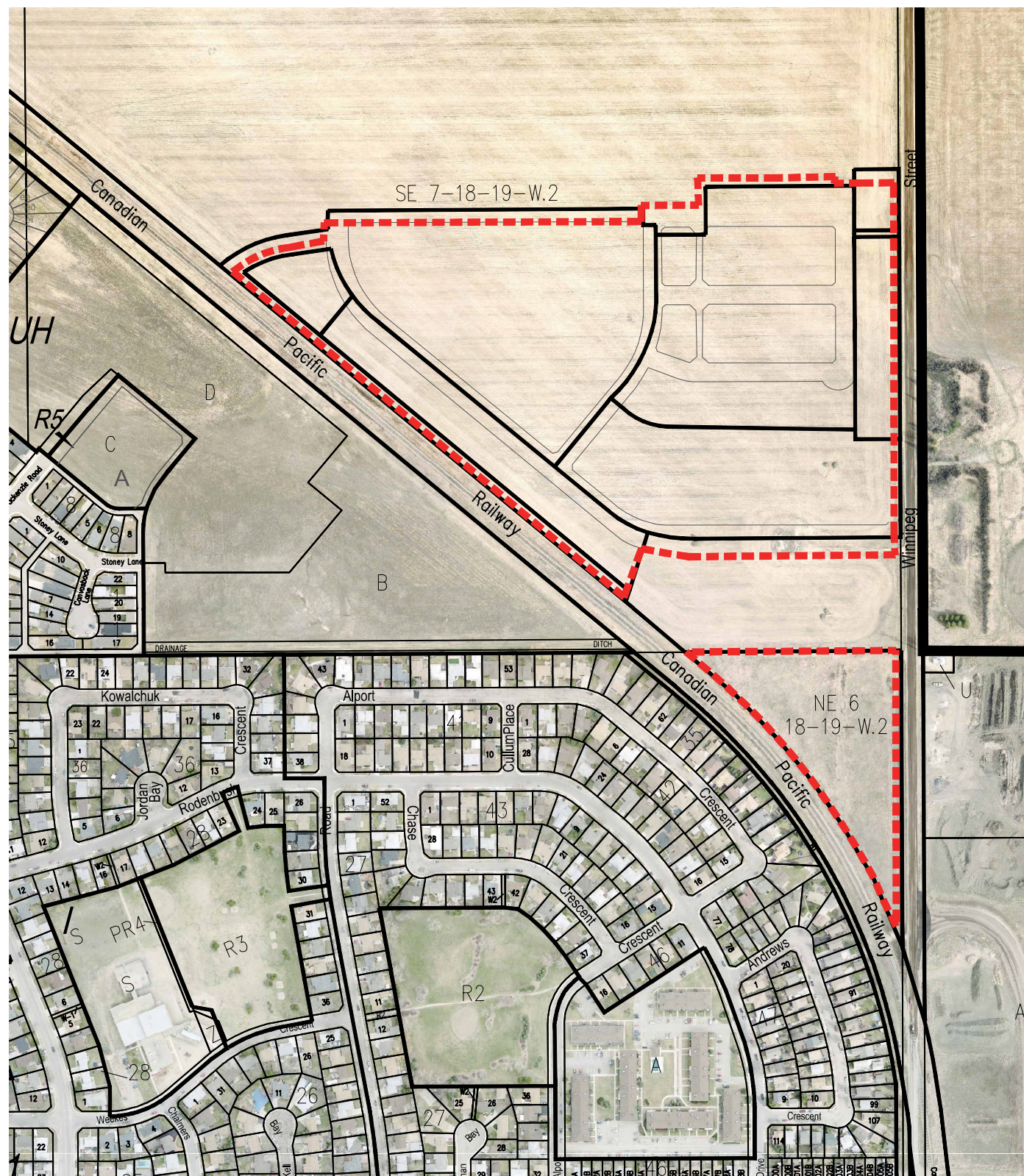
City Council's approval is required pursuant to Part IV and Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION



Elaine Gohlke, Secretary



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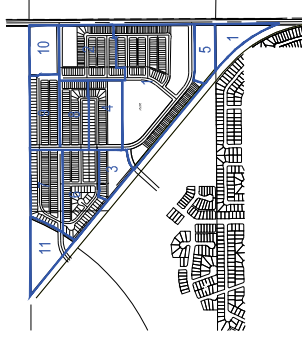
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SomerSet Phase 1
1202 and 1500 N. Winnipeg Street

THIS DRAWING AND DESIGN IS THE PROPERTY OF MCELHANEY CONSULTING SERVICES LTD. AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF THE SAID COMPANY. MCELHANEY CONSULTING SERVICES LTD. WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

Appendix 3.1



LEGEND

- FRONT LOADED LOTS
(13.4m wide x 26.0m-28.0m deep
- Corner lots 15.0m wide)
- REAR LOADED LOTS [DCD12]
(9.0m wide x 32.0m deep
- Corner lots 10.5m wide)
- ROWHOUSES [R5]
(16.0m wide x 30.0m min deep
- End units 7.6m wide)
- MULTI FAMILY [R6]
- MEDIUM DENSITY RESIDENTIAL
- MIXED USE [DSC]
- COMMERCIAL/RESIDENTIAL
- PARK - PUBLIC SERVICE ZONE
- LANDSCAPED BUFFERS/ CORRIDORS -
PUBLIC SERVICE ZONE
- PRESTIGE INDUSTRIAL
- PHASING

SKETCH 10 CONCEPT PLAN

Scale: 1:5000 @ 11" x 17"
Date: April 28, 2016
Job No.: 2111-02616-02
Mun. Proj.: -

THIS DRAWING AND DESIGNS IS THE PROPERTY OF MELHANEY CONSULTING SERVICES LTD. AND SHALL NOT BE USED, REUSED OR REPRODUCED WITHOUT THE CONSENT OF THE SMD COMPANY. MELHANEY CONSULTING SERVICES LTD. WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

Appendix 3.2

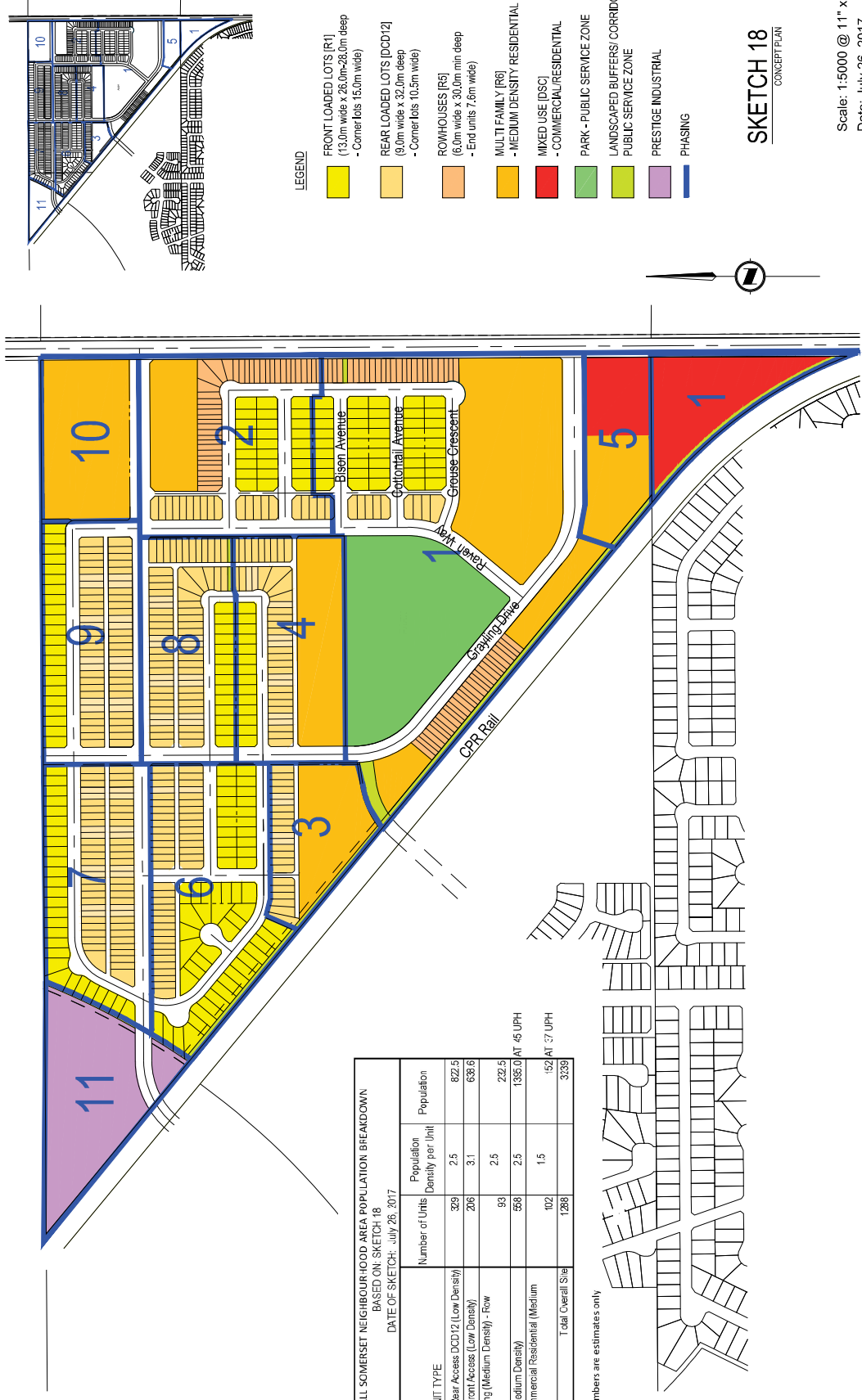


Table 8
OVERALL SOMERSETHOOD AREA POPULATION BREAKDOWN
BASED ON: SKETCH 18
DATE OF SKETCH: JULY 26, 2017

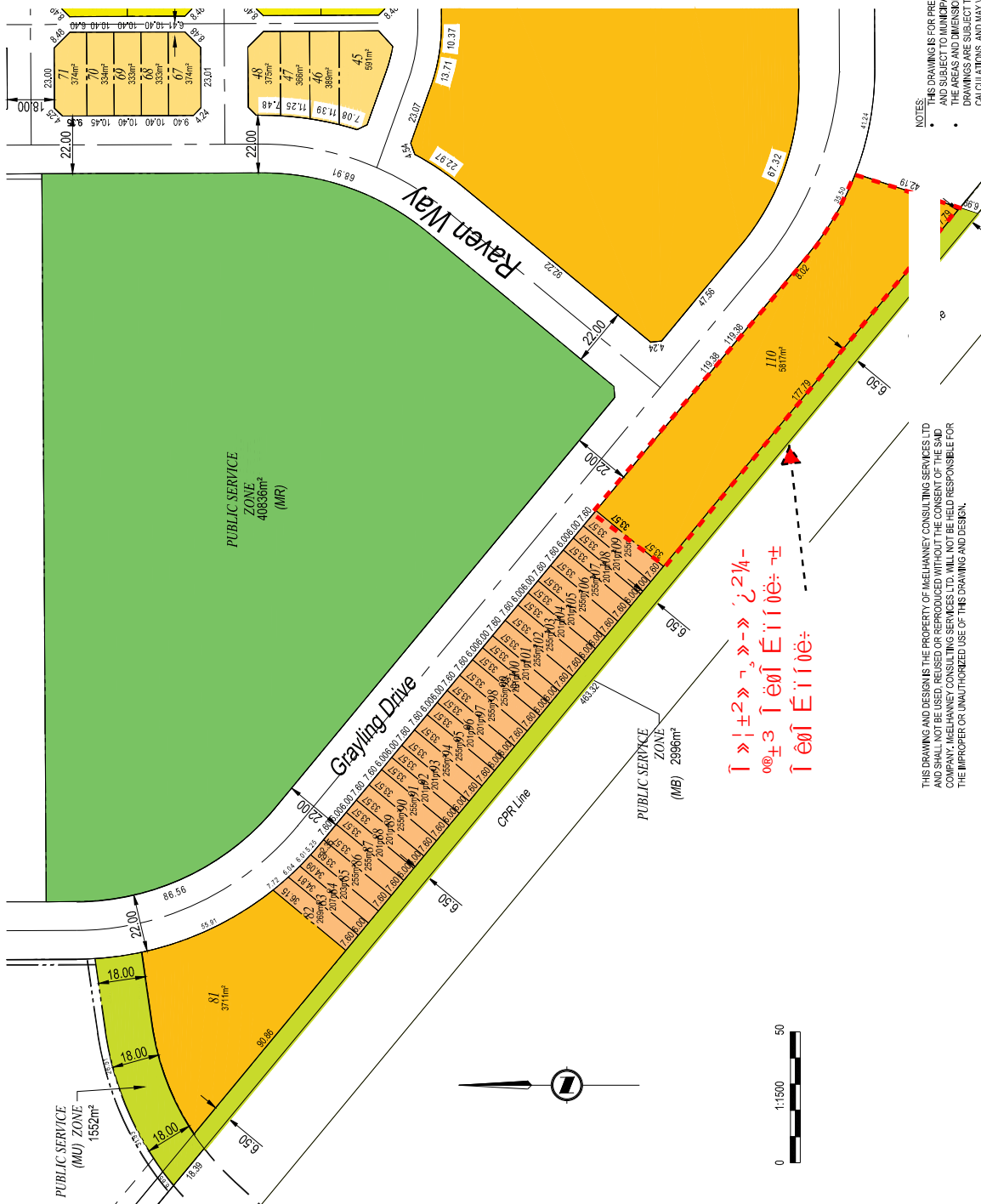
DWELLING UNIT TYPE	Number of Units	Population Density per Unit	Population
Single Family/Rear Access DCD12 (Low Density)	329	2.5	822.5
Single Family Front Access (Low Density)	206	3.1	638.6
Attached Housing (Medium Density) - Row Houses	93	2.5	232.5
Multi-Family (Medium Density)	558	2.5	1395.0
Mixed Use Commercial Residential (Medium Density)	102	1.5	152.0
Total Overall Site	1288		3239

*NOTE: All numbers are estimates only

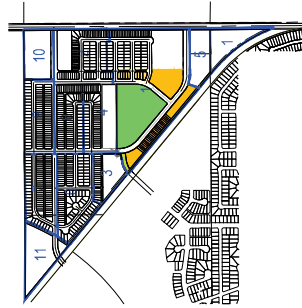
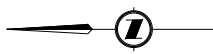
- LEGEND
- FRONT LOADED LOTS [R1]
(13.0m wide x 26.0m-28.0m deep)
- Corner lots 15.0m wide
 - REAR LOADED LOTS [DCD12]
(9.0m wide x 32.0m deep)
- Corner lots 10.5m wide
 - ROWHOUSES [RS]
(6.0m wide x 30.0m min deep)
- End units 7.6m wide
 - MULTI FAMILY [R6]
- MEDIUM DENSITY RESIDENTIAL
 - MIXED USE [DSC]
- COMMERCIAL/RESIDENTIAL
 - PARK - PUBLIC SERVICE ZONE
 - LANDSCAPED BUFFERS/ CORRIDORS - PUBLIC SERVICE ZONE
 - PRESTIGE INDUSTRIAL
 - PHASING

SKETCH 18
CONCEPT PLAN

Scale: 1:5000 @ 11" x 17"
Date: July 26, 2017
Job No.: 2111-02616-03
Mun. Proj.: -



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



LEGEND

- FRONT LOADED LOTS [R1]
(13.4m wide x 26.0m-28.0m deep
- Corner lots 15.0m wide)
- REAR LOADED LOTS [DCD12]
(9.0m wide x 32.0m deep
- Corner lots 10.5m wide)
- ROWHOUSES [R5]
(6.0m wide x 30.0m min deep
- End units 7.6m wide)
- MULTI FAMILY [R6]
- MEDIUM DENSITY RESIDENTIAL
- MIXED USE [DSC]
- COMMERCIAL/RESIDENTIAL
- PARK - PUBLIC SERVICE ZONE
- LANDSCAPED BUFFERS/ CORRIDORS - PUBLIC SERVICE ZONE
- PHASING

SKETCH 18
DETAIL 4

- NOTES:
- THIS DRAWING IS FOR PRELIMINARY LAYOUT ONLY, AND IS SUBJECT TO MUNICIPAL APPROVAL.
 - THE AREAS AND DIMENSIONS SHOWN ON THE DRAWINGS ARE SUBJECT TO DETAILED SURVEY AND RECORDING BY A PROFESSIONAL SURVEYOR.
 - THIS DRAWING IS NOT TO BE USED FOR LEGAL TRANSACTIONS.

THIS DRAWING AND DESIGN IS THE PROPERTY OF MELHANEY CONSULTING SERVICES LTD AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF MELHANEY CONSULTING SERVICES LTD. WILL NOT BE HELD RESPONSIBLE FOR THE IMPROPER OR UNAUTHORIZED USE OF THIS DRAWING AND DESIGN.

Scale: 1:1500
Date: August 2, 2017
Job No.: 2111-02616-03
Mun. Proj.: -



PHASING

DETAIL 1

$\bar{I} \gg |\pm^2| \gg -\rangle \hat{\tau}_z \hat{\tau}_x \hat{\tau}_y$

Mun. Proj.: -

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>I support this proposal</i>		
<i>Accept if one or two features were different</i>		
<i>Accept if many features were different</i>	3	<ul style="list-style-type: none"> ▪ Traffic on Winnipeg Street ▪ Commercial and Prestige Industrial Uses
<i>Completely opposed</i>	2	<ul style="list-style-type: none"> ▪ Neighbourhood should not be developed

1. Issue: Traffic on Winnipeg Street

Administration's Response: It is not anticipated that the minor changes to the Concept Plan or Zoning will cause additional traffic on Winnipeg Street compared to what was previously approved by City Council. During the 2013 Concept Plan approval the impacts due to the increase in traffic along Winnipeg Street were assessed and considered during approval.

2. Issue: Commercial Uses

Administration's Response: There are no changes proposed to the commercial or prestige industrial areas within the Concept Plan or Zoning designations. The previously approved commercial and prestige industrial areas are not subject to a re-review at this time.

3. Issue: Neighbourhood Development

Administration's Response: Neighbourhood development was approved by City Council in 2013 when the Concept Plan for the neighbourhood was adopted. Amendments were made in 2015 to rezone the lands for development. The current application is for minor amendments to previous approvals. Previous approvals cannot be overturned through this application. Development is occurring in accordance with OCP policies related to phasing of new neighbourhoods.

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Buffalo Pound Water Treatment Corporation (BPWTC) – Authority to Secure External
Financing and Enactment of a Borrowing/Guarantee Bylaw

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That the Executive Director, Financial & Corporate Services be authorized to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (BPWTC), the Bank of Montreal (BMO) and the City of Moose Jaw on behalf of the City of Regina and to generally do all things and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate BPWTC's borrowing of the principal sum of \$45 million from BMO, including the City of Regina providing a guarantee of the principal sum of \$33.3 million plus any related interest or other costs of the debt resulting from this borrowing.
2. That the City Solicitor be instructed to prepare a borrowing/guarantee bylaw based on the terms and conditions negotiated by the Chief Financial Officer as outlined in this report.
3. That the Executive Director, Financial & Corporate Services, as the City of Regina's proxy, be authorized to exercise the City's voting rights in BPWTC to:
 - a. approve any organizational resolutions or documents that may be required of BPWTC in relation to the proposed borrowing of the principal sum of \$45 million plus any interest or other costs of such borrowing from BMO;
 - b. approve the passage of the organizational resolutions and bylaw appended as Appendix A to this report; and
 - c. appoint the auditor selected by the City of Regina through the Request for Proposal process as auditor of BPWTC for the period 2017-2021.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

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

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

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the Executive Director, Financial & Corporate Services be authorized to negotiate, approve, and enter into all necessary agreements with Buffalo Pound Water Treatment Corporation (BPWTC), the Bank of Montreal (BMO) and the City of Moose Jaw on behalf of the City of Regina and to generally do all things and execute all documents, certificates and other agreements required of the City of Regina in order to facilitate BPWTC's borrowing of the principal sum of \$45 million from BMO, including the City of Regina providing a guarantee of the principal sum of \$33.3 million plus any related interest or other costs of the debt resulting from this borrowing.
2. That the City Solicitor be instructed to prepare a borrowing/guarantee bylaw based on the terms and conditions negotiated by the Chief Financial Officer as outlined in this report.
3. That the Executive Director, Financial & Corporate Services, as the City of Regina's proxy, be authorized to exercise the City's voting rights in BPWTC to:
 - a. approve any organizational resolutions or documents that may be required of BPWTC in relation to the proposed borrowing of the principal sum of \$45 million plus any interest or other costs of such borrowing from BMO;
 - b. approve the passage of the organizational resolutions and bylaw appended as Appendix A to this report; and
 - c. appoint the auditor selected by the City of Regina through the Request for Proposal process as auditor of BPWTC for the period 2017-2021.
4. That this report be forwarded to the November 27, 2017 City Council meeting for approval.

CONCLUSION

The Buffalo Pound Water Treatment Plant (the Plant) has aging electrical infrastructure that is reaching the end of its life phase. Therefore, at the June 26, 2017 City Council meeting (CR17-64), Council approved BPWTC to accelerate the Electrical Upgrade Capital Project (EUCP) and approved BPWTC to examine and pursue financing options.

Accelerating the EUCP now will require BPWTC to incur approximately \$50 million of expenditures over years 2017 to 2019. Since BPWTC does not have this amount of cash on hand, financing is required for the principal amount of up to \$45 million by November 2017. As the joint owner of the

BPWTC with the City of Moose Jaw, the City of Regina would show debt on its financial statements at its 74% proportionate ownership share or the principal sum of \$33.3 million, plus interest and other costs if the borrowing is approved.

Pursuant to section 5.2 (f) of the Unanimous Member's Agreement (UMA) between the City of Regina and Moose Jaw (the Cities) and BPWTC, as well as section 153 of *The Cities Act*, City Council is required to approve borrowing requests of BPWTC as the debt incurred by BPWTC is consolidated (included in) the City of Regina's debt and the City would be ultimately responsible for repayment. The Cities are also being asked to guarantee the loan. For this reason, in addition to authorizing the borrowing itself, a borrowing/guarantee bylaw will be required to be passed by Council. This report authorizes BPWTC to borrow up to \$45 million as outlined in the BPWTC's request as attached in Appendix B.

If BPWTC borrows this debt, the impact on the City of Regina's financial position is reasonable. It is also important to note that BPWTC indicates moving forward with the recommendations in this report will not cause an increase to the water rates that the Cities pay to BPWTC, other than water rate increases previously contemplated.

In addition to dealing with the loan for BPWTC, this report also includes some governance housekeeping matters for Council approval such as BPWTC's corporate bylaws and the appointment of a new auditor.

BACKGROUND

BPWTC is a municipal corporation or what is called a "controlled corporation" under *The Cities Act* with the Cities as its sole voting members. BPWTC is required by the Unanimous Membership Agreement (UMA), to obtain the approval of both Cities for the borrowing of funds to proceed with the EUCP. Clauses 5.2 (f) and (z) and section 5.3 of the UMA state:

5.2 *Matters for City Approval.* The Corporation shall not take any of the following actions without the prior approval of each of the Cities:

- (f) the borrowing of money or the issuing any debt obligation or amending, varying or altering the terms of any existing debt obligation;
- (z) any transaction or series of related transactions that are outside of the normal course of business of the Corporation and involve an expenditure of an amount exceeding \$1,000,000, plus the Escalation Factor, unless such transaction or series of related transaction have been approved in the annual budget for such fiscal year.

5.3 *Decisions of City.* Where approval of the Cities is required pursuant to section 5.2 of this Agreement, the chairperson of the Board of Directors shall make a written request to each of the Regina Council and Moose Jaw Council which includes all information necessary for the Cities to make an informed decision. All requests pursuant to this section 5.3 shall include all supporting information and shall be provided to the City Manager, or delegate of each of the

Cities, who shall bring the matter forward to Regina Council and Moose Jaw Council, respectively, for consideration.

In accordance with sections 5.2 and 5.3 of the UMA, the BPWTC Board of Directors have submitted the attached request in Appendix B which requests approval and guarantee for the borrowing to proceed with the EUCP.

The reason for the EUCP is the Plant has aging electrical infrastructure that is reaching the end of its life phase. Recent electrical failures have raised the issues and potential impacts of the Cities' dependency on the Plant.

Addressing this issue now will require BPWTC to incur approximately \$50 million of expenditures over years 2017 to 2019. Since BPWTC does not have this amount of cash on hand, financing is required for the principal sum of up to \$45 million in November 2017.

In order to best facilitate the borrowing, the City of Regina, along with the City of Moose Jaw, is being asked to provide a guarantee of the debt to BMO. The provision of a formal guarantee is not unusual in this type of situation and would permit BPWTC to complete the borrowing without providing security in the assets. This is desirable from the perspective of both the City of Regina and BPWTC and is consistent with the fact that notwithstanding a formal guarantee, the debt incurred would count against the City of Regina's debt limit and the City would be ultimately responsible for repayment if default occurred. The guarantee would be for the City of Regina's 74% proportionate share of BPWTC, or the principal sum of \$33.3 million, plus any interest and other costs, if the principal sum of \$45 million is borrowed.

Cities are authorized pursuant to section 153 of *The Cities Act* to guarantee the repayment of a loan where the loan is made between a lender and a city's controlled corporation. As mentioned above, BPWTC is the Cities' controlled corporation under *The Cities Act* as it is a corporation in which a group of cities hold securities to which are attached more than 50% of the votes that may be cast to elect a majority of the directors of the corporation. A bylaw authorizing the borrowing/guarantee is required to be passed by both City Councils prior to BPWTC entering into this external financing arrangement and prior to the Cities guaranteeing this loan. Pursuant to section 153 of *The Cities Act*, the bylaw must contain details of the following:

- The amount of money to be borrowed under the loan to be guaranteed and in general terms the purpose for which the money is borrowed;
- The rate of interest under the loan or how the rate of interest is calculated, the term and the terms of repayment of the loan; and
- The source or sources of money to be used to pay the principal and interest owing under the loan if the city is required to repay the loan under the guarantee.

This report delegates authority to the Chief Financial Officer to negotiate, approve, and enter into all necessary agreements with BPWTC, BMO and the City of Moose Jaw on behalf of the City of Regina and generally do all things and execute all documents and other papers in the name of the City of Regina in order to carry out the borrowing and guarantee for BPWTC to a maximum of \$45 million with BMO. The City Manager has formally appointed the new Executive Director, Financial

& Corporate Services as the City's Chief Financial Officer.

DISCUSSION

BPTWC's Proposed Debt Structure

The borrowing contemplated by BPWTC includes credit facilities totalling up to the principal sum of \$45 million. BPWTC approached two financial institutions with respect to the borrowing. The process to request proposals from the two lending institutions followed by BPWTC is consistent with the process used in the past by the City of Regina.

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

- ***Non-Revolving Term Loan:*** *up to the principal sum of \$45 million:* In terms of interest rates, BPWTC has the option of choosing the Canadian Prime Rate less 0.50% or the Banker's Acceptance Rate (BA) plus 0.75% credit spread. BPWTC has indicated that they will be choosing the BA rate because it is typically lower. As at October 17, 2017 the BA based rate was 2.08% (1.33% BA rate plus 0.75% credit spread) and the prime-based rate is 2.7% (3.2% prime rate less 0.50%) but these rates change on a daily basis. This loan will be repaid from BPWTC's revenue that it receives from water rates charged to each of the respective Cities. Payments on both the principal and interest will be made monthly and will be calculated based on a 25 year repayment schedule however the loan is for a 10 year term. This means that there will be a balloon payment required at the end of the 10 year loan term unless the loan is renewed. Subject to the later approval of both City Councils and later guarantee bylaws, BPWTC's intention is to renew this loan at the 10 year period so that it would not be making the balloon payment but would instead repay the loan over a further 10-15 year term.
- ***Interest Rate Swap:*** BPWTC intends to enter into an interest rate swap agreement for a 25 year term that would cover the interest rates for the \$45 million non-revolving term loan. The reason the swap agreement is 25 years and the loan agreement is only 10 years is that BPWTC intends to renew the loan after the 10 year period. In this case, BPWTC is receiving a variable interest rate under the loan agreement with BMO but it can swap this interest rate with a fixed rate by entering into a swap agreement. The reason for entering into a swap agreement is to manage variability of the BA rate and thus achieve a fixed rate over the 25 year repayment term. This provides cost certainty and protects against potential interest rate increases. The formula is the 25 year swap rate plus 0.75% credit spread. As at October 17, 2017 the 25 year swap rate is 2.75%, resulting in a total rate of 3.5% (2.75% plus 0.75% credit spread). The result is BPWTC will pay a fixed rate of 3.5% over the 25 year term subject to the risks noted below. This rate is also subject to change until the final legal documents are signed. The credit spread under the interest swap agreement is reviewed by BMO at the 10 and 20 year intervals and is adjusted based on the Cities' creditworthiness.

If the Cities were required under the guarantee to repay the principal and interest owing under the loan as well as any early termination or unwind fees for terminating the swap agreement, the City of

Regina would make the payments from any one or more of the following sources: municipal property taxes, the general fund reserve or the utility fund reserve.

Advantages and Risks of Debt Structure

Advantages:

- Allows BPWTC to achieve a fixed rate, which today is 3.5% over the 25 year term. The alternative is to not enter into a swap and be subject to interest rate changes.

Risks:

- As mentioned above, the loan expires after 10 years. If it is not renewed there is a risk that BPWTC would have to repay both the outstanding loan amount and settle up the potential breakage cost/benefit on the interest rate swap. The potential breakage cost/benefit is dependent upon prevailing interest rates and fluctuates from a loss to a gain dependent upon market interest rates. For example, if BPWTC were to terminate the swap in year 10 and rates decreased by 1%, BPWTC would incur a loss of about \$3 million. BPWTC does not have the intention to terminate the swap agreement and intends to carry it to full term. BMO has also stated that they intend to renew the loan at the 10 and 20 year milestones. Given the low approximately 3.5% fixed rate, the potential risks in entering into an interest rate swap were considered reasonable.
- At the 10 and 20 year milestones, BMO will review the 0.75% credit spread for any adjustment. However, this spread is not based on market rates. Rather it is based on the Cities' creditworthiness, which is not typically variable. The swap rate is not variable and remains fixed for the 25 year term. Therefore, the risk is low that a large interest rate increase would occur at the 10 and 20 year milestones.
- Under the guarantee, if BPWTC defaulted on the loan, the Cities would be required to repay their proportionate shares of the loan as well as any potential early termination costs or unwind fees due to the interest rate swap agreement being terminated based on their respective ownership shares in BPWTC, which are 74% for Regina and 26% for Moose Jaw.

City's Debt Limit and Current Debts Outstanding for the City and BPWTC

The City of Regina has been conservative with respect to its borrowing and regularly monitors debt to ensure it maintains a sound financial position and that credit quality (rating) is protected. The current credit rating of AA+ received by Standard and Poor's is a very strong rating. Remaining in good standing enables the City to have access to capital markets and favourable interest rates for the debt it assumes.

The City's current debt limit is \$450 million with \$294 million outstanding as of December 31, 2016. The outstanding debt for the City is projected to reach approximately \$300 million by December 31, 2017 (including outstanding guarantees). BPWTC currently has no debt. If the proposed debt of \$45 million by BPWTC is taken into consideration, it will increase the City's projected debt to \$333 million (including outstanding guarantees) based on the City being

responsible for its proportionate share (74%) of the principal value of the debt or \$33.3 million. The increase will leave approximately \$120 million in debt available to the City and it reduces the availability of debt financing to support other high priorities that may arise and could potentially impact the City's credit rating if not repaid when due. To mitigate the risk of the additional debt on the current credit rating, the City will continue to work within the parameters established in the Debt Management Policy. This Policy specifies that the City of Regina maintain a debt service ratio of 5%, which is the percentage of the City's revenue used for annual debt interest and principal payments. It also specifies that the percentage of the City's debt to revenues should remain within 60%. Both of these debt ratios for the City are projected to remain within the specified targets for at least the next five years.

Assessment of BPWTC Current and Projected Financial Condition

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

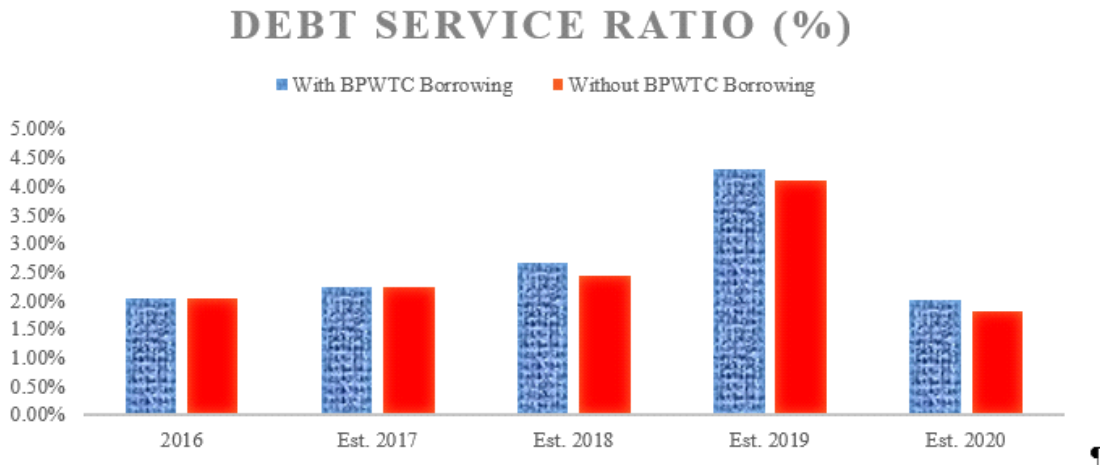
In order to determine BPWTC's overall ability to meet its debt obligation, consideration was given to BPWTC's audited financial statements for 2015 and 2016, along with unaudited cash flow information provided by BPWTC. Administration reviewed BPWTC's projected cash flows for reasonability and have concluded that Buffalo Pound can manage an annual debt payment of approximately \$2.7 million. The borrowing of the principal sum of \$45 million would have an annual debt payment of less than \$2.7 million. Therefore Administration concludes that BPWTC can meet this debt obligation. By lending to BPWTC, the BMO has also concluded that BPWTC can meet its debt obligations.

Impact of BPWTC's Debt on the City's Debt Position

Debt Service Ratio

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

Figure 1

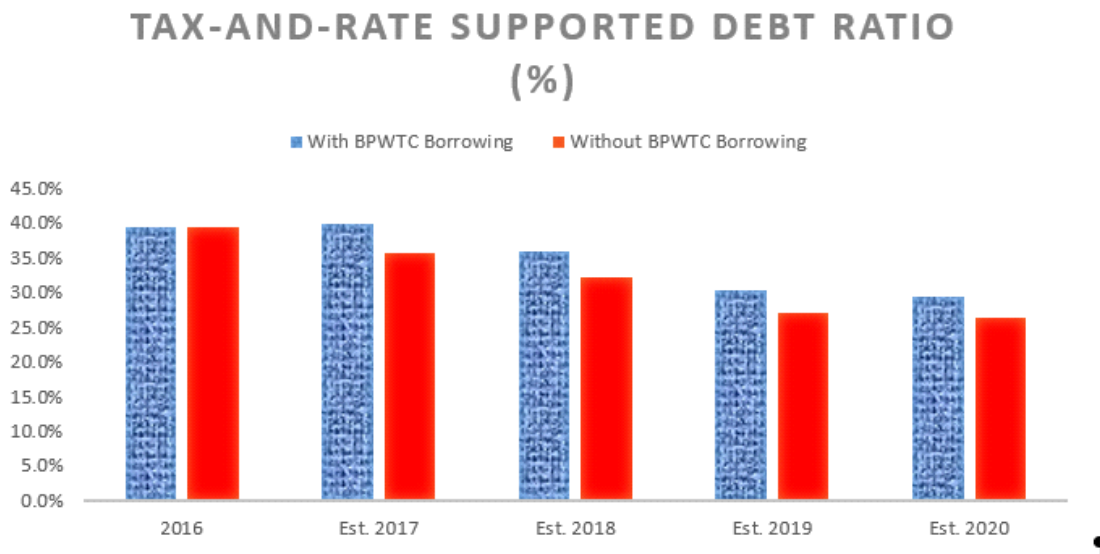


Tax-and-Rate Supported Debt Ratio

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

As a key indicator used by S&P, a ratio in the range of 30-60% is considered moderate in the overall debt assessment of a municipality. Through the City's debt management policy, a target of 60% or less has been set and will be used for monitoring, reporting and future debt considerations. Once 60% is reached there is an increased risk S&P may consider reducing the City's current credit rating. As shown in Figure 2, if BPTWC's debt is borrowed this ratio will increase slightly from 36% without the borrowing to 40% in 2017 therefore it is still well below the benchmark of 60% as show in the graph below.

Figure 2



Corporate Governance Housekeeping Matters

In addition to dealing with the loan, this report is requesting Council approval of two governance items: approval of BPWTC's bylaws and the appointment of a new auditor.

Organizational Resolutions and Bylaws

Under clause 5.2(n) of the Unanimous Membership Agreement (UMA) both the Cities of Regina and Moose Jaw are required to approve the amending, or repealing of any of BPWTC's bylaws. The bylaws set out matters such as the business of the corporation, how agreements will be signed, banking arrangements, details as to membership, procedures for members' meetings, details as to directors and officers, procedures for meetings of directors, and details as to notices. Once both Councils have approved the organizational resolutions and bylaws, a proxy must be designated to exercise this vote. The amended corporate resolutions and bylaw set out in Appendix A were prepared and reviewed by legal counsel of both cities and the BPWTC Board has approved these documents and is requesting that both Cities approve them as well.

Auditor Appointment

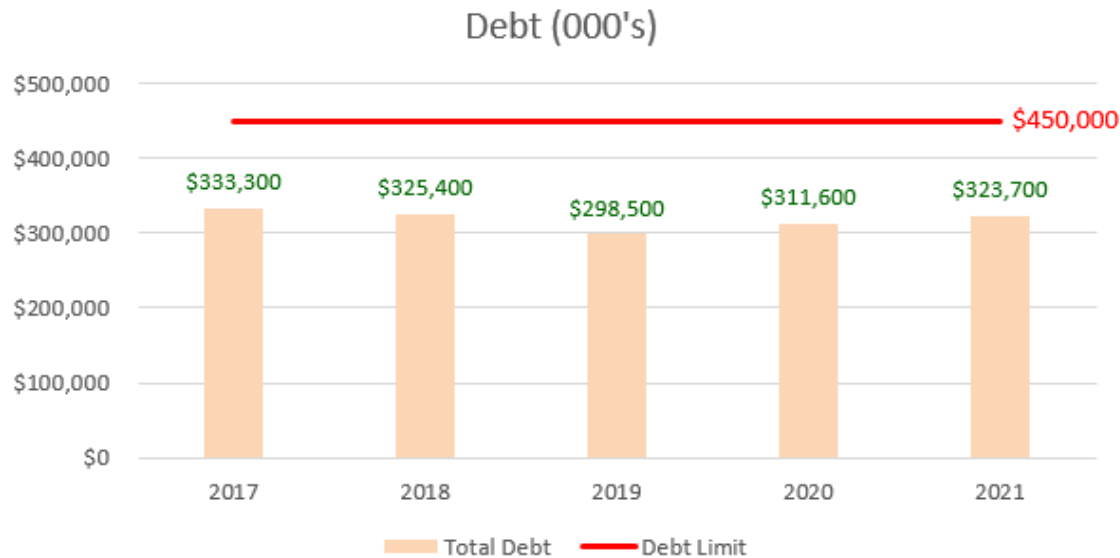
Pursuant to clause 5.2(i) of the UMA, BPWTC cannot appoint or make any changes to their auditor without prior approval of the Cities. BPWTC has traditionally used the same auditor as the City of Regina. The audit contract for the City of Regina is expired and the new audit contract has been awarded to MNP LLP for the period 2017-2021. Given this, BPWTC has requested that the Cities as voting members of BPWTC approve the appointment of MNP LLP as BPWTC's auditor for this period. BPWTC's request for this appointment is attached in Appendix C.

RECOMMENDATION IMPLICATIONS

Financial Implications

With BPWTC borrowing of the principal sum of up to \$45 million, this will reduce the debt room under the debt limit for the City. However, the City will still have slightly more than \$100 million of debt room based on the City's 74 % proportionate share of the principal sum of the debt, which is \$33.3 million, plus any interest and other costs. Figure 3 shows the City's projected debt based on projects in the capital plan, including BPWTC borrowing.

Figure 3



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

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

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

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

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

This work is necessary. Continued evaluation of risk has accelerated the project at no additional cost to Regina ratepayers. This is positive and proactive. Public Notice was provided in the Leader Post, the City's public notice board and the City's website on November 4, 2017.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

**MEMORANDUM OF RESOLUTIONS OF THE
DIRECTORS OF BUFFALO POUND WATER TREATMENT CORPORATION.**

WE, the undersigned, being all of the directors of Buffalo Pound Water Treatment Corporation (the "**Corporation**") do hereby resolve as follows as resolutions of the directors of the Corporation passed on this ____ day of _____, 2017.

**By-law Relating Generally to the
Conduct of the Affairs of the Corporation**

BE IT RESOLVED:

That By-law No. 1 being "A By-law relating generally to the conduct of the affairs of Buffalo Pound Water Treatment Corporation" in the form attached hereto and initialled for identification be and the same is hereby enacted as a by-law of the Corporation.

Banking

BE IT RESOLVED:

That the banking of the Corporation be carried on at:

- (i) TD Canada Trust, 1904 Hamilton Street, Regina, Saskatchewan, S4P 3N5.
- (ii) Bank of Montreal, 39 Manitoba Street West, Moose Jaw, Saskatchewan, S6H 0A1

AND BE IT FURTHER RESOLVED:

That any officer of the Corporation be and is hereby authorized and directed to deliver to the Corporation's banker such other banking documents as may be required or necessary to operate an account or accounts with such banker.

Officers

BE IT RESOLVED:

That the officers of the Corporation shall consist of a General Manager;

AND BE IT FURTHER RESOLVED:

That the persons whose names are set out below be and they are hereby elected to the office set opposite their respective names to hold office until the conclusion of the meeting at which their successors are elected or appointed:

<u>NAME</u>	<u>OFFICE</u>
Ryan Johnson	General Manager

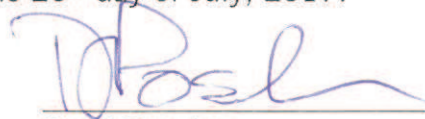
Registered Office

BE IT RESOLVED:

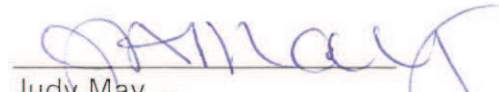
That the registered office of the Corporation be situated at 1500-1881 Scarth Street,
Regina, Saskatchewan, S4P 4K9.

DATED at RM of Moose Jaw, Saskatchewan, as of the 26th day of July, 2017.


Ben Boots


Daryl Posehn


Chuck McDonald


Judy May


Dale Schoffer


Dave Richards

**MEMORANDUM OF RESOLUTIONS OF THE
MEMBERS OF BUFFALO POUND WATER TREATMENT CORPORATION**

The undersigned, being the voting members of Buffalo Pound Water Treatment Corporation (the "**Corporation**") do hereby resolve as follows as resolutions of the members of the Corporation passed as of the 26th day of July, 2017.

Confirmation of By-law

BE IT RESOLVED:

That By-law No. 1 being "A By-law relating generally to the conduct of the affairs of Buffalo Pound Water Treatment Corporation" as earlier enacted by the directors of the Corporation be the same is hereby confirmed.

DATED at RM of Moose Jaw, Saskatchewan, as of the 26th day of July, 2017.

THE CITY OF REGINA

THE CITY OF MOOSE JAW

Per: _____

Per: _____

Name: _____

Name: _____

Title: _____

Title: _____

BY-LAW NO. 1

A By-law Relating Generally to the Conduct of the Affairs of Buffalo Pound Water Treatment Corporation.

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-law of Buffalo Pound Water Treatment Corporation as follows:

PART ONE INTERPRETATION

1. **Definitions:** In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:
 - (a) **“Act”** means *The Non-Profit Corporations Act, 1995* (Saskatchewan), as from time to time amended, and every statute that may be substituted for it and, in the case of such substitution, any references in the by-laws of the Corporation to provisions of the Act shall be read as references to the amended or substituted provisions therefor;
 - (b) **“Articles”** means the articles attached to the Certificate of Incorporation of the Corporation, as from time to time amended or restated;
 - (c) **“By-laws”** means this by-law and all other by-laws of the Corporation from time to time in force and effect;
 - (d) **“Board”** means the Board of Directors of the Corporation;
 - (e) **“Corporation”** means Buffalo Pound Water Treatment Corporation and its successors;
 - (f) **“Director”** means a director of the Corporation elected or appointed in accordance with Section 33 hereof;
 - (g) **“Meeting of Members”** includes an annual and a special meeting of Members;
 - (h) **“Member”** means a person or organization having a membership in the Corporation in good standing;
 - (i) **“Unanimous Membership Agreement”** means the unanimous membership agreement signed by the Members effective January 1, 2016;
 - (j) all terms contained in the By-laws which are not defined in the By-laws and which are defined in the Act shall have the meaning given to such terms in the Act; and

- (k) words importing the singular number only shall include the plural and *vice versa* and words importing persons shall include individuals, bodies corporate, corporations, companies, partnerships, syndicates, trusts and any number of persons.
- 2. **Headings:** The headings used throughout the by-laws are inserted for reference purposes only and are not to be considered in construing the terms and provisions of these by-laws or to be deemed in any way to clarify, modify or explain the effect of such terms or provisions.
- 3. **Conflict with By-laws:** To the extent of any conflict between the provisions of the By-laws and the provisions of either the Act or the Articles of Incorporation or the Unanimous Membership Agreement, the provisions of the Act, or the Articles or the Unanimous Membership Agreement shall govern, as the case may be.
- 4. **Invalid Provisions:** The invalidity or unenforceability of any provision of the By-laws shall not affect the validity or enforceability of the remaining provisions of the By-laws.
- 5. **Interpretation:** The Board is the sole authority for the interpretation of these By-laws and the decision of the Board upon any question of interpretation, or upon any matters affecting the Corporation and provided for by the By-laws, shall be final and shall be binding on all the Members.

PART TWO

BUSINESS OF THE CORPORATION

- 6. **Purpose and Objects:** The object of the Corporation is to reliably and efficiently provide safe, high-quality and affordable drinking water to the Cities of Regina and Moose Jaw and any other customers that may exist from time to time.
- 7. **Head Office:** The head office of the Corporation shall be in Regina, Saskatchewan. Until changed in accordance with the Act, the registered office of the Corporation shall be situate in the municipality within Saskatchewan specified in the Articles and at such location therein as the Directors may from time to time determine.
- 8. **Seal:** The corporate seal of the Corporation, shall be in such form as the Board may from time to time adopt. The seal shall be in the custody of an officer as designated by the Board.
- 9. **Execution of Agreements:**
 - (a) Agreements, instruments or any other documents requiring execution by the Corporation shall be signed as is provided by the Corporation's Procurement Policy, as such policy may be amended or restated from time to time, and all such agreements, instruments or documents so signed shall be binding upon the Corporation.

- (b) The Board may from time to time by resolution appoint any officer or officers or any individual or individuals on behalf of the Corporation to sign agreements, instruments or other documents generally or to sign specific agreements, instruments and other documents.
 - (c) The seal of the Corporation may, when required, be affixed to agreements, instruments or other documents executed on behalf of the Corporation in the manner contemplated by this Section 9. However, no agreement, instrument or other document is invalid merely because the corporate seal is not affixed on such agreement, instrument or other document.
10. ***Borrowing Powers and Banking Arrangements:*** Subject to obtaining the approvals required of the Members under the Unanimous Membership Agreement, the Board may from time to time on behalf of the Corporation:
- (a) borrow money upon the credit of the Corporation;
 - (b) to the extent permitted by the Act and the Members, give a guarantee on behalf of the Corporation to secure performance of any present or future indebtedness, liability or obligation of any person; and
 - (c) mortgage, pledge or otherwise give a security interest for such borrowing or other obligations of the Corporation over all or any of the currently owned or subsequently acquired real and personal, moveable and immovable, property of the Corporation, and the undertakings and rights of the Corporation, in such form as the Board may determine.

The banking business of the Corporation including, without limitation, the borrowing of money and the giving of security to secure the obligations of the Corporation, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be authorized by the Board. Such banking business shall be transacted under such agreements, instructions and delegations of powers as the Board may from time to time prescribe or authorize.

11. ***Cheques, Drafts and Notes:*** All bank drafts, cheques, promissory notes, bills of exchange or other negotiable instruments, and all withdrawals from the Corporation's accounts shall be executed in the name of the Corporation and signed by any individual designated by resolution of the Board or in the manner set out in Section 9 hereof.
12. ***Fiscal Year:*** Unless otherwise ordered by the Board, the fiscal year of the Corporation shall terminate on the 31st day of December of each year.

13. **Auditors** The Members shall, at each annual meeting, appoint an auditor to audit the accounts and annual financial statements of the Corporation for report to the Members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the Board may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Board.
14. **Amendment of By-laws:** The Directors, by resolution, may make, amend or repeal any By-laws. The Directors shall submit a by-law, or an amendment or a repeal of a by-law to the Members at the next Meeting of Members, and the Members may confirm, reject or amend the by-law, amendment or repeal as prescribed by the Unanimous Membership Agreement.

PART THREE **MEMBERSHIP**

15. **Classes of Membership:** The Corporation shall be comprised of four categories of Members as follows:
- (a) a class of regular voting Members ("**Class "A" Voting Members**"). A Class "A" Voting Member is entitled to all privileges of membership including the right to vote at any Meeting of the Members;
 - (b) a class of regular voting Members ("**Class "B" Voting Members**"). A Class "B" Voting Member is entitled to all privileges of membership including the right to vote at any Meeting of the Members;
 - (c) a class of non-voting Members ("**Class "C" Non-Voting Members**"). A Class "C" Non-Voting Member is not entitled to the right to vote at any Meeting of the Members; and
 - (d) a class of non-voting Members ("**Class "D" Non-Voting Members**"). A Class "D" Non-Voting Member is not entitled to the right to vote at any Meeting of the Members.

Upon incorporation, the Members of the Corporation shall be as follows:

City of Regina	– 74 Class A Voting Memberships
City of Moose Jaw	– 26 Class A Voting Memberships

Any class of memberships may be issued for any additional future members, such additional members to be added in accordance with the Unanimous Membership Agreement.

16. ***Eligibility for Membership:*** Subject to prior approval by the Members pursuant to the Unanimous Membership Agreement, any person or organization may become a Member, upon application to the Board and acceptance by the Members having full discretion in that respect, by satisfying the conditions of admission set forth in these By-laws or such other additional conditions of admission that are established by the Board from time to time, by resolution.

A Member shall appoint one of its officers or staff to exercise its applicable voting powers. Such appointed representative shall be entitled to vote on the basis of one vote for each membership; unless otherwise provided by these By-laws, one person shall not be appointed to represent more than one Member. A Member may change its appointed representative at its discretion, provided that the secretary of the Corporation be notified of such change prior to the date of balloting or voting.

17. ***Applications for Membership:*** All applications for membership shall be in writing and shall be submitted to the Board for review. The Board shall consider the application and if the Board approves the application, the Board shall bring the application forward for consideration by the Members as is required by the Unanimous Membership Agreement prior to the applicant shall be admitted to membership in the Corporation.
18. ***Membership Non-Transferable:*** Membership in the Corporation shall not be transferable or assignable.
19. ***Term and Termination:*** A Member of the Corporation shall cease to be a Member upon:
- (a) death, if an individual;
 - (b) dissolution, if a body corporate;
 - (c) resignation in writing; or
 - (d) the date the Corporation is wound-up or otherwise dissolved.

The rights and privileges of a Member cease to exist when its, his or her membership interest in the Corporation is terminated.

PART FOUR **MEMBERS' MEETINGS**

20. ***Calling of Meetings:***
- (a) Subject to the By-laws and the requirements in the Act respecting the calling of meetings, the Board shall call an annual Meeting of Members not later than fifteen (15) months after holding the preceding annual meeting.

- (b) The Board may call a special Meeting of Members at any time but must call a special Meeting of the Members upon the written request of Members whose membership interests carry not less than five percent (5%) of the rights to vote at the proposed Meeting of Members.
- (c) Meetings of Members shall be held at any place within Canada that the Board determines.

21. ***Meeting Business:***

- (a) The following business shall be transacted at every annual Meeting of Members:
 - (i) the consideration of financial statements and auditor's report on such financial statements;
 - (ii) consideration of items required to be presented as outlined in section 7.2 of the Unanimous Membership Agreement;
 - (iii) the appointment of Directors; and
 - (iv) the appointment of an auditor.
- (b) All business transacted at an annual Meeting of Members or a special meeting of Members other than:
 - (i) the consideration of financial statements and auditor's report on such financial statements;
 - (ii) the appointment of Directors; and
 - (iii) the reappointment of an incumbent auditor;shall be deemed to be special business.
- (c) Notice of a Meeting of Members at which special business is to be transacted is to:
 - (i) state the nature of that business in sufficient detail to permit the Member to form a reasoned judgment concerning that business; and
 - (ii) include the text of any special resolution to be submitted to the meeting.

- (d) Any Member may submit to the Corporation written notice of any matter that the Member proposes to raise and discuss at the next Meeting of Members and notice of the proposal shall be given with the notice of the next Meeting of Members.

22. ***Notice of Meeting:***

- (a) Notice of the time and place of a Meeting of Members shall be sent, not more than fifty (50) days nor less than ten (10) days before the meeting to:
 - (i) each Member entitled to vote at the meeting;
 - (ii) each Director; and
 - (iii) the auditor of the Corporation.
- (b) Notice of the time and place of a Meeting of Members shall be sent to Members who were registered on the records of the Corporation as being a Member in accordance with the provisions of the Act.

23. ***Copies of Financial Statements:*** Copies of the Corporation's financial statements, together with the report of the auditor, shall be provided to each Member not less than ten (10) days before each annual Meeting of Members, except a Member who has informed the Corporation in writing that the Member does not want a copy of such documents.

24. ***Waiver of Notice, Irregularities:*** A Member or any other person entitled to attend a Meeting of Members may, in any manner and at any time, waive notice of a Meeting of Members, or any irregularity in any such meeting or in the notice of the meeting. Attendance of any such person at a Meeting of Members shall constitute a waiver of notice of the meeting except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

25. ***Quorum:*** A quorum for any Meeting of Members shall consist of all of the Members (who must either be present or represented by proxy or other representative at such meeting). A quorum must be present throughout the continuation of the meeting.

26. ***Chair of a Meeting:*** At every meeting of Members of the Corporation, the Members present shall endorse one of the Members present to chair the meeting.

27. ***Adjournments:*** The chair of the meeting may with the consent of a majority of the Members present at the meeting adjourn any Meeting of Members from time to time to a fixed time and place and, subject to the Act, no notice of the time and place for the holding of the adjourned meeting shall be required if the adjourned meeting is held in accordance with the terms of the adjournment and if a quorum as constituted at the time of adjournment is present at the meeting. If there is not a quorum as so constituted present at the adjourned meeting, the original meeting shall be deemed to have terminated immediately after its adjournment. Any business may be brought or dealt with at any adjourned meeting that might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
28. ***Voting:***
- (a) Each Member in good standing who is personally present or represented by an authorized individual pursuant to Section 28(d), shall be entitled to vote at all Meetings of Members. A Member may, by written proxy, appoint a proxyholder to attend and act at all Meetings of Members, in the manner and to the extent permitted by the proxy. A proxyholder need not be a Member.
 - (b) Unless a ballot is demanded or required, voting at a Meeting of Members shall be by way of a show of hands. Upon a show of hands each person present and entitled to vote at the meeting shall have one vote and a declaration by the chair of the meeting that any question has been carried, carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion and the result of the vote so taken and declared shall be the decision of the Members upon such question.
 - (c) The chair of the meeting or any Member or proxy entitled to vote at the meeting may require or demand a ballot upon any question, either before or immediately after any vote by show of hands, but such requirement or demand may be withdrawn at any time prior to the taking of the ballot. Any ballot shall be taken in such manner, as the chair of the meeting shall direct. On a ballot, each Member present in person or represented by proxy or other representative and entitled to vote on a question put forth at a Meeting of Members shall be entitled to one vote in respect of the question. The result of the ballot so taken shall be the decision of the Members upon the question.
 - (d) If a body corporate, association, government department or government agency is a Voting Member, the Corporation shall recognize any individual authorized by resolution of the directors or governing body of the body corporate, association, government department or government agency to represent it at any Meeting of Members.

- (e) A Member appointing a designated representative may revoke the designation of its representative by written notice to the Corporation and thereupon the person whose designation is revoked shall cease to be the representative of the Member.
- (f) A majority of votes cast by the Members represented and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of Members is required by the Act or the By-laws.

If a Member chooses to be represented through written proxy, notification must be received five (5) days in advance of the meeting.

- 29. ***Telephone Meetings:*** With the consent of the chair of the Meeting of Members, a Member or any other person entitled to attend a Meeting of Members may participate in the meeting by means of teleconference, and person participating in such a meeting by teleconference shall be considered present at the meeting.

PART FIVE

DIRECTORS AND OFFICERS

- 30. ***Duties of the Board:*** The Board shall manage or supervise the management of the affairs and business of the Corporation and may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and which are not expressly directed or required by the Act or other statute, the Articles, the By-laws or any special resolution of the Corporation to be done in some other manner. Notwithstanding a vacancy among the Directors, a quorum of the Board may exercise all the powers of the Board.
- 31. ***Number:*** The Board shall consist of not less than three (3) and not more than nine (9) voting Directors as determined from time to time by resolution of the Directors. The voting Directors shall be first identified, as the case may be by the Corporation's Governance and Nominations Committee and then recommended to the Members for appointment as is provided in the Unanimous Membership Agreement.
- 32. ***Qualifications of Directors:*** Directors must be individuals, at least eighteen (18) years of age and must have the capacity under law to contract.
- 33. ***First Directors:*** The provisional directors named in the Articles of the Corporation shall become the first directors of the Corporation whose term of office on the Board shall continue until their successors are elected. At the first meeting of Members, the board of directors then elected shall replace the provisional directors named in the Articles of the Corporation.

34. ***Term:***

- (a) Subject to Section 34(b) and 34(c), the Directors shall hold office for a term of three (3) years.
- (b) Directors completing a term may stand for re-election for two additional terms. This restriction does not apply to a Director completing less than a full term, the intention being that Directors would serve a maximum term of nine (9) years. This restriction does not apply to Directors who have served previous terms on the Board but have been absent from the Board for a minimum period of one (1) year.
- (c) At the annual meeting of the Members following the enactment of these By-laws, the term of office of the Directors shall be staggered such that:
 - (i) Each Director shall be elected or appointed, as the case may be, for a three (3) year term or until the election of his or her successor, unless he or she resigns or his or her office becomes vacant by death, removal or other cause;
 - (ii) At each annual meeting at which Directors retire, the same number of Directors required to replace those Directors retiring at such meeting shall be appointed in accordance with this Section 34 hereof.

35. ***Retiring Directors:*** A retiring Director shall retain office until the adjournment or termination of the meeting at which his or her successor is appointed or elected, as the case may be, unless such meeting was called for the purpose of removing such person from office as a Director in which case the Director so removed shall vacate office immediately upon the passing of the resolution for his or her removal. Retiring Directors, if qualified, are eligible for re-appointment.

36. ***Failure to Elect Full Number of Directors:*** Whenever at any appointment of Directors of the Corporation the full number of Directors is not appointed by reason of the disqualification, the refusal to act or the failure to consent to act as a Director or the death of any nominee or nominees, the Directors appointed may exercise all powers of the Board so long as the number of Directors so appointed constitutes a quorum.

37. ***Removal from Office:***

The office of a Director shall be automatically vacated if:

- (a) the Director has resigned his or her office by delivery of a written resignation to the Chairperson;

- (b) the Director is found by a vote of the majority of those present at a meeting of the Board to have committed conduct considered by the Board to be contrary or detrimental to the interests of the Corporation, or if the Director has violated any codes of conduct established by the Corporation;
- (c) the Director is found by a court to be of unsound mind;
- (d) the Director becomes bankrupt;
- (e) the Director is convicted of a criminal offence; or
- (f) the Director dies.

38. ***Vacancies:***

- (a) Where there is a vacancy or vacancies in the Board of Directors, the remaining directors may exercise all the powers of the Board so long as a quorum of the Board remains in office.
- (b) A Director appointed or elected to fill a vacancy holds office until the next annual Meeting of Members.

39. ***Remuneration:*** The remuneration, if any, payable to the Directors of the Corporation for acting as Directors or officers shall be determined from time to time by resolution of the Board. Notwithstanding the generality of the foregoing, Directors may be reimbursed for reasonable out-of-pocket expenses incurred in the course of carrying out their duties as Directors, and any Director may be remunerated for services performed in a professional capacity for or on behalf of the Corporation pursuant to such policy as is set by the Board.

40. ***Committees:***

- (a) The Board may appoint committees whose members will hold their offices at the will of the Board. The Directors shall determine the duties and powers of such committees and may, by resolution, delegate duties to them. The Board may fix by resolution, any remuneration to be paid to committee members.
- (b) Committee members may meet, adjourn and otherwise regulate their meetings as they may determine.

41. ***Officers:*** Subject to the Unanimous Membership Agreement, the Directors may from time to time appoint such officers as they deem necessary, may specify the duties of, and, subject to the Act, delegate to such officers powers to manage the business and affairs of the Corporation. Unless restricted by the Act, Unanimous Member Agreement, or By-laws, the Board may delegate authority levels to exercise powers, execute instruments, contracts, etc.

Unless restricted by the Act, Unanimous Member Agreement, By-laws or policy, these authority levels may be further sub-delegated. Upon incorporation, the Officers of the association shall be:

(a) General Manager

42. ***Chair of the Board:*** The Chair of the Board, along with the chairs of any committees, shall be chosen by the Board each year from among the directors at the board meeting prior to the annual meeting for that year. The same individual may serve as Chair of the Board for a maximum of up to three (3) consecutive years. Upon appointment, the Chair of the Board shall:

- (a) preside over meetings of the Board;
- (b) ensure orderly deliberation and decision-making;
- (c) review and ensure the completeness of their agendas and minutes; and
- (d) fulfil other responsibilities assigned by the Board.

43. ***General Manager:*** Upon appointment, the General Manager shall:

- (a) direct and ensure the effective and efficient operation of the business and affairs of the Corporation;
- (b) comply with the Act, Unanimous Member Agreement, By-laws and policies of the Corporation and
- (c) report to the Board as may be required and appropriate.

The General Manager has the right to attend and speak at all Board and committee meetings; provided, however, that they may hold brief in camera sessions at meetings in the absence of the General Manager in order to review the General Manager's performance and to deal with significant governance matters not benefiting from the presence of the General Manager.

44. ***Limitation of Liability:*** Every Director and officer of the Corporation in exercising his powers and discharging his duties shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

Subject to the foregoing, no Director or officer shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of

the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto; provided that nothing herein shall relieve any Director or officer from the duty to act in accordance with the Act and the regulations thereunder or from liability for any breach thereof.

45. ***Indemnification of Directors and Others:*** Subject to the limitations contained in the Act, the Corporation shall indemnify a Director or officer, a former Director or officer, or a person who acts or acted at the Corporation's request as a Director or officer of a body corporate of which the Corporation is or was a shareholder or creditor, and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a Director or officer of the Corporation or such body corporate, if
- (a) he acted honestly and in good faith with a view to the best interests of the Corporation; and
 - (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

The Corporation shall also indemnify such person in such other circumstances as the Act permits or requires.

PART SIX

MEETINGS OF DIRECTORS

46. ***Place of Meeting:*** Meetings of the Board and of any committee of the Board may be held at any place within Canada.
47. ***Convening of Meetings:*** A meeting of the Board may be convened at the request of the General Manager, by the Chair of the Board or by any two (2) Directors at any time. Except as otherwise provided by the Act, the Unanimous Membership Agreement and the Articles, the Directors either as a Board or as a committee thereof may convene, adjourn and otherwise regulate their meetings, as they think fit.

48. **Telephone Meetings:** If all of the Directors of the Corporation consent, one or more Directors may participate in a meeting of the Board or a committee of the Board by means of teleconference. Any such Director participating in such a meeting in such manner shall be considered present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board and of committees of the Board.
49. **Time of Notice:**
- (a) Notice of the time and place of each meeting of the Board shall be given in the manner provided in these By-laws to each Director, in the case of notice given by personal delivery, telecopier or other means of electronic communication, not less than forty-eight (48) hours before the time when the meeting is to be held, and in the case of notice given by mail, not less than four (4) days before the time when the meeting is to be held, provided that meetings of the Board or of any committee of the Board may be held at any time without formal notice if all the Directors are present (including present by way of telephone participation) or if all the absent Directors waive notice.
 - (b) For the first meeting of the Board to be held immediately following the election of Directors at an annual Meeting of Members or special meeting of the Members or for a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, no notice need be given to the newly elected or appointed Director or Directors in order for the meeting to be duly constituted, provided a quorum of the Board is present.
50. **Contents of Notice:** Notice of any meeting of the Board shall state in reasonable detail the business to be conducted at the meeting.
51. **Waiver:** Notice of any meeting of the Board or of any committee of the Board, or any irregularity in any meeting or in the notice thereof may be waived by any Director in any manner, and such waiver may be validly given either before or after the meeting to which such waiver relates.
52. **Quorum:**
- (a) A quorum for any meeting of the Board shall consist of a majority of the voting members of the Board or such other number, but no fewer than half of the voting Directors, or such other number as the Directors may by resolution from time to time determine.
 - (b) A quorum must be present throughout the continuation of the meeting.

- (c) If a quorum is not present at the time and place fixed for the meeting in the notice thereof, the meeting shall, without further action, stand adjourned to be convened on the same day of the following week at the same place and at the same time and those present at the adjourned meeting shall constitute a quorum.
53. ***Chair of the Meeting:*** The Board shall elect a chairperson and a vice-chairperson from among the Directors, such election to be held at the discretion of the Board, but at a minimum of every two (2) years. The chair of the Board elected as set out in this section 53 shall chair every meeting of the Board. If there is no such officer present within thirty (30) minutes after the time appointed for holding the meeting or no such officer is willing to act as chair, the Directors present may choose one of their numbers to chair the meeting.
54. ***Adjournment:*** The chair of a meeting of the Board may with the consent of a majority of the Directors present at a meeting, adjourn any meeting of the Board to a fixed time and place and, subject to the Act, if a quorum is constituted at the time of adjournment no notice of the fixed time and place for the holding of the adjourned meeting shall be required, provided that the adjourned meeting is held in accordance with the terms of the adjournment. The Directors who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. However, if there is not a quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting that might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
55. ***Voting:*** Decisions of the Board shall be determined by a majority of votes of the voting Directors present, including the chair of the meeting. For further certainty, voting shall be permitted to occur via telephone or through other electronic means. The Non-voting director shall be permitted to bring motions forward, but shall not be permitted to vote at meetings of Directors.
56. ***Resolution in Writing:*** A resolution in writing signed by all the Directors entitled to vote on that resolution at a meeting of Directors is as valid as if it had been passed a meeting of the Directors. Such resolution may be signed in counterparts and may, for further certainty, be executed electronically.

PART SEVEN

NOTICES

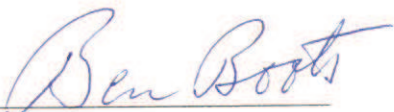
57. ***Manner of Notice:*** Any notice (which includes any communication or document) to be given pursuant to the Act, the Articles, the By-laws or otherwise to a Member, Director, officer, auditor or member of a committee of the Board shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to such person's latest address as shown on the records of the Corporation or if mailed to such person at the said address by prepaid ordinary or airmail or if sent to such person by telecopier or other means of electronic

communication. A notice so delivered shall be deemed to have been given when it is delivered personally or to the said address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; a notice so sent by telecopier or other means of electronic communication shall be deemed to have been given when dispatched or when delivered to the appropriate communication company or agency or its representative for dispatch. The Corporation may change or cause to be changed the recorded address, telecopier number or any other electronic address or number of any Member, Director, officer, auditor, or Member of a committee of the Board in accordance with any information which the Corporation reasonably believes to be reliable.

58. **Notice Computation:** In computing the time when notice must be given under any provision requiring a specific number of hours' notice, the hour of giving the notice and the hour of commencement of the meeting shall be excluded, and in computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.
59. **Returned Notices:** Where notices or other documents required to be given by the Corporation to its Members have been given to a Member at such Member's latest mailing address, telecopier number or other electronic address as shown on the records of the Corporation and where, on three (3) consecutive occasions, notices or other documents have been returned to the Corporation, the Corporation is not required to give to the Member any further notices or other documents until such time as the Corporation receives written notice from the Member requesting that notices and other documents be sent to the Member at a specified address or number.
60. **Signature:** Subject to the Act, the signature of any Director or officer of the Corporation to any notice may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.
61. **Certificate of Office:** A certificate of any Director or officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the mailing or delivery or service of any notice or other document to any Member, Director, officer or auditors or publication of any notice or other document shall be conclusive evidence thereof and shall be binding on every Member, Director, officer or auditor of the Corporation, as the case may be.
62. **Common Notice:** A special meeting and the annual Meeting of Members of the Corporation may be convened by one and the same notice, and it shall be no objection to the said notice that it only convenes the second meeting contingently on any resolution being passed by the requisite majority at the first meeting.

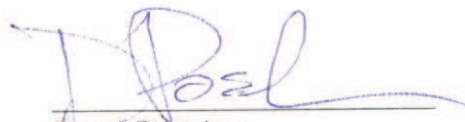
63. **Omissions and Errors:** The accidental omission to give any notice to any Member, Director, auditor or Member of a committee of the Board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance of the notice shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on such omission.
64. **Books and Records:** The Directors shall see that all necessary books and records of the Corporation required by the By-laws, the Act or by any applicable statute or law are regularly and properly kept.

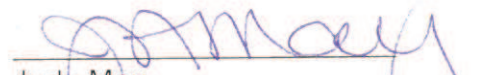
ENACTED by the Board as of the 26th day of July, 2017.



Ben Boots


Chuck McDonald


Dale Schoffer


Daryl Posehn


Judy May


Dave Richards

CONFIRMED by the Members in accordance with the Act as of the _____ day of _____, 2017.

THE CITY OF REGINA

Per: _____

Name: _____

Title: _____

THE CITY OF MOOSE JAW

Per: _____

Name: _____

Title: _____

**BUFFALO
POUND
WATER**
BOARD OF
DIRECTORS

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

▼
November 6, 2017

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

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

Dear Sirs:

Re: Approval of the BMO Loan Documents

Please be advised that on November 6, 2017 the Buffalo Pound Water Board of Directors passed the following resolution:

"THAT the Buffalo Pound Water Board of Directors approve and authorize the Financing and authorize the Corporation to execute and enter into the Documents subject to the City of Regina and the City of Moose Jaw each passing their respective Borrowing / Guarantee Bylaws on November 27, 2017 and execute the attached form of Resolution.

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

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

Yours truly



Chuck McDonald
Chair
Buffalo Pound Water Board of Directors
Encl.
/lw

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

WHEREAS Bank of Montreal ("**BMO**") has offered to establish certain credit facilities in favour of Buffalo Pound Water Treatment Corporation (the "**Corporation**") for the purposes more particularly set out in the credit agreement dated as of November __, 2017 together with any amendments thereto (the "**Credit Agreement**") in connection with the loan more particularly described therein (the "**Loan**");

AND WHEREAS in connection with the Loan, the Corporation desires to enter into an International Swaps and Derivatives Association Inc. Master Agreement with BMO dated as of November __, 2017 (the "**ISDA Agreement**") in connection with managing and hedging interest rates for the Loan;

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

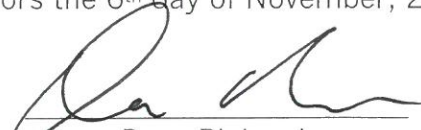
NOW THEREFORE BE IT RESOLVED THAT:

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

WITNESS the signatures of all of the Directors the 6th day of November, 2017.



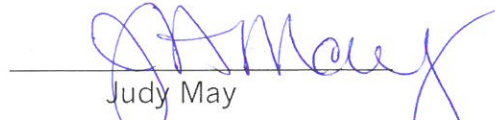
Chuck McDonald



Dave Richards



Dale Schoffer



Judy May



Ben Boots



Daryl Posehn

**BUFFALO
POUND
WATER**
BOARD OF
DIRECTORS

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

October 27, 2017

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

Mr. Byron Werry
A/Chief Financial Officer
CITY OF REGINA
PO Box 1790
Regina, SK
S4P 3C8

Dear Sirs:

Re: Appointment of Auditor – City of Regina and Related Entities

The Buffalo Pound Water Treatment Corporation has a service agreement with the City of Regina to provide Financial Services (Financial Reporting, Cash Management, Accounting Service Payables & Purchasing and Payroll) on behalf of the Corporation. This agreement eliminates the need for the Corporation to have one or more finance persons on staff and the supporting financial and payroll software systems. The cost of the annual contract is less than a FTE and there is no software required for the Corporation. As the City of Regina provides the Financial Services, they also maintain the General Ledger and prepare the Annual Financial Statements on behalf of the Corporation. As a result, using the same Auditor as the City of Regina provides synergies and cost savings by not having an auditor who would not be as familiar with the financial records and would have to rework Regina's system for the Corporation.

The City of Regina's appointment of the current auditor (Deloitte) expired at the completion of the 2016 audit. In May, 2017, Regina's City Council provided management with the authority to initiate the process to engage professional audit services for the City of Regina and related entities (including Buffalo Pound Water Treatment Corporation). The City of Regina issued proposals in June with the proposals being evaluated by a Committee. The Committee subsequently recommended the appointment of MNP LLP as the auditor for the period 2017-2021.

Regina's City Council at its meeting held on August 28, 2017 adopted the following motion, in part:

"1. That MNP LLP be appointed as auditors for the years 2017 through 2021 to perform the annual audit for the City and its legal entities:

... Buffalo Pound Water Treatment Corporation. ... "

Pursuant to Section 5.2(i) of The Unanimous Membership Agreement, the Buffalo Pound Water Treatment Corporation shall not appoint or make any change in the Auditor without prior approval of the Cities.

and 7.2(b)(ii) which provides that in conjunction with the Annual Report, the Corporation shall conduct its annual general meeting which will:

(ii) appoint the Auditor.

The Cities at the April 28, 2016 Annual General Meeting approved, by consensus, the appointment of Deloitte LLP, Chartered Accountants, as the Corporation's auditors for the years 2016 & 2017. With the City of Regina having appointed MNP LLP as its new auditors for the years 2017-2021, the Buffalo Pound Water Treatment Corporation should follow suit or have to obtain its own auditor, subject to the Owners' approval, which will add a layer of complexity and cost to the audit.

In view of the foregoing, Buffalo Pound Water Treatment Corporation is hereby requesting that the respective City Councils for the Cities of Regina and Moose Jaw approve the appointment of MNP LLP as the Corporation's auditor for the period 2017-2021.

I trust the above is satisfactory and look forward to your favorable response.

Yours truly,



Chuck McDonald
Chair
Buffalo Pound Water Board of Directors
/lw

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: 2018 Alley Maintenance Strategy and Special Tax Levy Funding Options

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE -
NOVEMBER 7, 2017**

That the City Solicitor be instructed to prepare the 2018 Alley Maintenance Special Tax Bylaw, which includes the following levies, proposed revenues and estimated costs.

Paved Alleys:

Levy	\$3.98 per assessable foot
Proposed Revenue	\$3,334,679
Estimated Cost	\$3,334,679

Gravel Alleys:

Levy	\$2.80 per assessable foot
Proposed Revenue	\$1,725,500
Estimated Cost	\$1,725,500

FINANCE AND ADMINISTRATION COMMITTEE - NOVEMBER 7, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not need Council approval.

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

The Finance and Administration Committee, at its meeting held on November 3, 2017 considered the following report from the Administration:

RECOMMENDATION

1. That the City Solicitor be instructed to prepare the 2018 Alley Maintenance Special Tax Bylaw, which includes the following levies, proposed revenues and estimated costs.

Paved Alleys:

Levy	\$3.98 per assessable foot
Proposed Revenue	\$3,334,679
Estimated Cost	\$3,334,679

Gravel Alleys:

Levy	\$2.80 per assessable foot
Proposed Revenue	\$1,725,500
Estimated Cost	\$1,725,500

2. That this report be forwarded to the November 27, 2017, meeting of City Council for approval.

CONCLUSION

There is no proposed increase for the 2018 Alley Maintenance Program, as the newly collected taxes will be sufficient to cover planned expenses. However, if there are unforeseen circumstances that arise, the deferred revenue account will be drawn upon for 2018.

The amount of deferred revenue going forward should be reduced substantially and drawn down in the future, due to a right sizing of the budget to match the actual tax contributions. Additionally, tasks that should have been charged to the Alley Tax have recently been charged to some of the service areas (i.e. snow removal in lanes and tree pruning) and these services will now be charged to the alley tax as directed in the Bylaw.

Based on the last five years average, the reconstruction of 5.7 kms of paved alleys and refreshing 13.4 kms of gravel alleys, this program is on target to meet both the 30 year cycle for paved alley reconstruction and the 10 year cycle for refreshing gravel alleys.

BACKGROUND

The City's Alley Maintenance Program is intended to provide a sustainable alley system that is passable, safe, affordable, efficient, equitable and environmentally responsible. There are approximately 306 km of alleys in the city consisting of 172 km of paved alleys and 134 km of gravel alleys. The alley tax is designed to cover annual maintenance activities such as tree pruning, sweeping, snow removal, regrading of gravel alleys and pot hole patching on asphalt alleys in addition to the capital renewal of these assets.

In a typical season, the Sweeping & Alleys branch accomplishes the following tasks:

Paved Alleys

- reconstruction of approximately 5.7 km each year to accomplish a 30 year cycle of the program;
- one sweep of alleys, typically after the completion of the spring sweep;

- maintenance including repairing potholes, depressions and failures;
- plowing, as outlined in the Winter Maintenance Policy; and
- tree pruning, to ensure there are no obstructions that may cause safety or operational concerns.

Gravel Alleys

- maintenance of alleys four to five times each summer, including blading to ensure even surfaces and adding additional gravel as required;
- refreshing of 13.4 km each year including repairing soft spots, correcting minor drainage concerns, removing contaminated material and replacing with new material. The 13.4 km each year is putting us on track to complete a 10-year cycle;
- cleaning of catch basin sumps as required;
- plowing, as outlined in the Winter Maintenance Policy; and
- tree pruning, to ensure there are no obstructions that may cause safety or operational concerns.

The City's Alley Maintenance Program is governed by *The Cities Act*, Sections 275-278, which provides the authority to levy a special tax on properties for specific services. Property owners abutting paved or gravel alleys are required to pay the special tax, with revenues collected providing 100 per cent of the operating and maintenance funds dedicated to the Alley Maintenance Program.

Additional historical information on the Alley Maintenance Program has been attached as Appendix A of this report; the historical data of the special tax levy and the yearly deferred revenue amounts have been attached as Appendix B of this report.

DISCUSSION

Proposed 2018 Paved & Gravel Alley Budgets

The proposed special tax levy for 2018, for paved and gravel alleys are summarized in Table 1 and Table 2, respectively. In the past few years, warmer and drier than normal weather conditions have reduced the volume of alley maintenance required under the program. The drier conditions have produced less wash boarding and potholes in gravel lanes, which has reduced the amount of grading work required. Whereas a wetter summer would increase the amount of potholes and wash boarding in gravel lanes and would lead to an increased need to refresh and regrade the lanes. This has produced an increase in deferred revenue accounts relating to alley maintenance, which is reflected with no rate increase planned for 2018.

Table 1: Existing and Proposed Paved Alley Special Tax Levy

Paved Alley Levy	2017 Levy	Proposed 2018 Levy
-------------------------	------------------	---------------------------

Assessable Footage*	837,859	837,859
Levy Rate	\$ 3.98/ft.	\$ 3.98/ft.
Levy Amount per 50 ft. lot	\$ 199.00	\$ 199.00

* Any change in assessable footage can be attributed to continual updating of City records.

Table 2: Existing and Proposed Gravel Alley Special Tax Levy

Gravel Alley Levy	2017 Levy	Proposed 2018 Levy
Assessable Footage*	616,250	616,250
Levy Rate	\$ 2.80/ft.	\$ 2.80/ft.
Levy Amount per 50 ft. lot	\$ 140.00	\$ 140.00

* Any change in assessable footage can be attributed to continual updating of City records.

Full Level of Service Cost Recovery

The maintenance and reconstruction of alleys is based on the principle of full cost recovery, which means that the costs associated with the maintenance and reconstruction is fully offset by the levy collected. The original 1996 Alley Maintenance Strategy, approved by City Council, provided basic clarity on the reconstruction/gravel refresh components of the gravel and paved alleys. That strategy provided a 30-year reconstruction life cycle for paved alleys and a 10-year systematic gravel refreshment cycle in gravel alleys. Based on the last five years of alley construction work, Administration is on track to meet both the 30 year cycle of reconstruction of paved alleys and the 10 year cycle of refreshing gravel alleys.

With the implementation of the cart system for the solid waste/recycling curbside collection program, Administration is committed to monitoring the impact of this new method of waste collection on the condition of alleys. The impact of this is increased loading of vehicles on alleys and cannot be immediately determined. This necessitates the need for monitoring over a numbers of years to analyze the full affect. This increased loading and frequency could result in the need to increase the granular structure of the lanes to be able to meet their full life cycle required under this program or require an adjustment to the frequency of preventative maintenance and reconstruction schedules. The principles of asset management will also be incorporated in the Alley Maintenance Program.

Thin lift treatments have been applied to paved alleys that are suitable for such treatment. This has helped extend the life of these assets. Additional light treatments will be introduced to keep alleys in good or fair condition for longer periods of time. This may extend the life cycle of paved alleys well beyond 30 years, which would reduce the overall cost to maintain these assets. It would also delay the inconvenience associated with alley reconstruction.

RECOMMENDATION IMPLICATIONS

Financial Implications

Due to the existing deferred revenues, there will be no increase to the fees in 2018, as the taxes proposed for the planned expenditures will be sufficient. However, if there are unforeseen circumstances, the deferred revenue will be drawn upon for 2018. The Alley Maintenance Program is fully funded by revenues obtained through the special alley tax levy to property owners abutting and flanking alleys.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The Alley Maintenance Strategy approved by City Council in 1996, was intended to maintain the alley inventory in an acceptable and sustainable condition. Funding to fully implement that strategy was phased in over a 10-year period. Full funding for the strategy was achieved in 2006 and has continued since that time. The primary focus of the strategy is the provision of a 30-year reconstruction cycle in paved alleys and a 10-year systematic gravel refreshment cycle in gravel alleys.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Public notice of the special tax levy will be carried out in accordance with the requirements contained in *The Cities Act*. Administration also provides information to various parties, including affected property owners upon request. In addition, construction notices, where the scope of construction is significant, are hand delivered to affected abutting properties prior to the commencement of work.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read "Kristina Gentile", enclosed within a thin black rectangular border.

Kristina Gentile, Secretary

Appendix A: History of the Alley Tax Levy

Paved Alley Maintenance

In 1996, a condition survey estimated that over 47 percent of paved alleys required extensive repair or reconstruction. The majority of those alleys were constructed in the 1960s or 1970s and had far exceeded their design life expectancy.

As a result, in 1996 City Council adopted a strategy to achieve a 30 year reconstruction cycle for paved alleys. This approved strategy was phased in over a 10 year period by increasing the number of paved alley reconstructions by four alleys per year until a full implementation of 45 alley reconstructions per year was achieved. During the first half of the 10 year period, annual funding increases were approximately in the order of 10 percent. However, in 2001, City Council deferred the increase to the special tax levy for one year pending the results of an evaluation on strategy objectives, design methodology, and construction costs. The 2001 evaluation concluded that the approach was sound. In 2002, the strategy continued along with the requested special tax increases.

In 2006, funding for the strategy was fully phased in and the 30 year reconstruction cycle strategy has been maintained since that time. In 2008, an additional line item was added to the paved alley budget for snow plowing paved alleys. In 2009, additional line items were added to the paved alley budget to initiate bylaw enforcement for the pruning of private trees and for the time spent for the cost of engineering work related to alleys. In 2012, a Corporate Over Head of 22% was phased in over the following 3 years at +7 % (2012), +7 % (2013) and +8 % (2014) to total 22% per year for Corporate Over Head costs.

Gravel Alley Maintenance

Typical maintenance activities, which are undertaken to maintain stable surfaces in gravel alleys, are regular maintenance blading, systematic gravel refreshing, re-grading to improve significant drainage concerns, and spot gravelling. During the 1996 review, a 40-year reconstruction life cycle strategy was adopted by City Council for gravel alleys with the original intent that the 40 year life cycle be fully phased in by 2005.

Increasing funding levels between 1996 and 2001 resulted in the completion of those gravel alley reconstruction locations, which had originally been identified and required. The 2001 alley evaluation previously referred to, confirmed that the objectives for reconstruction had been substantially met. A revised strategy was developed, which provided additional efforts aimed towards improving surface maintenance rather than the deeper, structural reconstructions. The revised gravel alley maintenance strategy involved maintenance blading approximately four to five times during the non-winter months, spot gravelling, cleaning of catch basin sumps, minor reconstruction/drainage improvements, and achieving a systematic program of gravel refreshment based on a 10 year cycle. In conjunction, the number of full depth reconstructions was reduced to roughly the equivalent of two locations per year.

In 2006, the revised strategy was fully phased in and the strategy has been maintained since that time. In 2008, an additional line item was added to the gravel alley budget for snow plowing gravel alleys. In 2009, additional line items were added to the gravel alley budget to initiate

bylaw enforcement for the pruning of private trees and for the time spent cost of engineering work related to alleys. In 2012, a Corporate Over Head of 22% was phased in over the following 3 years at +7 %(2012), +7 %(2013) and +8 %(2014) to total 22% per year for Corporate Over Head costs.

Appendix B: Historical Data (Special Tax Levy & Deferred Revenue)

Table 1: Special Tax Levy - Historical

Gravel & Paved Alley Tax by Year			
Year	Gravel (\$/ft)	Paved (\$/ft)	Comments
1996	\$?.??	\$?.??	Data was not collected during this time period.
1997	\$?.??	\$?.??	“
1998	\$?.??	\$?.??	“
1999	\$?.??	\$?.??	“
2000	\$1.02	\$1.57	“
2001	\$1.02	\$1.57	“
2002	\$1.12	\$1.73	“
2003	\$1.23	\$1.90	“
2004	\$1.35	\$2.09	“
2005	\$1.39	\$2.15	“
2006	\$1.43	\$2.21	“
2007	\$1.48	\$2.28	“
2008	\$1.55	\$2.40	“
2009	\$1.66	\$2.64	“
2010	\$1.71	\$2.72	“
2011	\$1.81	\$2.88	“
2012	\$2.04	\$3.09	Added 7% Corporate OH (COH)
2013	\$2.33	\$3.56	Added 7%(2012) + 7% (2013) COH
2014	\$2.57	\$3.90	Added 7%(2012) + 7% (2013) + 8% (2014) COH
2015	\$2.71	\$3.85	Added Flankage to assessable footage so that is why there is a decrease to Paved Alley \$/ft.
2016	\$2.71	\$3.85	Remain the same as 2015
2017	\$2.80	\$3.98	3.4% to both Paved and Gravel for Labour, Material & Equipment Costs
2018	\$2.80	\$3.98	Remain the same as 2017

Table 2: Deferred Revenue – Historical Data

Gravel Alley Deferred Revenue	
Year	End of Year Amount
2003	\$370,442.78
2004	\$207,943.40
2005	\$25,676.71
2006	\$187,677.68
2007	\$319,795.66
2008	\$196,469.88
2009	\$93,294.11
2010	\$90,102.11
2011	\$162,081.54
2012	\$294,173.54
2013	\$636,506.67
2014	\$943,648.85
2015	\$928,086.01
2016	\$760,526.84
2017	NA

Paved Alley Deferred Revenue	
Year	End of Year Amount
2003	\$166,959.97
2004	\$86,032.21
2005	\$283,700.51
2006	\$302,293.43
2007	\$109,536.61
2008	\$142,193.07
2009	\$282,509.23
2010	\$7,013.23
2011	\$390,651.62
2012	\$1,020,655.97
2013	\$1,742,235.33
2014	\$2,413,196.59
2015	\$2,398,757.68
2016	\$2,507,692.02
2017	NA

BYLAW NO. 2017-33

THE 2018 ALLEY MAINTENANCE SPECIAL TAX BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Statutory Authority

1 The statutory authority for this Bylaw is section 275 of *The Cities Act*.

2 In this Bylaw:

“**alley**” means a public highway within the City of Regina that is primarily intended to give vehicles access to the rear of real property;

“**Director**” means the person appointed to the position of Director of Assessment and Property Taxation for the City of Regina;

“**flankage**” means the longer side of a lot, including an irregularly shaped lot;

“**general maintenance**” includes blading, tree pruning, mowing, permanent patching or other work required to keep the alley in a reasonable state of repair or to allow maintenance equipment to access the alley;

“**gravel alley**” means any alley that is not a paved alley;

“**paved alley**” means an alley that is surfaced with asphalt regardless of the condition or attributes of the subsurface of the alley.

Levy

3 Subject to section 5, the City of Regina will charge the following levies to raise revenue to pay for alley maintenance in 2018:

(a) \$2.80 per assessable foot against properties abutting or flanking gravel alleys; and

(b) \$3.98 per assessable foot against all properties abutting or flanking paved alleys.

Rate

4 The Director will determine the assessable frontage of each property abutting an alley to which the rates in section 3 apply.

5. The Director will determine the assessable flankage of each property flanking an alley to which rates in section 3 apply in a manner consistent with the City’s policy for determining an equivalent front footage for irregular shaped lots.

- 6 Where a property to which section 3 applies both abuts and flanks an alley, such property shall only be assessed a levy for the portion of the property that abuts the alley.

Planned Work

- 7(1) The work planned for gravel alleys includes:

- (a) general maintenance;
- (b) spot gravelling;
- (c) catch basin cleaning;
- (d) drainage improvements;
- (e) reconstruction and gravel refreshing; and
- (f) snow plowing.

- (2) The work planned for the paved alleys includes:

- (a) general maintenance;
- (b) reconstruction;
- (c) drainage improvements;
- (d) sweeping; and
- (e) snow plowing.

Estimated Cost

- 8 The estimated cost of providing alley maintenance services in 2018 is:

- (a) \$1,725,500.00 for gravel alleys; and
- (b) \$3,334,679.00 for paved alleys;

for a total estimated cost of \$5,060,179.00.

Review

- 9(1) Where the owner of property against which the special tax is levied believes that a specific error has been made in the application or calculation of the special tax on

the property, the owner may, in writing, request the Director to review the specific error.

- (2) The Director must receive the request in subsection (1) within 30 days from the date on which the notice of taxation respecting the property was mailed.
- (3) Upon receipt of a request in subsection (1), the Director will:
 - (a) review the application or calculation of the special tax on the property specifically with respect to the alleged error; and
 - (b) will provide a written response to the owner of the findings of the review.
- (4) Where the Director determines that an error has been made in the calculation or the application of the special tax on a property, the Director must take whatever action is necessary to correct the error on the tax roll.

Excess Revenue

- 10 If there is excess revenue from the special tax levied pursuant to this Bylaw as of December 31, 2018, then the excess revenue shall be considered deferred revenue and used for alley maintenance services in subsequent years.

In Force

- 11 This Bylaw comes into force on the 1st day January, 2018.

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-33

THE 2018 ALLEY MAINTENANCE SPECIAL TAX BYLAW, 2017

PURPOSE: To levy a special tax to raise money for alley maintenance.

ABSTRACT: The bylaw imposes a special tax based on the assessable frontage and flankage of all properties abutting alleys on their rear property line or flank to raise revenue for alley maintenance. The Director will determine the assessable flankage of that property in a manner consistent with the City's policy for determining an equivalent front footage for irregular shaped lots to ensure all properties with alley access will be charged an equitable amount for alley maintenance. The tax rate is \$2.80 per assessable foot for gravel alleys and \$3.98 per assessable foot for paved alleys. The estimated annual cost of providing alley maintenance is \$5,060,179.00. A property owner may request that the Director of Financial Services review the application or calculation of the tax on a property if the owner considers that an error or omission was made. As required by section 278(2) of *The Cities Act*, the Bylaw states that any excess revenue will be held in reserve and used for alley maintenance in future years.

**STATUTORY
AUTHORITY:** Section 275 of *The Cities Act*

MINISTER'S APPROVAL: N/A

PUBLIC HEARING: N/A

PUBLIC NOTICE: Subsections 275(3) and 278(2) of *The Cities Act*; *Public Notice Policy Bylaw*, Bylaw No. 2003-8. Public Notice was provided in the Leader Post, the City's public notice board and City's website on November 11, 2017 and November 18, 2017.

REFERENCE: Finance & Administration Committee, November 7, 2017, FA17-25

AMENDS/REPEALS: N/A

CLASSIFICATION: Regulatory

INITIATING DIVISION: City Operations

INITIATING DEPARTMENT: Roadways Operations

BYLAW NO. 2017-45

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No.13)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Maps No. 3484, 3485, 3684 and 3685) are amended by rezoning the lands in Regina, Saskatchewan, as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: Pt. of NE 6-18-19 W2M and Pt. of SE 7-18-19 W2M

Civic Address: 1202 and 1500 N Winnipeg Street

Current Zoning: R5 (RW13.5) – Medium Density Residential Zone
(Railway Setback Overlay Zone)

DCD12 – Direct Control District Suburban Narrow Lot
Residential

Proposed Zoning: R6 (RW13.5) – Residential Multiple Housing Zone
(Railway Setback Overlay Zone)

R1 – Residential Detached Zone

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk

(SEAL)

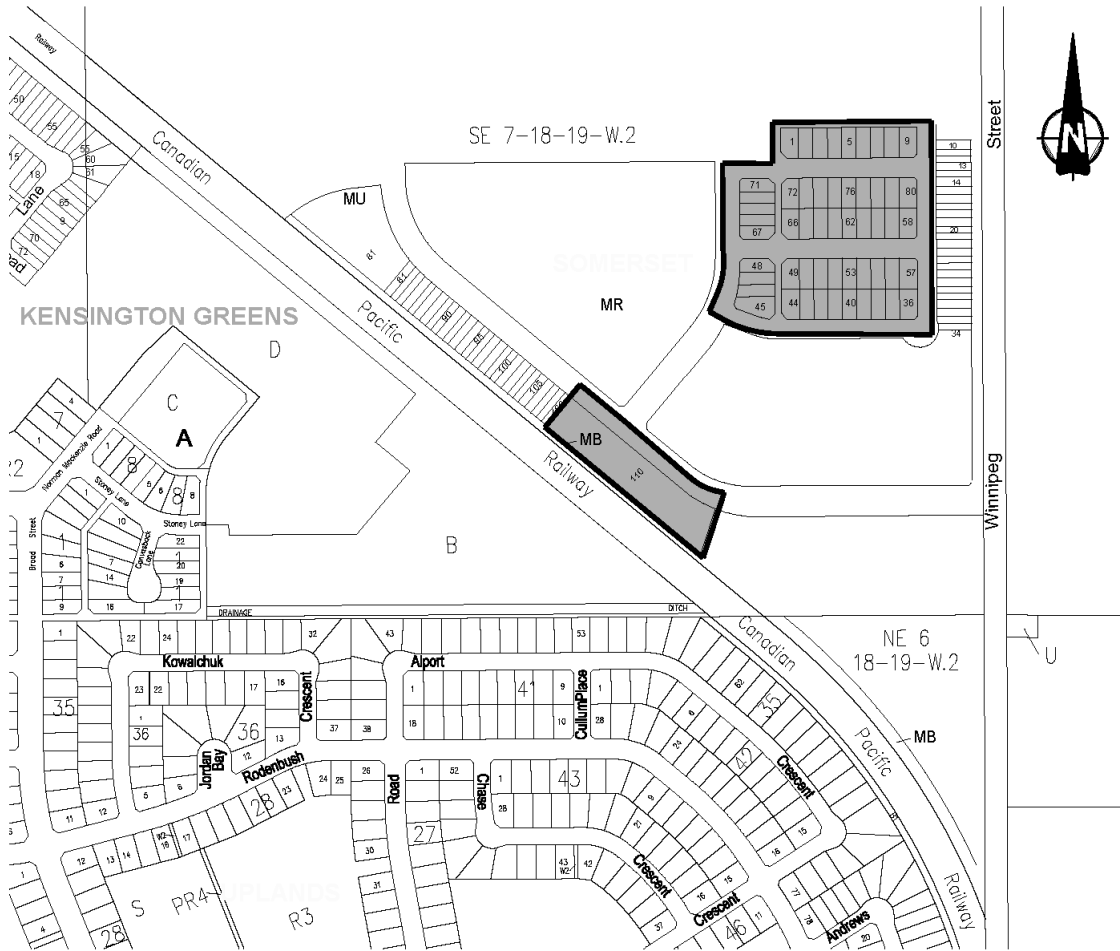
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2017-45

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 13)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed zoning amendment will allow for minor zoning changes to the first phase of development within the SomerSet Concept Plan.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 1, 2017, RPC17-39.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2017-47

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 14)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 5, Part 5B, Table 5.1 is amended by striking out the following rows under the section "RESIDENTIAL":

“

Dwelling Unit, Fourplex	999						D	P	P			P
-------------------------	-----	--	--	--	--	--	---	---	---	--	--	---

”

“

Dwelling Unit, Triplex	999						D	P	P			P
------------------------	-----	--	--	--	--	--	---	---	---	--	--	---

”

and substituting:

“

Dwelling Unit, Fourplex	999						P	P	P			P
-------------------------	-----	--	--	--	--	--	---	---	---	--	--	---

”

“

Dwelling Unit, Triplex	999						P	P	P			P
------------------------	-----	--	--	--	--	--	---	---	---	--	--	---

”

- 3 Chapter 5, Part 5B, Table 5.2 is amended by striking out the follow row under the section "RETAIL TRADE":

“

Restaurant	5812	D ₅	D ₇	P ₇	D ₅	P ₇ D ₁₆	D	P	P ₇ D ₁₆	P	P	P
------------	------	----------------	----------------	----------------	----------------	-----------------------------------	---	---	-----------------------------------	---	---	---

”

and substituting:

“

Restaurant	5812	P ₅	P ₇	P ₇	P ₅	P ₇ D ₁₆	P ₅ D ₄₈	P	P ₇ D ₁₆	P	P	P
------------	------	----------------	----------------	----------------	----------------	-----------------------------------	-----------------------------------	---	-----------------------------------	---	---	---

”

- 4 Chapter 5, Part 5B, Table 5.2 is amended by repealing the following under the section "Notes":

- “20 1000m² or less in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.
- 21 More than 1000m² in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.”

and substituting:

“20 3000m² or less in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.

21 More than 3000m² in gross floor area. For retail uses in the MAC zone, this limitation is on a single lot basis.”

5 Chapter 5, Part 5B, Table 5.2 is amended by adding, in sequential order, the following under the section "**Notes**":

“48 Capacity greater than 50 persons.”

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-47

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 14)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The purpose of the proposed zoning amendment is to eliminate regulatory barriers for uses encouraged by the Official Community Plan.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 1, 2017, RPC17-40.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2017-48

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 15)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 2, Part 2C is amended by adding the following definition after “**SHOPPING CENTRE**”:

““**SHOPPING CENTRE UNIT**” – an individual commercial use that is part of a Shopping Centre.”
- 3 Chapter 7, Part 7D is amended by adding the following section after Section 7D.4:

“7D.5 SHOPPING CENTRES AND SHOPPING CENTRE UNITS

5.1 INTENT

This Subpart is intended to regulate and clarify the development and operation of Shopping Centres and Shopping Centre Units.

5.2 APPLICATION

This Subpart applies to Shopping Centres and Shopping Centre Units, as defined in Chapter 2.

5.3 SHOPPING CENTRE UNITS – PERMITTED AND DISCRETIONARY

- (1) Where a use is listed as permitted in a zone in Table 5.2, that use shall be considered a permitted Shopping Centre Unit located within the same zone designation.
- (2) Where a use is listed as discretionary in a zone in Table 5.2, that use shall be considered a discretionary Shopping Centre Unit located within the same zone designation.

5.4 ACCESSORY USES

- (1) Subject to Chapter 11, the Development Officer may deem an accessory use as accessory to either the Shopping Centre as a whole or to individual uses that is part of the Shopping Centre.

5.5 PARKING AND LOADING FACILITIES

(1) General Shopping Centre Parking Restrictions

- (a) Unless an exception laid out in Subsection (2) applies, the minimum parking requirements for a Shopping Centre will be calculated for the total gross floor area of the Shopping Centre rather than for individual units or portions that are part of the Shopping Centre.
- (b) A Shopping Centre must meet the loading requirements laid out in Chapter 14 of this Bylaw.

(2) Exceptions to General Shopping Centre Parking Requirements

- (a) Unless a condition of the permit specifies otherwise, parking requirements that apply to a dwelling unit, as laid out in Table 14.4, apply to dwelling units that are within or part of a Shopping Centre. The gross floor area of dwelling units will not be counted toward the total gross floor area of the Shopping Centre, when determining the parking requirements of a Shopping Centre.
- (b) For a Shopping Centre on a lot zoned D or LC3, Shopping Centre Units 325 square metres or smaller will not be counted toward the gross floor area of the Shopping Centre when determining the parking requirement. These units do not require parking.”

4. Chapter 14, Part 14B, Section 14B.1, Subsection 1.2(1) is repealed and the following substituted:

- “(1) The parking requirements for a single lot or building containing more than one use shall be the total of the parking requirements for each use on the lot or in the building.

For Shopping Centres, refer to the General Shopping Centre Requirements and exceptions in Section 7D.5.5.”

5. Chapter 14, Part 14B, Table 14.6 is amended by adding the following row after Restaurants:

“

Shopping Centre Unit	
a) D and LC3 Zones	
(i) The first 325 square metres of gross floor area – see 7D.5.5(2)(ii)	No requirement
(ii) The portion in excess of 325 square metres of gross floor area – see 7D.5.5(2)(ii).	1 space per 75 square metres of gross floor area for the portion in excess of 325 square metres
b) MX Zone	1 space per 60 square metres of gross floor area
c) All other zones	1 space per 30 square metres of gross floor area

”

6. Chapter 18, Part 18D, Section 18D.1, Subsection 1.1 clause (b) is repealed and the following substituted:

“(b) the property is exempted by City Council; or

(c) is a Shopping Centre Unit.”

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-48

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 15)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed zoning amendment is intended to simplify and clarify the requirements for Shopping Centres.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 1, 2017, RPC17-41.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2017-49

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 16)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 19 – Zoning Maps (Map No. 3487) is amended by rezoning the lands in Regina, Saskatchewan, as outlined on the map attached as Appendix “A”, legally described as:

Legal Address: **part of SW ¼ SEC 14, TWP 17, RGW 19, W2M (Proposed Lots 1-27B, Block 29)**

Civic Address: N/A

Current Zoning: **UH – Urban Holding Zone**

Proposed Zoning: **R5 – Residential Multiple Housing Zone**

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk (SEAL)

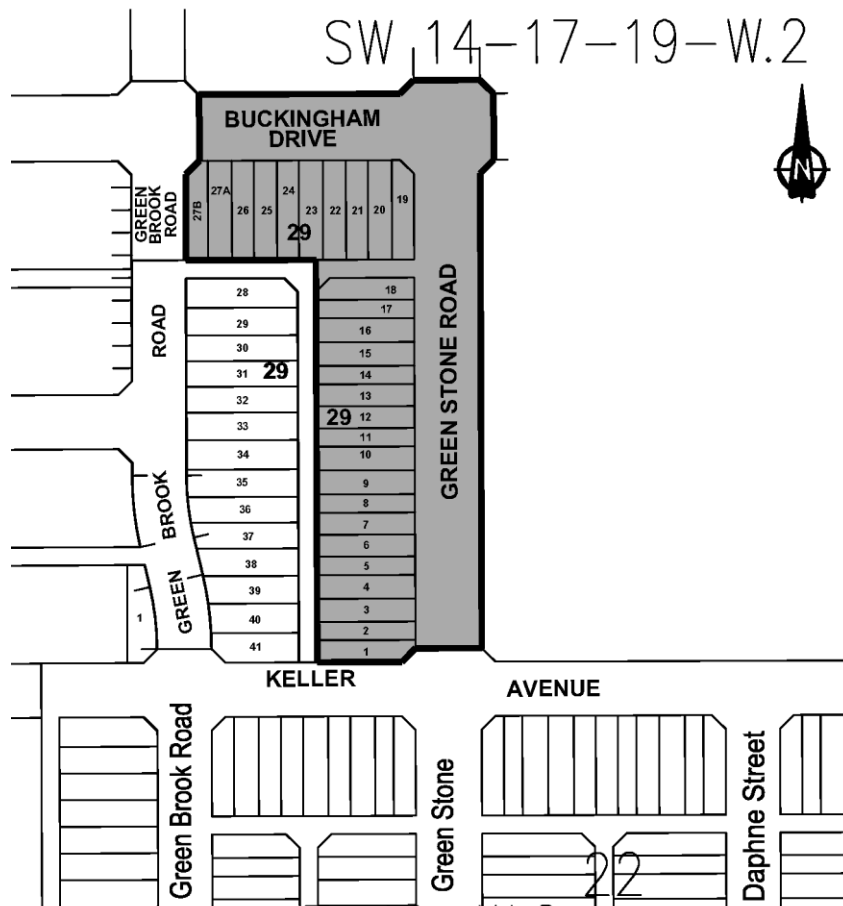
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2017-49

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 16)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed zoning amendment will allow for a medium density residential development.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 1, 2017, RPC17-38.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2017-50

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 17)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 *Regina Zoning Bylaw No. 9250* is amended in the manner set forth in this Bylaw.
- 2 Chapter 5, Part 5B, Table 5.2 is amended by striking out the following row under the section "RETAIL TRADE"

“

Licensed Restaurant	5812		D ⁷	D ⁷	D ⁵	P ⁷ D ¹⁶	D	P	P ⁷ D ¹⁶	P	P	P
------------------------	------	--	----------------	----------------	----------------	-----------------------------------	---	---	-----------------------------------	---	---	---

”

and substituting:

“

Licensed Restaurant	5812	D ⁵	D ⁷	D ⁷	D ⁵	P ⁷ D ¹⁶	D	P	P ⁷ D ¹⁶	P	P	P
------------------------	------	----------------	----------------	----------------	----------------	-----------------------------------	---	---	-----------------------------------	---	---	---

”

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

ABSTRACT

BYLAW NO. 2017-50

THE REGINA ZONING AMENDMENT BYLAW, 2017 (No. 17)

PURPOSE:	To amend <i>Regina Zoning Bylaw No. 9250</i> .
ABSTRACT:	The proposed zoning amendment will allow for a Licensed Restaurant as a Discretionary Use in the NC – Neighborhood Convenience Zone.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Required, pursuant to section 207 of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, November 1, 2017, RPC17-37.
AMENDS/REPEALS:	Amends <i>Regina Zoning Bylaw No. 9250</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Development Services

BYLAW NO. 2017-53

THE BUFFALO POUND WATER TREATMENT CORPORATION
BORROWING AND GUARANTEE BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to authorize Buffalo Pound Water Treatment Corporation as a City of Regina and City of Moose Jaw controlled corporation to incur debt obligations in the principal sum of \$45,000,000 and to authorize the City of Regina to guarantee the principal sum of \$33,300,000 plus any related interest or other costs of the debt resulting from this borrowing.

Authority

- 2 The authority for this Bylaw is *The Cities Act* and, in particular, Part IX and Divisions 5, 6, 7 and 8 of the Act.

Definitions

- 3 In this Bylaw:

- (a) **“Banker’s Acceptance Rate”** means the current discount rate at which the Bank of Montreal can sell or trade a banker’s acceptance within the secondary financial market;
- (b) **“Chief Financial Officer”** means the Executive Director, Financial & Corporate Services, who has been appointed as the Chief Financial Officer for the City by the City Manager;
- (c) **“City”** means the City of Regina or where the context requires the geographical area within the city limits;
- (d) **“controlled corporation”** means controlled corporation as defined in *The Cities Act*;
- (e) **“Negotiated Fixed Swap Rate”** means the current discount rate negotiated between Buffalo Pound Water Treatment Corporation and a counterparty through which Buffalo Pound Water Treatment Corporation and that counterparty agree to exchange interest rate cash flows (either from a floating rate to a fixed rate or from a fixed rate to a floating rate based on an underlying reference rate or index such as interest or foreign exchange rate) based on a notional principal amount for a fixed period in the future;

- (f) **“Prime Rate”** means the annual rate of interest announced from time to time by the Bank of Montreal as being its reference rate then in effect for determining interest rates on Canadian Dollar denominated commercial loans made by the Bank of Montreal in Canada;
- (g) **“Unanimous Membership Agreement”** means the Unanimous Membership Agreement entered into on January 1, 2016 between the City of Regina, the City of Moose Jaw and Buffalo Pound Water Treatment Corporation.

Debt Limit

- 4(1) The City received approval of the re-establishment of its long-term debt limit of \$450,000,000 granted by the Saskatchewan Municipal Board on October 5, 2016.
- (2) The City’s outstanding debt including loans previously guaranteed by the City as of September 30, 2017 totals \$302,537,626.
- (3) The City’s total outstanding debt including guarantees as of September 30, 2017 and the debt authorized pursuant to this Bylaw results in debt that is below the debt limit established by the Saskatchewan Municipal Board.

Authorization and amount of loan and guarantee

- 5(1) Pursuant to clause 5.2(f) of the Unanimous Membership Agreement and section 153 of *The Cities Act*, the City authorizes the following:
 - (a) Buffalo Pound Water Treatment Corporation to borrow the principal sum of up to \$45,000,000 (Canadian funds) from the Bank of Montreal for the purposes set out in section 6 of this Bylaw; and
 - (b) the City to provide a guarantee of up to the principal sum of \$33,300,000 plus any related interest or other costs relating to the debt set out in clause (a) to the Bank of Montreal.
- (2) The City is authorizing Buffalo Pound Water Treatment Corporation to incur the debt obligation provided for in subsection (1) as the City is the owner of 74 Class A voting memberships in Buffalo Pound Water Treatment Corporation and Buffalo Pound Water Treatment Corporation requires approval of both the cities of Regina and Moose Jaw pursuant to clause 5.2(f) of the Unanimous Membership Agreement prior to the borrowing of money or the issuing of any debt obligation or amending, varying or altering the terms of any existing debt obligation.
- (3) The Chief Financial Officer of the City is authorized to negotiate, approve and enter into all necessary agreements with the Buffalo Pound Water Treatment

Corporation, the City of Moose Jaw and the Bank of Montreal on behalf of the City and generally to do all things and to execute all documents and other papers in the name of the City, in order to carry out the borrowing and guarantee as provided in this Bylaw.

- (4) The City Clerk is authorized to affix the City's seal to all documents and papers required by subsection (3).

Purpose of the borrowing

- 6 The money borrowed by Buffalo Pound Water Treatment Corporation shall be used for the purpose of undertaking a capital electrical overhaul and other upgrades of the Buffalo Pound Water Treatment Plant including but not limited to the construction of a main redundant power supply, a lake pump station transmission line replacement and lake pump station power supply, pumping upgrades and other general modifications, replacements and upgrades that may be required to be completed from time to time.

Details of the borrowing

- 7(1) The \$45,000,000 loan will proceed by way of a loan agreement and an interest rate swap agreement with the Bank of Montreal.
- (2) The purpose of Buffalo Pound Water Treatment Corporation entering into an interest rate swap agreement is so that Buffalo Pound Water Treatment Corporation can manage, mitigate or eliminate the risks related to interest rate fluctuations.

Rate of Interest

- 8(1) Under the loan agreement, Buffalo Pound Water Treatment Corporation has the option of paying interest on the loan at the Banker's Acceptance Rate plus 0.75% or the Prime Rate less 0.50%.
- (2) Under the interest rate swap arrangement, Buffalo Pound Water Treatment Corporation will exchange the Banker's Acceptance Rate plus 0.75% with a counterparty and will instead only pay interest on the loan based on the Negotiated Fixed Swap rate plus:
 - (a) a 0.75% credit spread for the first 10 years of the interest rate swap agreement; and
 - (b) a credit spread determined based on the creditworthiness of the cities of Regina and Moose Jaw for the balance of the term of the interest rate swap agreement.

Term

- 9(1) The term of the loan is 10 years from the date that funds are advanced to Buffalo Pound Water Treatment Corporation and the term of the interest rate swap agreement may be up to 25 years from the date that funds are advanced to Buffalo Pound Water Treatment Corporation.
- (2) Notwithstanding subsection (1) at the end of the 10 year period of the loan the interest rate swap agreement may be terminated if Buffalo Pound Water Treatment Corporation does not renegotiate or extend the loan for a further term.

Payments and Terms of Repayment

- 10(1) Buffalo Pound Water Treatment Corporation is required to make payments on the principal amount of the loan and interest based on a 25 year repayment schedule.
- (2) The principal amount of the loan and interest shall be payable monthly from the date the loan is entered into until the end of the term.
- (3) At the end of the 10 year term of the loan, Buffalo Pound Water Treatment Corporation is required to repay in full all of the principal amount of the loan and interest which is then outstanding at that point in time, unless a further loan is negotiated and approved by Buffalo Pound Water Treatment Corporation and the respective City Councils of the cities of Regina and Moose Jaw.

Buffalo Pound Water Treatment Corporation's Source of Payment

- 11 Buffalo Pound Water Treatment Corporation will repay the principal and interest owing under the loan as well as any interest rate swap agreement termination fees from the revenue it receives from water rates that are charged to the cities of Regina and Moose Jaw.

Source of Payment if City is required to pay

- 12 If the City is required under the guarantee to pay any principal, interest or interest rate swap termination fees under the loan or any interest rate swap agreement identified in this Bylaw, the City shall make the payments from any of the following sources:
- (a) municipal property taxes;
 - (b) the general fund reserve; and
 - (c) the general utility reserve.

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

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-53

THE BUFFALO POUND WATER TREATMENT CORPORATION BORROWING AND GUARANTEE BYLAW, 2017

PURPOSE:	To authorize the Buffalo Pound Water Treatment Corporation to borrow up to \$45,000,000 and to authorize the City of Regina to guarantee \$33,300,000 of this debt
ABSTRACT:	This Bylaw provides the necessary authorizations for the Buffalo Pound Water Treatment Corporation to borrow \$45,000,000 as well as for the City to guarantee \$33,300,000 of this debt. This bylaw sets out the amount of money to be borrowed, the purpose for the borrowing, the rate of interest or how the interest is calculated, the term of the loan, terms of repayment as well as the sources for repayment of the loan. This Bylaw also provides information on the City's debt limit and the City's current level of debt.
STATUTORY AUTHORITY:	Part IX and Divisions 5, 6, 7 and 8 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Public Notice is required pursuant to subsection 101(2) of <i>The Cities Act</i> . Public Notice was provided in the Leader Post, the City's public notice board and the City's website on June 17, 2017 and November 4, 2017.
REFERENCE:	Executive Committee, November 15, 2017, Report EX17-35
AMENDS/REPEALS:	new bylaw
CLASSIFICATION:	Administrative and Executory
INITIATING DIVISION:	Corporate Services
INITIATING DEPARTMENT:	Finance

Good afternoon Your Worship, City Councillors, Committee Members. My name is Alvin Knoll and I am presenting on behalf of the German community. Today I would like to speak on progress and what that means to the City of Regina.

I was fortunate enough to spend 32 years in this building employed by the City of Regina. Over that time I witnessed many things. I well remember moving into this building in 1976 from the old City Hall. Our staff only filled up the lower 8 floors; the upper floors were rented out to the Provincial Government. The cost of this building was \$10 million dollars, a huge amount back in those days. I can also remember the completion of the Ring Road back in 1979 and the opening of Lewvan Drive in 1984. I also remember the intense studies done on the Rail Relocation on the 10th floor and its eventual abandonment in the early 1980's. And yes of the placement of the Glockenspiel abutting Victoria Park in 1985. All of the above did not just happen, rather many people spent many hours laying out the groundwork and doing budgets. To me a sign of a progressive thinking people.

Let us fast forward to July 2012 and July 2015 wherein agreements were signed to build Mosaic Stadium for a cost of \$278 million and the New Trade Centre for a cost of \$22 million. Now I understand that you cannot possibly compare the above with the Glockenspiel but the point I wish to make is that the majority of these projects were completed when the City Council of the day realized that in order to be progressive, ideas that would enhance the city and life for its residents had to be implemented. With the latest ventures such as the Stadium and Trade Centre I have heard it said that the City of Regina is once more on the map. I believe we have a progressive thinking council – one that has already given its commitment to the replacement of the Glockenspiel.

If one were to look at having cash on hand to do any of these projects one would find that there is never enough money. So in conclusion if the Glockenspiel is not refurbished and reinstalled at this time, it probably will never happen; the reason being as I just mentioned, money and budgets are always tight. At this time I am hopeful that the projected cost of \$330,000 to reinstall the Glockenspiel can be trimmed down, however, not to install the Glockenspiel would be a mistake. Why not continue with this progressive thinking and make Regina one of only two cities in Canada with a state of the art Glockenspiel that honours the German community and symbolizes the coming together of people of all cultures in our city. I think we can do this. Thank you.

Respectfully submitted,
Alvin Knoll
Regina German Club

November 27, 2017

To: His Worship the Mayor
and Members of City Council

Re: Knox-Metropolitan United Church and the Regina Glockenspiel

This is to address briefly a question about the discussion that has come to our Church Board about the plan to re-install Regina's Glockenspiel in Victoria Park. We know that there is consultation happening, but as of yet, the Church has not been consulted and would appreciate the opportunity to be part of this conversation.

Knox-Metropolitan United Church with our deep love of music, is of course pleased to hear that there is a plan that a beautiful instrument be restored and re-installed. However, we are concerned whether there is due consideration about the future of the Darke Memorial Chimes, the Tower Bells here at the church gifted to the citizens of Regina by Mr. & Mrs. Francis N. Darke, dedicated in 1927. We are also concerned about the future of the Regina Bell Ringers, who are valuable tenants of the church who work to preserve and share the tradition of Manual Bell Ringing and honour Darke's wishes that the bells be used to celebrate the diverse cultures that in his time he knew would eventually call Regina home.

In the past few years, the bells have been used as one might expect, to celebrate traditional church holidays, funerals and weddings, but also observances from other faiths, and one afternoon tolled over 1000 times in recognition of Missing and Murdered Indigenous Women and Girls. The bell ringers work with groups from any background to use the bells to mark important moments in their communities. During Doors Open Regina we welcomed nearly 100 visitors, most of whom listed the chance to climb into the tower and ring a bell as a highlight of the day and we hope that even more people in the future will have a chance to experience this.

We hope that any plan will include consideration of the value of the Darke Bells, plan for co-existence, consider any potential challenges due to both Glockenspiel and Tower Bells occupying the same sonic space within the neighbourhood and ensure a continuation of 90 years of Bell Ringing that has happened here. We would be concerned that without careful planning and conversation that this project could be a detriment to the bells already in the neighbourhood, but would like to believe that harmony is possible.

We would be happy to help in the creation of any such plan to ensure that the manual rung bells toll in harmony with other music in the park, and perhaps there is already a plan in process and consideration, in which case we'd be pleased to hear more.

The church is not necessarily opposed to the current plan, but do want to ensure that there is consideration given to how this could potentially affect the bells and bell ringing in our tower, and hope that a plan for co-existence and cooperation will be created.

Respectfully submitted,

- Cameron Fraser (Minister) & Carol Schick (Chair of the Board)

Cam Fraser - Minister
Knox-Metropolitan United Church
Treaty 4 Territory - Regina, SK

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Regina's Glockenspiel

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - NOVEMBER 16, 2017**

That up to \$350,000 be considered through the 2018 capital budget for the restoration and installation of Regina's Glockenspiel

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

Councillor John Findura declared conflict prior to the consideration of item CPS17-15 citing his involvement with the Regina Multicultural Council, abstained from discussion and voting and left the meeting.

The Committee adopted a resolution to concur in the recommendations contained in the report. Recommendation #2 does not require City Council approval.

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

The Community and Protective Services Committee, at its meeting held November 16, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That up to \$350,000 be considered through the 2018 capital budget for the restoration and installation of Regina's Glockenspiel
2. That this report be forwarded to the November 27, 2017 meeting of City Council.

CONCLUSION

Refurbishment and installation of Regina's Glockenspiel in Victoria Park recognizes the German and multicultural communities' contributions to the growth and development of Regina. It marks progress towards the Cultural Plan objectives to *Ensure resources are supportive of Regina's*

immigrant history and *Conserve cultural heritage resources*. Further, the reintroduction of this cultural landmark to Regina's downtown creates an anchor for the northeast corner of Victoria Park at a major access point for the space and for City Square Plaza.

Additional work on the restoration design by McGinn Engineering & Preservation and stakeholders has resulted in overall reduction of the cost estimate from the original conceptual design. The detailed design includes an architectural concrete base with bronze details, a new controller and clappers to ensure reliable function and good tone quality for the bells, and a custom three-sided clock in homage to the original design. The final cost of the project will be subject to the proposals received through a competitive tender process per the City's purchasing policy, to a maximum of \$350,000.

BACKGROUND

In 1986, the Glockenspiel was erected by the Regina Multicultural Council along with the City and other partners in celebration of the province's 75th anniversary. It stood on the Northeast corner of Victoria Park, at 12th Avenue and Scarth Street. Shortly afterwards, the City of Regina assumed responsibility for its ongoing maintenance and operation.

The Glockenspiel had 23 brass bells attached to metal tiers, and was mounted on a six foot-tall granite pedestal. The total height was approximately 27 feet, and it was originally topped by a three-sided clock. The bells were made in Germany, and weighed between 40 and 117 pounds each.

In the late 1980's an engineering professor and two of his students were engaged to computerize the programming of the Glockenspiel's music. Maintenance and consultations with this team continued until 1994.

The City later installed three back-lit Plexiglass panels to replace the clock that had been defective for a few years due to harsh winter conditions. The panels depicted the Regina Market Square, the City of Regina and the Regina Multicultural Council, respectively.

From the late 1990's to mid-2000's, the music programming needed updates and the City attempted to recruit professional talent to ensure the proper functioning of the Glockenspiel. In 2006, the City of Regina secured a contract for the design of new hardware required to play the music in the Glockenspiel. The system ran during the spring and summer seasons and shut down for the winters.

With the arrival of the Downtown Revitalization Plan in 2010, the renovation of 12th avenue and creation of the City Square Plaza required the removal of the Glockenspiel, and it was subsequently deconstructed in October 2010. The base had suffered significant deterioration and it was demolished at the advice of engineers. The bells and steel frame were salvaged and securely stored.

In 2016, in response to renewed community interest the City consulted stakeholders including the Regina Multicultural Council, Saskatchewan Multicultural Council, Heritage Regina, the Regina German Club, and the Regina Downtown Business Improvement District in the development of a plan for reinstallation and refurbishment. Additional interested parties including the Central Library, Regina Folk Festival and the Regina Farmers Market were engaged to assess the impact of specific locations on their operations. Stakeholders were aligned in their desire to see the Glockenspiel placed as near to its original location as possible and agreed that it would play twice per day. Importance was also placed on a restoration that incorporated the original bells and stand, and a new controller and clock that could be easily operated and withstand Saskatchewan weather extremes.

An updated condition, cost assessment and design were also completed in 2016, with a preliminary cost estimate for refurbishment of over \$500,000, which included a granite base. Early in 2017 the results of this work were presented to the Council, who resolved:

1. That up to \$25,000 be allocated from the General Fund Reserve to undertake detailed design for the restoration of Regina's Glockenspiel; and,
2. That Administration issue an RFP for the detailed design of the structure and report back to the Community and Protective Services Committee with an estimate by Q4 of 2017.

DISCUSSION

Following Council's direction (CR17-26) that up to \$25,000 be allocated from the General Fund Reserve to undertake detailed design for the restoration of Regina's Glockenspiel, a request for proposals (RFP 3677) was completed and the internal selection committee decided on preferred proponent, Barry McGinn of McGinn Engineering & Preservation, Ltd.

Administration reached out to the same stakeholder group that had consulted on the restoration of the Glockenspiel in 2016 - the Regina Multicultural Council, Saskatchewan Multicultural Council, Heritage Regina, the Regina German Club, and the Regina Downtown Business Improvement District - to support the work with Barry McGinn on detailed design.

Administration separately engaged the Willoughby Residents Association and the Regina Bell Ringers, providing them an update for the overall project. An engagement meeting with the stakeholders on September 25, 2017, provided an opportunity for McGinn to present his original design which included a base constructed of granite. McGinn heard feedback from both stakeholders and administration on what areas were important to include in a revised design, such as including the original bells, having a programmable controller, and the finished landscaping around the glockenspiel. The primary focus of the conversation was on where opportunities may exist to reduce the scope or scale of the project, such as alternative materials and in-kind contributions.

McGinn explored a variety of alternatives to reduce costs, and returned to the stakeholder group with an analysis and trade-reviewed costing to better inform the discussion. Two packages were presented to stakeholders on October 17, 2017. The substantial difference between the two is the base material; the original granite stone design with trade-reviewed costing that brought the cost down considerably to \$439,674 (including contingency). The second design uses architectural concrete for the base with bronze details, which was quoted at \$346,368 (including contingency). Both packages included a four-sided clock, a new controller, and brand new clappers.

Design Elements:

Base

Following the October 17th stakeholder meeting, it was determined that the City does not have enough granite in storage to complete the Glockenspiel base. Reclaimed Tyndall stone from the old College Avenue Campus was also explored as an option; however preliminary quotes indicate that preparation of the Tyndall stone for use will be even more costly than granite. In the interests of managing the overall cost of the project, Administration is recommending that only the architectural concrete base be considered. This design also includes a wraparound seating feature and large doors to allow easy access to the controller equipment inside the base.

Clock

The original Glockenspiel included a three-sided clock, a unique and recognizable feature. One supplier has agreed that a three-sided clock can be provided at the same cost as what was quoted for a four-sided clock (approximately \$25,000), with a warranty. While the final cost will be confirmed through the tender process, Administration is now confident in recommending the design proceed with a three-sided clock.

Clappers

McGinn returned with trade-reviewed costing for new clappers, but he advised the stakeholders and Administration that he believes it is possible to maintain the existing clappers. While the cost would potentially be much less than brand new, the risk to refurbishment is there is no guarantee that the clappers will function as required. Clappers are a critical element to the overall function of the Glockenspiel, and the recommendation will include proceeding with new clappers.

Contingency and Other Cost Drivers

McGinn was able to narrow the costing and reduce the recommended contingency from 30 per cent to the industry-standard of 20 per cent, through having a better understanding of the structural design and more in-depth discussions with suppliers. Another element that helped to reduce the cost is the option to elect to clean and polish the bells in Regina. This is a task that the community could potentially volunteer to undertake, which would eliminate the need for the bells to be shipped and serviced. Finally, the improved exchange rate between USD and CAD has narrowed the costing margin significantly.

In-kind Contributions

A final step in the design process will be to identify aspects of the project that can be delivered “in-kind”. Stakeholders believe that some local tradespeople may be interested in working on this project in exchange for recognition. Administration will continue to look for these opportunities and build them into the construction tender wherever possible.

Stakeholder Endorsement of Recommendations

Administration met with the stakeholder group again on October 30th to provide an overview of the findings of the detailed design process and the design (Appendix A) that would be recommended to Community & Protective Services Committee. There were no objections to Administration’s proposed approach. Since that meeting the estimated total cost of the project has been reduced by a further \$30,000.

Operations

The Community & Cultural Development Branch in Community Services will partner with the Traffic & Engineering Branch in the Roadways and Transportation Department on regular maintenance and programming of the Glockenspiel. The art preparator for the City will be trained to program the instrument, including seasonal and special event programming. Traffic Technical Operations will be trained to manage mechanical and electrical maintenance.

Consulting with Brent Gighlione of the University of Regina Music Department, music students taking part in the City of Regina's student placement program will research and record culturally and historically accurate tunes on an annual basis. These tunes will reflect authentic German cultural heritage and become part of the tune rotation. The recommendation is that the tune be changed often to prevent fatigue, but that it remain culturally authentic with the exception for few special events in order to retain cultural significance and value.

Most of the German immigrants who arrived in Regina prior to 1914 were from the Black Sea region of Russia, and those who arrived after that came directly from Germany (Wasyliw, 2017). As there are specific and diverse cultural nuances to today's German community in Regina, it will be important to conduct and implement high-level research in order to appropriately reflect this rich heritage through music played by the Glockenspiel.

Alternatives to the recommendation

Status quo: do not proceed with restoration at this time.

The City of Regina is managing considerable cost constraints in the 2018 budget. If a decision is made to not proceed with restoration, the Glockenspiel parts would continue to be stored until funding is available. There is risk of reputational damage to the City with this option, as stakeholder expectations are high that restoration will proceed. As a public collector through the Civic Arts Collection, The City of Regina has a duty to care for items in the collection on behalf of the citizens of Regina.

Option 2: Full Restoration with deferral of purchase and installation of controller

The City will undertake full restoration of the Glockenspiel and installation of all required servicing, but defer the purchase and installation of the controller and actuators. This option still carries a \$350,000 estimate for the entirety of the project, but the initial restoration and installation of the structure is estimated at just under \$200,000. The remaining \$150,000 is a reasonable estimate for purchase, installation, initial programming and commissioning of the controller and actuators at a future date, but may be subject to change.

This option has the same attributes as full restoration. Deferral of the purchase and installation of the bell ringing system reduces the pressure of this project on a single budget year, and could provide opportunities for stakeholders to participate in fundraising to contribute to a portion of the final cost.

RECOMMENDATION IMPLICATIONS

Financial Implications

This report recommends that up to \$350,000 for restoration of the structure of Regina's Glockenspiel be considered in the preparation of the 2018 budget.

In addition to capital refurbishment costs, Administration will develop a budget request for 2019 for ongoing repair and refurbishment of the Glockenspiel. An annual operating budget of \$4000 per year will assist with operations and preventative maintenance, increasing the longevity of the instrument.

The Civic Art Collection is maintained through the efforts of a part time art preparator and minimal funding. This approach has meant that larger repairs and refurbishment, such as those required by the Glockenspiel and pieces like *Gateway* (repairs estimated at \$5000) and Jack Sures' *Bandicoots* are difficult to complete. A policy that identifies standards and rationale for commissioning, procuring, and asset management of pieces within the Civic Art Collection is a priority action within the Cultural Plan, and work began on this policy in September 2017. With a responsible asset management plan and modest budget in place, the assets in the Civic Art Collection will be maintained for future generations of residents to enjoy.

Environmental Implications

The Glockenspiel will be rebuilt using recycled and reused materials to the extent possible, including the original stand and bells, as well as using excess pavers that match those used in City Square Plaza.

Policy and/or Strategic Implications

The Cultural Plan identifies Embrace Cultural Diversity and Commemorate and Celebrate Regina's Cultural Heritage as goals for cultural development in the next 10 years. The refurbishment and installation of the Glockenspiel contributes to the objective to *Ensure resources are supportive of Regina's Immigrant History*. The City's investment in the Glockenspiel is a tribute both to early German immigrants who contributed to Regina's growth and development, as well as symbolic "of the way in which groups of different heritages come together to enrich the life of this city." (Quote from the original plaque at the base of the Glockenspiel).

The Glockenspiel nurtures appreciation of our cultural identities and support the understanding and appreciation of our city's diversity. As a landmark, it provides visitors and residents with the opportunity to immerse themselves in other cultures and create places for sharing ethnic traditions. *Design Regina* and the Cultural Plan define Heritage Value as *The aesthetic, historic, scientific, cultural, social or spiritual importance for past, present or future generations. The heritage value of a historic place is embodied by its character-defining materials, forms, location, spatial configurations, uses and cultural associations and meanings*. In commemorating and celebrating Regina's cultural heritage, the Cultural Plan calls for conservation of cultural heritage resources. This investment by the City of Regina will ensure the Glockenspiel is reinstated, preserved and maintained for many years to come.

Other Implications

Preservation and Maintenance of Public Art

The Glockenspiel is included within Regina's Civic Art Collection. The City of Regina holds and maintains the collection on behalf of the residents of Regina, and has an ethical duty to care, conserve and preserve pieces in the collection to the extent possible. Building on lessons learned from the issues maintaining the Glockenspiel throughout its life, efforts have been taken in the detailed design and recommended operating budget to ensure that the rebuilt instrument will be feasible to operate and maintain in Regina's extreme climate.

Accessibility Implications

As a piece of public art in a highly visible and pedestrian friendly corner of Victoria Park, it is anticipated that residents and visitors of all ages and abilities will be able to visit and appreciate the Glockenspiel.


COMMUNICATIONS

A communications strategy will be developed to support decisions resulting from the approved plan.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

A handwritten signature in blue ink, appearing to read "K. Gentile", is enclosed within a rectangular box. The signature is fluid and cursive, with a large initial "K" and a stylized "G".

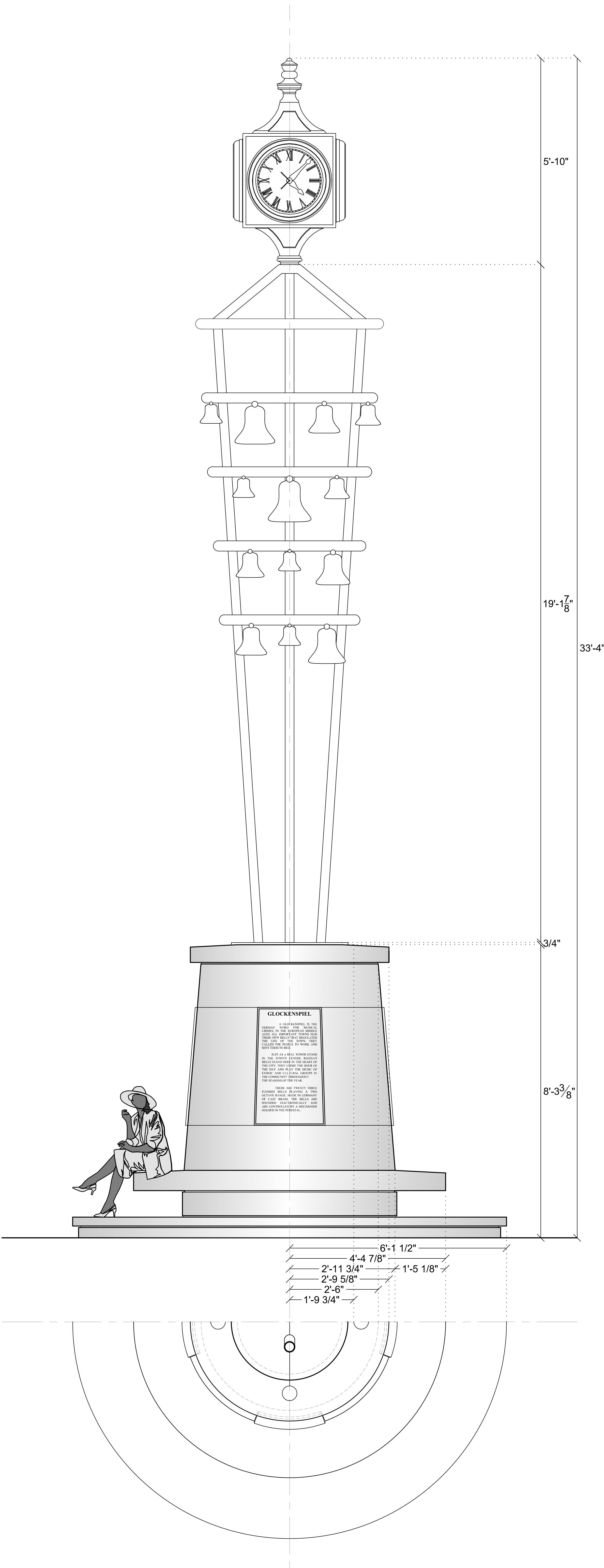
Kristina Gentile, Secretary



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Barry McGinn Architect.

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2	----	----
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REV.	DESCRIPTION	DATE
PROJECT:		
REGINA GLOCKENSPIEL		
VICTORIA PARK, REGINA, SASK.		
TITLE:		
PROPOSED CONCRETE BASE ELEVATION AND PLAN		
DRAWN BY:	SL	
DATE:	10/01/2017	
SCALE:	3/4" = 1'-0"	
DWG#:		

PR-A2-00

November 27, 2017

To: His Worship the Mayor
and Members of City Council

**RESPONSE TO THE COMMUNITY & PROTECTIVE SERVICES - CPS17-18
BYLAW ENFORCEMENT PROCESS IMPROVEMENT REPORT**

I am Brian Black, resident of south central Regina. I voluntarily serve on 2 local Community Association Boards; as Director of Community Issues for the Hillsdale Community Association and as Vice-President for the Whitmore Park Community Association. My residence borders the 2 communities and my family and I have lived in the area since the early 1980's. I am here tonight to provide you with our Community Associations' view of the Bylaw Enforcement Process Improvement report and some of our suggestions for further improvements to the processes.

I first of all want to compliment the City of Regina for their positive efforts related to establishing more focused property maintenance standards for houses and yards. It is refreshing to see that significant results have occurred and we hope the City continues with their efforts to improve their processes.

As you are likely aware, my neighbourhood borders the University of Regina and the Polytechnic educational institutions. Unlike other areas of Regina we have more demands for parking by tenants living in rented housing that have become more common in R1- Single Family Detached residential zones. Compounding the issue is the fact that numerous streets closer to the schools have become "NO PARKING" zones on the City streets to deter student and staff parking. The majority of the owners of the houses along these streets chose this and the City of Regina has established signage and enforcement of the streets by issuing parking tickets to anyone that parks on the streets. The City has increased parking enforcement with more personnel and vehicles on other streets as well.

As you may or may not realize, this has created some BIG problems for this R1 residential zone. The problem that has cropped up with this type of rental housing, aka rooming houses, is that there is not enough driveway space or street parking availability or the non-related tenants don't want to have to get other tenants to move their vehicles when they want to use their vehicle. The simple solution for most of the tenants has been to park across the front lawns of the houses; negatively affecting the appearance and safety of the neighbourhood. Now instead of attractive front and corner lot yards, there are deep ruts and dead grass in lawns from vehicles driving back and forth across sidewalks, challenging the well-being of pedestrians, especially the elderly and young. This problem is expanding and I have noticed that there are many, many instances of this infraction in our community even though the City has taken measures to deal with it.

It is not only motor vehicles that are parked across front lawns or on the side yards of corner lots, there are also boats, utility or construction trailers and other recreation vehicles stored on lawn areas year round.

Some landlords of these properties have taken inexpensive measures to provide a better base for their tenants by spreading loose materials such as gravel, sand or slag. According to the City's current *Zoning Bylaw No. 9250*, this is NOT acceptable and is in violation of the Bylaw. In other cases they have chosen to completely cover their front, side and back yards with bricks or concrete to create one large parking lot devoid of any landscaping vegetation. No enforcement of these situations ever seems to occur and because of this other property owners duplicate the practices creating streets that resemble apartment or multiple housing developments. Is this the City's answer to infill or intensification in our communities? It is not attractive at all!

The Bylaw Enforcement Process Improvement Report, composed by a manager of Bylaw Enforcement, shows that vehicles parked on front lawns and other non-designated spaces is the Bylaw Enforcement section's only reason to coordinate with staff in the Current Planning Branch, Development Services Department when initial attempts with a Notice of Violation by the Bylaw Enforcement Officer is refused by the owner of the property. The report states that,... "vehicles parked on front lawns and other non-designated spaces has been a common complaint in neighbourhoods with high concentrations of rental housing". The report states that 20% of cases that do not comply are turned over to the Current Planning Branch managers to follow up with Orders to Comply. I was really surprised to read in the report that,.. "There is no option under the *Planning and Development Act* for the city to remove vehicles in violation of front yard parking regulations without going through legal proceedings." Earlier in the same report paragraph it states that, "Front yard parking is regulated under the *Zoning Bylaw No. 9250*." This is confusing and appears to be contradictory. Another aspect that seems to be absent from this report is the City's requirement of the property owner to have a "Residential Parking and Sidewalk Crossing Permit". The bulletin on the City's web-site mentions that vehicles parked on a residential property are allowed in an approved parking space or on a legal driveway which leads to an approved space. The approved parking spaces are clearly defined along with diagrams. In order to cross City property such as sidewalks and boulevards next to front and side yards, the applicant must complete an application form, plans and supporting documents to the Development Services Department.

I think that it would be beneficial to have a report for City Council and related committees on enforcement process improvements being authored by a manager of the Development Services Department to identify what is currently occurring for the time period to resolve their 20% share of the cases and ways to improve the lengthy process referred to as legal proceedings. Our Community Association's concern is that if the Development Appeals Board allows parking on lawns and other non-designated spaces it will open the flood gates to NO enforcement at all. This is not acceptable.

There is also no mention in the Bylaw Enforcement Process Improvement report that the property owner has a choice to appeal the Order to Comply to the Development Appeals Board even though no financial penalty or other punitive measure has been

issued by the City. The report states that it takes an average of 40 days to deal with the violation of "Front Yard Parking". This provides the Bylaw Enforcement statistic. The other cases dealt with by Current Planning definitely take longer, much longer. Here is a current example for you.

An Appeal was initiated to the Development Appeals Board because the absentee owner chose to dispute the Order to Comply. It is for a rental house on Patterson Drive, a Hillsdale property that has ample off-street parking for 4 vehicles on a concrete driveway and in a backyard garage. The front yard has 2 vehicles parking next to one another on the front lawn. The cars drive back and forth across a public sidewalk and boulevard at the front of the lot in between 2 large elm trees. I have talked to adjacent residents to this property and they are furious that nothing is being done about this problem that they identified back in September to the City. The absentee owners who reside in another Saskatchewan town had received an Order to Comply from the Current Planning Branch on October 11, 2017. They decided to appeal the Order to Comply and were advised it was to be decided at a November 21, 2017 hearing (60+ days). I was at the scheduled Appeal and the Appeal Board Chair announced that it has been tabled to the next Board hearing on December 19, 2017 (90 days) because the property owners decided they could not attend the initial hearing. I heard the Chair of the Development Appeals Board state that it takes 4 weeks for the decision to be made (120 days) and it can be appealed within 20 days after that time period to the Saskatchewan Municipal Board, Planning Appeals Committee. In the event that no such appeal is made, the owner has another 30 days from the date of the Board's decision (150 days) to continue to park vehicles on the front lawn. So if you total up all the days from the Bylaw Enforcement Officer initially visiting the property to take photos, prepare notes and issue a Notice of Violation in September to the time that the owner gets his renters to discontinue parking on the front lawn of the house, it would be close to 150 days or 5 months!! So there is potential for this issue to finally be resolved sometime in February 2018. Meanwhile other vehicle owners on the same street have likely observed the parking convenience and non-enforcement and have also decided to start parking up on the front lawns of other lots. I was told by a resident on Patterson Drive that the last 7 houses on that street that have sold are all being used as rental houses.

It states in the report that the number of average days for the front yard parking violation to be resolved is 40 days and has increased since 2016. Why does it take so long? Vehicles driving back and forth across non-permitted areas of the City's boulevards next to public sidewalks is a clear safety violation and should be enforceable within a couple of days to protect vulnerable pedestrians. This not just a matter of private property land use rights. Parking on the street for more than 24 hours will result in ticket on the windshield of the vehicle in less than 48 hours and yet the front lawn parking can go on for a month and a half on average or in some cases many months before something is done about it. The report states that the City reacts to this violation when they are contacted. With our Bylaw Enforcement Officers assigned to each Ward surely these officers must notice the same violations as I do. There appears to be NO proactive enforcement of this COMMON situation.

I was surprised by the low number of front yard parking cases they have to deal with in a year for all of Regina and the total was much the same from 2016 to 2017. Driving

along main corridors in Hillsdale and Whitmore Park I can observe many properties having front lawn parking of automobiles, boats, and camping trailers unchanged week after week. Most of our citizens do not know much about regulations and expect their tax dollars to be used for effective enforcement by trained officers. They are also concerned that the City will advise their neighbours that they have “turned them in” for suspected bylaw infractions. They are fearful of retaliation from angry neighbours or landlords.

The report states that in cases of repeated occurrences, Current Planning may prosecute and/or register an interest on title. Has this ever occurred? I would be interested in knowing if this Department has ever done that for any parking on non-designated spaces. It has been stated to me in an email by one of the managers in that Department, the property owner can be fined up to \$10,000. With the City having to cut programs due to a lack of cash it seems sensible to me that the City is overlooking a significant source of penalty revenue that could be obtained for this COMMON behaviour in neighbourhoods with high concentrations of rental housing ie. Hillsdale and Whitmore Park. Plus have the beneficial effect of vastly improving the appearance of our community and most importantly the safety of the the citizens of Regina.

Our Community Associations request that the City focus their efforts as soon as possible on making more improvements to the enforcement process of vehicles parking on lawns and other non-designated spaces on residential lots and establish some reasonable financial penalties for those that have chosen to refuse to comply with the laws that everyone else follows.



November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Bylaw Enforcement Process Improvement

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - NOVEMBER 16, 2017**

That this report be received and filed.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

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

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

The Community and Protective Services Committee, at its meeting held November 16, 2017, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the November 27, 2017 City Council meeting for information.

CONCLUSION

The Bylaw Enforcement branch implemented several process changes between 2016 and 2017 that have contributed to an improved response to the enforcement needs of the community. Beginning in 2018, the branch will be reporting enforcement data as part of Municipal Benchmarking Network Canada (MBN) project, which will allow Council and senior management to compare the City's performance against other Canadian municipalities.

BACKGROUND

This report is in response to the recommendations that were approved at the April 25, 2016 meeting of City Council. The 2016 report (CR16-44) recommended against the introduction of a rental unit licensing program and advised that it would be more cost-efficient for the Administration to focus on improving enforcement processes for dealing with property

maintenance and front-yard parking, which were common complaints in neighbourhoods with high concentrations of rental properties. The recommendations were as follows:

1. *That the Administration continue implementing process improvements in bylaw enforcement, property inspection and public education to address property maintenance, residential parking and code violations.*
2. *That the Administration provide City Council an update on the effectiveness of these process improvements in Q1 2017.*

Due to changes in management within Regina Fire & Protective Services and the Bylaw Enforcement branch, the deadline to report back to Council was extended to Q3 2017.

DISCUSSION

A number of process improvement initiatives and strategies have been developed and implemented between 2016 and 2017. These initiatives are not focused on issues specific to rental housing, but have been designed to improve the overall effectiveness of bylaw enforcement officers in responding to complaints and achieving compliance. A brief overview of these initiatives and their impacts on service delivery are provided in this report.

Process Improvements

Community Standards Bylaw

The *Community Standards Bylaw, 2017-2* came into force in May 2016. To date, a total of 13 Standard Operating Procedures (SOPs) have been developed to support the enforcement of the new bylaw and are being used daily by enforcement officers when carrying out their inspection duties. In addition to SOPs, new standardized evaluation matrices and checklists have contributed to greater accountability and consistency when identifying and taking action against bylaw violations.

Resource Deployment Model

In January 2017, a new deployment model was introduced, which assigns Bylaw Enforcement Officers (BEOs) based on civic ward. A number of benefits have been realized from this new strategy, such as a more consistent statistics gathering protocol, more manageable enforcement areas, and the familiarity of the unique enforcement needs within each ward. Using ward statistics, the deployment model ensures that resources can be promptly reallocated in response to seasonal demands and changes in service request volumes.

Proactive Enforcement

Bylaw enforcement is generally carried out in two ways - reactive response to complaints and proactive response to violations found by BEOs while in the field. Historically, the branch has worked on a predominantly reactive, complaint-based system of enforcement due to resource constraints. In 2016, the proactive enforcement rate was 13 per cent. With additional officers

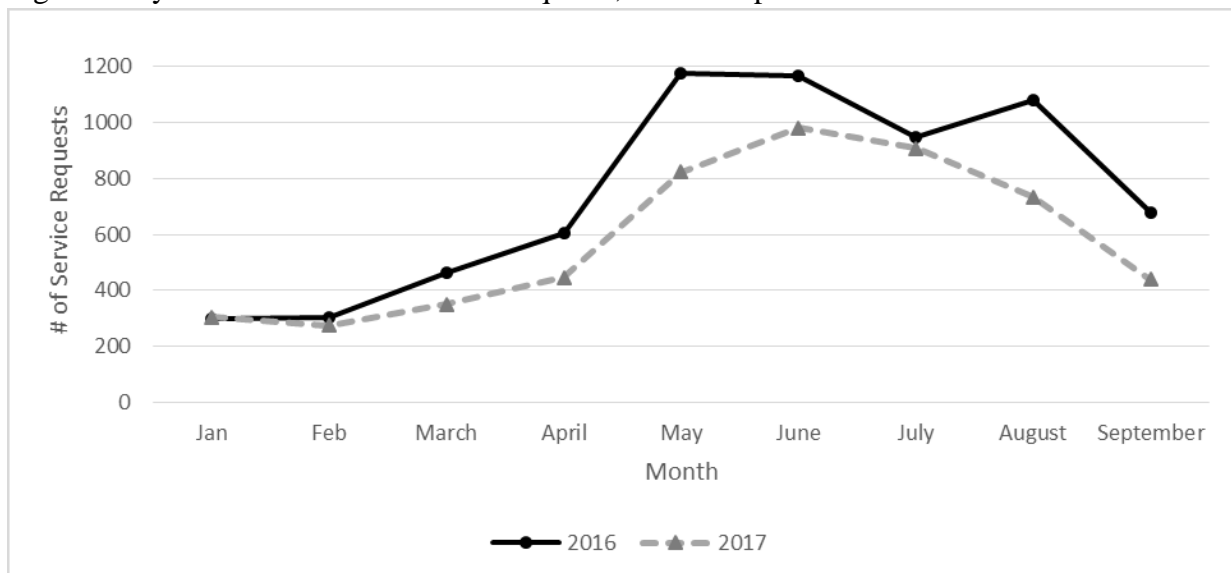
hired in the past year and the introduction of the ward deployment model, the proactive enforcement rate for 2017 is 22 per cent. In 2016, the average proactive enforcement rate of Canadian municipalities participating in MBN was 14.9 per cent.

Currently, proactive enforcement priorities are placed on *Community Standards Bylaw* violations. As advised by the Ministry of Agriculture, BEOs have ceased proactive enforcement of nuisance weeds under the *Weed Control Act*, which has allowed the branch to reallocate resources towards issues of community safety and health.

Results

The impact of proactive enforcement can be seen in service request statistics. Service Regina has seen a 21 per cent decrease in the overall number of bylaw enforcement service requests received in 2017 over the previous year (see Figure 1). These numbers suggest that BEOs are addressing violations before they become bigger problems in the community, which has resulted in fewer complaints from the public.

Figure 1. Bylaw Enforcement Service Requests, Jan. to Sept. 2016/2017



Case Resolution

Bylaw Enforcement Officers achieved voluntary compliance in 86 per cent of the cases initiated under the *Community Standards Bylaw*, *Weed Control Act*, and *Zoning Bylaw* in 2017. Investigations under these three bylaws make up approximately 75 per cent of all bylaw enforcement cases. The voluntary compliance rate in Regina is on par with other Canadian municipalities.

When a bylaw violation is identified, BEOs first attempt to gain voluntary compliance from the property owner. For non-compliance under the *Community Standards Bylaw* and the *Weed Control Act*, Bylaw Enforcement will arrange for City crews or contracted personnel to perform

the work required to remedy the problem. The cost incurred by the City to remedy a violation is applied to the property owners' taxes. In 2017, the branch performed a record number of untidy yard cleanups and junked vehicle removals (see Table 1). Factors that have contributed to this increase include the emphasis on proactive enforcement and process changes that have allowed for cleanups to be scheduled weekly throughout the year. A more efficient process for graffiti removal on private property will be reviewed for 2018.

Table 1. City remedies under Community Standards Bylaw and Weed Control Act

City remedy	2016	2017 (to Sept 30)
Yard Cleanup	49	113
Graffiti Removal (private property)	23	10
Junked Vehicle Removal	13	24
Property Maintenance Repairs/Demos	8	15
Weed Cutting	110	80

The average time it takes to close an active enforcement case has been reduced by 22 days in 2017 over the previous year. The reduction can be attributed to the introduction of *Community Standards Bylaw* SOPs, increased staffing, process improvements, and changes in enforcement priorities. Table 2 summarizes the average number of days it took to resolve the most common types of violations investigated by the branch. MBN reported that the average number of days to resolve property standards complaints was 41.5 in 2016, suggesting that Regina is on par with other Canadian municipalities.

Table 2. Days to resolve a case under Community Standards Bylaw and Weed Control Act*

Violation	2016		2017 (to Sept 30)		Change +/- days
	# Cases	Days to resolve	# Cases	Days to resolve	
Junked vehicles	262	52	234	33	-19
Weeds	1483	37	729	19	-18
Untidy yard	1236	61	1128	31	-30
Property maintenance	529	91	233	40	-51
Graffiti	372	79	96	62	-17

*includes cases where there was no violation

Public Education

In September 2017, Regina Fire & Protective Services participated in University of Regina's Welcome Week student orientation. During Welcome Week, BEOs and Public Education Officers provided students with off-campus housing information on tenant and landlord responsibilities, fire safety, and community standards. New information cards containing tenant safety tips were designed for this event. A webpage for rental specific information was also created for regina.ca. Brochures and website information have been updated to educate the public on the *Weed Control Act* and the *Community Standards Bylaw*.

In October 2017, the position of Bylaw Enforcement Officer III will be filled to oversee the coordination of the multi-jurisdictional Housing Standards Enforcement Team (HSET). This is the first time HSET will have a dedicated program coordinator and part of the BEO III's role will be to develop educational materials and deliver presentations to promote the work of HSET to government agencies, community organizations, tenants, landlords and other stakeholders.

Coordination with Current Planning

Front Yard Parking

Vehicles parked on front lawns and other non-designated spaces has been a common complaint in neighbourhoods with high concentrations of rental housing. Front yard parking is regulated under the *Zoning Bylaw No. 9250* and jointly enforced by Bylaw Enforcement and Current Planning. When a front yard parking complaint is received, BEOs conduct the initial inspection and where a violation is present, first attempt to gain voluntary compliance through a notice of violation. Voluntary compliance is achieved in over 80 per cent of front yard parking cases. If the owner or occupant does not voluntarily comply, the case file is referred to Current Planning for further enforcement action. Orders to comply are issued by Current Planning under the authority of the *Planning and Development Act*. In repeated cases of non-compliance, the City may prosecute and/or register an interest on title. There is no option under the *Planning and Development Act* for the city to remove vehicles in violation of front yard parking regulations without going through legal proceedings.

Front yard parking is the only area where the number of days to resolve increased over 2016 (see Table 3). In response to this concern, Bylaw Enforcement and Current Planning developed a joint enforcement process that was launched at the beginning of August. The new process not only provides clear roles and responsibilities for both branches, but also ensures the person in violation is provided with sufficient education on front yard parking regulations. With the new SOP in place it is expected that time to resolve these cases will decrease over the next few months.

Table 3. Days to resolve front yard parking cases*

Violation	2016		2017 (to Sept 30)		Change
	# Cases	Days to resolve	# Cases	Days to resolve	+/- days
Front yard parking	338	37	236	40	+3

*includes cases where there was no violation

Future Initiatives

Municipal Benchmarking Network Canada

Starting in 2018, Bylaw Enforcement will be reporting enforcement data as part of the Municipal Benchmarking Network (MBN). MBN Canada is a partnership of 16 municipalities across

Canada that facilitates sharing and comparing data performance statistics and operational practices. The City of Regina's participation in MBN is led by Strategy & Asset Management Department. MBN will provide credible information to assist Council, management, and bylaw enforcement staff to understand how the City is performing over time and in relation to other bylaw enforcement branches across the country.

Notice of Violation Tickets

The Notice of Violation ticket regime that was initially planned to launch in mid-2017 has been delayed as research continues into the potential of CityView software, which may satisfy ticketing needs across the entire corporation. The intent of such a regime would be to allow BEOs to issue violation tickets under the *Community Standards Bylaw* in situations dealing with repeat offenders in an attempt to change behaviour. The introduction of a Notice of Violation for select bylaw contraventions is not intended to be a significant source of revenue. The use of violation tickets would be applied similarly to what is done with fire pit violations under *The Fire Bylaw*. In 2015, there were 150 fire pit complaints received; however, only 26 violation tickets were issued generating approximately \$6,500 in fine revenue, with over 80 per cent of the inspections focused on education and voluntary compliance.

While the ability to issue tickets would provide BEOs with an additional enforcement tool under the Community Standards Bylaw, particularly when dealing with chronic offenders, the delay in implementation has not prevented the branch from meeting performance targets when it comes to resolving cases more quickly and efficiently.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The process improvements presented in this report align with the priorities and policy direction outlined in the Official Community Plan including:

Long-term financial viability: resources are being deployed more efficiently, resulting in faster response times and resolutions to bylaw enforcement complaints.

Housing: prioritizing maintenance and yard concerns ensures the upkeep and regeneration of existing housing stock.

Social development: a greater focus on education and outreach, in combination with an emphasis on proactive enforcement, supports community safety by mitigating community-identified social issues such as health and safety hazards, and unsightly properties before they become larger problems in the community.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained within this report is within the delegated authority of the Community and Protective Services Committee.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE



Kristina Gentile, Secretary



MILTON
HEIGHTS

Milton Heights Apartments

1100 Broadway Avenue, Regina, SK S4P 1E3

www.edencarecommunities.com

Milton Heights Property Tax Abatement – Presentation Brief

Slide 1 – Who we are

- Milton Heights is a Registered Charity.
- We relieve poverty by providing residential accommodation below market rates to individuals and families who are in need.
- This is more than affordable housing; this is supportive housing for 135 households, including low-income families, seniors, and those with special needs.
- Milton Heights is one of the only charitable affordable/supportive housing providers in Regina (confirming actual number for City Council).
- We received a 40% Property Tax increase in 2017.

Slide 2 – Impact

- Our Monthly fees are capped at below market rates set by the Saskatchewan Housing Corporation and, in some cases, the City of Regina.
- The overall vacancy rate in Saskatchewan was 9.4% in 2016.
- In comparison, Milton Heights averaged 0.20% vacancy in our 2016-2017 fiscal year, allowing us to reduce homelessness in Regina.
- In the end, the marginalized people without a voice will be harmed by this. We will have no choice but to pass this increase on to them. Increasing our rates will hurt vulnerable, low-income households, normally people without a voice.
- Research continues to advise that the forces that affect homelessness are complex and often interactive in nature. Social forces such as addictions, family breakdown, and mental illness are compounded by structural forces such as increased rental charges, lack of available low-cost housing, poor economic conditions, and insufficient mental health services. Together these factors impact levels of homelessness through their dynamic relations.
- Vulnerable and low-income families often face challenges in addition to attaining and maintaining housing. A small rental increase of \$10 to \$15 per month has an enormous impact on a struggling low-income family as they must choose between paying their rent and utility increases with nutrition, medication, clothing, school supplies, etc. In most cases the maintaining of housing trumps other considerations.
- The most vulnerable members of our community should not be penalized by the impact of economic budget challenges and the continued downloading of support activities by Provincial governments to Municipal governments.
- Our original intent was to ask for a greater reduction, but in consideration of the financial challenges, we are requesting a partial increase of 20% in the 2017 and 2018 tax years (half of 40%), with the remaining 20% increase in 2019.

Slide 3 – Homelessness in Regina, Milton Heights Savings

- In May 2015, the YMCA found 232 people without a home. This was the city's first Point-in-Time Count.
- On August 28, 2017, the City of Regina Councillors passed a motion to develop a plan to end homelessness in Regina.
- In addition to providing affordable and supportive housing to 135 households, Milton Heights has reduced calls to 911, including Ambulance, Police, Mental Health, and Crisis Intervention (will attempt to confirm actual number of calls and total savings)

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Milton Heights Request for Tax Abatement

RECOMMENDATION

**RECOMMENDATION OF THE FINANCE AND ADMINISTRATION COMMITTEE -
NOVEMBER 7, 2017**

That the request from Milton Heights Apartments regarding a tax abatement for the levy increase for 1100 Broadway Avenue be denied.

FINANCE AND ADMINISTRATION COMMITTEE - NOVEMBER 7, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not need Council approval.

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

The Finance and Administration Committee, at its meeting held on November 3, 2017 considered the following report from the Administration:

RECOMMENDATION

1. That the request from Milton Heights Apartments regarding a tax abatement for the levy increase for 1100 Broadway Avenue be denied.
2. That this report be forwarded to the November 27, 2017 meeting of City Council for consideration.

CONCLUSION

Milton Heights Apartments has requested a tax abatement for the increase in their levy from 2016 to 2017 on their property at 1100 Broadway Avenue. Milton Heights has previously received all applicable funding from the Housing Incentive Policy (HIP) program.

A policy for provision of permissive tax exemptions is under review; and is expected to be completed and brought forward for City Council approval in early 2018. Administration recommends this request be denied.

BACKGROUND

Milton Heights has requested a tax abatement for the increase in their property tax levy from 2016 to 2017 for the 1100 Broadway Avenue, attached as Appendix A.

Milton Heights was incorporated originally as a not-for-profit organization. In September of 2016 they became a registered charity. Their charitable purpose is to relieve poverty by providing residential accommodation below market rate to individuals and families who are in need.

Through HIP, the City of Regina (City) offers a residential tax exemption program for newly-constructed rental housing and ownership housing that meets eligibility requirements, as well as capital grants for newly-constructed rental and ownership housing that meets affordability requirements. In 2012, after a substantial renovation to 1100 Broadway Avenue, Milton Heights added seven additional units to the building. The City provided funding of \$82,348 to Milton Heights through HIP for adding these units. This funding consisted of \$70,000 from the Affordable Housing Capital Grants program and a five-year, 5 per cent property exemption in the amount of \$12,348.33 in municipal levies. The exemption was provided for the years 2012-2016.

A condition of the Affordable Housing Grant program is that Milton Heights must keep the seven rental units funded by the City at or below market average rent for Regina based on the Canadian Mortgage and Housing Corporation (CMHC) rating but limited to the maximum rental rate established by Saskatchewan Housing Corporation (SHC) for a five-year period, which expires December 31, 2018.

Milton Heights works with SHC and Social Services to provide affordable housing to 135 households composed of low income families, seniors, those with special needs and other low-income individuals. As part of an agreement with SHC, Milton Heights received a \$14,500,000 forgivable provincial loan and must provide below market rates based on the CMHC rating for the term of their agreement, which is 188 months starting in July of 2010. As a condition of this funding, Milton Heights must keep rental rates below SHC-approved rates for all 135 units over the life of their agreement with SHC.

Milton Heights' rental rates are currently 5.7 per cent - 8 per cent below the 2016 CMHC market rent average. In August 2017 Milton Heights increased rates by 1 per cent for a cost of living market adjustment. *The Residential Tenancies Act*, s.54 (2) prohibits a rent increase from occurring within six months of a previous increase.

2017 was a reassessment year in which assessment values on all properties in the Government of Saskatchewan (Province) were updated to reflect the general property values as of January 1, 2015. The average change for multi-family properties was approximately 45 per cent due to reassessment. The assessed value of Milton Heights property increased 44 per cent, which is just below the average increase for similar properties. Further, the property taxes for Milton Heights Apartments have increased on their property at 1100 Broadway Avenue, by 40 per cent from 2016 to 2017. This increase reflects mill rate increases, the expiration of a 5 percent HIP exemption and changes in the assessed value due to reassessment.

On August 29, 2016, as part of the reassessment process, Administration mailed out letters to all property owners showing an estimated impact of reassessment on their property. Reassessment information is also published on Regina.ca. This letter advised Milton Heights that their assessment was changing significantly and their municipal and library levies were estimated to increase by approximately 40 per cent in 2017. Education levies were not shown on the letter as the Province had not provided any information on the education mill rates at that time.

All property owners were mailed their 2017 Notice of Assessment showing their final 2017 assessment value on January 5, 2017. City Council approved the tax policy for the 2017 reassessment in report CR17-24 on April 18, 2017. This policy did not include a phase-in for multi-family properties as analyses showed that the actual increase per rental unit was not significant. For Milton Heights the change resulted in an increase of \$33,190 (\$19,289 municipal portion) total property tax or \$20.50 (\$11.91 municipal portion) per unit per month. 2017 Property Tax Notices showing all 2017 levies were mailed on May 4, 2017.

DISCUSSION

Milton Heights has submitted a letter requesting a tax abatement for the increase in their levy from 2016 to 2017. They are requesting the abatement stating they are restricted from raising rents within six months of a previous increase, the last of which occurred August 1, 2017. Raising rates to cover the property tax increase will put rates between 94 per cent and 97 per cent of market rental rates, which would meet the requirements of the funding agreements, but may impact occupancy rates and put a financial strain on the organization.

Milton Heights has proposed the following two different options for an abatement:

- The first option is to abate 2017 levy to 2016 paid levy.
- The second option is to abate 2017 and 2018 levies to the 2016 levies paid plus half of the increase.

The tax implications for both options are shown below. Table 1 shows the full increase from 2016 to 2017 levies. Table 2 shows the impacts of both options. If option 1 is granted total forgone levies will be \$33,189.15, of which the municipal portion is \$19,289.33. This amount was not considered in the 2017 budget and would need to be a variance to revenue for the City and the other taxing authorities. The City must obtain an agreement from other taxing authorities before abating their portion of the levies.

If option 2 is granted, the estimated total forgone levies of \$33,189.15 are split over the two years, 2017 and 2018. The estimated municipal portion of this option is \$19,289.33. The estimated forgone municipal levy is \$9,644.66 per year. This amount was not considered in the budget and would need to be a variance to revenue for the City of Regina and the other taxing authorities. The City must obtain an agreement from other taxing authorities before abating their portion of the levies.

Table 1: Change in Levy from 2016 to 2017

Actual Levy	Municipal	Education	Library	Total
2017 Levy	\$68,188.44	\$41,379.21	\$6,590.48	\$116,158.13
2016 Levy*	\$45,899.11	\$29,178.94	\$4,890.93	\$82,968.98
Change in Levy - requested Abatement amount	\$19,289.33	\$12,200.27	\$1,699.55	\$33,189.15

*2016 levy includes five percent HIP exemption

Table 2: Requested Abatement Options

	Abated Levy			
	Municipal	Education	Library	Total
Option 1: Abate 2017 levy to 2016 amount				
2017	\$19,289.33	\$12,200.27	\$1,699.55	\$33,189.15
Option 2: 50% Abatement in 2017 and 2018				
2017	\$9,644.67	\$6,100.14	\$849.78	\$16,594.58
2018**	\$9,644.67	\$6,100.14	\$849.78	
Option 2 Total	\$19,289.33	\$12,200.27	\$1,699.55	\$33,189.15

**2018 abatement is estimated using 2017 mill rates and factors

RECOMMENDATION IMPLICATIONS

Financial Implications

If the request is denied, there would be no financial implications.

If the request by Milton Heights for abatement option 1 is granted total forgone levies will be \$33,189.15, of which the municipal portion is \$19,289.33. This amount was not considered in the 2017 budget and would need to be a variance to revenue for the City and the other taxing authorities.

If the Milton Heights request for abatement option 2 is granted for 2017 and 2018 there would be estimated total of forgone levies in the amount of \$33,189.15 of which the municipal estimated

portion is \$19,289.33. In 2017, the forgone municipal levy is \$9,644.66. This amount was not considered in the 2017 budget and would need to be a variance to revenue for the City and the other taxing authorities. In 2018, the estimated municipal abatement would be \$9,644.66.

If a tax abatement is granted to Milton Heights, there is a risk of other multi-family properties coming forward requesting similar consideration.

The City must obtain an agreement from the other taxing authorities in order to abate, exempt or cancel their share of property taxes.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Milton Heights received funding under the HIP program. This program focuses on the creation of new affordable housing units. There is no further funding available to Milton Heights under this program.

City Council approved the tax policy for the 2017 reassessment in report CR17-24 on April 18, 2017.

Administration is currently working on a policy for the application of property tax exemption requests. The property taxation exemption review is due to be completed by the end of 2017. In the future this type of request would be considered under the new policy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

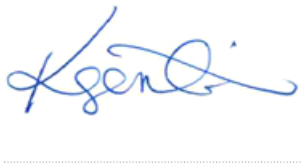
The Milton Heights Apartments will be provided with a copy of this report prior to the Finance and Administration Committee and City Council meetings. They will also receive a copy of City Council's decision regarding this report.

Copies of the report will be provided to the Regina Public School Board, Regina Catholic School Board and the Regina Public Library Board.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

FINANCE AND ADMINISTRATION COMMITTEE

A handwritten signature in blue ink, appearing to read "K. Gentile", is enclosed within a rectangular box with a dotted border.

Kristina Gentile, Secretary



**MILTON
HEIGHTS**

Milton Heights Apartments

1100 Broadway Avenue, Regina, SK S4P 1E3
www.edencarecommunities.com

June 29, 2017

City of Regina City Council
City Hall, 15th Floor
2476 Victoria Ave
Regina, SK S4P 3C8

Re: Milton Heights Property Tax Appeal

We have received our 2017 Property Tax Notice and have noted that our property taxes are increasing by approximately 40%. We are writing to request an appeal to the City of Regina City Council under low income affordable housing units.

Background:

Milton Heights was originally incorporated as a Not-for-Profit organization. In September 2016, Milton Heights became a Registered Charity.

Charitable purpose:

1. To relieve poverty by providing residential accommodation below market rate to individuals and families who are in need; and
2. To undertake activities incidental and ancillary to the attainment of the above purpose.

Milton Heights provides Affordable Housing / Rent Geared to Low Income Housing to 135 households composed of low-income families, seniors, those with special needs, and other low-income individuals. Tenants are income tested annually and prior to moving in.

Milton Heights is currently providing rental rates 5.7% - 8.0% below the 2016 CMHC Market Rent average. In August 2017, Milton Heights will be increasing rates by 1% for a cost of living market adjustment.

The overall vacancy rate in Saskatchewan increased to 9.4% in 2016, ranging from 8.4% in Bachelor Suites to 10.5% in two bedroom rentals. During the 2016-2017 fiscal year, Milton Heights was able to maintain an average vacancy rate of 0.20% and continues to have a long waiting list due to its ability to offer rates below market costs.

Milton Heights (previously Tower Gardens) was originally built in 1955. Milton Heights falls under the Office of Residential Tenancies.

Government Involvement

Milton Heights works with the Saskatchewan Housing Corporation and the Ministry of Social Services to provide Affordable Housing to income tested households.

Milton Heights entered into an agreement with the Saskatchewan Housing Corporation in July 2010 (HomeFirst Rental Development Program - Project Development and Operating Agreement). As part of this legal agreement, the Saskatchewan Housing Corporation provided a \$14,500,000 Forgivable Project Loan to Milton Heights over a 188 month term.

Monthly fees are capped at below market rates (set by the Saskatchewan Housing Corporation, based on the Canada Mortgage and Housing Corporation). Milton Heights cannot increase revenues beyond this limit to offset property tax increases.

Municipal Involvement

The City of Regina has granted an Assignment of Conditional Tax Exemption Agreement - Housing Incentive Program to Milton Heights in the past. This exemption entitled Milton Heights to a 5 year, 100% exemption for 7 infill dwelling units from the period of January 1, 2012 to December 31, 2016.

The City of Regina provided an Affordable Housing Capital Contribution of \$70,000 for the above units at \$10,000 per unit for a total of \$70,000 to Milton Heights in the 2013-2014 fiscal year. As per the terms of this agreement, the City of Regina requires Milton Heights to keep units at or below the Maximum Rental Rate for a minimum of 5 years.

Cash Flow Requirements

Milton Heights is required by its Mortgage Lender (Royal Bank of Canada) to maintain a building replacement reserve, setting aside \$57,612 annually (\$4,801 per month). Milton Heights must maintain a surplus of at least this amount to keep the building operational due to the age of the building (62 years) and meet the loan commitment.

Milton Heights is required to repay the principal of the loan over the loan agreement term. The current year portion of principal repayments for the 2017-2018 fiscal year is approximately \$145,800.

Milton Heights requires a minimum surplus of \$203,400 to meet these commitments which are beyond its control. Milton Heights is forecasted to be \$89,400 short, largely due to a significant property tax increase.

Property Taxes

Property Taxes increased from \$82,969 in 2016 to \$116,158 in 2017, an increase of \$33,189 (40%), similar to other Multi-Residential buildings in the area. An immediate increase of this magnitude will put additional financial strain on Milton Heights. This would require an additional rent increase of 2.04% - 3.13% over and above the current cost of living increase that will take effect on August 1, 2017, and is prohibited under the Office of Residential Tenancies for this tax year:

54 (1) "Subject to subsection (2), a landlord shall give a tenant written notice of a rent increase for a periodic tenancy at least:

(2) (b) (ii) six months after the effective date of the previous rent increase..."

The Residential Tenancies Act, 2006

Further to this, an increase of this amount will move Milton Heights to 94.84% - 97.54% of market rental rates, which is no longer significantly below market rates required by the City of Regina and the Saskatchewan Housing Corporation, and will have an adverse impact on occupancy rates putting additional financial strain on the organization.

Request for Exemption

Given the above restrictions and requirements, Milton Heights is requesting that the 40% increase in property taxes be deferred one year, allowing the organization sufficient time to provide notice of rate increases to its tenants or take other budgetary measures to allow for this increase in expenditure.

If this is not acceptable, Milton Heights may be able to sustain a 20% increase for the 2017 and 2018 tax years, with the remainder of the increase to take effect the following year. This would provide Milton Heights with the same savings indicated above, while paying a portion to the City of Regina this tax year.

Thank you for considering our request.

Sincerely,

Brandin Titanich
Brandin Titanich
Director of Finance
Milton Heights

2019 VOLLEYBALL CANADA NATIONAL CHAMPIONSHIP BID

City Clerk
City of Regina

Thursday, November 23rd, 2017

Sask Volleyball is requesting funding in the amount of \$50,000 from the City of Regina to support our bid to host Volleyball Canada National Championships in May 2019.

Sask Volleyball presented our request to the Executive Committee (Regina City Council) on November 15th, where the motion to recommend City Council approve the funding was carried. Since this meeting, Volleyball Canada has tentatively awarded Sask Volleyball the right to host the 16U Girls and 15U Boys events, pending successful contract negotiation with Volleyball Canada. Sask Volleyball is required to confirm local and provincial funding sources prior to beginning these negotiations.

Below are highlights of the events:

- On November 20th, Sask Volleyball was awarded the right to host the 16U Girls and 15U Boys National Championships, pending successful contract negotiation with Volleyball Canada. Sask Volleyball is required to confirm local and provincial funding sources prior to beginning these negotiations.
- This event will include an estimated 30 courts, 224 teams, 3,100 participants, 4,500 spectators, 94% of whom would be visitors to the city staying for an average of 4 days. The event will generate an estimated economic impact of \$4.1 million for Regina and \$4.8 million for the province.
- Sask Volleyball has worked with Evraz Place to secure the Event Plex, Internationals Trade Centre, and Cooperators Centre, where all the events activities will take place.
- In addition to the support from the City of Regina, Sask Volleyball has tentatively secured funding in the amounts of \$75,000 from the Regina Hotel Association, \$40,000 from Tourism Saskatchewan, and \$15,000 from Sask Sport.
- We believe there are a number of benefits associated with this event:
 - 7,000+ unique visitors and \$4.1 economic impact for the City.
 - Demonstrates the city's ability to host successful, large events in fantastic new venues.



- Helps volleyball grow in the community and across the province.

Thank you for considering our request. I will plan to be in attendance at the City Council meeting November 27th to provide a presentation on our request, and engage in discussion.

Respectfully,

A handwritten signature in black ink, appearing to read "A. Demyen".

Aaron Demyen

CEO

Sask Volleyball

1750 McAra Street

Regina, SK S4N 6L4

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: 2019 Volleyball Canada National Championships

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That the City of Regina (City) provide a cash grant of \$50,000 to the Saskatchewan Volleyball Association (SVA) in support of their bid to host the 2019 Volleyball Canada National Championships (Championships) conditional upon the bid to host the event being successful.
2. That the funding for this grant be provided by the addition of a one-time expenditure to the City's 2019 General Operating Budget.
3. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the Saskatchewan Volleyball Association, as outlined in the body of this report.
4. That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

Dawna Nielson, representing Evraz Place and Aaron Demyen, representing Sask Volleyball addressed the Committee.

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

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the City of Regina (City) provide a cash grant of \$50,000 to the Saskatchewan Volleyball Association (SVA) in support of their bid to host the 2019 Volleyball Canada National Championships (Championships) conditional upon the bid to host the event being successful.
2. That the funding for this grant be provided by the addition of a one-time expenditure to the City's 2019 General Operating Budget.
3. That the Executive Director of City Services be delegated the authority to negotiate and approve the terms of the Contribution Agreement between the City of Regina and the Saskatchewan Volleyball Association, as outlined in the body of this report.
4. That the City Clerk be authorized to execute the Contribution Agreement on behalf of the City of Regina after review by the City Solicitor.
5. That this report be forwarded to the November 27, 2017 meeting of City Council for approval.

CONCLUSION

The City's Administration has been invited by the Alliance for Events Conventions and Tradeshow (Events Alliance) to participate, on behalf of the community, in the preparation of a bid to host the 2019 Volleyball Canada National Championships.

The purpose of this report is to recommend support to host the 2019 Volleyball Canada National Championships should the bid be successful.

The Events Alliance is led by Economic Development Regina, and consists of representation from senior leaders at the City of Regina, Regina Hotel Association, Evraz Place, Tourism Saskatchewan, Wascana Centre Authority and the University of Regina. The Events Alliance mandate is to provide strategic, long-term guidance, and oversight in the identification of major city-wide and regional event prospects that are an ideal fit within our community, facilities and hotels. The Events Alliance has recently secured several events for 2017 and 2018. These include 2017 Skate Canada International, 2017 Pinty's Grand Slam of Curling Tour Challenge, 2018 LPGA Canadian Pacific Women's Open and the 2018 Tim Horton's Brier. The Events Alliance is now focussed on securing events for 2019 and 2020.

It is important to note that the City's support and involvement in these events is contingent on SVA's strength and capacity to deliver the event and recognition that the City accepts no obligations for deficits, loans or guarantees for the proposed event. These terms will form part of the Contribution Agreement.

BACKGROUND

Volleyball Canada is seeking interested local hosting partners to assist in the hosting of the 15 and under (15U), 16 and under (16U), 17 and under (17U) and 18 and under (18U) 2019 Volleyball Canada National Championships. Volleyball Canada will designate age groups to selected host communities based on the amount of court space the community can provide and in a manner that best suits the Championships needs.

SVA submitted a bid for Regina to be one of the Championships host sites. Preparation of the bid for this event is made possible through a collaborative process including SVA and the Events Alliance.

SVA submitted its bid on October 6, 2017 and the successful host site(s) will be announced on December 1, 2017. SVA is proud to promote Regina as a major sport and event-hosting destination. The proposed dates for the Regina edition of the Championships are May 17 - 19, 2019.

The hosting opportunity provided by the Championships has been assessed by the Events Alliance for its economic impact, legacy, contribution to community pride, community engagement, potential for media exposure, availability of partnerships, and an assessment of the SVA's strength and capacity to deliver the event.

This analysis concluded that hosting this event will: (i) contribute to Regina's calendar of sports events that have the potential to add additional life and vibrancy to the City of Regina, (ii) provide significant national tourism exposure for the City of Regina, and (iii) provide economic benefits to the community.

DISCUSSION

Volleyball Canada is proud to have hosted successful National Championships since 1953. The Volleyball Canada National Championships operate with an open format meaning that any team from across the country has the opportunity to participate without restriction. The open format has made these true national events with participation from nearly every province and territory.

Unlike previous years where groups could request to host specific age categories, Volleyball Canada is asking interested parties to submit the maximum event space capabilities for their respective venue(s). From the information received, Volleyball Canada will designate age groups to selected hosts based on the available court space and in a manner that best suits the Championships.

SVA submitted a bid for Regina to be one of the Championships host sites. In collaboration with community partners such as Tourism Regina, SVA concluded that the facilities at Evraz Place,

including the Eventplex, the Co-operators Arenas and the new International Trade Centre, has the capacity to host 38 courts. Volleyball Canada's minimum requirement to place a bid is 20 courts.

Hosting an event with 38 courts would mean approximately 300 teams, 4,400 participants and 6,100 spectators, 94 per cent of whom would be visitors to the Regina and 85 per cent of whom would be visitors to Saskatchewan. Visitors are estimated to stay for an average of 3.5 nights. The economic impact of the event has been estimated to be between \$2 million to \$4 million depending on the number of age groups awarded to Regina. Based on the number of courts the community is able to provide, SVA is of the opinion that the Championships could be the largest single-sport team event ever hosted in Regina.

SVA estimates that the budget for this event at approximately \$750,000. SVA is seeking \$115,000 in support in the form of grants with the balance of the budget covered by entry fees, corporate sponsorships and admission fees. Any surplus generated by the event will be directed towards the development of SVA athletes, coaches and referees through promotion of provincial level teams and coach/referee mentorship programs.

In four of the past five years, SVA has successfully hosted a 15U National Championship consisting of 17 courts. In order to ensure the 2019 edition of the Championships are successful, SVA has enlisted the support of the three major volleyball clubs in Regina. The Regina Volleyball Club, the Queen City Volleyball Club and the Cougars Volleyball Club will support the event as participants, host committee members and in other volunteer capacities.

The Championships will provide other benefits to the community such as:

- expose Regina and area to participants and spectators;
- provide an opportunity for volunteers to contribute to "pride of place" by playing a critical role in welcoming visitors from across Canada to Regina for the event;
- promote the values of sport and healthy living to the community; and
- support for inclusion.

The Events Alliance, which includes representation from the City's Community Services Department, has assessed this opportunity based on its economic impact, legacy, contribution to community pride, community engagement, potential for community exposure, availability of partnerships and an assessment of the SVA's strength, and capacity to deliver the event. This opportunity was rated favourably as a result of its economic benefits, opportunity for positive exposure for Regina and the strong community support to host the event.

The Administration also believes that the Championships will be beneficial to the community and recommends a cash grant of \$50,000. SVA estimates that a total of approximately \$750,000 in funding will need to be raised to support this event only \$115,000 of which will be raised in the form of grants from provincial level organizations such as Sask Sport and Tourism Saskatchewan. The balance will come from entry fees, admission revenue and local corporate

sponsorships. SVA submitted its bid on October 6, 2017 and the successful host sites will be announced on December 1, 2017.

As a condition of the City's financial support of the Championships, the City will negotiate and execute a Contribution Agreement with SVA. The Contribution Agreement defines the terms and conditions of the City's total contribution of \$50,000 cash in support of the Championships. The Contribution Agreement will include terms and conditions such as but not limited to the following:

- SVA's demonstration of their ability to plan and host the Championships through a plan which outlines the proposed organizational structure, human resource plan, operations and financial plan, evaluation plan and risk management plan;
- that the funding provided by the City shall only be used for operating costs associated with the Championships as outlined in SVA's approved operating budget;
- a commitment by SVA to provide a follow up report that identifies how the City's funding was utilized in the hosting of the event; and
- that there is recognition by SVA that the City will accept no obligations for deficits, loans or guarantees for the Championships incurred or made by SVA.

RECOMMENDATION IMPLICATIONS

Financial Implications

The City's proposed contribution support the Championships is a cash grant of \$50,000. Administration recommends that a one-time expenditure of \$50,000 be added to the 2019 General Operating Budget to account for the City's support of the Championships.

Environmental Implications

None related to this report.

Policy and/or Strategic Implications

This funding supports the City's Vision and aligns with its community priority to embrace built heritage and invest in arts, culture, sport and recreation.

Other Implications

None related to this report.

Accessibility Implications

The Championships and their competition venues will be accessible.

COMMUNICATIONS

The Contribution Agreement will include a requirement for SVA to work closely with the Communications Department to ensure that the City of Regina receives the appropriate level of recognition for its contribution to the Championships. Communications will provide support to promote the event as part of the agreement.

DELEGATED AUTHORITY

The recommendations in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

Your worship, Regina City Council members & Administration

I'm Terri Sleevea with the "Colonialism No More" group which organized January 2016 after Simon Ash-Moccasin's encounter with the Regina Police Service in December, 2015. We went through several name changes before deciding on CNM.

I am here to speak about the future Police Budget. My thoughts are and I'm sure I'm not alone that the RPS is able to ask for whatever they want and get it. I haven't been able to find documentation on when the RPS requires more funding and what the criteria is. You will tell me that the Board of Police Commissioners oversees them but you are responsible for approving the budget, not them. The RPS already has the largest portion of the Regina City Budget.

Is it true that they want to use \$17 million out of the reserves to purchase the STC building? That building was paid for by Saskatchewan taxpayers and now we must pay for it again! This effectively ends any chance of STC being re-started in the future. Is this how the city and the province work together for their residents?

We need to start re-directing a greater portion of the budget away from policing and into programming that lessens the need for policing. Police do not create a safer community. Police RESPOND to crime, almost always after the crime is committed. The types of responses they provide are well known in the Indigenous community, especially towards the youth.

We will be watching the new budget with interest to see if there are other increases in the police portion of the budget. No matter how you 'spin' this disbursement, it is not a saving, it is a huge expenditure of taxpayer's money.
Thank you.

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Purchase of the Former Saskatchewan Transportation Company Bus Depot and Head Office

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That the City Manager or designate be authorized to negotiate and approve an agreement to purchase the former Saskatchewan Transportation Company (STC) Bus Depot and Head Office and parking lots for \$16.25 million (the “Agreement”), as part of a long-term affordable solution to address the Regina Police Service (RPS) facility requirements.
2. That the City Clerk be authorized to execute the Agreement, after review and approval from the City Solicitor.
3. That this \$37 million budget to allow for the purchase of the former STC building and parking lots, to enable tenant improvements and site development to support the RPS facility requirements be approved and funded from the following sources:
 - a. General Fund Reserve - \$18,400,000
 - b. Asset Revitalization Reserve - \$18,600,000
4. That the Executive Director, Financial & Corporate Services or designate be authorized to initiate and award a public procurement process to engage consulting and professional services over \$500,000 to support the creation of a complete facility solution for RPS.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

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

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the City Manager or designate be authorized to negotiate and approve an agreement to purchase the former Saskatchewan Transportation Company (STC) Bus Depot and Head Office and parking lots for \$16.25 million (the “Agreement”), as part of a long-term affordable solution to address the Regina Police Service (RPS) facility requirements.
2. That the City Clerk be authorized to execute the Agreement, after review and approval from the City Solicitor.
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 - a. General Fund Reserve - \$18,400,000
 - b. Asset Revitalization Reserve - \$18,600,000
4. That the Executive Director, Financial & Corporate Services or designate be authorized to initiate and award a public procurement process to engage consulting and professional services over \$500,000 to support the creation of a complete facility solution for RPS.
5. That this report be forwarded to the November 27, 2017 City Council meeting for approval.

CONCLUSION

Administration is recommending the purchase of the former STC Bus Depot, adjacent parking lots and the approval of a sufficient project budget to afford the necessary facility improvements and site development to satisfy RPS facility requirement for the next 25 years.

The RPS requires functional and well-designed facilities infrastructure, so that it can continue to effectively deliver services to the community and respond to growth. The RPS Facilities Renewal Plan, completed in 2013, identified the need to address insufficient facilities and to look towards facility solutions that will address growth projections for at least the next 25 years. The facility solutions should result in operational efficiencies, minimize life-cycle costs and provide the best overall value to the citizens of Regina.

The Corporate Facility Master Plan identifies RPS Headquarters (HQ) as the highest priority project for facility renewal, but there is no funding source identified and there is currently no implementation plan. Planned work in 2017/2018 is to investigate options to advance this important infrastructure project. The original plan was for a future development of a new facility on a new site, influenced by the fact that the existing site is landlocked, limiting the ability for future development beyond the short-term horizon.

The sale of the STC building and parking lots was an unexpected and welcome opportunity for the City to implement a fiscally responsible solution to address the facility requirements of the RPS. The size, condition and location of the facility provide a unique opportunity to create a campus or compound that allows RPS to maintain a centralized location and satisfy its long-term facility needs.

BACKGROUND

Originally constructed in 1977, the Headquarters (HQ) building has been occupied for nearly 40 years. It is now utilized by over 500 RPS employees (sworn officers and civilian personnel). Changes in policing methods, technologies, exhibit holding and the impact of case-management legislation have resulted in the building being significantly overcrowded and some staff and business units being moved off-site. There have been, over time, a number of on-going renovations and relocations to alleviate critical space shortages; however, certain areas and requirements can no longer be effectively accommodated.

In recent years, RPS has significantly increased in size and has become more diversified. This is primarily driven by the challenges associated with the City's growing population. As the City's projected population growth continues, so does the projected number of RPS employees. As a result of the existing and projected growth, RPS facilities have exceeded capacity in terms of ability to accommodate all employees, maintain functionality and effectively deliver service.

HQ is one of the larger and more specialized facilities owned by the City and only one of several facilities that currently support RPS. The facilities vary in condition and in the ability to meet the changing requirements of modern policing. As an example, the Municipal Justice Building (MJB) was beyond its end of life and could no longer support the needs of RPS. The necessary decision for RPS to vacate the MJB by the end of 2014 was an influencing factor in escalating the need to take a strategic, master planning approach for RPS facility requirements.

In 2013, Facilities Management Services (FMS) led a project to develop a facility needs assessment and develop a Facility Renewal Plan for RPS. The primary objective of this work was to develop an accommodation master plan to address the short-term and long-term facility needs, to a 25 year (2037) planning horizon.

Focusing on the short and long-term needs of the business beyond what was the immediate need of vacating the MJB led to the long-term goal of a new or renovated facility. In response to the immediate operational needs, the City worked with the RPS in developing options of leasing facilities, relocating business units and targeted renovations to HQ. Although the interim solution addressed the immediate priorities, the resulting decentralization of services has created some operational inefficiencies and was not intended to be a long-term solution.

The Facility Renewal Plan led to two viable options: build an addition on the current HQ site or build a new facility on a new site. The plan indicated that, although, the existing HQ was significantly overcrowded, it is in good condition and capable of being renovated and upgraded to meet current functional requirements. However, the site is landlocked, limiting the ability for future development beyond the short-term horizon. As a result, the preferred option was to build a new HQ on a new, but yet to be determined, site.

The RPS Facility Renewal Plan estimated the cost to construct a new HQ at \$100 million (in 2014 dollars), not including land. With inflation, land purchase and project contingency, it is estimated that a new police station could cost as much as \$140 million and take five years to design and construct once a site is determined.

The RPS facility needs are an input to the Corporate Facility Master Plan (CFMP) that considers all major facility renewals and prioritizes them relative to each other. A new RPS HQ ranked as the number one corporate facility priority and is identified in the City's five-year capital plan. However, there is no identified source of funding at this time and no implementation plan confirmed. Assuming funding could be secured and approved in 2019, a new HQ occupancy would not occur until 2024 at the earliest.

The City committed to undertake work in 2017/2018 to investigate feasible options to satisfy the long-term facility requirements that support the service delivery of RPS.

In March 2017, the Government of Saskatchewan announced that it would be ceasing STC operations. In August 2017, STC assets were listed for offer for proposals with the final receipt of proposal deadline Wednesday, October 4, 2017, at 2 p.m.

DISCUSSION

The RPS Facility Renewal Plan clearly outlines the need for additional mixed use and special purpose space to address the facility needs, in relation to the growth of the City and RPS workforce. Although the existing site of the HQ is somewhat landlocked, the potential addition of an adjacent STC site of 1.6 acres housing a nine-year-old, 85,000 square foot mixed use former bus depot and head office facility presented an unanticipated opportunity for a long-term, affordable solution to address RPS facility requirements.

The City submitted conditional offers, subject to City Council approval, to purchase the following properties:

- STC Bus Depot and Head Office at 1734 Osler Street
- Parking Lot at 1644 Osler Street (across Saskatchewan Drive)
- Parking Lot at 1773 & 1775 Broad Street (same block as STC building)

STC Bus Depot and Head Office at 1734 Osler Street

Through review of the offer for proposal documents, site tours and gap analysis, it has been determined that this facility and related amenities provides space and options to meet RPS's facility needs for the long-term. The facility is of high-quality construction and is in excellent condition with the building constructed and finished in 2008. It also has systems that provide extra value to RPS, such as backup power generator system, site security system and a robust network communications system. The building provides a number of offices, boardrooms, training rooms and has adaptable space to meet many of RPS's needs.

Generally, the STC facility is a good fit as a solution to meet RPS's master plan long-term space needs in combination with the existing HQ building. Detailed design and planning work with RPS will be needed to fully ascertain how to adapt both the STC building and the current HQ into a complete facility solution.

Parking Lot at 1644 Osler Street (across Saskatchewan Drive)

This parking lot is located across Saskatchewan Drive from the STC building. The lot is paved and electrified and has security fencing with a controlled access.

This parking lot supports RPS parking needs as part of the long-term solution with the STC building. This lot has 37 stalls to meet short-term needs and, when combined with other site parking opportunities, provides a 10-year solution, potentially deferring the need for a parking structure for several years.

Parking Lot at 1773 & 1775 Broad Street (same block as STC building)

This parking lot is on the same block as the STC building. The lot is paved and electrified.

This parking lot also supports RPS parking needs as a part of the long-term solution with the STC building because of its adjacency. Purchasing these parking lots together provides options for site development for both this and the existing site.

Appraisals and Offer Rationale

The City retained B.R. Gaffney & Associates for professional appraisal services for the above properties. The appraisal of the STC building recognized that it is a unique property that was purpose-built as a bus station and office complex. Because of this unique aspect, the building would only be appropriate for a limited number of future uses and; therefore, its value has been impacted and is much lower than the construction costs of \$26.2 million, including furniture, fixtures and equipment. The City's assessed value for the STC building and associated parcel is \$15,496,600.

The following offers were derived from the professional appraisal:

Description	Offer
STC Bus Depot and Head Office at 1734 Osler Street	\$12,747,750
Parking Lot at 1644 Osler Street (across Saskatchewan Drive)	\$1,259,250
Parking Lot at 1773 & 1775 Broad Street (same block as STC building)	\$2,248,250
Total	\$16,255,250

Facility Considerations

The RPS Facility Renewal Plan confirms the specialized requirements for policing facilities. Policing services have several unique aspects that need to be considered in the suitability of a facility. Using the data from the 2013 needs assessment, detailed analysis was done to determine whether or not the addition of the former STC building and parking lots combined would provide an appropriate opportunity to meet RPS facility requirements. The analysis estimated a total project budget that considered not only the purchase of the property, but the necessary funding to repurpose and develop the site to satisfy the long-term needs.

The space needs assessment contemplated the facility requirements being split into HQ and an addition rather than one integrated building. The needs assessment recommends 250,000 square feet of programmable facility space by 2037. To ensure that the combined existing HQ and the STC building are able to meet the RPS facility requirements, tenant improvements in both buildings will be required, as well as, other site development.

Specifically, the \$37 million project budget considers the purchase of the STC Bus Depot, parking lots, and the following scope of work:

- Tenant Improvements at former STC and HQ
- Furniture, fixtures & equipment at both facilities
- Demolition work
- Site development
- Partial closure of Osler Street
- Facility Addition (TBD)
- Potential early lease termination (see below)

Planning and design work for both the existing RPS HQ and the STC building would begin in 2018 and substantial completion would likely be in late 2019 or early 2020.

Current Police Leases

RPS is currently using leased space in a number of buildings to meet its needs. These leases expire between 2020 and 2023, with most of the expenses being in the longer-term leases.

Assuming that construction activities require maintaining the leased space to the end of 2019, the residual commitment for the leases is approximately \$3.2 million, in a worst-case scenario. If required, the City would explore maintaining leases that could not be negotiated as alternate space and cancel other leases to reduce the overall financial impact.

Funding

The total project cost is estimated at \$37 million, which includes the purchase of the STC building, the parking lots, facility requirements, tenant improvements in both buildings, site development and lease obligations. It is proposed that 100 per cent be funded through reserves based on the analysis below.

1. Funding From Reserves

The City's reserve balance at the end of 2016 was \$198 million. Of this amount, \$119 million relates to reserves that are funded through external user fees and these funds are set aside for planned capital projects. The remaining \$79 million relates to reserves funded through tax dollars, of which \$41 million is maintained in operating reserves while \$38 million is maintained in capital reserves. After reviewing all the reserves, consideration was given to drawing funds from the Asset Revitalization Reserve and the General Fund Reserve as follows:

Proposed Funding From Reserves

Reserve	Amount (\$000s)
General Fund Reserve	\$18,400
Asset Revitalization Reserve	\$18,600
Total Funding	\$37,000

If \$37 million is taken from these reserves as shown above, the General Fund Reserve balance is expected to be approximately \$3 million over the next five years, which is well below the \$22 million minimum. Also as a result of this funding scenario, the Asset Revitalization Reserve balance would be expected to approach zero or be slightly negative by 2019. Choices would be made during the budget process in the applicable years to ensure the balance does not go below zero.

2. Debt Financing

Consideration was also given to borrowing to finance the STC purchase, as this option allows the City to allocate the cost of the asset acquisition to the beneficiaries of the asset over the long-term, which is consistent with the benefits model established in the *Design Regina - Official Community Plan* (OCP). However, this option will cost the City over \$43 million or \$2.9 million per year for 15 years in annual debt repayment, which is the equivalent of 1.5 per cent mill rate increase. This would result in a reduction in the City's available room to issue debt in the future

and there is not enough time to begin the process of borrowing given that this purchase is time sensitive. For these reasons, this option is considered inappropriate.

Authority for Real Estate Transactions

The authority to propose offers for the STC building and parking lots is governed by *The Regina Administration Bylaw*, Purchase or Lease of Property by the City, section 42 (a) and (b). The purchase offers are considered to be within fair market value and this aspect of the transaction would not require City Council approval. Since there is not an approved budget for the offers, the offers are conditional on City Council approval.

RECOMMENDATION IMPLICATIONS

Financial Implications

The use of the Asset Revitalization Reserve for the purchase of the STC building is consistent with the purpose of this reserve, as it is intended to fund strategic capital priorities of the City to manage growth and revitalization of assets and infrastructure. While the General Fund Reserve is used primarily to provide stabilization and to smooth fluctuations in expenditures, it can be, and has been, used to provide one-time capital funding. Further, the \$37 million required to purchase the STC building, two parking lots, and undertake related site improvements is approximately \$100 million less than the estimated cost to construct a new RPS HQ.

Drawing \$18.4 million from the General Fund Reserve will decrease the balance to \$3.4 million and will limit City Council's ability to smooth the fluctuations in expenditures and address unexpected or future one-time needs through the use of this reserve. The balance will also be significantly below its minimum limit of \$22 million. The only source of funding for the General Fund Reserve are operating surpluses that are transferred into the reserve at year end. Operating surpluses are not budgeted or planned for and given the current financial environment, it is not anticipated that the City will generate significant operating surpluses in the near term.

In addition, utilizing \$18.6 million from the Asset Revitalization Reserve to partially fund this purchase will result in a balance approaching zero or negative by 2019. The implication for this is that there will be no funding available in this reserve for planned or unplanned capital expenditures. This will require Administration to recommend alternative sources of funding for some projects or a deferral of projects to manage within our available resources.

While there are risks associated with the recommended financing option, accessing the reserves is considered to be an appropriate and viable option for the purchase, especially given the projected savings over a new facility.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

This purchase is consistent with the policies contained within Part A, Section B and Section D4 of *Design Regina: The Official Community Plan Bylaw No. 2013-48*, with respect to:

Section B:

Goal 1 - Financial Principles

Use a consistent approach to funding the operation of the City of Regina

- 1.1.1 Where the benefits of a program or service are city-wide and shared collectively amount numerous beneficiaries, the costs are to be paid for by the general revenues of the City of Regina.

Goal 2 - Sustainable Services and Amenities

Ensure that the City of Regina services and amenities are financially sustainable.

- 1.5 Provide infrastructure that meets expected growth and service levels, in accordance with financial resources and capabilities.

The purchase of this facility and 1.6 acres of land provides the opportunity for a financially responsible solution to implement the highest priority facility renewal from the Corporate Facilities Master Plan. It has significant positive impacts on the long-term viability of the policing and other services as savings opens up opportunities to fund other assets. The policing service has benefits that are shared collectively.

Section D4 (Infrastructure)

While the project supports almost the entire section the following are most relevant goals.

Goal 2 - Asset Management and Service Levels

Ensure infrastructure decisions result in long-term sustainability.

- 6.5 Determine requirements to upgrade and finance existing infrastructure to service new development at defined service levels.

Goal 3 - Planned Infrastructure for Growth

The infrastructure needed for growth will be planned from a long-term perspective.

- 6.6 Develop infrastructure plans that will
 - 6.6.1 Address both short- and long-term growth requirements
 - 6.6.3 Optimize use of existing infrastructure to minimize financial and environmental impacts of growth

The proposed purchase and upgrades leverage existing infrastructure (existing City facility and STC building) at a cost that is approximately \$100 million less than the construction of a new

RPS HQ. Past growth of the City has challenged RPS and put a strain on the existing building and service, this challenge will increase as growth continues. The project will respond to existing and future requirements and ensure levels of service are maintained.

Other Implications

None with respect to this report.

COMMUNICATIONS

The City is announcing publicly, with the Regina Police Service, its successful bid to purchase the former STC building and related parking lots. This information will also be communicated internally to employees. This purchase demonstrates the City is quick to seize opportunities and be innovative if it results in a lower cost for Regina residents compared to building a new RPS HQ.

DELEGATED AUTHORITY

The recommendations in this report require the approval of City Council.

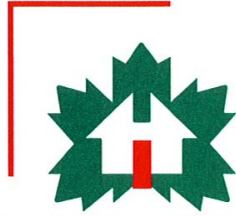
Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

Regina & Region
Home Builders'
Association



100 - 1801 MacKay Street
Regina, Saskatchewan
S4N 6E7

F. (306) 569-9144
www.reginahomebuilders.com

Nov 23, 2017

City Council
City of Regina
Queen Elizabeth II Court
Regina, SK, S4P 3C8

Subject: Industrial Barriers Research and Servicing Agreement Fee Policy

Dear City Council,

The Regina & Region Home Builders' Association would like to thank Diana Hawryluk and her team in City Planning & Development for their consultation on Industrial Barriers Research and Servicing Agreement Policy.

The information they provided, and the consultation was helpful in gaining an understanding and it is why we are generally supportive of the recommendations to:

- Create a reduced Industrial Greenfield SAF rate that is 1/3 the citywide greenfield SAF rate;
- Allow for greater flexibility within the policy to allow exemptions for certain components of the rate (water, wastewater) in order to consider different servicing standards; and
- The recommended 2018 greenfield SAF rate of \$442,000 / ha

It is very important that the City of Regina be competitive in the Industrial Land market if the City of Regina is going to attract the type of investment that will create significant employment centers. At the same time, we feel the recommendation does provide the balance to protect the long-term interests of the City.

We also believe the proposed rate structure does align with the OCP and the continued alignment to continue the development of complete communities that will bring employment into the neighborhoods to support residential investment.


The 2018 rate is an increase of 12.2% on 235K lands and 6.7% on 300K lands, fortunately the 2018 rate recommendation is a 1.9% reduction from the original proposed blended rate of \$451,000/ha. It should also be understood that more accurate project costing in the model generates an SAF Rate of \$427,000 / ha or 3.4% less than what is been proposed. It is the

capturing of the reduction in Industrial SAF by the Residential and Commercial end user that makes up the difference between \$427,000 / ha and \$442,000 / ha.

This minor reduction is very important at this moment in the new housing sector as it is struggling to adjust to a slower economy, changes to qualifying clients for mortgages, cost increases from interest rates, land costs, soft wood lumber, implantation of the latest National Building Code and the full impact of PST changes. Economic Development Regina describes Regina as “a city where you are free to be whoever you want to be, where you can be inspired to pursue your dreams and to find success in every aspect of your life”. A significant component in achieving this attribute has been the growth of our City over the last decade. We are now at the point where growth in our community and in our sector, can no longer be taken for granted. We require policy development that encourages smarter growth policies in a transparent manner and continues investment in our great City by all stakeholders.

The Regina & Region Home Builders’ Association supports this recommendation of the City Administration and hope this item will receive City Council’s support.

Thank You,

A handwritten signature in blue ink, appearing to read 'Stu Niebergall', with a stylized flourish at the end.

Stu Niebergall
President & CEO

CITY COUNCIL COMMUNICATION....CITY OF REGINA INDUSTRIAL SAF POLICY

Your Worship members of City Council and administration please accept this as a communication from Long Lake Investment Inc the owner and developer of the proposed Chuka Creek Industrial Business Park

City Council has approved the Concept Plan and zoning of the truck/rail container terminal...site work has begun in anticipation of a 2018 completion...zoning of the first Phase subdivision was before Regina Planning Commission November 22 and has been recommended for approval to Council...Long Lake has commissioned the detailed servicing design for the Servicing Agreement with your administration and the Ministry of Highways and Infrastructure.

This SAF report is the next critical milestone to proceeding with this development investment. Your decision and timing is critical to continuing towards development.

The report before you echoes the finding of the owners as they contemplated this significant investment in Regina...the barriers are real and represent a deterrent to industrial development and the laudable objectives of your OCP to optimize economic development, increase the supply of industrial land, support existing industry, achieve complete and compact communities and effective/efficient use of infrastructure. The Chuka Creek development is a reality case study.

Long Lake faced the barriers your research so compellingly and cogently identifies. The primary impediment was the cost of the SAF. The development will not access wastewater. The current fees would place the costs above the market value for industrial land and well above regionally competing land. It could not proceed on that basis and the opportunity would be lost.

The recommendations before you address this barrier and, if adopted, will allow the owners to take the risk that they accept as investors with a policy framework that is predictable, stable and provides a competitive cost structure. The revised SAF for Chuka Creek would still be almost twice the rate in the abutting RM, and far greater than others in the immediate region, but the owners accept that is a worthwhile premium to locate in the City to access the urban services and have immediate proximity to the residential community to attract employees.

The one amendment the owners request is that when a service is not accessed and the SAF is waived (eg wastewater for Chuka Creek) the pro rata portion of the administration fee also be waived. That administration fee is for design, planning and legal costs associated with the capital cost for the infrastructure. If we do not access that infrastructure we request for consistency and fairness that the administration fee not be charged. Equally if at some point in the future the area accesses that service the then owners would pay the then current SAF and related administrative fee.

Your worship the Long Lake owners appreciate this progressive process and report recommendations and fully support it in the interests of achieving industrial development in the City. They look forward to your informed decision and consideration of our one requested amendment.

Murad Al-Katib and I will be present at the meeting and available at your request to answer any questions or provide additional information.

Bob Linner MCIP RPP

November 27, 2017

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Industrial development Servicing Agreement Fee/Development Levy Policy

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That Appendix A of the *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* be in effect immediately, upon approval by City Council.
2. That the City Solicitor be directed to prepare the necessary bylaw to amend the *Development Levy Bylaw*, in accordance with the approved *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* and the approved *Administration of Servicing Agreement and Development Levy Agreement Policy*.
3. That the 2018 Servicing Agreement Fee rate be set at \$442,000 per hectare itemized as follows, be effective January 1, 2018:

Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
\$220,600	\$111,300	\$42,600	\$1,500	\$20,800	\$45,200

4. That item CM15-14 be removed from the list of outstanding items for City Council.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

The following addressed the committee:

- Bob Linner, representing Long Lake Investment;
- Stu Niebergall, representing Regina & Region Home Builders' Association; and
- Chad Jedlic, representing Harvard Developments

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

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That Appendix A of the *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* be in effect immediately, upon approval by City Council.
2. That the City Solicitor be directed to prepare the necessary bylaw to amend the *Development Levy Bylaw*, in accordance with the approved *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* and the approved *Administration of Servicing Agreement and Development Levy Agreement Policy*.
3. That the 2018 Servicing Agreement Fee rate be set at \$442,000 per hectare itemized as follows, be effective January 1, 2018:

Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
\$220,600	\$111,300	\$42,600	\$1,500	\$20,800	\$45,200

4. That item CM15-14 be removed from the list of outstanding items for City Council.
5. That this report be forwarded to the November 27, 2017 City Council meeting for approval.

CONCLUSION

The City of Regina (City) uses Servicing Agreement Fees (SAFs) and Development Levies (DLs) to fund major infrastructure investments required for new growth and development, as per the *Planning and Development Act, 2007* (Act).

Since the SAF/DL policies were adopted in December of 2015, City Administration has undertaken research regarding the barriers to Industrial Development within the city. One of the key themes City Administration heard from stakeholders was that the SAFs/DLs are cost prohibitive with respect to Industrial Development. City Administration recommends an amendment to the SAF/DL Policy that would reduce the SAFs/DLs paid on Industrial zoned lands to 1/3 of the SAF/DL rate. This recommendation is consistent with City Administration's analysis, which demonstrates that Industrial Development typically puts a lower demand on City services on a land area basis than Residential or Commercial Development.

A reduction in the rates paid by industrial zoned land does result in a higher SAF/DL rate for other types of development; however, City Administration has been able to offset the higher rate by making the assumption that one additional year of development can be serviced at the end of

the growth horizon without the addition of new projects to the model. This results in a lower calculated SAF rate for 2018 than was pre-approved by City Council in 2015.

Another barrier to Industrial Development is requiring a full array of City services. In response to this barrier, City Administration is proposing an amendment to the SAF/DL Policy whereby the SAF/DL could be reduced by the water and/or wastewater portion of the rate if the development is approved by the City without the need to access either of those two City services.

The recommended approach for the Industrial SAF/DL Policy considers the cost of growth along with overall City financing, the goals aligned with *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and the associated community priorities, especially those related to achieving long-term financial viability and foster economic prosperity.

BACKGROUND

On December 14, 2015, City Council considered CM15-14 SAF and DL Policy Review and Final Phasing and Financing Project. At this meeting, City Council passed a motion that:

“City Administration undertake research in 2016 to better understand the factors that influence industrial development in Regina, which will help inform the need to consider an industrial land development policy and that a report be brought forward to City Council in 2017”.

This report addresses this motion.

DISCUSSION

Growth provides many benefits including support for local businesses, the population threshold necessary to support arts and culture, promotes community vibrancy and supports services such as efficient public transit.

Growth also requires a significant investment in services and infrastructure. Developers are responsible for the capital requirements internal to new developments (e.g. roads, sidewalks, parks and underground infrastructure). Growth also generates the need for expanded or new offsite infrastructure required to support new communities and employment areas, such as water and wastewater services.

The City’s primary tools to fund these infrastructure upgrades are SAFs in new subdivisions and DLs in areas where no new subdivision is occurring, but a change in intensity of land use is taking place generating an increase in demand for services. SAFs are collected in accordance with Section 172 of the Act, which states:

“SAFs may provide for the payment by the applicant of fees that City Council may establish as payment in whole or in part for the capital cost of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, public highway facilities, or park and recreation facilities located within or outside the proposed subdivision and that directly or indirectly serve the proposed subdivision (172)(3)(b)”.

Currently, the City has a uniform Greenfield SAF rate. Residential, commercial and industrial subdivisions pay the same rate per hectare regardless of the amount of demand they place on services and infrastructure. Uniform rates provide many benefits. These include:

- The City and developers are familiar with this approach.
- The calculation method is straight forward with few variables and easy to explain.
- A uniform charge yields a consistent charge regardless of use creating predictability for the City.
- Changes in uses set out in secondary and concept plans do not impact charges.

Uniform charges also have their drawbacks, including:

- The inability to differentiate between different demands generated by different land uses.
- The inability to differentiate between different densities of development.
- The inability to incentivise certain forms of development and land uses over others.
- They can be perceived as unfair to uses that generate lower demands.
- The inability to charge on the bases of units or floor area.

For these limitations, most cities surveyed maintained different rates for residential, commercial, and industrial land uses. In most instances, the industrial SAF rate was lower than residential rates. Lower industrial SAF rates reflect that industrial uses, on average, create less demand on services. Lower industrial rates were also seen as an effective tool to incentivise employment land development, which would result in increased tax revenue for the municipality.

Benefits of a lower industrial SAF

Industrial lands contribute to the municipal tax base and support well-paying jobs. This can spur population growth, residential development and overall economic growth. Until recently, employment in the goods producing sector of the economy was expanding. Between 2010 and 2014 the percentage of the employed labour force engaged in activities related to the goods producing sector increased by 29 per cent, while employment in transportation and warehousing, traditionally situated on employment lands, expanded by 44 per cent. This growth trend has reversed in recent years.

Between 2014 and 2016, employment in the goods producing sector decreased by 12 per cent, while employment in transportation and warehousing has declined by eight per cent. This can be attributed to a general economic downturn across resource based economies in western Canada.

The City can help create more predictability in industrial employment by promoting the development of employment lands and industrial diversification. One way to do this is by adjusting SAFs to more accurately reflect the demand on services created by industrial development. Lower SAFs will make the economics of employment land development and land use more favourable. Lower rates will also bridge the gap between serviced land prices for industrial land as compared to residential and commercial land values. This will make the city more competitive in attracting economic development on both a national and regional scale.

Comparison - Other Cities

Rural Municipalities:

Currently, SAFs in the city are relatively high when compared against neighbouring jurisdictions and other regional and national centres. For instance, in the surrounding Rural Municipality (RM) of Sherwood No. 159, SAFs are approximately \$64,700 per hectare, or 84 per cent below City rates. In the RM of Edenwold, developers are subject to only a flat rate of \$4,000 per lot or \$8,000 per lot in a multi-lot industrial subdivision, regardless of the size of lot.

Such low rates place the City at a distinct disadvantage when competing for industrial land development. It also impacts city landowners when trying to attract end users for employment lands. The higher SAF rates translate into higher land prices, as well as lease rates that are necessary to recoup capital investments required to bring land to market. SAF-induced price increases can encourage growth to locate outside Regina, elsewhere in the Census Metropolitan Area (CMA) and negatively impact industrial development and job creation. This has the potential to impact residential development through higher fees and homeowners through higher taxes if the industrial tax base becomes eroded or fails to keep pace with residential growth.

Although, the RMs are a source of competition, the comparison of rates does not capture the benefits, or premium of locating in the city. The City offers a full range of urban services that the RMs are unable to provide. These services must then be provided privately by land developers and users. A more appropriate comparison is with other urban municipalities where development cost charges can range widely.

Other Urban Centres:

The average industrial SAF of cities surveyed is approximately \$240,000 per hectare. Regina's 2017 SAF rate of \$415,000 per hectare is 42 per cent higher than the average rate.

Due to the competitive nature of urban land markets and the fact that capital is highly mobile, many urban centres have chosen to incentivise employment land development by either setting their industrial SAFs lower than residential and commercial SAFs, rebating all or a portion of the industrial SAF, or temporarily reducing industrial SAFs to achieve policy goals of attracting or retaining economic development. The rationale for this is that employment land development

generates jobs, which spur other sectors of the economy, including residential development, through the multiplier effect.

While some cities with lower industrial rates describe the lower rate as a subsidy or grant, others have shown that lower industrial rates are in fact more equitable. Urban Systems (our consultants for our recent SAF review) in their comparative analysis of Canadian development charges notes that setting separate rates for different land uses allows cities to more accurately determine development charges based on actual impacts of the development associated with each land use format.

Rationale for a reduced Industrial SAF in Regina:

Empirical evidence demonstrates that industrial land use can create less demand for services. For instance, based on analysis of water bills for industrial development in and around the city, water consumption varied between four per cent and 60 per cent of the city's per capita water consumption on an equivalent land area basis.

As such, establishing industrial SAFs that are lower than residential and commercial rates will not only increase the city's competitiveness and encourage employment land development, it will also be more equitable and will more closely reflect differences in servicing requirements and the costs of growth.

Analyses of the fiscal costs and benefits of industrial growth in other jurisdictions have also found that industrial land development provides a net fiscal benefit to cities. In 2006, Red Deer County in Alberta worked with the Miistakis Institute at the University of Calgary to prepare a Cost of Community Services (COCS) Study. The Study found that industrial land was a subsidiser of other land uses. Similarly, growth forecasts prepared for the Halton Region in 2013 found that industrial developments have an annual net positive fiscal impact. This is consistent with COCS studies prepared elsewhere in North America that have found that employment lands generate a net fiscal benefit.

Stakeholder Consultation

Incentives are only effective when they make a material difference in the economics of land development from the perspective of land developers and businesses. City Administration has consulted with stakeholders involved in industrial land development in the city. Stakeholder engagement included meetings with individual ownership groups in August and September of 2017. Insights gleaned from these interviews informed the recommended approach to industrial SAFs. The draft plan was shared with all stakeholders at the September 21, 2017 meeting at City Hall.

The initial consultation aimed at getting a better understanding of the local industrial land market and obstacles to industrial development in the city. Stakeholders were provided a set of questions in advance of scheduled meetings. Questions addressed:

- The supply, location and appropriateness of employment lands in the city.
- Industrial land and industrial lease rates relative to other cities.
- The type (e.g. form and function) of industrial uses the City should be trying to attract.
- The impact of other opportunities in the region on development plans.
- The impact of existing land use policies and development standards on development plans.
- Any other factors respondents felt influenced the city's attractiveness to investment.

SAFs along with inflexible service standards were identified as two key obstacles to employment land development. Developers indicated a clear preference to develop in Regina, as opposed to locations outside the city because the City offers greater assurance and consistency of servicing necessary for the high-quality developments envisioned by these land owners; however, developers expressed the need for development to be economical to be profitable and competitive.

High SAFs in the city were seen as contributing to higher serviced land prices and lease rates for end users relative to development in surrounding jurisdictions. High SAFs were also cited as a factor that contributed to concentrate land ownership and limit competition in the industrial land market by shutting out smaller scale developers. Some respondents believed this led to high land and lease rates, as well as reduced options for end users of industrial land.

Stakeholders noted that other industrial development options in the region afford greater flexibility than the City due to limited development standards, though at the expense of access to necessary municipal services. Developers suggested that because the preference is to locate in the city where full services were available, the region as a whole, may be losing out on industrial development due to high SAFs in the city.

To mitigate these two barriers, the proposed SAF/DL Policy reduces the rate that Industrial zoned land would pay and allows for situations wherein a development does not require access to City water or wastewater service. The recommended approach to industrial SAFs addresses the two key barriers to industrial development in the city - high industrial SAFs that are disproportionate to the demand, while introducing options for flexibility in servicing options in areas that are difficult to service or may not require a full array of City services.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no direct costs associated with the recommendation. The City will continue to generate revenue through the collection of SAFs to fund the projects that are identified in the City's SAF model. Rather than collect SAFs through a uniform rate, the SAFs for residential and commercial development will be higher than the SAFs collected from industrial development. The impact of the recommended lower SAF rates has been tested. The amount of revenue expected remains consistent with the anticipated expenditures over the life of the SAF model.

A more competitive SAF rate for Industrial Development should make the Regina more competitive for Industrial Development on a regional, national and global scale. If this Policy attracts investment to the city, an increase in the tax revenue received from employment lands is expected.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The proposed policy is consistent with many OCP policy directions including:

Section B - Financial Policies

- Provide infrastructure that meets expected growth and service levels, in accordance with financial resources and capabilities (Policy 1.5).
- Reviewing the areas to which [SAFs] apply, including the possibility of fees varying with location, *density*, and use (Policy 1.16.3).
- Achieving a balance of employment and residential lands (Policy 1.16.5).

Section D5 - Land Use and Built Environment

- Ensure an adequate supply of serviced industrial land to maintain a diverse range of development opportunities (Policy 7.21).

Section D10 - Economic Development

- Ensure an orderly regulatory environment within which business and industry can operate assured of transparency, predictability, and fairness in their dealings with the City (Policy 12.1).
- Establish and implement mechanisms to expand and diversify the economy, promote the attractiveness of Regina and the region as a place to invest, do business, and visit (Policy 12.5).

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

On September 19, 2017, City Administration hosted a meeting with stakeholders who are most affected by the proposed policy changes. City Administration considered the feedback from the stakeholders and made minor adjustments to the proposed policy. City Administration provided written follow-up communication with the stakeholders and advised them of the date of the Committee Meeting where this report will be considered.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

Appendix A

Servicing Agreement Fee and Development Levy Calculation Methodology

1 Purpose

This appendix contains supplementary detailed information in support of the Administration and Calculation of Servicing Agreement Fees and Development Levies Policy.

2 Scope

This appendix provides a detailed summary of the calculation methodology used to determine the infill and greenfield Servicing Agreement Fee rates and Development Levy rates.

3 Additional Definitions

None associated with this appendix.

4 Methodology

To account for the time value of money and the impacts of interest on reserves, a cash-flow model is required to calculate the Servicing Agreement Fee and Development Levy rates.

The following steps are required to determine the Servicing Agreement Fee and Development Levy rates.

4.1 Establish Inflation Rate and Interest Rates

Inflation: The City will commission a report once every two years estimating the inflationary rate to be used.

This inflation rate will be used to inflate project costs over time, and to inflate Servicing Agreement Fee rates over time in calculating current Servicing Agreement Fee rates. This rate will also be used to index Servicing Agreement Fee rates and Development Levy rates in years between re-calculations.

Interest rate generated on positive balance: The City will determine the assumed interest rate generated by positive funds in Servicing Agreement Fee Reserve Funds based on consultation with the Finance Department.

Interest rate paid for internal transfers: The City will determine the assumed interest rate paid by the Servicing Agreement Fee Reserve Fund for moneys in the fund under a deficit position, where the deficit

is funded through internal transfers within the City (as opposed to going outside the City for long term debentures), based on consultation with the Finance Department.

Interest rate paid for External Borrowing: The fund will accurately reflect the repayment plus interest terms of any external borrowing for capital projects, and will be included in the calculation of the rate.

4.2 Set the Opening Servicing Agreement Fee / Development Levy Reserve Cash Balance

Reference the Servicing Agreement Fee Reserve year-end cash balance (which becomes this year's opening balance). Use this value as the 'Opening Balance' for the Servicing Agreement Fee / Development Levy rate calculation.

4.3 Calculate Outstanding Servicing Agreement Fees and Development Levies to be Collected

The value of outstanding Servicing Agreement Fees and Development Levies to be collected is established through a review of executed Servicing Agreement and Development Levy Agreements. Determine the value of outstanding Servicing Agreement Fees and Development Levies and which year payments are to occur in. Update the model accordingly with the calculated Annual Payments Due.

4.4 Establish Development Projections for Infill & Greenfield

Establish 25-year projections for the pace of infill and greenfield development. These trends should be based on recent growth estimates and detailed growth studies, as well as growth policy (e.g. the City's intensification target). For the purpose of estimating the revenue from Industrial Development, the calculation model will use the projected Industrial growth divided by three (3) to reflect the reduction in fees for Industrial Development.

4.5 Establish Payment Schedule for Servicing Agreement Fees / Development Levies

Establish the payment schedule for Servicing Agreement Fees and Development Levies. This payment schedule should be based on payment timing established via the *Administration of Servicing Agreements and Development Levy Agreements* policy.

4.6 Update Capital Project List

The existing capital project list for each infrastructure type (transportation, water, wastewater, drainage, parks and recreation) should be reviewed and adjusted, based on updated studies, master plans, updated current year cost estimates, the timing required for allocation of capital project funding as influenced by the pace of growth, and other factors. Cost allocations for any projects added are to conform to the criteria detailed in Appendix B.

4.7 Establish the Share of Costs Attributed to Greenfield Growth and the Share of Costs Attributed to Infill Growth for Each Capital Project

For each capital project the share of Servicing Agreement Fee / Development Levy eligible costs must be allocated between greenfield development and infill development. Projects can be allocated based on (1) the share of development expected between infill and greenfield, (2) attributed 100% to greenfield growth, or (3) attributed 100% to infill growth. Capital projects are allocated per the direction of the Executive Director, in accordance with the following criteria:

Projects that primarily facilitate greenfield growth should be allocated 100% to greenfield development (e.g. transportation upgrades to serve new greenfield neighbourhoods, trunk lines to serve greenfield neighbourhoods, new zone level parks in greenfield areas).

Projects that primarily facilitate infill development should be allocated 100% to infill development (e.g. upgrades to the water and wastewater network in downtown Regina).

Projects that are required to facilitate growth in general, and provide a city-wide benefit should be allocated to both infill and greenfield development based on their share of growth (e.g. upgrades to water supply capacity or wastewater capacity).

Projects are considered to provide a city-wide benefit if they meet any of the following criteria:

- Infrastructure projects that serve the majority of the city population, such as a water treatment plant or wastewater treatment plant;
- Studies or plans that consider the majority of the city;
- Transportation projects that add capacity within the area bound by Lewvan / Pasqua and the Ring Road / 9th Avenue North or as determined by the Executive Director; or
- Parks and recreation projects that provide new municipal level services, serving most areas of the city, including infill and greenfield areas.

For projects that are allocated based on the share of development the formula for calculating the infill and greenfield shares are:

$$\text{Infill Share} = \frac{\text{Assumed Infill Hectares}}{\text{Greenfield Hectares} + \text{Assumed Infill Hectares}}$$

$$\text{Assumed Infill Hectares} = \text{Greenfield Residential Hectares} * \frac{\text{Infill Population Share}}{\text{Greenfield Population Share}}$$

$$\text{Greenfield share} = 100\% - \text{Infill Share}$$

4.8 Calculate the Share of Total Capital Costs Allocated to Infill and to Greenfield Development

Sum the costs allocated to greenfield, and sum the costs allocated to infill to determine the total costs allocated to each development area.

4.9 Calculate Estimated Servicing Agreement Fee / Development Levy Rates for Infill & Greenfield Based on the Cash-Flow Model

Calculate an estimated per hectare Servicing Agreement Fee / Development Levy rate for the greenfield areas:

$$\text{Greenfield Estimated Rate} = \frac{\text{Total Greenfield Costs}}{\text{Total Greenfield Hectares}}$$

Calculate an estimate per person equivalent Servicing Agreement Fee / Development Levy rate for the infill areas:

$$\text{Infill Estimated Rate} = \frac{\text{Total Infill Costs}}{\text{Total Infill Equivalent Population Growth}}$$

4.10 Calculate the Servicing Agreement Fee and Development Levy Rates for Infill & Greenfield Based on the Cash-Flow Model

Adjust the estimated infill and greenfield rates using a common factor in order to balance the Servicing Agreement Fee and Development Levy reserves cash-flow at \$0 in the final year of the cash-flow model (i.e. increase or decrease both rates by the same percentage factor in order to zero the balances). This adjustment is necessary to account for the time-value of money and any delays to Servicing Agreement Fee and Development Levy payments, as well as the current state of Servicing Agreement Fee reserves and payments due.

The final greenfield rate shall be rounded to the nearest \$1,000. The final infill rate shall be rounded to the nearest \$10.

4.11 Calculate the Administration Servicing Agreement Fee / Development Levy

Estimate the annual administration costs associated with addressing subdivision and development based on staffing resources required. Divide the total amount of administration costs per year by the estimated amount of development per year. These administration costs are recorded as annual revenues in the year the administration costs are received, so interest costs are not considered in calculating Administration Servicing Agreement Fees and Development Levies.

The final greenfield rate shall be rounded to the nearest \$1,000. The final infill rate shall be rounded to the nearest \$10.

Administration and Calculation of Servicing Agreement Fees and Development Levies

Policy Title:	Applies to: City of Regina City Planning and Development		
Administration and Calculation of Servicing Agreement Fees and Development Levies			
Approved by:	Dates:		Total # of Pages 33
City Council	Effective:	01-Jan-2016	
	Last Review:	21-Dec-2009	
	Next Review:	As Required or Every 5 Years	
Authority: Council, or Executive Director, City Planning and Development, or designate where noted			

1 Purpose

This purpose of this policy is to provide for the administration and calculation of Servicing Agreement Fees and Development Levies in accordance with policy 1.16 of *Design Regina: The Official Community Plan Bylaw 2013-48*:

"1.16 Ensure that growth pays for growth by:

- 1.16.1 Ensuring that Service Agreement Fees Charges are based on full capital cost;*
- 1.16.2 Regularly Reviewing the Rate and Rate Structure for Service Agreement Fees;*
- 1.16.3 Reviewing the areas to which Servicing Agreement Fees apply, including the possibility of fees varying with location, density, and use as necessary, except where specific and deliberate subsidies are approved to support public benefits;*
- 1.16.4 Aligning the City's development fees, property taxes and other charges with the policies and intent of this Plan (Official Community Plan); and*
- 1.16.5 Achieving a balance of employment and residential lands."*

2 Scope

This policy provides direction to Administration involved in:

- the procedure for the inclusion of projects in the Servicing Agreement Fee / Development Levy reserve fund;
- calculation of annual Servicing Agreement Fee / Development Levy rates; and
- Administration of Servicing Agreement Fees and Development Levies.

3 Definitions and General Interpretation

Capital Costs: Means the estimated capital cost, pursuant to section 168 of *The Planning and Development Act, 2007*, of providing construction, planning, engineering and legal services that are directly related to the matters for which servicing agreement fees and development levies are established pursuant to sections 169 and 172 of *The Planning and Development Act, 2007*.

Capital Projects: Refers to projects including roadways and related infrastructure, waterworks, sanitary sewer works, drainage works, parks, and recreational facilities, which are constructed, altered or expanded to add capacity to service the growth of the City.

Capital Project List: Refers to compiling of proposed Growth-Related Capital Projects, including project name, anticipated timing, current year gross cost, and funding sources.

City: Means the City of Regina.

Council: Means the Council of the City, acting for the purposes of *The Planning and Development Act, 2007* as a municipality or an approving authority.

Developer: Means an applicant for subdivision approval who is required to enter into a Servicing Agreement pursuant to section 172 of *The Planning and Development Act, 2007*; or an applicant for a development permit or building permit who is required to enter into a Development Levy Agreement pursuant to the City's Development Levy Bylaw, 2011 as may be amended from time to time and section 169 of *The Planning and Development Act, 2007*.

Development Lands: Those lands (or any part thereof) within the City where no previous servicing agreement has been entered into for the specific proposed development and the City will incur additional capital costs as a result of the proposed development.

Development Levy: Refers to fees adopted by the Council pursuant to section 169 of *The Planning and Development Act, 2007*.

Development Levy Agreement: Refers to the form of Development Levy Agreement, including Standard Conditions for Development Levy Agreements, adopted by the Council from time to time, and referred to in Administrative Reports respecting applications as the City's "Standard Development Levy Agreement"; all subject to such changes as circumstances of development applications require and as may be approved or directed by Council.

Development Levy Bylaw: Refers to the Council approved bylaw (#2011-16) describing when and how Development Levies apply. The bylaw also contains the Development Levy rate, which shall be identical to the Servicing Agreement Fee rate.

Environmental Reserve: Refers to a parcel of land pursuant to section 185 of *The Planning and Development Act, 2007*.

Executive Director: means the Executive Director of City Planning and Development or his/her delegate or successor in title.

Funding Splits: Refers to the apportioning of costs between a Developer, the City, and the Servicing Agreement Fee Reserve Fund (as defined below).

Indexing: Refers to the cost inflation adjustment as calculated specific to Regina by an independent source to be used in the Servicing Agreement Fee Model calculations.

Industrial Development: Refers to development of land that has an Industrial Zoning designation of IA, IA1, IB, IB1, IC, IC1, IP or LP.

Infill Development: Refers to development within previously developed areas of the City.

Official Community Plan or OCP, or Design Regina: Refers to *Design Regina, Official Community Plan, Bylaw No. 2013-48*.

Servicing Agreement: Refers to the form of Servicing Agreement, including Standard Conditions for Servicing Agreements, adopted by the Council from time to time, and referred to in Administrative Reports respecting subdivision or development applications as the City's "Standard Servicing Agreement"; all subject to such changes as circumstances of subdivision or development applications require and as may be approved or directed by Council.

Servicing Agreement Fee, Servicing Fee or SAF: Refers to fees adopted by the Council pursuant to section 172(3)(b) of *The Planning and Development Act, 2007*.

Servicing Agreement Fee Model or SAF Model: Refers to the cash flow calculations performed over a 25-year time horizon from information including the Growth-Related Capital Project List, indexing and Servicing Agreement Fee reserve fund balances to calculate an annual Servicing Agreement Fee rate and Development Levy rate.

Servicing Agreement Fee Rate, Development Levy Rate: Refers to the fees adopted by Council pursuant to section 169 and 172(3)(b) of *The Planning and Development Act, 2007* per hectare of a new development. A Servicing Agreement Fee paid by developers is calculated by multiplying the Servicing Agreement Fee rate by the total area of new development. A Development Levy paid by developers is calculated by multiplying the Development Levy rate by the total area of new development or the number of development units as the case may be.

Servicing Agreement Fee Reserve Fund or SAF Reserve Fund: Refers to an account or accounts established by the City for the deposit of Servicing Agreement Fees / Development Levies, as required pursuant to section 174 of *The Planning and Development Act, 2007*.

Study or Studies: Refers to the studies undertaken by the City on a citywide or area basis for the purpose of determining long range infrastructure required as a result of growth, including transportation studies, wastewater studies, water studies, drainage studies, parks and recreation studies, and serviceability studies.

Subdivision: An area of land encompassed by the outside boundary of a plan of survey.

4 Policy

4.1 Application of Servicing Agreement Fees and Development Levies

Servicing Agreement Fees are collected where a development involves the subdivision of land in accordance with Section 172 of *The Planning and Development Act, 2007*:

“172(1) If there is a proposed subdivision of land, the municipality in which the subdivision is located may require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision.”

“172(3)(b) Servicing agreements may provide for: the payment by the applicant of fees that the council may establish as payment in whole or in part for the capital cost of providing, altering, expanding or upgrading sewage, water, drainage and other utility services, public highway facilities, or park and recreation space facilities, located within or outside the proposed subdivision, and that directly or indirectly serve the proposed subdivision;”

Applicants for subdivision shall pay the Servicing Agreement Fees established by Council from time to time.

Development Levies are collected where a development does not involve the subdivision of land, in accordance with Section 169(1) of *The Planning and Development Act, 2007*:

“If council has adopted an official community plan that is not subject to an application for subdivision of land and that authorize the use of development levies, the council may, by bylaw, establish development levies to recover the capital costs of services and facilities as prescribed in subsections (2) and (3).”

Applicants shall pay a Development Levy established by Council from time to time for:

- a development permit for a proposed development located within the development lands; or
- a building permit for a proposed development in the case where no development permit is required.

4.2 Capital Projects Recoverable through Servicing Agreement Fees and Development Levies

Servicing Agreement Fees / Development Levies paid by developers are established as payment in part or in whole for the capital costs associated with providing, altering, expanding or upgrading services that directly or indirectly serve the proposed subdivision / development, as provided in section 172(3)(b) and 169(2) of *The Planning and Development Act, 2007*.

The detailed list of projects included for recovery is developed by City Administration based on technical studies and infrastructure master plans, and reviewed in consultation with development industry members.

The City will consider additional projects proposed by individual developers subject to review and consideration against criteria established to administer this policy.

Appendix B outlines projects that are eligible for payment via Servicing Agreement Fees and Development levies.

4.3 Capital Projects required through Service Agreements

A number of services are excluded from Servicing Agreement Fees and Development Levies. These include services that developers are required to install or construct under a Servicing Agreement as provided in section 172 (3) (a) of *The Planning and Development Act, 2007*.

Appendix B outlines projects that are eligible for payment via Servicing Agreements and Development Levy Agreements.

4.4 Administration Fees for Service Agreements and Development Levy Agreements

In addition to the calculated rates based on capital projects, administration costs are calculated on Servicing Agreements and Development Levy Agreements to offset the City's costs for "planning, engineering and legal services" in accordance with Section 168, 169 and 172 of *The Planning and Development Act, 2007*. These administration costs are recorded as annual revenues in the year the administration costs are received.

Applicants for subdivision shall pay the Servicing Agreement Administration Fees established by Council from time to time. Applicants required to pay a Development Levy shall pay the Development Levy Administration Fees established by Council from time to time.

The methodology for calculating these administration fees is provided in Appendix A.

4.5 Fund Management

Servicing Agreement Fees are collected through Servicing Agreements, and Development Levies are collected through Development Levy Agreements in accordance with the City's Policy on Administration of Servicing Agreements and Development Levy Agreements.

In accordance with *The Planning and Development Act, 2007*, the City maintains two Servicing Agreement Fee / Development Levy reserve funds – one for Utility related fees (i.e. water, wastewater and drainage), the other for General related fees (i.e. for transportation, parks and recreation projects). These two accounts are separate and apart from other funds.

Interest is calculated annually on the combined balance of the Servicing Agreement Fee / Development Levy reserve funds in accordance with principles as provided in Appendix A.

The repayment plus interest terms of external borrowing shall be included in the calculation of the rate.

While it may not be possible to always maintain these reserve balances in a positive position, the City should make best efforts to achieve this.

4.6 Calculation of Servicing Agreement Fee and Development Levy Rates

Annual Servicing Agreement Fee / Development Levy rates are calculated in accordance with Appendix A.

4.7 Application of Servicing Agreement Fees and Development Levy Rates

Servicing Agreements Fees and Development Levies are applicable to all areas of the City except:

- internal environmental reserves;
- freeways;
- expressways;
- interchange lands;
- major utility corridors (electrical transmission corridors and pipeline corridors unfeasible for development as a result of safety and/or environmental regulations);
- lakes; and
- lands used to accommodate permanent City-owned pump stations or lift stations.

Where the City permits development of land that is not required to connect to the City's water service at the time of initial development, the land will be exempt from paying the water portion of the Servicing Agreement Fees or Development Levies.

Where the City permits development of land that is not required to connect to the City's wastewater service at the time of initial development, the land will be exempt from paying the wastewater portion of the Servicing Agreement Fees or Development Levies.

In the event that the City permits development without initial connection to the water or wastewater systems, at such time as the development does connect to the City water or wastewater services, the land owner shall pay a Fee/Levy equal to the water or wastewater portion of the Servicing Agreement Fees or Development Levies that are in effect at that time, not the rates that were in effect at the time of subdivision or initial development. The City shall register an interest against title(s) of the impacted property in the ISC Land Registry at the time of subdivision for any property that does not obtain full services at the time of initial development identifying the outstanding payment owing to the City and the obligation of the landowner to make payment to City prior to obtaining connection to city water or wastewater services.

In no case will development be exempt from paying the transportation portion, the parks/recreation portion or the Administration portion of the Servicing Agreement Fees or Development Levies, except in relation to lands that were previously exempt from paying fees and which will only be subject to the Administration portion of the Servicing Agreement Fees or Development Levies until such time as an amendment to this policy is made respecting Intensification.

4.8 Industrial Development Rate

Industrial Development of land will be eligible for a 2/3 reduction of any applicable Servicing Agreement Fees or Development Levies.

If any parcel of land is eligible for a reduced Servicing Agreement Fee or Development Levy pursuant to this section at the time of development and the land is subsequently rezoned to a zone ineligible for the Industrial Development Rate, the development site will be subject to an additional fee/levy equal to 2/3 of the greenfield Servicing Agreement Fees/Development Levies that are in effect at the time of the site development.

The City shall register an interest against title(s) of the impacted property in the ISC Land Registry at the time of subdivision or development permit for any property that does not pay full Servicing Agreement Fees at the time of initial development identifying the outstanding payment owing to the City and the obligation of the landowner to make payment to City prior to obtaining zoning amendment approval.

4.9 Delegated Authority

Council has delegated authority to the Executive Director of City Planning and Development to determine which Capital Projects are included in the Servicing Agreement Fee / Development Levy rate.

4.10 Servicing Agreement Fee Rate / Development Levy Review

Proposed Servicing Agreement Fee and Development Levy rates are presented from time to time to Council for approval.

The Servicing Agreement Fee and Development Levy Rate Review will include:

- Consultation with development industry members;
- Review of the current Servicing Agreement Fee balance and interest due;
- Determination of pace of development for the purpose of establishing the Capital Projects list and developable area;
- Current population, and population projections for the purpose of calculating appropriate funding splits for new projects added to the list;
- Review of infill development Capital Projects for the purpose of calculating the infill rate;
- Review of greenfield development Capital Projects for the purpose of calculating the greenfield rate;
- Review of city-wide development Capital Projects for the purpose of calculating both the greenfield and infill rates;
- Adjustment, addition, and removal of Capital Projects projected over the 25 year time horizon; and
- Indexing for inflation.

4.11 Annual Reporting

Administration shall annually prepare a Servicing Agreement Fee / Development Levy report that shows reconciliation of completed projects. This report shall be shared publicly and made available to developers.

4.12 Policy Review

This Policy is to be reviewed once every five years. It may also be reviewed upon request by council or as related policies are updated.

Appendix A

Servicing Agreement Fee and Development Levy Calculation Methodology

Appendix B

Servicing Agreement Fee and Development Levy Funding Criteria and Summary Chart

Appendix B

Servicing Agreement Fee and Development Levy Funding Criteria and Summary Chart

1 Purpose

This appendix is supplementary detailed information in support of the Administration and Calculation of Servicing Agreement Fees and Development Levies policy.

2 Scope

This appendix provides a detailed summary of the funding split for project inputs utilized in the calculation of Servicing Agreement Fee and Development Levy rates. Authority is per the Administration and Calculation of Servicing Agreement Fees and Development Levies policy.

3 Additional Definitions

For the purposes of providing context to some of the terms utilized in this appendix, the following definitions are included to provide clarity. The definitions are in addition to definitions provided within the Administration and Calculation of Servicing Agreement Fees and Development Levies policy:

Arterial (Roads): is per the definition within the City of Regina Transportation Master Plan and includes all constructed components as required by the City of Regina Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Capacity: refers to a limit, defined by the service or infrastructure, of a number of people, vehicles or flow that can pass through or be utilized by the infrastructure over a set period of time. Capacity may include a level of service that provides additional margin prior to a physical limit being exceeded.

Collector (Roads): is per the definition within the City of Regina Transportation Master Plan and includes all constructed components as required by the City of Regina Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Community Contributions: means contributions made towards capital projects where the sources of funding are the residents of Regina, businesses, or community organizations who have made contributions towards a capital project either through a community organization or directly to the City of Regina.

Contiguous new development(s): refers to a subdivision or development that is either adjacent to an existing development or a subdivision or development adjacent to another subdivision or development under design or construction.

Development – within the context of this policy, development only refers to an area that Servicing Agreement Fees and/or Development Levies shall be applied to through the execution of a Servicing Agreement prior to the approval of subdivision or Development Levy Agreement prior to the issuance of a Building Permit by the City.

Development application refers to either an application by a development proponent to the City for review and approval of a Neighbourhood Plan, Secondary Plan, Concept Plan, Subdivision, Servicing Agreement, Development Levy Agreement, Discretionary Use or Building Permit or other that requires the City approval or permit prior to construction as required by municipal bylaw or provincial regulation.

Development boundaries: refers to either;

- (1) the outside boundaries or limits of a plan of subdivision and as identified within a Servicing Agreement; or
- (2) the outside boundaries of a parcel of land and as identified within a Development Levy Agreement.

Grade Separations: refers to any classification of road which is required to either be constructed over or under an obstacle including but not limited to another road, railway, pipeline or building.

Grants: means funding received from sources outside of the City of Regina and its taxpayers, such as the Provincial or Federal Government, for capital projects.

Interchanges: refers to a junction of two or more traffic flows by a system of separate levels that permit traffic to pass from one to another without the crossing of traffic streams.

Intersections: any ground level intersection of two or more roads regardless of road classification (i.e. local, collector, arterial, expressway). An intersection does not include an interchange.

Level of Service: refers to the targeted design capacity of a component of infrastructure including a margin of additional capacity versus the total physical capacity of the infrastructure. Level of service may be expressed with different reference points and metrics for water, wastewater, storm water, transportation and parks and recreational facilities.

Lift Station: means a mechanical/hydraulic devices that are used to solve flow problems that cannot be solved by standard gravity methods. Lift stations lift fluids to a gravity model.

Local (Roads): is per the definition within the City of Regina Transportation Master Plan and includes all constructed components as required by the City of Regina's Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Major Sanitary Storage, Conveyance or Treatment Facilities: refers to the components of the City's existing sanitary collection and treatment system that service multiple existing and future new developments external to the boundaries of a new subdivision or development. The primary facilities

include the City Wastewater Treatment Plant, Sanitary Trunk Mains, McCarthy Boulevard Pump Station and Force mains and existing sanitary pump stations with or without offline storage.

Major Water Storage, Conveyance or Treatment Facilities: refers to the components of the City's existing water treatment and distribution system that service multiple existing and future new developments external to the boundaries of a new subdivision or development. The primary facilities include the Buffalo Pound Water Treatment Plant, Buffalo Pound Water Supply Lines, New or Existing Water Reservoirs, Re-pressurization Pump Stations, pressure zone isolation components and Water Trunk Mains including but not limited to the City loop.

Models: refers to electronic, computer aided simulations utilized by the City for the purposes of planning for growth and review of development applications for transportation, water, wastewater, storm water, parks and recreational facilities.

Multi-Use Pathways: means the identified pathways within the City Open Space Regina Management Strategy and the new pathways identified within the Transportation Master Plan. Multi-use pathways generally refers to an asphalt pathway surface within a landscaped area and provides a protected route for walking or cycling.

Municipal Level Parks and Facilities: as fully defined within the City Open Space Regina Management Strategy. A municipal park or facility is intended to meet the recreation needs of large sections of the population. They allow for group activities and recreation opportunities not feasible at the neighbourhood level.

Neighbourhood Level Parks and Facilities: as fully defined within the City Open Space Regina Management Strategy. Neighbourhood level parks and facilities are oriented toward children and youth and may include active and passive recreation facilities.

On-Street Bikeways: refers to a lane within a road right-of-way specifically intended for the movement of bicycle traffic that are either separated from vehicular traffic with a separate painted lane or a protected lane separated by a curb, barrier or raised from general vehicular traffic.

Overall Growth: in the context of the statement "required to accommodate overall growth" means growth that occurs in multiple existing and future neighbourhoods.

Oversizing: means to design and construct an infrastructure facility to a greater capacity than servicing of a new subdivision or development requires unto itself to meet City development standards. The amount of oversizing is based upon design assumptions for servicing of a land area greater than the extents of the subdivision or development itself.

Pump Station: means a mechanical/hydraulic devices that are used to solve flow problems that cannot be solved by standard gravity methods. Pump stations lift fluids to a forcemain.

Regional Service: means a service provided by the City of Regina to a municipality, first nation, or other entity located outside of the boundary of the City.

Regional Service Partner: means a participant in a Regional Service through an agreement with the City of Regina.

Sanitary Main: is per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Sanitary Trunk Main: is per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Service Connection: is per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Site Detention: refers to the City of Regina requirements for individual developments to detain a portion of the rainfall within the property lines of the development site and release the water at a controlled rate into the storm water collection system.

Site Access Driveways and Crossings: is per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Storm Main: is part of the storm water minor system and per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Storm Trunk Main: is part of the storm water major system and per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Storm Channel: refers to natural or manmade water courses reserved primarily for the purpose of collecting and carrying runoff waters and designed as per the City's Development Standards Manual.

Storm Sewer Detention Pond and Outlet: refers to a storm water system facility which returns to dry conditions once all of the excess rainfall has discharged from the facility. The pond is designed to manage the flows of a rainfall event as per the City's Development Standards Manual including an outlet at a controlled flow rate back into the storm water collection system or a receiving body.

Storm Sewer Non-point Water Quality Control Infrastructure: refers to either permanent or temporary devices or infrastructure utilized to capture sediments or other non-desirable contaminants prior to outflow into a natural or engineered conveyance channel, creek, river, tributary or lake. Such infrastructure may be incorporated into storm water major system elements such as detention or retention ponds or may be separated from other components of the overall system.

Storm Sewer Retention Pond and Outlet: refers to a storm water system facility which retains a portion of the storm water runoff permanently in the facility. The pond is designed to manage the flows of a rainfall event as per the City's Development Standards Manual including an outlet at a controlled flow rate back into the storm water collection system or a receiving body.

Streetscaping: refers to landscaped visual elements of a street including street furniture, trees and boulevard treatments.

Study or Studies: Refers to the studies undertaken by the City on a citywide or area basis for the purpose of determining long range infrastructure required as a result of growth, including transportation, water, sanitary sewer,, storm sewer, parks and recreational facilities.

Traffic Signals: refers to any type of electrically powered signalization devices used to direct or control the flow of vehicular, cycle or pedestrian traffic and includes, but is not limited to poles, signal heads, lamps, controllers, electrical conduits, wiring and pedestal bases.

Upgrades: means upgrades required to provide additional capacity to a service to accommodate the additional demands placed on the infrastructure as a result of growth. Upgrades in the context of this policy do not include projects which are a result of a regulatory change or level or service improvement not previously identified within the calculation of previous Servicing Agreement Fees or Development Levy.

Water Main: is per the definition for either a Feeder or Distribution Watermain within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Water Pump Station & Reservoir: refers to infrastructure where the water supply is delivered to and held within a reservoir and re-pressurized through one or more hydraulic pumps to the distribution network.

Water Quality Source Control Measures: refers to either permanent or temporary devices or infrastructure utilized to capturing sediments or other non-desirable contaminants prior to runoff and discharge into the City storm sewer collection system.

Water Trunk Main: is per the definition within the City of Regina Development Standards Manual and includes all requirements and components as required by the Development Standards Manual, Construction Specifications or as directed by the Executive Director of City Planning and Development or delegate.

Zone Level Parks and Facilities: as fully defined within the City Open Space Regina Management Strategy. Zone parks and facilities serve a broader purpose than neighbourhood parks and provide higher quality athletic facilities.

4 General Principles

Servicing Agreement Fees / Development Levies paid by Developers are established as payment in whole or part for the Capital Costs for providing, altering, expanding or upgrading: sanitary sewer, water, storm sewer and other utility services, transportation facilities, or park and recreational facilities that directly or indirectly serve the proposed subdivision or development, as provided in section 169 and 172(3)(b) of the P&D Act.

The projection period for identifying capital costs for payment by Servicing Agreement Fees / Development Levies is 25 years.

The Funding Criteria and Summary Charts within this Appendix are intended to cover the majority of typical wastewater, water, drainage and other utility services, roads and other related infrastructure, or park and recreational facilities that may be encountered which are either not funded or funded in whole or in part by Servicing Agreement Fees / Development Levies.

Infrastructure projects, studies, designs and models not outlined in the tables below shall be assumed to not be funded by Servicing Agreement Fees / Development Levies unless determined to be funded in whole or in part by the Executive Director of City Planning and Development or delegate, and is in alignment with section 169 and 172(3)(b) of the P&D Act.

Infrastructure projects, studies, designs and models not outlined in the tables below that are required for subdivision and development as determined by the Executive Director of City Planning and Development or delegate, for, within, adjacent to or extending to the subdivision or development boundaries shall be assumed to be funded 100% by the developer.

Infrastructure projects, studies, designs and models not outlined in the tables below that are not required for one or more specific development or overall growth of the City shall be assumed be funded 100% by the City.

Upgrades outside the context of this policy may be funded 100% by the developer if required to be constructed within, adjacent to or extending to the development boundaries to provide service.

5 Interim Services

Services required for subdivision and development but are deemed as interim services until a permanent solution is constructed and in operation shall be funded 100% by the developer including the ongoing operational and maintenance costs of the interim services, unless determined otherwise by the Executive Director of City Planning and Development or delegate. Construction of interim services does not preclude the developer from having to also make financial contribution to a permanent servicing solution.

6 Lands

All lands required for services that developers are required to construct within, adjacent to, or extending to the development boundaries, whether through acquisition, dedication, easement or other legal mechanisms shall be 100% Developer-funded.

All lands required for services that the City is required to construct projects that are indirectly required to support growth of the City shall be 100% funded by Servicing Agreement Fees / Development Levies.

Any conflict between the two previous statements shall be resolved by the Executive Director of City Planning and Development or delegate.

7 Timing

Should an SAF/DL funded infrastructure project be required by an individual development in advance of the project being triggered or planned for by the City to accommodate overall growth, funding of the project either in whole in or in part, including land acquisition, shall become 100% Developer-funded.

8 Grants and Community Contributions

In determining capital costs, grants for capital projects shall be addressed as follows:

- Confirmed grant amounts are subtracted from the total project cost to determine the net project cost. The cost allocation policies are applied to the net amount remaining after subtracting the grant amount.
- If the grant amount is unknown, or not confirmed, no grant amounts are subtracted from the project cost. The total project cost is used in determining Servicing Agreement Fees or Development Levies.
- If the project is dependent on receiving a grant, and will not proceed without the grant amounts, the required grant amounts are subtracted from the total project cost to determine the net project cost. The cost allocation policies are applied to the net amount remaining after subtracting the grant amount.

In determining capital costs, community contributions are considered as a City contribution, similar to general fund or utility fund sources. The cost allocation policies are applied to the total capital cost, without subtracting the community contribution.

9 Regional Service Contributions

Where a regional service partner has agreed to pay for part of the capital costs of a project in the project list, the amount provided by the regional service partner is subtracted from the total project cost to determine the net project cost. The cost allocation policies are applied to the net cost remaining after subtracting the amount provided by the regional service partner. Where a regional partner has agreed generally to pay SAFs, in whole or in part, the revenue from the regional partner will be reflected in the opening balance for future rate calculations.

10 Funding Criteria and Summary Charts

The Funding Criteria and Summary Charts include numbered references which are outlined below.

- (1) The funding criteria specified in this table does not supersede any previous funding arrangements for projects entered into a Servicing Agreement between the Developer and the City prior to the effective implementation date of the Administration and Calculation of Servicing Agreement Fees and Development Levies policy.
- (2) **SAF / DL** refers to Servicing Agreement Fee / Development Levy funding percentage share of funding infrastructure works.
- (3) **Dev.** refers to Developer / Proponent funding percentage share of funding infrastructure works.
- (4) **City** refers to funding percentage share of funding infrastructure works through General or Utility Capital allocations through the budget process. This does not refer to funding percentage share by the City where the City is acting as a developer.
- (5) Applicability of % share determined will apply to engineering design, construction and commissioning. Construction may include but is not limited to temporary and permanent materials and excavations. Level of Service improvements for existing development is not intended to be provided for by Servicing Agreement Fee / Development Levy Funding unless it is clearly demonstrated a project has been deferred and subsequently growth has deteriorated the existing population level of service.
 - a. New Pop. = New Population Growth intended to be serviced by project
 - b. Ext. Pop. = Existing Population intended to be serviced by project that may directly or indirectly benefit from new or improvements to existing infrastructure.
 - c. Total Pop. = New Population + Existing Population
 - d. Should a project only be intended to service a New Population, then Servicing Agreement Fee / Development Levy Funding = 100%.
 - e. In the absence of any substantiated population actuals or estimates, a default placeholder funding split share of 30% SAF/DL Funding, 70% City Funding may be utilized in the interim for the purposes of calculating an SAF/DL Rate.

- (6) Upgrades to existing Arterial Roads, Intersections and Signals shall deduct the estimated rehabilitation cost from the gross cost required to increase the capacity of the Transportation Infrastructure if and only if rehabilitation is warranted within +/-3 years from the time the capacity increases are triggered to maintain a targeted level of service.

1 Funding Criteria and Summary Charts

Sanitary Sewer Infrastructure Projects ⁽¹⁾					
Description	Location	Funding Split (%)			Comments
		SAF / DL ⁽²⁾	Dev. ⁽³⁾	City ⁽⁴⁾	
Sanitary Service Connection	Internal / External to development boundaries	0%	100%	0%	
New Sanitary Main	Internal / External to development boundaries. External is where an extension is required to service one or more contiguous new development(s).	0%	100%	0%	
New Sanitary Trunk Main	Internal/External to development boundaries, and intended to service one or more contiguous specific new developments. May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New Sanitary Trunk Main	Internal/External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Sanitary Trunk Main Upgrades	Internal/External to development boundaries, and intended to service one new developments. May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Sanitary Trunk Main Upgrades	Internal/External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

	May provide service level improvement for existing residents.				
New Sanitary Mains and Trunk Mains Oversizing	Internal / External to development boundaries. Oversizing is required to service one or more contiguous new development(s).	0%	100%	0%	
New Sanitary Pump Stations (with or without storage)	Internal / External to development boundaries where a station required to service one or more contiguous new development(s). May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New Sanitary Pump Stations (with or without storage)	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Sanitary Pump Station Upgrades (with or without storage)	Internal / External to development boundaries where an existing station required to be upgraded to service one or more contiguous new development(s). May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Sanitary Pump Station Upgrades (with or without storage)	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

Existing Sanitary Storage, Conveyance or Treatment Facility Upgrades	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New Sanitary Storage, Conveyance or Treatment Facilities	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

Water Infrastructure Projects⁽¹⁾					
Description	Location	Funding Split (%)			Comments
		SAF / DL⁽²⁾	Dev. (3)	City (4)	
Water Service Connection ⁽⁶⁾	Internal / External to development boundaries	0%	100%	0%	
New Water Main	Internal / External to development boundaries. External is where an extension is required to service one or more contiguous new development(s).	0%	100%	0%	
New Water Trunk Main	Internal / External to development boundaries, and intended to service one or more contiguous specific new developments. May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New Water Trunk Main	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Water Trunk Main Upgrades	Internal/External to development boundaries, and intended to service one new developments. May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Water Trunk Main Upgrades	Internal/External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

New Water Mains and Trunk Mains Oversizing	Internal / External to development boundaries. Oversizing is required for development of additional new development.	0%	100%	0%	
New Water Pump Stations & Reservoirs	Internal / External to development boundaries where a station required to service one or more contiguous new development(s). May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New Water Pump Stations & Reservoirs	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Water Pump Station & Reservoirs Upgrades	Internal / External to development boundaries where an existing station required to be upgraded to service one or more contiguous new development(s). May provide service level improvement for existing residents.	0%	A ⁽⁵⁾	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Water Pump Station & Reservoir Upgrades	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth. May provide service level improvement for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
New or Existing Water Storage, Conveyance or Treatment Facilities	Internal / External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100%

	accommodate overall growth. May provide service level improvement for existing residents.				B = (Ext. Pop. / Total Pop.) * 100%
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Storm Sewer Infrastructure Projects⁽¹⁾					
Description	Location	Funding Split (%)			Comments
		SAF / DL⁽²⁾	Dev. (3)	City (4)	
Storm Service Connection, Water Quality Source Control Measures and Site Detention	Internal / External to development boundaries	0%	100%	0%	
New Storm Sewer Main	Internal / External to development boundaries. External is where an extension is required to service one or more contiguous new development(s).	0%	100%	0%	
New Storm Sewer Trunk Main, Lift Station, or Channel	Internal / External to development boundaries. External is where an extension is required to service one or more contiguous new development(s).	0%	100%	0%	
New Storm Sewer Trunk Main, Lift Station, or Channel	External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth and to improve service levels for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop. / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
Existing Storm Sewer Trunk Main, Lift Station, or Channel Upgrades	External to development boundaries, where an extension required to service one or more contiguous new development(s).	0%	100%	0%	
Existing Storm Sewer Trunk Main, Lift Station, or Channel Upgrades	External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth and to improve service levels for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop. / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

New Storm Sewer Mains, Trunk Mains, Lift Stations or Channel Oversizing	Internal / External to development boundaries. Oversizing is required for development of additional new development.	0%	100%	0%	
New Storm Sewer Detention Ponds and Outlet Infrastructure	Internal / External to development boundaries where a pond and outlet is required to service one or more contiguous new development(s).	0%	100%	0%	
New Storm Sewer Retention Ponds and Outlet Infrastructure	Internal / External to development boundaries where a pond and outlet is required to service one or more contiguous new development(s).	0%	100%	0%	
New Storm Sewer Non-point Water Quality Control Infrastructure	Internal / External to development boundaries where a required to service one or more contiguous new development(s).	0%	100%	0%	
Existing Storm Sewer Non-point Water Quality Control Infrastructure	External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth and to improve service levels for existing residents.	A ⁽⁵⁾	0%	B ⁽⁵⁾	<p>A = (New Pop / Total Pop.) * 100%</p> <p>B = (Ext. Pop. / Total Pop.) * 100%</p>

Transportation Infrastructure Projects⁽¹⁾					
Description	Location	Funding Split (%)			Comments
		SAF / DL⁽²⁾	Dev. (3)	City (4)	
New or Upgraded Site Access Driveways and Crossings	Internal or External to development boundaries	0%	100%	0%	
New Local Roads	Internal / External to development boundaries. External is where an extension or upgrade is required to service one or more contiguous new development(s).	0%	100%	0%	
New Collector Roads	Internal / External to development boundaries. External is where an extension or upgrade is required to service one or more contiguous new development(s).	0%	100%	0%	
New Arterial Roads	Internal / External to development boundaries. External is where an extension or upgrade is required to service one or more contiguous new development(s).	0%	100%	0%	
New or Upgrades to Existing Collector or Arterial Roads – as warranted	External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to accommodate overall growth.	100%	0%	0%	⁽⁶⁾
Reconstruction of Existing Roads	External to development and cost of City's portion	0%	0%	100%	⁽⁶⁾
New or Upgrades to Existing Intersections - Immediate	Internal / External to development boundaries. External is where the intersection provides access into the development boundaries.	0%	100%	0%	⁽⁶⁾
New or Upgrades to Existing	External to development boundaries where the intersection does not provide	0%	100%	0%	⁽⁶⁾

Intersections - Immediate	direct access into a development boundaries, but is warranted at the time of a development.				
New or Upgrades to Existing Intersections – as warranted	External to development boundaries where the intersection does not provide direct access into a development boundaries, and is not warranted at the time of a development. Project completed as capacity warrants.	100%	0%	0%	(6)
New Traffic Signals - Immediate	Internal / External to development boundaries. External is where the intersection provides access into the development boundaries.	0%	100%	0%	
New Traffic Signals - Immediate	External to development boundaries where the intersection does not provide direct access into a development boundaries, but is warranted at the time of a development.	0%	100%	0%	
New Traffic Signals – as warranted	Internal / External to development boundaries where new signals are not warranted at the time of a development. Project completed as capacity warrants.	100%	0%	0%	
Grade Separations - immediate	Internal / External to development boundaries. External is where the grade separation provides access into the development boundaries and is warranted by City standards.	0%	100%	0%	
Grade Separations – as warranted	Internal / External to development boundaries where a grade separation is not warranted at the time of a	100%	0%	0%	

	development. Project completed as capacity warrants.				
Interchanges – immediate	Internal / External to development boundaries. External is where the interchange provides access into the development boundaries and is warranted by City standards.	0%	100%	0%	
Interchanges – as warranted	Internal / External to development boundaries where an interchange is not warranted at the time of a development. Project completed as capacity warrants.	100%	0%	0%	
Streetscaping - immediate	Internal / External to development boundaries. External is where an extension or upgrade is required to service one or more contiguous new development(s).	0%	100%	0%	
Streetscaping – as warranted	External to development boundaries, and not intended to service any one or more contiguous specific new developments, but required to be consistent with streetscape policy but required to accommodate overall growth.	100%	0%	0%	
On-Street Bikeways and Multi-Use Pathways	Internal to development boundaries.	0%	100%	0%	
On-Street Bikeways and Multi-Use Pathways	External to development boundaries. External is where an extension or upgrade is required to service one new development.	0%	100%	0%	
On-Street Bikeways and Multi-Use Pathways	External to development boundaries. External is where an extension or upgrade is required to service two or more new development(s).	100%	0%	0%	

On-Street Bikeways and Multi-Use Pathways	External to development boundaries, and not intended to exclusively service any new developments, but required to link overall growth and provide an extension of the network to existing neighbourhoods.	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%
--	---	------------------	----	------------------	--

Parks and Recreational Facilities Infrastructure Projects⁽¹⁾					
Description	Location	Funding Split (%)			Comments
		SAF / DL⁽²⁾	Dev. (3)	City (4)	
Neighbourhood Level Parks and Facilities	Internal to new development boundaries, typically associated with the dedication of Municipal Reserve space.	0%	100%	0%	
Zone Level Parks and Facilities	New zone parks and associated recreation facilities within new development areas or capacity upgrades to existing zone parks needed to provide a similar level of service to the future population of a new development area.	100%	0%	0%	
Municipal Level Parks and Facilities	New or capacity upgrades to existing municipal level parks or recreational facilities (includes off-leash dog parks).	A ⁽⁵⁾	0%	B ⁽⁵⁾	A = (New Pop / Total Pop.) * 100% B = (Ext. Pop. / Total Pop.) * 100%

Studies, Development Standards or Policy or Specifications, Design and Infrastructure Engineering Work					
Description	Location	Funding Split (%)			Comments
		SAF / DL⁽²⁾	Dev.⁽³⁾	City⁽⁴⁾	
Studies, Serviceability, Conceptual, Functional, Pre-Design and Detailed Design	Development proponent required study or design required by the City as part of a development application.	0%	100%	0%	Studies and designs specific to advancing servicing of a new development are funded directly by the developer.
Studies, Serviceability, Conceptual, Functional, Pre-Design and Detailed Design	Internal or External to development boundaries intended to provide City regulatory guidance for water, sanitary, storm, roads, parks or recreational facility infrastructure required for growth.	100%	0%	0%	
Infrastructure Models	Internal or External to development boundaries intended to provide City regulatory guidance for water, sanitary, storm, roads, parks or recreational facility infrastructure required for growth.	100%	0%	0%	
Engineering Specifications, Standards, Policy development or update	Development driven documents which provide guidance to developers and their consultants, either new or updates to existing as the documents pertain to water, sanitary sewer system, storm sewer system or parks and open space or recreational facilities design.	100%	0%	0%	



Sherwood Co-operative Association Limited

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P. O. Box 5044
Regina, SK
S4P 3X5 Canada

Phone (306) 791-9300
Fax (306) 791-0060
member.relations@sherwoodco-op.com
www.sherwoodco-op.com

Indian Head:

Phone (306) 695-2204
Fax (306) 695-2116

LOCALLY
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MEMBERSHIP
BENEFITS

CP17-29

November 23, 2017

CITY OF REGINA
OFFICE OF THE CITY CLERK
15TH FLOOR, CITY HALL
2476 VICTORIA AVENUE
PO BOX 1790
REGINA, SASKATCHEWAN
S4P 3C8

DISCRETIONARY USE (17-DU-08) Gas Bar, Convenience Store & Car Wash – 1181 N Argyle Street

My name is Pat Maschek, Development Consultant that works with the applicant Sherwood Co-operative Association. I will attend the Council Meeting Monday November 27 to answer any questions council may have regarding the application.

We are very excited about this development and look forward to the expanded service to the Co-op's customers and approximately 65,000 active members / owners going forward.

Respectfully

Pat Maschek, Petroleum Development Consultant
Sherwood Co-operative Association Limited
Phone 306-729-4937
Cell 306-570-9665
E-mail: pat.m@myaccess.ca

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Discretionary Use Application (17-DU-08) Gas Bar, Convenience Store & Carwash -
1181 N Argyle Street, Capital Crossing

RECOMMENDATION

**RECOMMENDATION OF THE REGINA PLANNING COMMISSION
– NOVEMBER 1, 2017**

1. That the Discretionary Use Application for a proposed Gas Bar, Convenience Store and Carwash located at 1181 Argyle Street North, being Parcel 7 in Plan No. 102254891, be approved.
2. That a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Federated Co-operatives Limited and dated August 28 and 31, 2017.
 - a) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.

REGINA PLANNING COMMISSION – NOVEMBER 1, 2017

Simon Kostic declared a conflict of interest on this item, citing his employment with Co-op Refinery Complex and its association with Federated Cooperatives Limited, abstained from discussion and voting and temporarily left the meeting.

Pat Maschek, representing Sherwood Co-op, addressed the Commission and made a PowerPoint presentation.

The Commission adopted a resolution to concur in the recommendation contained in the report after amending Recommendation 2. a) to read:

- a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Federated Co-operatives Limited and dated August 28 and 31, 2017.

Recommendation #3 does not require City Council approval.

Councillors: Mike O'Donnell (Chairperson), Jerry Flegel and Barbara Young; Commissioners: David Bale, Phil Evans, Adrienne Hagen-Lyster, Andre Kroeger and Steve Tunison were present during consideration of this report by the Regina Planning Commission.

The Regina Planning Commission, at its meeting held on November 1, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the Discretionary Use Application for a proposed Gas Bar, Convenience Store and Carwash located at 1181 Argyle Street North, being Parcel 7 in Plan No. 102254891, be approved.
2. That a Development Permit be issued subject to the following conditions:
 - a) The development shall be consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by Federated Co-operatives Limited and dated June 13, 2017.
 - b) The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw No. 9250*.
3. That this report be forwarded to the November 27, 2017 meeting of City Council for approval.

CONCLUSION

The applicant proposes to develop a gas bar, convenience store and carwash in the Capital Crossing area within the Hawkstone Neighbourhood. The subject property is undeveloped and is approximately 8,264 m² in area.

The subject property is currently zoned MS – Mainstreet, in which a gas bar, convenience store and carwash are all discretionary uses and are being considered for the site under one application.

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

BACKGROUND

A gas bar, convenience store and carwash are all discretionary uses in the MS – Mainstreet Zone and must comply with the regulations in the Zoning Bylaw.

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

Pursuant to subsection 56(3) of the Act, Council may establish conditions for discretionary uses based on; nature of the proposal (e.g. site, size, shape and arrangement of buildings) and aspects of site design (e.g. landscaping, site access, parking and loading), but not including the colour, texture or type of materials and architectural details.

DISCUSSION

The applicant (Federated Co-op) proposes to develop a gas bar, convenience store and carwash on an undeveloped parcel of land that is approximately 8,264 m² in area in the Capital Crossing area of the Hawkstone Neighbourhood. A gas bar, convenience store and carwash are all discretionary uses within the MS – Mainstreet Zone.

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

Land Use Details	Existing	Proposed
Zoning	MS - Mainstreet	MS - Mainstreet
Land Use	Vacant	Gas Bar, Convenience Store & Carwash
Building Area	0 m ²	Gas Bar – 496.5 m ² Convenience Store – 311.2 m ² Carwash – 261.4 m ²

Zoning Analysis	Required	Proposed
Number of Parking Stalls Required	15 stalls	27 stalls
Minimum Lot Area (m ²)	250 m ²	8264 m ²
Minimum Lot Frontage (m)	6 m	84.84 m
Maximum Building Height (m)	15 m	Gas Bar – 5.891 m Convenience Store – 6.0 m Carwash – 5.075 m
Maximum Floor Area Ratio	1.0	0.13
Maximum Coverage (%)	65%	13%

The proposed discretionary use is consistent with the approved Concept Plan as it identifies this location as a Commercial area (see Appendix A-3.3). Connectivity to the development area has recently been improved as Argyle Street has been connected to the abutting neighbourhood to the south, providing direct access to the Ring Road. Rochdale Boulevard, which is developed immediately north of the subject property, also provides direct access to the site.

The adjacent lands within the Capital Crossing area have not yet been developed; however, the Concept Plan calls for High Density Residential to the south, and Commercial to the west and north. Existing surrounding land uses include a planned group of dwellings (High Density Residential) immediately to the east.

The proposal requires screening along the property lines adjacent to any residential property. The applicants are proposing a six foot fence along both the east and south property lines to achieve the required screening. Other notables for the development include a drive aisle for the car wash which can accommodate eight waiting vehicles and the gas bar which has ten gas pumps that can provide service up to 20 vehicles.

The proposed development is consistent with the purpose and intent of the MS – Mainstreet Zone with respect to providing high density development to serve the housing, business and amenity needs of the residents of the northwest sector of the city.

RECOMMENDATION IMPLICATIONS

Financial Implications

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

Environmental Implications

The subject property is located within the moderate aquifer sensitivity zone. The proposal is required to comply with the applicable performance standards.

Policy/Strategic Implications

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

Section D5: Land Use and Built Environment

Goal 1 – Complete Neighbourhoods

Enable the development of complete neighbourhoods.

- 7.1 Require that new neighbourhoods, new mixed-use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed to include the following:

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

- 7.1.10 Convenient access to areas of employment.

Goal 3 – Urban Centres and Corridors

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

7.10 Support the development or redevelopment of lands within identified urban centres and urban corridors to incorporate:

7.10.1 An appropriate mix of higher density residential and commercial development.

7.11 Ensure land use, scale and density of development within an urban centre or urban corridor is compatible with servicing capacity and provides appropriate transition to surrounding areas.

Goal 4 – Employment Areas

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

7.16 Encourage local commercial within residential areas.

Other Implications

None with respect to this report.

Accessibility Implications

The proposed development provides one parking stall for persons with disabilities.

COMMUNICATIONS

Communication with the public is summarized below:

Public notification signage posted on	July 31, 2017
Letter sent to immediate property owners	July 11, 2017
Public Open House Held	N/A
Number of Public Comments Sheets Received	1

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

Following circulation, the Administration attempted follow up contact with the Argyle Park/Englewood Community Association (APECA), but did not receive a response prior to the deadline for submission of this report.

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

DELEGATED AUTHORITY

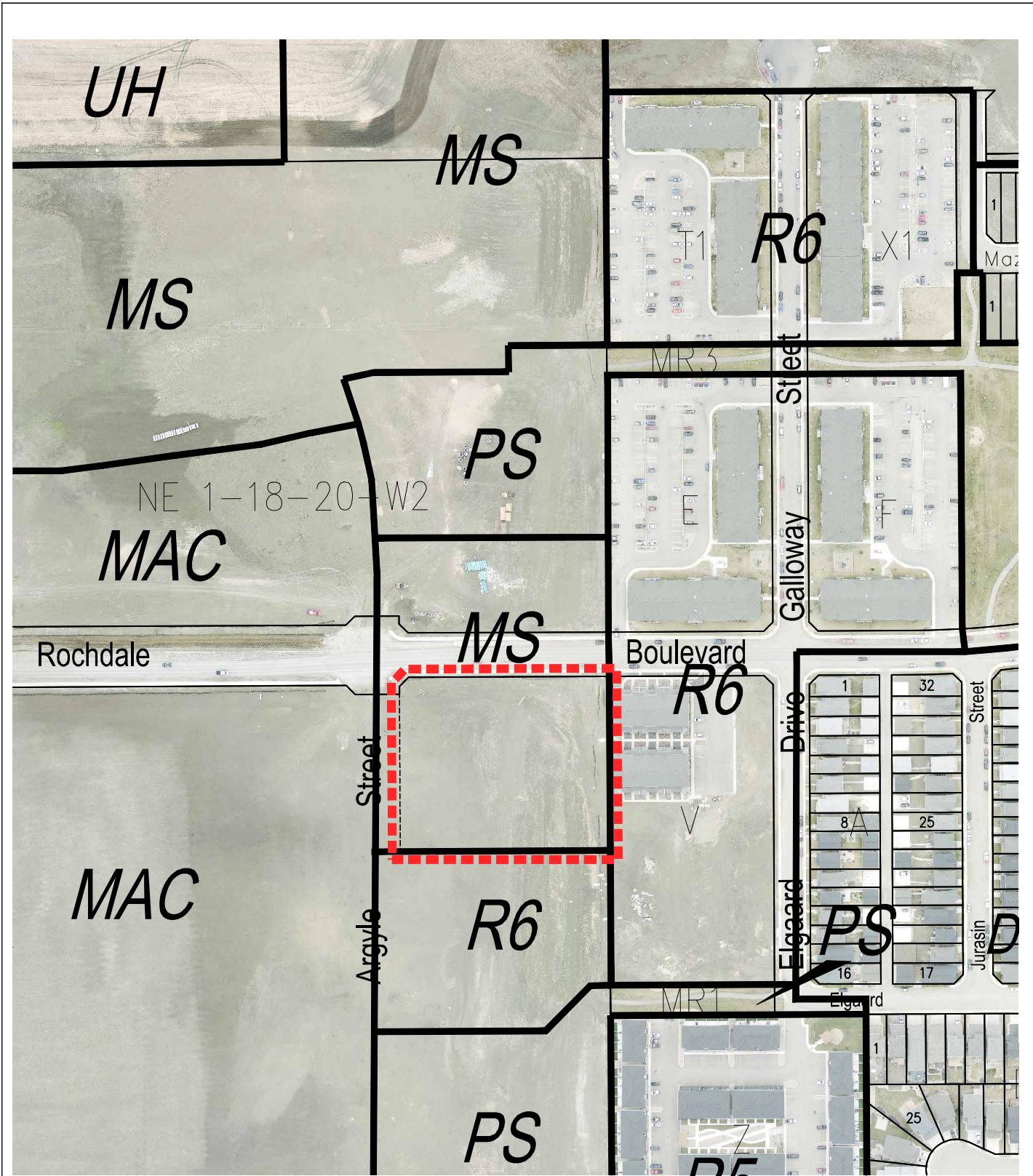
City Council's approval is required, pursuant to Part V of *The Planning and Development Act, 2007*.

Respectfully submitted,

REGINA PLANNING COMMISSION

A handwritten signature in cursive script that reads "Elaine Gohlke".

Elaine Gohlke, Secretary



Subject Property

Date of Photography : 2016





Subject Property

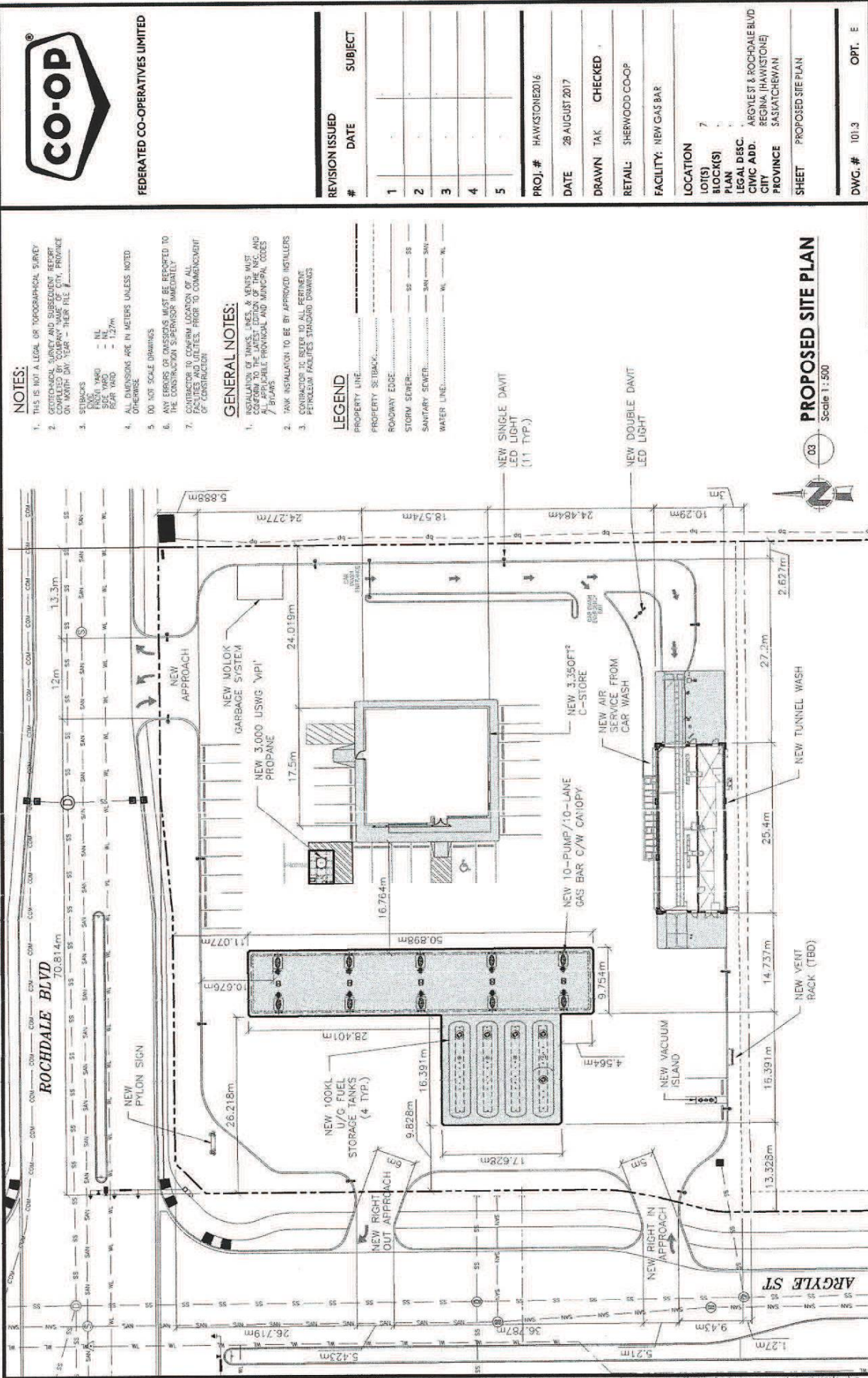
Date of Photography: 2016

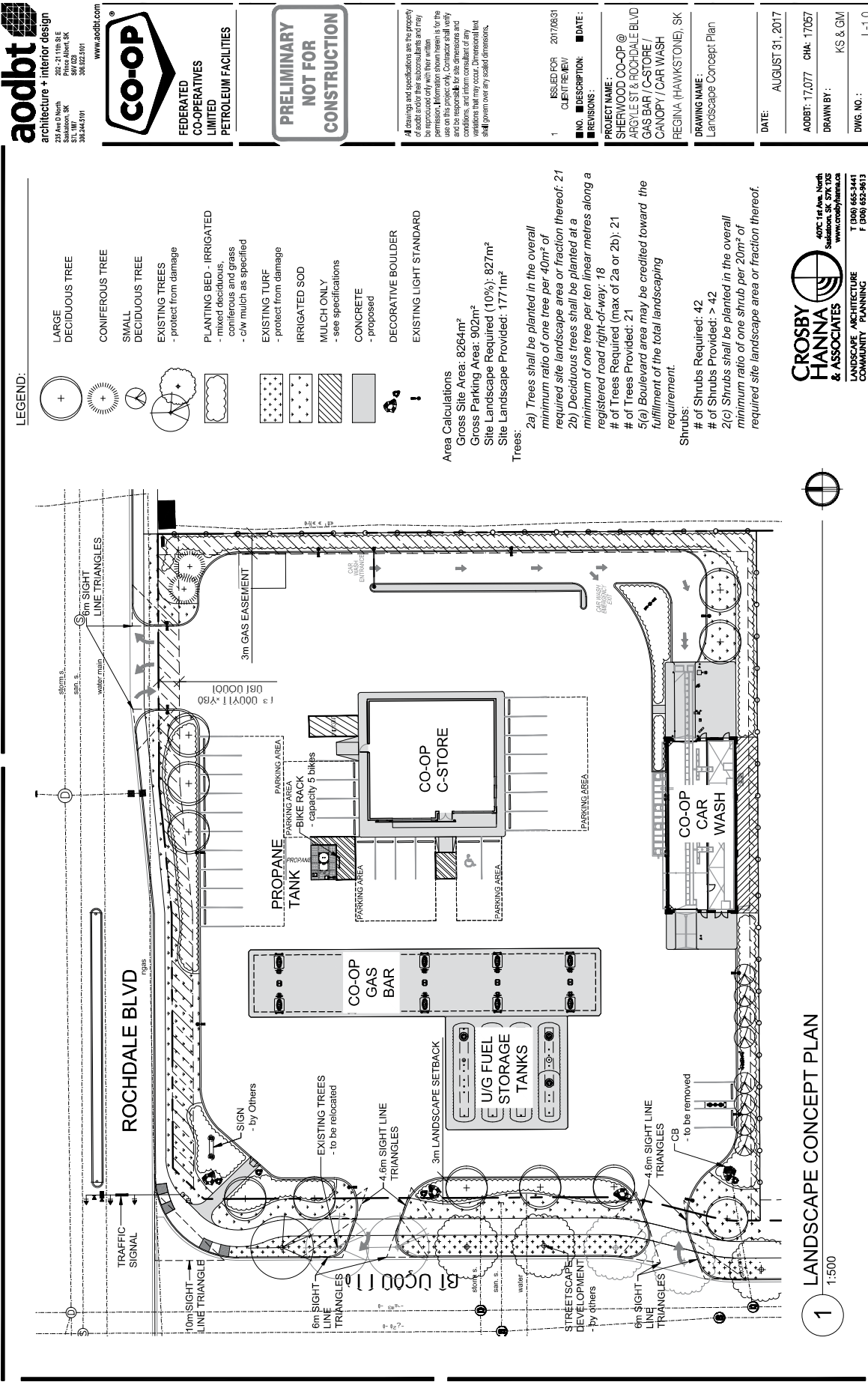


Project 17-DU-08

Civic Address/Subdivision

Rochdale Blvd & Argyle St N / Hawkstone





architecture + interior design
51, 107
304.443.9191
www.aodbt.com

FEDERATED
CO-OPERATIVES
LIMITED
PETROLEUM FACILITIES

**PRELIMINARY
NOT FOR
CONSTRUCTION**

All drawings and specifications are the property of aodbt and its subsidiaries and may be used for the project only. The user assumes all responsibility for the use of the drawings and specifications on the project. Information shown herein is for the use of the project only. Contractor shall verify all dimensions and conditions, and inform aodbt of any discrepancies. aodbt shall not be held responsible for any errors or omissions. aodbt shall not be held responsible for any errors or omissions. aodbt shall not be held responsible for any errors or omissions.

1 ISSUED FOR: 20170831
CLIENT REVIEW
NO. DESCRIPTION DATE
REVISIONS:

PROJECT NAME:
SHERWOOD CO-OP @
ARGYLE ST & ROCHDALE BLVD
GAS BAR / C-STORE /
CANOPY / CAR WASH
REGINA (HAWKSTONE), SK

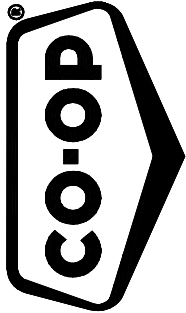
DRAWING NAME:
Landscape Concept Plan

DATE: AUGUST 31, 2017

AODBT: 17.077 CHA: 17057
DRAWN BY: KS & GM
DWG. NO.: L-1.0

CROSBY
HANNA
& ASSOCIATES
LANDSCAPE ARCHITECTURE
COMMUNITY PLANNING

400C 1st Ave. North
Saskatoon, SK S7N 1G5
www.crosbyhanna.ca
T (306) 665-3441
F (306) 652-9613



SHERWOOD CO-OP



FEDERATED CO-OPERATIVES LIMITED

FINAL FLOOR PLAN APPROVAL:	
DATE: _____	
HO Retail Facilities Director _____	
HO Centre Manager _____	
Retail General Manager _____	
Region Centre RSC _____	
Region Retail Advisor _____	
PFD OPT :	C5
RFD REV :	C

Appendix A-3.3



Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>		
<i>Accept if many features were different</i>		
<i>Accept if one or two features were different</i>	1	Noise generated by the carwash adjacent to residential properties.
<i>I support this proposal</i>		

1. Issue: Noise from Carwash

Applicants Response: The actual noise readings from the Co-op tunnel car wash at Grasslands based on the location / distances of the proposed carwash for Hawkstone along the south property line are:

- 70db to the South at ~30 feet from the entrance exit doors of the carwash to the property;
- 60db to the South at 90 feet from the entrance of the carwash to the property line;
- 65db to the North at 145 feet from the exit of the carwash to the property line.

The noise readings were also taken along the existing residential building property lines along Rochdale to the east of the proposed Co-op facility. Without any traffic, the noise levels were 60 to 65db and with traffic 80 to 90db (not including abnormally loud cars, motorcycles or lawnmowers running).

Sherwood Co-op will work with their landscape architect and the City of Regina to determine the best method of buffering any anticipated noise levels that might exceed the street noise levels.

Administration's Response: The Zoning Bylaw requires all entrances and exits of the Carwash to be positioned in a way to avoid facing the adjoining residential dwelling and shall be completely screened from the adjoining residence or property by a solid wall or fence of at least 1.83 metres in height and, made of masonry, architectural tile, louvered wood or similar material. This regulation is to ensure that the noise from the vehicles and the carwash are not impeding the adjacent residential property. Administration has determined these regulations have been achieved.

The Zoning Bylaw also requires all speaker boxes associated with a drive-in business to be oriented away from the residential use. This regulation is to help reduce noise to the adjacent residential properties. Administration has determined these regulations have been achieved.

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Saskatchewan Indian Institute of Technology U-Pass Program

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - NOVEMBER 16, 2017**

1. That City Council delegate authority to the Executive Director of Financial and Corporate Services (or designate) to negotiate and approve a contract with the Saskatchewan Indian Institute of Technology (SIIT) for a U-Pass program for a duration of three years as detailed in this report.
2. That upon approval by the Saskatchewan Indian Institute of Technology's (SIIT) senior management, the City Clerk be authorized to sign the applicable agreement on behalf of the City once the agreement has been reviewed and approved by the City Solicitor.
3. That the amendments to *The Regina Transit Fare Bylaw, 2009*, as described in this report, be approved.
4. That the City Solicitor be instructed to prepare the required amending bylaw based on the changes identified in this report.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

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

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

The Community and Protective Services Committee, at its meeting held November 16, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That City Council delegate authority to the Executive Director of Financial and Corporate Services (or designate) to negotiate and approve a contract with the Saskatchewan Indian Institute of Technology (SIIT) for a U-Pass program for a duration of three years as detailed in this report.
2. That upon approval by the Saskatchewan Indian Institute of Technology's (SIIT) senior management, the City Clerk be authorized to sign the applicable agreement on behalf of the City once the agreement has been reviewed and approved by the City Solicitor.
3. That the amendments to *The Regina Transit Fare Bylaw, 2009*, as described in this report, be approved.
4. That the City Solicitor be instructed to prepare the required amending bylaw based on the changes identified in this report.
5. That this report be forwarded to the November 27, 2017 meeting of Council.

CONCLUSION

Administration have agreed on a non-binding Memorandum of Intent (MOI) with the Administration of SIIT on a Universal Bus Pass (U-Pass) program at the University of Regina for students of SIIT. The MOI sets out the key commercial terms that will form the basis of a legal agreement for the U-Pass program, should both parties receive approval from their respective organizations to proceed with an agreement. The MOI ensures 100% cost recovery of the projected forgone revenue and any operating funds required for the program, which equates to \$34,200 annually. In exchange for this payment, the City of Regina would provide bus passes to all students for ten months, generally corresponding to SIIT's fall and winter semesters.

BACKGROUND

The City of Regina currently provides a U-Pass program through contract with the University of Regina Students Union for students attending the University of Regina. That program started in August 2016 and includes additional bus service while remaining cost neutral for the City of Regina. The benefit is a discounted bus pass for students attending the University of Regina and overall increased bus services at no additional cost to Regina taxpayers. Ridership among post-secondary students increased by 75% in the first year and continues to expose a new generation of riders to Transit.

SIIT Administration approached the Transit Department in May 2017 to see what a U-Pass program could look like in Regina as it currently has the program at the SIIT location in Saskatoon. It was determined that since the Regina campus is smaller than Saskatoon's with about 140 students, the Transit system can manage the increased ridership and will not require

any additional buses to accommodate the new program.

The calculated fee for a U-Pass program to be received from SIIT is a recovery of estimated revenue lost from implementation of the program. This is similar to U-Pass agreements SIIT has in Saskatoon and amounts to \$34,200 each year (split between two semesters). Similar to The University of Regina Students Association, the unit price per student will be set by SIIT.

DISCUSSION

Negotiations with SIIT went quickly with agreement on the following items:

- **SIIT will set student fees based on the price of the program from the Transit Department.** SIIT's fees for year one will be \$34,200. This amount will be paid in one lump sum payment each semester (\$17,100 per semester). This is similar to the agreement with the University of Regina Students Association.
- **SIIT will be responsible for collecting fees from students and will handle any exemptions.** This ensures the additional administrative requirements rest with SIIT and not the City.
- **SIIT will notify the Transit Department of any lost or stolen passes so they can be deactivated.** This will help control any abuse of the U-Pass system.
- **SIIT will provide the Transit Department with data consisting of current numbers of students that have a U-Pass.** This information will assist the City with future transit planning and decision-making.
- **The Transit Department will supply SIIT with U-Pass cards with smart card technology that will act as a bus pass and their student ID.** This will provide an all-in-one card that students can use at SIIT and will also act as their bus pass. Students will be required to swipe their pass on the electronic fareboxes on the buses where the data will then be captured.
- **The U-Pass will only be active during the fall/winter semesters.** The U-Pass will only be active during the two semesters, starting from September to June.
- **Students will receive approximately five (5) months of unlimited bus service per semester.** The passes will be active from September to mid-January, and mid-January to the end of June.
- **SIIT will provide the Transit Department with the start dates for the fall/winter semesters so the Transit Department knows in advance.**

- **The Transit Department and the SIIT will have annual meetings to review the program.** These annual stakeholder meetings will discuss how the program functions and if any changes need to be made.
- **Starting September 2019, Consumer Price Index (CPI) will be applied to the lump sum for the life of the agreement.** This is to account for any increase in the cost of operating expenses during the life of the agreement.
- **Three (3) Year Agreement - September 1, 2018 to June 30, 2021.** A short contract was desired as SIIT may be moving facilities in the near future.

An overall agreement must be approved by SIIT's senior management and City of Regina Council. Both parties must approve the agreement prior to implementation.

The Transit Fare Bylaw, 2009 sets out all pass types which may be used on Regina Transit and the pricing for those pass types. This report therefore recommends that the Bylaw be updated to include reference to the SIIT U-Pass as an acceptable bus pass to be used on Regina Transit as well as that the rates for such pass are to be set by SIIT.

RECOMMENDATION IMPLICATIONS

Financial Implications

Unlike the University of Regina U-Pass, there are no additional resources needed for this proposed U-Pass program. The student body is small enough (approximately 140 students) that current service will handle the anticipated ridership. In consultation with Finance, the revenue to be received from SIIT is a recovery of estimated revenue lost from implementation of the program. This is similar to other smaller U-Pass agreements in Saskatoon where it is cost-neutral because any potential lost revenue is recovered in the agreement. CPI will be applied to the agreement starting in 2019.

Environmental Implications

Cultivating a new generation of transit riders at SIIT will encourage new lifelong habits in students with regards to transportation in Regina.

Policy and/or Strategic Implications

The implementation of a U-Pass helps achieve the transportation goals and policies in *Design Regina: The Official Community Plans*, specifically, "Goal 2: Public Transit: Elevate the role of Public Transit" in Section D3:

Policy 5.11: Enhance transit service in existing residential neighbourhoods to support continued residential and employment growth.

As well, the U-Pass helps to achieve the financial policies in *Design Regina: The Official Community Plan* specifically, “Goal 1: Financial Principals - “Use a consistent approach to funding the operation of the City of Regina” in Section B:

Policy 1.2: Consider, except where prohibited by *The Cities Act* or other regulations and where appropriate, establishing user fees and other similar charges in excess of full cost recovery for the program or service to which the fees apply. Such resources shall be considered and general revenues for the payment of costs associated with public benefits are shared city-wide.

Other Implications

None with respect to this report.

Accessibility Implications

Registered paratransit customers who attend SIIT are also eligible to use the U-Pass on paratransit service. At present, there have been very few paratransit trips to SIIT.

COMMUNICATIONS

Communications will work with Administration at SIIT to promote and to raise awareness about the U-Pass program to ensure consistent program messages are communicated to SIIT students.

DELEGATED AUTHORITY

The recommendation contained in this report require City Council approval.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE



Kristina Gentile, Secretary

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Appointment of Pest Control Officers

RECOMMENDATION

**RECOMMENDATION OF THE COMMUNITY AND PROTECTIVE SERVICES
COMMITTEE - NOVEMBER 16, 2017**

1. That the City Solicitor be instructed to amend *Bylaw 2009-71* being *The Appointment and Authorization of City Officials Bylaw, 2009* to:

- (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* (“*Act*”) from January 1, 2018 until December 31, 2018, unless the officer’s employment with the City of Regina is terminated sooner:

<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer
Kaitlin Willner	Entomology Research Analyst

2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE - NOVEMBER 16, 2017

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

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

The Community and Protective Services Committee, at its meeting held November 16, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That the City Solicitor be instructed to amend *Bylaw 2009-71* being *The Appointment and Authorization of City Officials Bylaw, 2009* to:

- (a) Appoint the following people as Pest Control Officers under *The Pest Control Act* (“*Act*”) from January 1, 2018 until December 31, 2018, unless the officer’s employment with the City of Regina is terminated sooner:

<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Control
Corey Doka	Pest Control Officer
Kaitlin Willner	Entomology Research Analyst

- 2. That within 14 days of City Council passing the amendments to *Bylaw 2009-71*, that the City Clerk notify the Ministry of Agriculture of the appointment of the Pest Control Officers, as required by *The Pest Control Act*.
 3. That this report be forwarded to the November 27, 2017 meeting of City Council for approval.

CONCLUSION

The Pest Control Act requires that Pest Control Officers be appointed by City Council. The Act does not contain a provision permitting City Council to delegate this authority. Prior to 2009, these appointments were made by resolution. In 2009 the City of Regina (City) enacted *The Appointment and Authorization of City Officials Bylaw, 2009*, to improve transparency and to make the City’s various authorizations and appointments easier to locate. Annual amendments to the Bylaw are required to make the appointments of Pest Control Officers, as these appointments are required to be made annually.

BACKGROUND

The Appointment and Authorization of City Officials Bylaw, 2009, was enacted in 2009 in an effort to move away from appointing specific individuals to appointing persons by position titles, where bylaws and statutes create and appoint various statutory officers. At that time, many of the appointments had become outdated.

In some cases, like that of Pest Control Officers, provincial legislation requires these appointments to be made by individual; therefore, the City is unable to avoid annual appointment. In order to find efficiencies, the City has approached the province asking that the Act be amended to allow administration to assign these responsibilities by position. The province declined this request. Therefore, Council must appoint on a yearly basis.

DISCUSSION

The Pest Control Act requires that Pest Control Officers be appointed by City Council on an annual basis.

The Administration proposes to have the following persons be appointed as Pest Control Officers for 2018:

<u>Name</u>	<u>Position</u>
Russell Eirich	Manager, Forestry, Pest Control & Horticulture
Ryan Johnston	Supervisor, Pest Management
Corey Doka	Pest Control Officer
Kaitlin Willner	Entomology Research Analyst

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Appointing Pest Control Officers by bylaw instead of resolution increases transparency, as such appointments are more readily accessible. Delegating the authority to appoint, assign duties and determine remuneration of Bylaw Enforcement Officers enhances the efficiency of City Administration.

This initiative supports the *Design Regina, Official Community Plan (OCP)* Community Priorities of promoting long-term environmental protection of the urban forest. This initiative supports the following OCP goal: Environmental Goal 1: Natural System; Maintain, restore and enhance Regina's natural system and biodiversity. Goal 2: Urban Forest; Protect, promote and expand Regina's urban forest and street tree canopy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Section 14, of *The Pest Control Act* requires the City Clerk to notify the Minister of Agriculture of Council's appointment of Pest Control Officers within 14 days of the appointment.

The City will advise the Rural Municipality of Sherwood of the appointments.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE

A handwritten signature in blue ink, appearing to read 'Kristina Gentile', is enclosed in a thin blue rectangular border. Below the signature, there is a horizontal dotted line.

Kristina Gentile, Secretary

BYLAW NO. 2017-41

THE REGINA TRANSIT FARE AMENDMENT BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2009-22, being *The Regina Transit Fare Bylaw 2009*, is amended in the manner set forth in this Bylaw.
- 2 The following heading and section 12.2 are added following section 12.1:

 “SIIT U-Pass
 12.2 (1) A Saskatchewan Indian Institute of Saskatchewan student may tender a U-Pass allocated by the Saskatchewan Indian Institute of Technology for using transit or paratransit service;

 (2) Rates, eligibility and validity period for the U-Pass shall be set in accordance with the contract entered into between the Saskatchewan Indian Institute of Technology and the City of Regina; and

 (3) Notwithstanding subsection (1), a student may be required to show a valid student identification card issued by the Saskatchewan Indian Institute of Technology or any other evidence of eligibility as may be required by the Director of Transit Services or designate.”
- 3 This Bylaw comes into force on the date of passage.

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

ABSTRACT

BYLAW NO. 2017-41

THE REGINA TRANSIT FARE AMENDMENT BYLAW, 2017

PURPOSE:	To amend <i>The Regina Transit Fare Bylaw, 2009</i>
ABSTRACT:	The Regina Transit Fare Bylaw, 2009 is being amended to implement the SIIT U-Pass which will be administered through the Saskatchewan Indian Institute of Technology
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Community and Protective Services Committee, November 16, 2017, CPS17-16
AMENDS/REPEALS:	Amends Bylaw No. 2009-22
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Services
INITIATING DEPARTMENT:	Transit

BYLAW NO. 2017-46

THE APPOINTMENT AND AUTHORIZATION OF CITY OFFICIALS
AMENDMENT BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to appoint pest control officers as required by *The Pest Control Act*;

Statutory Authority

- 2 The authority for this Bylaw is:
- (a) Section 8 and 100 of *The Cities Act*; and
 - (b) Section 13 of *The Pest Control Act*.

Bylaw 2009-71 amended

- 3(1) Bylaw 2009-71, being *The Appointment and Authorization of City Officials Bylaw, 2009*, is hereby amended in the manner set forth in this section.
- (2) Section 5 is repealed and the following substituted:

“5 For the purposes of *The Pest Control Act*, the following persons are hereby appointed as Pest Control Officers for the City of Regina from January 1, 2018 until December 31, 2018, unless the officer’s employment with the City of Regina is sooner terminated:

- (a) Russell Eirich;
- (b) Ryan Johnston;
- (c) Corey Doka; and
- (d) Kaitlin Willner.”

- 4 This Bylaw comes into force on January 1, 2018.

READ A FIRST TIME THIS 27th DAY OF November 2017.

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

City Solicitor

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2017-46

THE APPOINTMENT AND AUTHORIZATION OF CITY OFFICIALS AMENDMENT BYLAW, 2017

PURPOSE:	To appoint pest control officers under <i>The Pest Control Act</i> ;
ABSTRACT:	Pursuant to <i>The Pest Control Act</i> , the City's pest control officers must be appointed by Council.
STATUTORY AUTHORITY:	Sections 8 and 100 of <i>The Cities Act</i> ; section 13 of <i>The Pest Control Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Community & Protective Services, CPS17-17, November 16, 2017
AMENDS/REPEALS:	Amends Bylaw 2009-71, <i>The Appointment and Authorization of City Officials Bylaw, 2009</i> .
CLASSIFICATION:	Regulatory, Administrative
INITIATING DIVISION:	City Services
INITIATING DEPARTMENT:	Parks and Open Space

CONFIDENTIAL: This report is deemed confidential pursuant to Section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act* and may be considered in private as it deals with personal information used to consider appointments of citizens to a committee.

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Appointments to the Regina Warehouse Business Improvement District Board

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That the following be appointed as citizen members of Regina's Warehouse Business Improvement District for the term January 1, 2018 to December 31, 2020:
 - Krista BeBeau
 - Mark Kowalyk
 - Fred Mehl
 - Katherine Melnychuk
 - Tracy Read
2. That members continue to hold office for the term indicated or until successors are appointed.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

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

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

The Executive Committee, at the **PRIVATE** meeting held on November 15, 2017, considered the following report from the Nominating Committee for Regina's Warehouse BID:

RECOMMENDATION

On behalf of the Nominating Committee, it is recommended that the following appointments be approved to Regina's Warehouse Business Improvement District Board:

1. Ms. Krista BeBeau, Mr. Mark Kowalyk, Mr. Fred Mehl, Ms. Katherine Melnychuk and Ms. Tracy Read be appointed as citizen members of Regina's Warehouse Business Improvement District Board for the term January 1, 2018 to December 31, 2020.
2. That members continue to hold office for the term indicated or until successors are appointed.
3. That this report be forwarded to the November 27, 2017 City Council meeting.

CONCLUSION

The Nominating Committee established by Bylaw 2003-15 for recommendation of appointments to Regina's Warehouse Business Improvement District Board has met to determine recommendations for the consideration of the Executive Committee and City Council. There are five positions on the Board to be filled for 2018. The Committee is recommending the reappointment of one current member and the appointment of four new members.

BACKGROUND

Bylaw 2003-15, Regina's Warehouse Business Improvement District Bylaw, provides for a Nominating Committee comprised of the Chair of the Board, Carley Winters, The Vice Chairperson, Mark Heise, Treasurer, Thomas Williams, and Mr. Don Black.

The role of the Nominating Committee is to recommend to the Executive Committee and City Council the appointment of members to Regina's Warehouse Business Improvement District Board (the Board). The purpose of this report is to facilitate the appointments for 2018.

DISCUSSION

The Board is comprised of 11 members appointed by Council. The current composition of the Board includes a member of Council, one citizen to represent the district residents and nine other citizens at large.

At the end of 2017, the terms of four members will expire: Ms. Heike Doreksen, Ms. Carmen Dybwad, Mr. David Lerat and Ms. Katherine Melnychuk.

Returning citizen members of the Board with terms continuing to December 31, 2018 are: Mr. Donald Black, Mr. Mark Heise, Ms. Sarah McRaven, Mr. Thomas Williams and Ms. Carley Winter.

The Nominating Committee met via email on November 1, 2017, with the Executive Director of the Board in attendance to act as Secretary.

After reviewing the applications, the Nominating Committee is recommending the following appointments to the Board:

1. Ms. Krista BeBeau for a term effective January 1, 2018 and expiring December 31, 2020
2. Mr. Mark Kowalyk for a term effective January 1, 2018 and expiring December 31, 2020
3. Mr. Fred Mehl for a term effective January 1, 2018 and expiring December 31, 2020
4. Ms. Katherine Melnychuk for a term effective January 1, 2018 and expiring December 31, 2020
5. Ms. Tracy Read for a term effective January 1, 2018 and expiring December 31, 2020

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regina's Warehouse Business Improvement District plays a key role in managing growth and community in the warehouse area. Serving on the board provides citizens with the opportunity to become involved in their community and its future. The time, effort and expertise members dedicate is invaluable and contributes significantly to Council's vision of an inclusive community.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATION PLAN

After City Council has finalized the appointments, the following communications will take place:

- . All applicants will be notified, in writing, of the outcome of their applications.
- . The incumbents who have finished their terms on the Board will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

CONFIDENTIAL: This report is deemed confidential pursuant to Section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act* and may be considered in private as it deals with personal information used to consider appointments of citizens to a committee.

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Appointments to the Board of Directors for Regina Downtown BID

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

1. That the following persons who are elector of the City or are employed in the District be appointed to the Board of Directors for Regina Downtown BID for the following terms:

January 1, 2018 to December 31, 2018:

- Alexandra Hussey
- Michael MacNaughton
- Mitch Molnar

January 1, 2018 to December 31, 2019:

- Mary Lynn Charlton
- James Camplin

January 1, 2018 to December 31, 2020:

- Gerry Fischer
- Charlene Gavel
- Doug Kosloski
- Anna Gardikiotis

2. That members continue to hold office for the term indicated or until successors are appointed.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

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

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

The Executive Committee, at the **PRIVATE** session of its meeting held on November 15, 2017, considered the following report from the Nominating Committee for the Board of Directors for Regina Downtown BID:

RECOMMENDATION

1. On behalf of the Nominating Committee, it is recommended that the following appointments be approved to the Board of Directors for Regina Downtown BID:
 - Ms. Alexandra Hussey, Mr. Michael MacNaughton and Mr. Mitch Molnar as persons who are electors of the City or are employed in the District for terms effective January 1, 2018 and expiring December 31, 2018.
 - Ms. Mary Lynn Charlton and Mr. James Camplin as persons who are electors of the City or are employed in the District for a term effective January 1, 2018 and expiring December 31, 2019.
 - Mr. Gerry Fischer, Ms. Charlene Gavel, Mr. Doug Kosloski and Ms. Anna Gardikiotis as persons who are electors of the City or are employed in the District for terms effective January 1, 2018 and expiring December 31, 2020.
2. That members continue to hold office for the term indicated or until successors are appointed.
3. That this report be forwarded to the November 27, 2017 City Council meeting.

CONCLUSION

The Nominating Committee, established by Bylaw 2003-80 for recommendation of appointments to the Board of Directors for Regina Downtown, has met to determine recommendations for the consideration of City Council. There are nine positions on the Board to be filled for 2018. The Committee is recommending the reappointment of three current members and the appointment of six new members.

BACKGROUND

Bylaw 2003-80, *The Regina Downtown Business Improvement District Bylaw*, provides for a Nominating Committee comprised of five individuals including:

- Chairperson of the Board
- Vice Chair of the Board
- A citizen member of the Board who is in the first year of a two year term
- The City Council member on the Board
- The Executive Director of Community Planning and Development, (represented by Ms. Diana Hawryluk).

The role of the Nominating Committee is to recommend to City Council, the appointment of members to the Board of Directors for the Regina Downtown Business Improvement District (the Board). The purpose of this report is to facilitate the appointments for 2018.

DISCUSSION

The Board is comprised of 13 members appointed by Council. The current composition of the Board includes a member of Council, and 12 other persons who are electors of the City or are employed in the District.

The terms of the citizen members are staggered appointments up to three years in length. At the end of 2017, the terms of seven members will expire: Mr. Mike Ash, Ms. Krista BeBeau, Mr. Gerry Fischer, Ms. Charlene Gavel, Mr. Doug Kosloski, Mr. Mike Mamona and Mr. Steve Enns. Mr. Enns is no longer eligible for reappointment.

Two citizen members of the Board with terms continuing to December 31, 2019 are: Mr. Chad Haidey and Mr. Aaron Murray. Mr. Bob Kasian's appointment to the RDBID Board will continue until December 31, 2018.

Ms. Nadia Williamson has tendered her resignation from the RDBID Board, effective March 21, 2017. Ms. Jackie Straub has tendered her resignation from the RDBID Board, effective December 31, 2017.

The Nominating Committee met on October 19, 2017, with the Executive Director of the Board in attendance to act as Secretary.

Following review, the Nominating Committee is recommending the following appointments to the Board:

1. Ms. Alexandra Hussey for a term effective January 1, 2018 and expiring December 31, 2018
2. Mr. Michael MacNaughton for a term effective January 1, 2018 and expiring December 31, 2018

3. Mr. Mitch Molnar for a term effective January 1, 2018 and expiring December 31, 2018
4. Ms. Mary Lynn Charlton for a term effective January 1, 2018 and expiring December 31, 2019
5. Mr. James Camplin for a term effective January 1, 2018 and expiring December 31, 2019
6. Mr. Gerry Fischer for a term effective January 1, 2018 and expiring December 31, 2020
7. Ms. Charlene Gavel for a term effective January 1, 2018 and expiring December 31, 2020
8. Mr. Doug Kosloski for a term effective January 1, 2018 and expiring December 31, 2020
9. Ms. Anna Gardikiotis for a term effective January 1, 2018 and expiring December 31, 2020.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regina Downtown plays a key role in managing growth and community in the downtown area. Serving on the board provides citizens with the opportunity to become involved in their community and its future. The time, effort and expertise members dedicate is invaluable and contributes significantly to Council's vision of an inclusive community.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATION PLAN

After City Council has finalized the appointments, the following communications will take place:

- . All applicants will be notified, in writing, of the outcome of their applications.
- . The incumbents who have finished their terms on the Board will be sent letters from the Mayor, on behalf of City Council, indicating appreciation for their service.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: 2018 Council and Committee Meeting Schedule

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

That the 2018 meeting calendar for City Council and the following main committees as outlined in Appendix A be approved:

- a. City Council
- b. Community and Protective Services Committee
- c. Executive Committee
- d. Finance and Administration Committee
- e. Mayor's Housing Commission
- f. Public Works and Infrastructure Committee
- g. Regina Appeal Board
- h. Regina Planning Commission

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not require City Council approval.

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the City Clerk:

RECOMMENDATION

1. That the 2018 meeting calendar for City Council and the following main committees as outlined in Appendix A be approved:
 - a. City Council
 - b. Community and Protective Services Committee
 - c. Executive Committee

- d. Finance and Administration Committee
 - e. Mayor's Housing Commission
 - f. Public Works and Infrastructure Committee
 - g. Regina Appeal Board
 - h. Regina Planning Commission
2. That this report be forwarded to the November 27, 2017 meeting of City Council for approval.

CONCLUSION

This report seeks approval of the Council meeting schedule for 2018 and meeting dates for all main committees of Council.

BACKGROUND

In accordance with Section 96(1) of *The Cities Act*, "A council may decide to hold regularly scheduled council or council committee meetings on specified dates, times and places".

Section 5(1) of *The Procedure Bylaw No.2009-40* states "Regular meetings of Council shall be held each year starting on the fourth Monday of January commencing at 5:30 in the evening and on each second week thereafter, buy may be altered in accordance with a meeting schedule approved by City Council by the last Council meeting in December of each year".

As is provided for in the above, Council has historically adopted yearly calendars with a varied meeting schedule. The proposed 2018 calendar outlined in Appendix A largely mirrors past years' meeting schedules. As previously requested the schedule provides for an uninterrupted break between the Executive Committee Meeting/Regina Planning Commission meeting and Council meeting in July and August of each year.

DISCUSSION

Meeting Dates for 2018

The number of committee meetings, their frequency and the timing of the meetings in relation to each other and meetings of Council pose scheduling challenges for members of Council, committee members, as well as for the Office of the City Clerk. The anticipated need for "special meetings" of Council or Committee to be called to deal with unique or pressing matters serves to further compound this.

Meetings have traditionally been scheduled to avoid conflict with the Saskatchewan Urban Municipalities Association (SUMA) Conference, the Federation of Canadian Municipalities (FCM) Conferences and Canadian Association of Police Governance (CAPG).

It is proposed that the 2018 meeting schedule be arranged with the following considerations:

- in the earlier part of each month to accommodate reports from all committees
- not more than four weeks apart to avoid delays in consideration of items
- not less than four weeks apart to accommodate the requirements for zoning bylaw advertisements.

The attached schedule Appendix A attempts to balance all of the above factors.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

The establishment of a calendar for 2018 provides Council, citizen members, media and the public with advance knowledge of the meeting schedule and assists in addressing and planning for other obligations that arise during the year. It also assists Administration and the Office of the City Clerk in facilitating an orderly flow and process of reports going to committee and/or Council.

Other Implications

Reports and recommendations from some committees may have pressures or constraints that require timely consideration by City Council. In those instances where there is a long period between a committee meeting and City Council, the holding of a “special meeting(s)” to deal with these may be required. Changes to the approved meeting schedule will be done on an exceptional basis only.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Following approval by City Council, the 2018 meeting schedule will be released publicly and will be available on regina.ca.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

Appendix A

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9 F&A	10 RPC	11 PWI	12	13
14	15	16 RAB	17 EX	18 CPS	19	20
21	22	23	24	25	26	27
28	29 CC	30	31			

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor's Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 RPC	2	3
4 SUMA	5 SUMA	6 SUMA	7 SUMA	8 PWI	9	10
11	12	13 F&A	14 EX	15 CPS	16	17
18	19 Family Day	20 RAB	21	22	23	24
25	26 CC	27	28			

Suma – February 4 – 7

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 F&A	7 RPC	8 PWI	9	10
11	12	13 RAB	14 EX	15 CPS	16	17
18	19	20	21	22	23	24
25	26 CC	27	28	29	30 Good Friday	31

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Easter Monday	3	4 RPC	5 MHC	6	7
8	9	10 F&A	11	12 PWI	13	14
15	16 CC (Tentative)	17 RAB	18 EX	19 CPS	20	21
22	23	24	25	26	27	28
29	30 CC					

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 RPC	3	4	5
6	7	8 F&A	9	10 PWI	11	12
13	14	15 RAB	16 EX	17 CPS	18	19
20	21 Victoria Day	22	23	24	25	26
27	28 CC	29	30	31 FCM		

FCM – May 31 – June 3 (Halifax)

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor's Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 FCM	2 FCM
3 FCM	4	5 F&A	6 RPC	7 PWI	8	9
10	11	12 RAB	13 EX	14 CPS	15	16
17	18	19	20	21	22	23
24	25 CC	26	27	28	29	30

FCM – May 31 – June 3 (Halifax)

Canadian Capital Cities Organization (CCCO) – Date not available

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor's Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Canada Day	2 Stat Holiday	3	4 EX	5 RPC	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 CC	31 RAB				

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 EX	2 RPC	3	4
5	6 Saskatchewan Day	7	8	9	10	11
		Canadian Association of Police Governance Conference – August 7 - 11				
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 CC	28	29	30	31	

Canadian Association of Police Governance Conference - August 7 - 11

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor's Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labour Day	4 F&A	5 RPC	6 PWI	7	8
9	10	11 RAB	12 EX	13 CPS	14	15
16	17	18	19	20 MHC	21	22
23	24 CC	25	26	27	28	29
	30					

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 F&A	3 RPC	4	5	6
7	8 Thanksgiving	9 CPS	10 EX	11 PWI	12	13
14	15 CC (Tentative)	16 RAB	17	18	19	20
21	22	23	24	25	26	27
28	29 CC	30	31			

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PWI	2	3
4	5	6 F&A	7 RPC	8	9	10
11 Remembrance Day	12 Stat Holiday	13 RAB	14 EX	15 CPS	16	17
18	19	20	21	22	23	24
25	26 CC	27	28 PWI	29 MHC	30	

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

December 2018

Sunday		Monday		Tuesday	Wednesday	Thursday	Friday	Saturday
								1
2		3		4	5 EX	6 RPC	7	8
9		10 CPS		11 F&A	12	13 RAB	14	15
16		17 CC		18	19	20	21	22
23	30	24	31	25 Christmas Day	26 Boxing Day	27	28	29

CC – City Council 5:30 p.m.

CPS – Community & Protective Services Committee 4:00 p.m.

EX - Executive Committee 11:45 a.m.

F&A - Finance & Administration Committee 4:00 p.m.

MHC – Mayor’s Housing Commission 4:00 p.m.

PWI – Public Works & Infrastructure Committee 4:00 p.m.

RAB - Regina Appeals Board 4:00 p.m.

RPC - Regina Planning Commission 4:00 p.m.

Appendix B

2017 Main Committee Meeting Statistics

Board of Police Commissioners

Twelve meetings scheduled for 2017.
Three special meetings.
No meetings were cancelled.

City Council

15 meetings scheduled for 2017.
Two special meetings.
One tentative meeting was cancelled.

Community & Protective Services

Ten meetings scheduled for 2017.
One meeting cancelled.
Two meetings cancelled.

Emergency Measures Committee

No meetings scheduled for 2017.

Executive Committee:

12 meetings scheduled for 2017.
Two special meetings.
No meetings were cancelled.

Finance & Administration Committee:

Nine meetings scheduled for 2017.
One meeting was cancelled.
One meeting was cancelled.

Mayor's Housing Commission

Four meetings scheduled for 2017.
No Meetings were cancelled.

Public Works and Infrastructure Committee

Ten meetings scheduled for 2017.
One meeting was cancelled.

Regina Planning Commission

Ten meetings scheduled for 2017.
Two meetings were cancelled.
One special meeting.

Appendix C

2016/2017 City Council Adjournment Statistics

2016 Meeting Dates	Adjournment
January 25	7:58 p.m.
February 29	7:50 p.m.
March 29	10:22 p.m.
April 25	10:39 p.m.
May 30	7:49 p.m.
June 27	8:12 p.m.
July 25	12:12 p.m.
August 29	9:14 p.m.
September 19 (Special)	10:41 a.m.
September 26	10:06 p.m.
October 17	6:58 p.m.

2017 Meeting Dates	Adjournment
January 30	7:34 p.m.
February 13	11:36 p.m.
February 27	8:23 p.m.
March 27	7:12 p.m.
March 28 (Special)	8:50 p.m.
April 10	8:50 p.m. (Recessed)
April 18 (Special)	8:47 p.m.
April 24	9:48 p.m.
May 29	10:31 p.m.
June 26	7:15 p.m.
July 31	11:23 p.m.
August 28	6:38 p.m.
September 25	9:45 p.m.
October 30	7:28 p.m.
November 27	TBD
December 18	TBD

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Increase in Engineering Services Fees for the Design and Construction of the 5th Avenue
North Stormwater Trunk Project Within Drainage Area 13

RECOMMENDATION

**RECOMMENDATION OF THE PUBLIC WORKS AND INFRASTRUCTURE
COMMITTEE - NOVEMBER 9, 2017**

That City Council delegate authority to the Executive Director of Transportation & Utilities to extend the commission to Associated Engineering Ltd. (AE), to exceed \$500,000 to complete the design and construction supervision of the 5th Avenue North Stormwater Trunk Project within Drainage Area 13 (Area 13).

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE – NOVEMBER 9, 2017

The Committee adopted a resolution to concur in the recommendation contained in the report. Recommendation #2 does not require City Council approval.

Councillors: Sharron Bryce (Chairperson), Lori Bresciani, John Findura, Jason Mancinelli and Barbara Young were present during consideration of this report by the Public Works and Infrastructure Committee.

The Public Works and Infrastructure Committee, at its meeting held on November 9, 2017, considered the following report from the Administration:

RECOMMENDATION

1. That City Council delegate authority to the Executive Director of Transportation & Utilities to extend the commission to Associated Engineering Ltd. (AE), to exceed \$500,000 to complete the design and construction supervision of the 5th Avenue North Stormwater Trunk Project within Drainage Area 13 (Area 13).
2. That this report be forwarded to the November 27, 2017 meeting of City Council for approval.

CONCLUSION

The City of Regina (City) is constructing the 5th Avenue North Stormwater Trunk Project to address flooding located between Albert Street and Scarth Street from 5th Avenue North to 6th

Avenue North. The scope of work was divided into two phases to allow the City the option of not committing to Phase II until the City was completely satisfied with the construction scope, schedule and costs at the end of Phase I.

As construction progressed in 2017, it was determined that additional design and construction services would be required. In order to provide reliable infrastructure, Angus Road between 5th Avenue North and 6th Avenue North, was rebuilt and the water main was replaced.

The overall construction project will be completed in 2018 and further design work will occur to determine if additional water mains should be replaced, along with rebuilding additional roads. To support this expanded project, the costs associated with engineering services also require an increase from the current upset fee of \$473,518 to approximately \$800,000. AE's overall fees remain reasonable and in line with construction projects of similar size and complexity.

The Regina Administration Bylaw, No. 2003-69, Schedule D, Section 8, permits the City Manager to extend established professional and consulting service fees that exceed \$500,000, but does not provide authority for the City Manager to delegate that authority to another member of the Administration. For efficiency purposes, the Administration requests that City Council delegates authority to the Executive Director of Transportation & Utilities to extend the commission to AE to complete the design, tender preparation and construction supervision of the 5th Avenue North Stormwater Trunk Project.

BACKGROUND

Area 13 is located in north central Regina and consists of mainly residential and commercial areas along major arterial roads. From the *Pre-design of Master Drainage Plan Area 13* (2013 Stantec Study), several areas with higher incidences of flooding were identified. One of these areas is located between 5th Avenue North and 6th Avenue North, from Albert Street to Scarth Street (Study Area). This area is low-lying and highly susceptible to flooding.

To improve the level of service in the Study Area, the 2013 Stantec Study proposed installing a new storm trunk along 6th Avenue North, from Scarth Street to the north arm of the North Storm Channel near Angus Road. The City agreed with Stantec's recommendation of improving the level of service in the Study Area, but preferred that further analysis be undertaken. As a result, the 5th Avenue North Stormwater Trunk Project was advanced to detailed design and construction, but the scope of work in the Request for Proposals (RFP) was in two phases.

The City issued an RFP to engage a professional consulting firm to deliver this project. After a thorough evaluation, AE was the highest ranked proponent; therefore, the City awarded a contract for the 5th Avenue North Stormwater Trunk Project to AE on December 22, 2015 with an upset fee in the amount of \$181,018 (excluding taxes) for Phase I work only. The Phase I work included reviewing the upgrade options and detail design. The contract required the City and AE to negotiate and establish the fee for Phase II which included tendering, construction and post-construction services. This negotiation was completed at the end of Phase I, after confirmation of construction scope, schedules, cost estimates, and upon receiving positive performance review and funding approval.

DISCUSSION

As noted above, the 2013 Stantec Study proposed installing a new storm trunk on 6th Avenue North. During Phase I of the project, AE performed field investigation and further analysis of upgrade options. From the results, it was determined that installing the new storm trunk on 5th Avenue North was more preferable, feasible, and effective than on 6th Avenue North, due to the amount of underground utility relocations that would be required along 6th Avenue North. As this option had never been investigated, additional field and design work were incurred by AE to complete a thorough evaluation and development of this option. Although this option was preferred, it brought its own set of challenges which included navigating utility conflicts, crossing water mains, and redesigning of the storm channel outlet structure.

Following the completion of Phase I, the City requested a fee proposal from AE to complete Phase II of the project, which included tendering, construction and post-construction services. On November 8, 2016, the City and AE established a Phase II fee of \$237,181 (excluding taxes).

The engineering services upset fee for AE is currently at \$473,518 (excluding taxes) based on the following:

Phase I – review of proposed upgrades and detailed design	\$181,018
Additional design – stormwater model updates	\$4,352
Additional design – field investigation and design of the 5 th Avenue North option	\$50,967
Phase II – tendering, construction, and post-construction services	\$237,181
Total (excluding taxes)	\$473,518

Construction commenced on August 2, 2017 and is due for completion in fall 2018. After the first two months of construction, the following issues were discovered, which required adjustments to the engineering services upset fee:

1. During installation of the new storm trunk on Angus Road, between 5th Avenue North and 6th Avenue North, Roadways Preservation determined this block of road required a full rebuild to ensure an adequate level of service to residents. In addition, the water main was replaced to reduce the likelihood of re-excavating Angus Road in the future.
2. Based on the findings on Angus Road, further design work will occur in early 2018 to determine if additional water mains should be replaced, along with rebuilding additional roads impacted by 2018 construction work.

Based on the construction progress over the first two months, it became apparent that AE's Phase II fee will be inadequate to complete this project. The existing Phase II fee of \$237,181 is sufficient for AE to complete 2017 construction work, but will be insufficient to complete 2018 construction work.

The Administration requests City Council's approval to delegate the authority from the City Manager to the Executive Director of Transportation & Utilities to approve the revised AE fee. The City expects AE's fees for completing additional detailed design, construction and post-construction services to be approximately \$325,000. The addition of this project fee will increase the total upset fee of the Engineering Services Agreement with AE to approximately \$800,000. AE's overall fees remain reasonable and in line with construction projects of similar size and complexity.

RECOMMENDATION IMPLICATIONS

Financial Implications

The initial engineering services upset fee with AE was \$181,018 (excluding taxes) for Phase 1. This amount was increased to \$473,518 to include Phase II engineering services. These fees are in line with the anticipated fees for the original scope of work. The City expects AE's engineering services upset fee to increase by approximately \$325,000 to a new total upset fee of approximately \$800,000 to accommodate additional detailed design, construction and post-construction services. There is currently approximately \$7,000,000 in the existing budget to complete this work and sufficient money in the project's budget to cover AE's fees. In addition, this project has been provided funding by the provincial and federal government through the Clean Water and Wastewater Fund. This project, along with another drainage project, is eligible to receive up to 75% of \$7.4 million in grant funding.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

This project is consistent with the *Design Regina, Official Community Plan (OCP)* as it will "Support runoff infiltration and retention by continuing to reduce the incidence of water runoff being directed to the sanitary system." Additionally, improvements to our financial viability will be made through collaboration with the underground infrastructure and the road program, and will ultimately reduce cost from a whole life cycle perspective.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The recommendation contained in this report requires City Council approval.

Respectfully submitted,

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

Elaine Gohlke

Elaine Gohlke, Secretary

November 27, 2017

To: His Worship the Mayor
And Members of City Council

Re: Buffalo Pound Water Treatment Corporation – 2017 Semi-Annual Report

RECOMMENDATION

**RECOMMENDATION OF THE EXECUTIVE COMMITTEE
- NOVEMBER 15, 2017**

That this report be received and filed.

EXECUTIVE COMMITTEE - NOVEMBER 15, 2017

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

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

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

The Executive Committee, at its meeting held on November 15, 2017, considered the following report from the Administration:

RECOMMENDATION

That this report be forwarded to the November 27, 2017 City Council meeting for information.

CONCLUSION

The Buffalo Pound Water Treatment Corporation (Corporation) has presented its semi-annual report attached as Appendix A. The plan has been prepared based on the requirements defined in the Unanimous Membership Agreement. The report supports improved infrastructure stewardship, capital acquisition and capital reinvestments. It also supports the creation of a sustainable business plan for the Corporation.

BACKGROUND

The Buffalo Pound Water Treatment Corporation is the non-profit corporation that is responsible for the operation and maintenance of the Buffalo Pound Water Treatment Plant. The Corporation provides the Cities of Regina and Moose Jaw with a reliable and affordable supply of safe, high quality drinking water which meet the needs and expectations of consumers.

Under the terms of the Unanimous Membership Agreement, the Corporation is owned jointly by the City of Regina (74%) and the City of Moose Jaw (26%). The agreement requires the Corporation to provide the Cities with semi-annual reporting.

DISCUSSION

The Buffalo Pound Water Treatment Corporation is exclusively managed by the Board of Directors who are independent from the Cities of Regina and Moose Jaw and have the full authority to make strategic business decisions.

The semi-annual report includes the following information:

- a) The strategic plan update for the Corporation
- b) Project major capital expenditures in excess of \$1 million
- c) And matters that require the approval of the cities pursuant to Article 5 of the agreement
- d) Six month financial statement for the period ending June 30 and financial projections against budget
- e) Financial and operational performance against stated goals and objectives, including key performance indicator report
- f) Capital and operational plans and budgets for the upcoming year
- g) Reporting on performance of the board of Directors and any updates on the required skills and experience matrix for future appointments
- h) Information that is likely to materially affect either of the cities

RECOMMENDATION IMPLICATIONS

Financial Implications

The Corporation has presented the required financial information in accordance to the agreement. They have presented the Q3 2017 operating results that are projecting a surplus to be transferred to their operating reserve at the end of the year. Their 2017 Capital budget is projected to be on target with all projects either in progress or complete. The 2018 water, capital and electrical rates have been established and are presented as information.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DELEGATED AUTHORITY

The Buffalo Pound Board of Directors has the authority to make strategic business decisions, including approval of the operating and capital budgets for the Corporation and it is presented to City Council as information.

Respectfully submitted,

EXECUTIVE COMMITTEE

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

Jim Nicol, Secretary

TO Cities of Regina and Moose Jaw
FROM Chuck McDonald, Chair, Buffalo Pound Water Board of Directors
DATE October 31, 2017
SUBJECT 2017 Semi-Annual Report



PURPOSE:

The purpose of this report is to submit an executive summary of the Board's activities in 2017 to the Cities of Regina and Moose Jaw in order to satisfy the conditions prescribed in Section 7.1 of the Unanimous Membership Agreement.

BACKGROUND:

Section 7.1 of the Unanimous Membership Agreement (UMA) states as follows:

7.1 *Semi-Annual Reports.* On or before October 31st of each year, the Board of Directors shall prepare a semi-annual report which shall be submitted to each of the Cities, who shall bring the matter forward to their respective elected officials as an information item for the Regina Council and Moose Jaw Council. The semi-annual reports will include, in respect of the immediately preceding semi-annual fiscal period:

- (a) the strategic plan update for the Corporation;
- (b) projected major capital expenditures in excess of \$1 million;
- (c) any matters that require the approval of the Cities pursuant to Article 5 of this Agreement;
- (d) six month financial statements for the period ending June 30 and financial projections against budget;
- (e) financial and operational performance against stated goals and objectives, including a key performance indicator report;
- (f) capital and operational plans and budgets for the upcoming year;
- (g) reporting on performance of the Board of Directors and any updates on the required skills and experience matrix for future appointments; and
- (h) information that is likely to materially affect either of the Cities.

DISCUSSION:

In accordance with Section 7.1 of the UMA, the semi-annual report is comprised of the following matters:

1.0 Strategic Plan

The Board of Directors refreshed the 2015-2018 Strategic Plan. The Board adopted the 2018 -2020 Strategic Plan on September 27, 2017. The Plan was presented to Plant Staff early October and incorporated with performance and development plans to ensure staff are aligned to the Plan.

The Owners, at the October 26, 2017 Mid-Year meeting, supported the Board's 2018-2020 Strategic Plan.

Implementation of the Strategic Plan 2018 - 2020 is targeted for January 2018.

2.0 Plant Performance

The Plant's Performance for 2017 is comprised of the 2015 National Water and Wastewater Benchmarking initiative (NWWBI) results and the current 2015-2018 Strategic Plan Balanced Scorecard.

Overall Radar Chart Dashboard

The Overall Radar Chart Dashboard is only related to the BPWTP and contains data in 5 categories of Goals; Provide Reliable Service/Infrastructure, Protect the Environment, Protect Public Health, Ensure Adequate Capacity and Provide Safe and Productive Workplace displayed on a Radar Chart. The Chart also contains a Quartile Chart of O&M Cost/ML Treated.

The Dashboard is made up from 13 categories out of the 23 categories that are measured in the NWWBI system for water treatment plants.

Of the 13 categories and the 5 Goals of the Plant, ratings were:

Provide Reliable Service/Infrastructure	62.9%
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Protect the Environment	74.5%
-------------------------	-------

Protect Public Health	100.0%
Ensure Adequate Capacity	100.0%
Provide Safe and Productive Workplace	99.2%

The System Reliability goal has infrastructure reinvestment as one of its primary performance measures. This measure will increase with the planned reinvestment.

The Protect the Environment goal is primarily rated on Green House Gas (GHG) emissions. As the Plant uses a lot of energy to pump water from the lake and to the Cities, combined with the regeneration of the Granular Activated Carbon (GAC) results in a large carbon footprint. As most of the energy used comes from coal based fuel used by SaskPower, the provincial factor will penalize the Corporation compared to other Provinces which predominately use hydro.

The Plant scored well compared to 24 other participants, which included Cities, Private Utilities, Regional Systems and Water Commissions representing other water treatment plants across Canada on its O&M Costs per ML Treated that puts the Corporation in the 25-50% Quartile at \$277.24.

Statistical Analysis Summary of Min – Max Trend Graphs

Statistical Analysis is done on a group of 17 Min – Max trends to provide an easy visual comparison of number of Plant performance measures against a comparable group. Although these graphs individually are very informative for trending purposes and as a high level overview of where the Plant compares to the median, maximum and minimum of the other plants, the graphs do not show if its performance measures are statistically different from other plants. For determining the statistical significance, the NWWBI has started performing the statistical analysis on 25 performance categories, which the system measures for participating plants.

The statistical significance test is only performed for 2015 data due to the 2 year delay in reporting from all the participating organisations. The measures that have an adverse trend and are statistically different are in the following categories:

1. 5 year Running Average Capital Reinvestment /Replacement Value

The level of reinvestment at 0.2 % is far below the group the industry median and recommended level of 1.5-2% per year. This will change with the UV/Electrical work and the Plant Renewal Project included in the capital plan for the next decade.

2. Unplanned Hours

With most plants at zero, even though this is not statistically significant, it is worth including. Unplanned hours capture events that prevent the Plant from operating at its rated capacity of 205 ML/day. Typically what occurs are low impact events such as rising floc events created by thermal currents in the clarifiers which are short duration where the Plant slows production down. In 2015 however, there were 3 significant electrical failures and an environmental event that significantly reduced the Plant's ability to meet the Cities' water demands. In these events, the Cities had the real potential to run out of water and depressurize. The current Electrical Upgrade Capital Project and Plant Renewal Project will address these factors over the next six years.

3. O&M Accidents with Lost Time/1000 O&M Labour Hours

As a result of the ongoing efforts on improving the workplace safety, the Plant's safety performance improved considerably in 2015. The Plant had zero accidents in 2015 as compared to the peer average of 0.015.

4. # of Sick Days taken per O&M Employee

The Plant sick time is statistically different from the group mean but it does not appear that it is being misused. Cumulatively, Plant employees have 29,967 hours in the sick bank which equates to an average of 935 hrs/employee. Also, there are Plant employees who require periodic sick time due to their ongoing medical issues. Our aging work force is also a contributing factor for higher sick time as they are more prone to age related degenerative diseases. This is closely monitored by Plant Management.

5. Total Overtime Hours/Total Paid O&M Hours

Through better resource management, the Plant achieved significant reduction in the overtime hours and fared very well in comparison to other similar plants.

6. Total Energy Consumed in kWH/ML Treated

The Plant's energy costs are significantly different from other plants. The Plant consumes considerable amount of energy in comparison to other plants due to elevation difference between the water intake and treatment Plant. The lift pumping stations to the Cities also requires higher than usual electricity.

The carbon regeneration is also a significant contributor to the higher cost due to increased natural gas consumption.

7. Chemical Cost/ML Treated

In addition to a significant spike in 2015, the chemical cost is trending upwards due to the poor quality of water which requires greater dosages of chemicals for treatment. The ongoing water release from Diefenbaker dam was not adequate to improve water quality in Buffalo Pound Lake.

8. Treated Water Nitrates

The potable water does not have any measureable amount of Nitrates.

9. Raw and Treated Organic Carbon

The Plant's Raw and Treated organic levels are statistically different from other plants. Buffalo Pound Lake is a long shallow reservoir that is part of the upper Qu'Appelle River system within the Qu'Appelle Valley. The lake is eutrophic (high in nutrients and organic carbon) which promotes the growth of various species of phytoplankton year round. Since the lake's watershed is surrounded by recreational & agricultural lands, runoff erosion during wet years assists in contributing organic material and nutrients into the lake. During extreme spring runoff events, that have occurred periodically over the last few years, large volumes of Moose Jaw River water have back flowed into the lake and have contributed additional erosion debris.

The lake volume is controlled by the Saskatchewan Water Security Agency through releases from Lake Diefenbaker in combination with outflows from the Buffalo Pound Dam at south east end of the lake. Since 2011 we have seen wetter than normal years. During this wetter period, releases from Lake Diefenbaker have been (1.2 – 2.7 m³/sec) which is not adequate to add better quality water to Buffalo Pound Lake.

As a result of the above, current organic carbon levels in the lake are much higher than other water sources in the country. Also, the high organic carbon levels and substantial algae blooms require high concentrations of alum and chlorine (as compared to other water sources) to produce potable water quality that meets regulatory requirements.

10.Total GHG Emissions

As stated earlier in the report, the GHG emissions are higher due to the amount of electrical energy used from a predominately coal based fuel source supplied by SaskPower and the natural gas used to regenerate the carbon.

2017 STRATEGIC PLAN BALANCED SCORECARD

The Plant's KPI use targets that are set by the Board through the Strategic Plan's Balanced Scorecard. These are reviewed by the Board and the targets adjusted accordingly at the Annual Retreat.

The performance rating is based on a September 29, 2017 review.

Operations

All water quality permit limits were met with the exception of a single positive coliform in the clear well detected on June 5th, 2017. Concurrent bacteriological tests and additional sampling conducted June 7th were negative in detecting coliforms.

There were no impacts or concerns with water supply in 2017, even with the overly dry summer.

The Computerised Maintenance Management System implementation project is underway and progressing on schedule.

The Capital Plan has been identified and future water rates will increase to implement the Capital Plan and allow the Corporation to become sustainable.

People & Systems

The Safety Management System is progressing on schedule to be implemented in 2018.

The Preventative Maintenance Program is progressing on schedule to commence the implementation of the Computerized Maintenance Management System in 2018.

The Risk Audit in 2017 was completed by the Board and the Board's Risk Registry has been updated.

New Board Members are supported as they are brought on by the Board and General Manager.

Talent Management is progressing in most areas but with the revision to the Strategic Plan for 2018-2020, a few objectives for the in-scope staff were deferred to the 2018-2020 term.

Financial

The customer service agreements (Water Supply Agreements) with the Cities are outstanding pending the transfer of assets to the Corporation.

The Corporation has new Procurement and Reserve Policies.

The Operating Budget Expenditures under the Corporation's control are forecasted to be on budget within a thousand dollars. Water sales have significantly increased the Operating Revenues which are likely to exceed the Operating Budget by over \$1 million. The Operating Reserve is estimated to be \$1.1 million by the end of 2017.

The Capital Budget is in very good shape, assuming the Cities approve the \$45 million loan. All Capital Projects are either in progress, completed or have been deleted with funds returned to the Capital Reserve. The Capital Reserve is estimated to be \$49.4 million by the end of 2017.

3.0 Q3 2017 Year-End Forecast

The Cities only require the Q2 2017 mid-year operating and capital budget forecast and statement for June 30. However, the Q3 September 30 statement and forecast are available which provides for more accurate data and it have been used in place of the June 30 data.

Operating Budget

Water sales are projected to be \$1.020 million over the 2017 forecast due to the warm dry summer which increased the demand for water. The revenues are estimated at \$11.521 million by year end.

Operating expenditures for 2017 are forecasting a slight over expenditure of less than a thousand dollars over the 2017 budget. Expenditures are estimated at \$10.331 million by year end.

The amount of operating funds to be transferred to the Operating Reserve at year end is estimated at \$1.190 million.

Capital Budget

The water sales revenue, allocated to the Capital Budget, is projected to be \$0.386 million over the 2017 forecast due to the warm dry summer which increased the demand for water. The revenues are estimated at \$49.585 million by year end, which includes the \$45 million loan for the Electrical Upgrade Capital Project.

The capital expenditures for 2017 are forecasting at \$2.925 million by year end, which assumes that the loan is approved and advanced in November/December 2017.

All of the Capital projects are either in progress, have been completed or cancelled with remaining funds placed in the Capital Reserve.

The Capital Reserve at year end is estimated at \$49.377 million which will allow for the completion of the Electrical Upgrade Capital Project, assist in the commencement of the Plant Renewal Project and the overall Capital Plan for future years.

4.0 2018 Budget

At its September 27, 2017 meeting the Buffalo Pound Water Board of Directors adopted the 2018 Budget.

The water, capital and electrical rates were established as follows:

THAT the Finance & Audit Committee recommend that the Buffalo Pound Water Board of Directors approve the 2018 Operating and Capital Budget and establish the following rates for 2018:

Water Rate	Cities of Regina and Moose Jaw	\$345.00/ML
	Sask Water	\$345.00/ML
	Provincial Park	\$435.01/ML
Capital Water Rate	Cities of Regina and Moose Jaw	\$188.00/ML
	Sask Water	\$249.50/ML
Electrical Rate	Cities of Regina and Moose Jaw	\$0.10766/kW.h
	Sask Water	\$0.11843/kW.h."

The capital water rate and electrical rate for SaskWater was calculated based on the January 14, 2009 agreement. The water rate for the Buffalo Pound Provincial Park was calculated based on the January 1, 2009 agreement.

5.0 Major Capital Expenditures in Excess of \$1 Million

There is only one (1) new project commencing in 2018. All other Capital Projects that exceed \$1M have either been approved by the Board in 2017 or by both City Councils for the acceleration of the Electrical Upgrade Capital Project.

The new project is the Plant Renewal Project which will commence in 2018 and is currently scheduled to be completed in 2023.

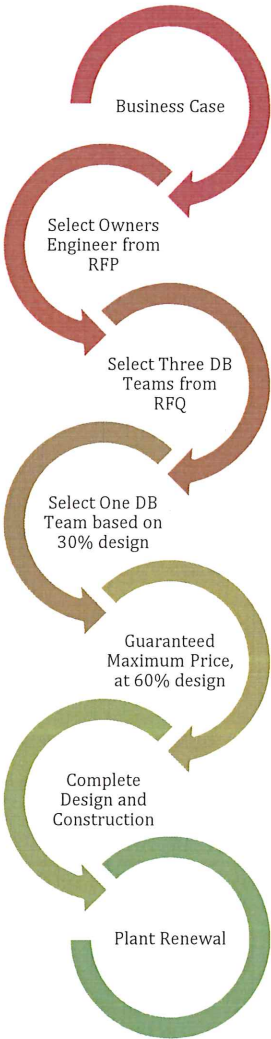
The Plant Renewal Project takes a body of risks which have been identified in the earlier Waterworks System Assessments, conditions assessments and engineering studies which were factored with the end of life phase of many of the Plant's assets. This project initially was broken down into smaller components such as rehabilitation and expansion of the lagoons, replacement of the filters, replacement of the clarifiers, replacement of the entire electrical system, replacement of the pipes, conversion of the granular activated carbon contactors to biological activated carbon contactors, etc... This body of work was estimated around \$140 million in 2013. Due to urgency, the Electrical Upgrade Capital Project was accelerated and will be incorporated into the Plant Renewal Project to minimize potential abortive costs.

As the rehabilitation work was conceptually approaching the value of a new plant, the Board objectively evaluated options to determine the optimal approach to address these needs through the development of a Business Case Strategy with KPMG. The Business Case Strategy was later provided to CH2M Hill to develop a Business Case which included the Board, Plant Management and a representative of each of the Cities.

The Business Case defined and substantiated the capital investments required to renew the existing Plant, replace the Plant, and variations or combinations thereof using a Multi-Objective Decision Analysis tool from CH2M Hill. It also defined the implementation and delivery approach for successful project completion. The Business Case objectively evaluates the range of investment options and provides direction on the delivery method using a Value for Money (VfM) analysis.

The VfM indicates that Upgrading and Expanding the Existing WTP using a Progressive Design Build (PDB) procurement/delivery option provides the best value for money. The non-monetary benefits favoured a new plant. However, the VfM results for all of the options are well within the current level of cost estimating accuracy for the water plant projects, meaning refinement of the cost estimates via more detailed engineering is warranted. Given that, the Board decided to proceed with a PDB procurement/delivery option to enable further development of the upgrades, refinement of the cost estimates, while reducing the overall schedule to complete the upgrades.

The Plant Renewal Strategy will go through the following phases:



The PDB will allow the market and its expertise to develop the best overall solution for the Plant Renewal Project (expertise of engineering design consultants working directly with general contractors to minimize risk, find efficiencies and minimize costs).

Based on the Business Case developed by CH2M Hill, the scope and cost can range from \$167.6 to \$262.4 million as a Class 5 estimate with the 5% design. When adjusted for the current Electrical Upgrade Capital Project of \$40.4 million, the range of the balance is \$127.2 to \$224.0 million.

	2018	Total Estimated Cost (2018 – 2023)
Plant Renewal	\$6,900,000	\$139,294,300*

*Place holder which is subject to change with further development of the scope of work and refinement of the cost estimates. This cost estimate does not include the Electrical Upgrade Capital Project currently under development estimated at \$40.4 million, but had been included in the Business Case.

The cost estimate and budget will be revised at the 30% design stage as the Class 4 estimate is developed and again at the 60% when a Guaranteed Maximum Price will be determined.

The 2018-2027 Capital Budget was developed with rates established for a total debt load of \$175 million. The total debt load does not include any grants or additional costs.

6.0 Board Performance and Skills and Experience Matrix

In April, the Board replaced two outgoing members; those being Derrick Bellows and Josh Mickleborough. At the AGM, the Cities confirmed the appointments of Ben Boots and Daryl Posehn for a three year term expiring in 2020.

Buffalo Pound Water Board of Directors	Position	Term of Office Expires	Sub-Committees
Chuck McDonald	Chairman	April, 2018	Governance & Nominations
Dave Richards	Member	April, 2018	Capital Projects Committee (Chair)
Judy May	Member	April, 2019	Finance & Audit; Governance & Nominations
Dale Schoffer	Vice-Chair	April, 2019	Finance & Audit (Chair)
Ben Boots	Member	April, 2020	Capital Projects Committee
Daryl Posehn	Member	April, 2020	Capital Projects Committee

Up to the end of 2017 Q3, there were: three (3) regular Board meetings and three (3) Finance & Audit Committee meetings. The Board also attended a two (2) day retreat in June.

The Board continues to work very well together and has accomplished a number of initiatives over the past year. There are now synergies with the diverse skill set which improve the discussions at Board meetings resulting in more effective leadership and direction.

Two Board member's terms will expire in April, 2018. One member, Mr. Chuck McDonald, has opted not to seek reappointment while the other, Mr. Dave Richards, has indicated he is desirous of being reappointed to the Board for another three (3) year terms. The vacancies were publicly advertised via a number of different media. Eight (8) applications were received. The selection process will commence in the very near future.

The Skills and Experience Matrix, developed and updated by the Board, will continue to be utilized in recruiting future Board members.

7.0 Matters Requiring Approval of Cities Pursuant to Article 5 of the UMA

There are no items that require approval of the Cities as per Article 5 of the UMA at this time.

There will be several upcoming approvals required in the very near future; Appointment of Auditor; Borrowing Bylaw, Buffalo Pound Water Treatment Corporation Bylaw and the Transfer of Assets before the end of the year.

8.0 Other Information that is Likely to Materially Affect Either of the Cities

The current Major Capital Project which is directly funded by the Cities, as per the May 2010 agreement between the Cities, is progressing. The total budget after inflationary adjustments is currently \$34.48 million. The total expenditures from the project initiation to the end of 2017 Q3 are \$16.4 million. The project is estimated to be completed in 2019 and under budget.

ATTACHMENTS:

1. 2018-2020 Strategic Plan.
2. 2015 NWWBI Buffalo Pound Water Treatment Plant Overall Radar Chart.
3. 2015 Buffalo Pound Water Treatment Plant NWWBI Statistical Analysis Summary.
4. Q3 September 30, 2017 Unaudited Financial Statements and Forecast – Operating and Capital Budget.
5. Board Skills and Experience Matrix.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chuck McDonald". The signature is written in black ink and is positioned above a horizontal line.

Chuck McDonald
Chairman
Buffalo Pound Water Board of Directors
attachments
RJ/lw

2018 – 2020 BUFFALO POUND WATER STRATEGIC PLAN

MISSION (Why We Exist):

To provide for the Cities of Regina and Moose Jaw, a reliable and affordable supply of safe, high-quality drinking water which meets the needs and expectations of consumers.

VALUES (How we operate):

SAFETY | TEAM CULTURE | ACCOUNTABILITY | PROCESS-DRIVEN | INNOVATION | CONTINUOUS IMPROVEMENT

VISION (Where We Are Going):

BPW is an expertly operated, independent, and trusted entity, that will be positioned to provide sustainable and reliable water as a critical service *for generations to come*.

3-YEAR BUSINESS PLAN 2018 - 2020

Deliver on the Mission, and by 2020, Renewal construction begins.

CORE SERVICES

WATER QUALITY

Regulatory Requirements and Customer Expectations Met 100% of the Time

WATER QUANTITY

Meet Customer Demand 100% of the Time

PROJECTS

RENEWAL PROJECT

◆ 2018 Renewal Vision is Clear | 2018 Funding Pre-approval

CRITICAL PROJECTS

◆ Electrical Project | SCADA Project | Chlorine Project | CMIMS Project

PEOPLE

SAFETY CULTURE

Plant-wide Safety Management System

PEOPLE DEVELOPMENT & PERFORMANCE

Performance Plans, Learning Plans, Plant-wide and Department Goals

COMMUNICATION & MANAGING CHANGE

Internal Communication to Create One Team, Successful Change Implementation, Evolution of Project Management

BOARD GOVERNANCE

Bylaws, Policies, Customer Services Agreement, Asset Transfer, Board Education & On-boarding

FINANCIAL & RISK MANAGEMENT

FUNDING SOURCES

Grants, Loans, Research New Lines of Business

FINANCIAL OPERATING PERFORMANCE

Budget Variance

RISK MANAGEMENT

Risk Registry & QMS Framework

ASSET LIFECYCLE MANAGEMENT

Asset Maintenance Plan

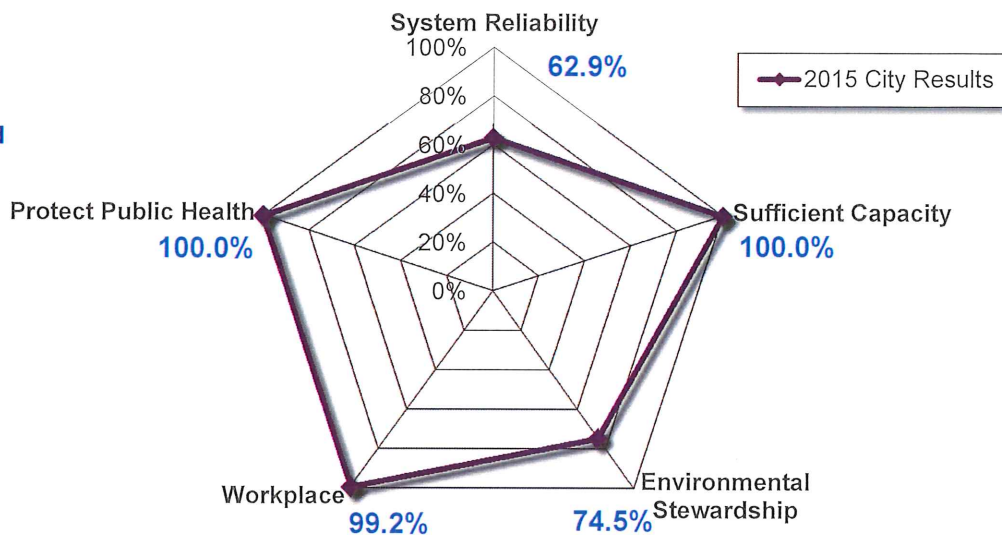
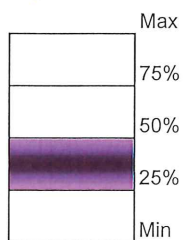
Select your plant →

Buffalo Pound WTP

Water Treatment Plants - Conventional filtration

Overall Radar Chart

Quartile Chart
O&M Cost / ML Treated
\$277.24



Quartile Charts show in which quarter your utility falls

Data Labels for 2015 City Results

Goals

Provide Reliable Service and Infrastructure

- ☒ 5 year Average Capital Reinvestment / Replacement Value
- ☒ Nr of Unplanned Hours that Plant Could Not Operate at Rated Capacity
- ☒ Unplanned Maintenance Hours / Total Maintenance Hours

Protect the Environment

- ☒ % of Water Wasted During Treatment Process
- ☒ GHG Emissions from Energy Consumed/ ML Treated

Protect Public Health

- ☒ # of days over Group Target for Turbidity
- ☒ # of days with Total Coliforms
- ☒ # of days over Group Target for Nitrates

Ensure Adequate Capacity

- ☒ ADD / Existing Licence Capacity
- ☒ Nr of Days Plant Operated at >100% Capacity

Provide Safe and Productive Workplace

- ☒ # of Sick Days Taken per O&M employee
- ☒ # of O&M Accidents with Lost Time / 1,000 O&M Labour Hours
- ☒ # of Lost Hours due to O&M Accidents / 1,000 O&M Labour Hours

Plant Category	Goal	KPI	Other Plants' Mean	Buffalo Pound Value
ADD > 45 ML/d	G1	5 yr avg Capital Reinvestment / Replacement Value	0.015	0.002
	G1	Unplanned Hours (# of unplanned hours that plant could not operate at rated capacity)	238.8 (but most plants zero)	476.000
	G1	Reactive Maintenance Hours / Total Maintenance Hours	0.070	0.094
	G5	# O&M Accidents with Lost Time / 1000 O&M Labour Hours	0.015	0
	G5	# Sick Days taken per O&M Employee	8.580	11.100
	G5	Total Available O&M Hours / Total Paid O&M Hours	0.827	0.829
	G5	Total Overtime Hours / Total Paid O&M Hours	0.054	0.012
Conventional Filtration	G1	Unit Filter Run Volume (m3/m2)	339.758	385.040
	G2	# days plant operated over 90% and over 100% of capacity	3.294	0.000
	G3	Total FTEs / 1000 ML Treated (Hrs)	1.517	0.940
	G3	Total O&M Cost / ML Treated	279.800	277.237
	G3	(O&M + Capital Reinvestment Cost) / ML Treated	391.890	309.555
	G3	Total Energy Consumed in kWh / ML Treated	623.338	962.974
	G3	Chemical Cost / ML Treated	47.300	81.669
	G4	% of Water Wasted During Treatment Process	0.140	0.067
Filtration	G4	% of Backwash Treated	1.000	1.000
	G6	Average Annual Treated Water Turbidity (NTU)	0.164	0.080
	G6	# of Coliform Occurrences in Treated Water (CFU/1000 mL)	0.0589 (but all plants except 1 = 0)	0.000
Conventional Filtration	G6	Treated Water Nitrates (mg/L)	0.717	0.000
	G6	Raw Water Total Organic Carbon (mg/L)	4.815	10.300
	G6	Treated Water Total Organic Carbon (mg/L)	1.882	4.900
	G6	Raw Water Dissolved Organic Carbon (mg/L)	5.781	10.200
	G6	Treated Water Dissolved Organic Carbon (mg/L)	2.442	4.900
	G4	Total GHG Emissions (kgCO2/ML Treated)	320.353	534.290

Goal Legend:

- G1 Provide Reliable Service and Infrastructure
- G2 Ensure Adequate Capacity
- G3 Meet Service Requirements with Economic Efficiency
- G4 Protect the Environment
- G5 Provide a Safe and Productive Workplace
- G6 Protect Public Health and Safety

Legend:



Revenues and Expenditures - September 2017

12-Oct-17

Revenues and Expenditures - September 2017										
12-Oct-17										
SUTHERLAND COUNTY WATER BOARD OF DIRECTORS										
	Current Month Actuals	YTD Actuals (B)	Previous YTD Actuals	2016 YEAR-END ACTUALS	Approved Budget (D)	Annual Forecast (E)	Variance From Budget (E-D)	Budget Less Actual (D-B)	% Budget Remaining (D-B)/D	Notes
REVENUES										
TOTAL REVENUES	1,277,545.29	9,248,883.81	7,115,103.59	9,277,467.49	10,501,200.00	11,521,000.00	1,019,800.00	1,252,316.19	11.9%	Water Sales Higher Than Forecast by ~8.2% Due to Weather and Higher Power Sales
EXPENSES										
Total Wage & Benefit Expenses	320,371.43	2,647,422.68	2,460,887.96	3,474,552.39	3,785,435.00	3,819,600.00	34,165.00	1,138,012.32	30%	Casual hired with 2 staff on maternity leave, CA mandate lower than budget, additional safety equipment purchased and OOS severance funded
Total Administration Expenses	20,310.93	382,552.78	197,691.31	313,859.22	460,400.00	503,820.25	43,420.25	77,847.22	17%	2016 Audit Required Rework and Increased Legal Reviews for Bylaws, Asset Transfer & Loan
Total Maintenance Expenses	311,512.35	828,681.36	761,061.96	1,321,476.44	1,485,900.00	1,650,647.05	164,747.05	657,218.64	44%	City of Moose Jaw Landfill Fees for Sludge Disposal
Total Chemical Expenses	231,579.16	1,626,024.26	1,809,048.53	2,299,554.98	2,432,600.00	2,142,000.00	-270,000.00	785,975.74	33%	GAC Replacement for Contactor Reduced/Deferred due to Landfill Fees
Total Laboratory and Research Expenses	11,118.16	123,977.16	131,879.42	194,842.18	216,600.00	200,000.00	-16,000.00	92,022.84	43%	
Total Utility Expenses	183,781.63	1,294,994.31	1,127,698.48	1,722,056.71	1,970,400.00	2,015,000.00	44,600.00	675,405.69	34%	Increased Power Usage with Increased Water Sales
TOTAL EXPENDITURES	1,088,673.66	6,903,652.65	6,488,267.66	9,326,341.92	10,330,135.00	10,331,067.30	932.30	3,426,482.45	33.2%	
TOTAL OPERATING REVENUES	1,277,545.29	9,248,883.81	7,115,103.59	9,277,467.49	10,501,200.00	11,521,000.00	1,019,800.00	1,252,316.19	11.9%	
NET SURPLUS (DEFICIT) FOR THE YEAR	188,871.63	2,345,231.26	626,835.93	-48,874.43	171,065.00	1,189,932.70	1,018,867.70	-2,174,166.26	-21.2%	

**BUFFALO
POUND
WATER**

**BUFFALO
POUND
WATER,
BOARD OF
DIRECTORS**

[illegible]

PERSONAL ATTRIBUTES: DEFINITIONS

Category	Criteria
Integrity	An innate adherence to ethical conduct and values.
Mature Leadership	Experience driven perspective and self-awareness of emotional patterns and triggers.
Strategic Thinker	Generates and applies unique business insights to challenges and opportunities, ability to challenge conventional thinking.
Good Communicator and Influencer	Expresses thoughts and ideas clearly and with respect for the views of others and listens actively. Has credibility with management and other directors.
Business Acumen	Track record of wise business judgment.
Fiduciary Duty	Strong understanding of fiduciary responsibility to the long term sustainability of the organization.
Independence of Mind	Unfettered from speaking his or her mind honestly on all issues.
Active Participant	Comes to meetings fully prepared and listens and speaks up.
Team Player	Committed to the role of the board as a whole, works to resolve issues, treats others in a respectful and supportive manner, is flexible in arriving at solutions.

SKILLS AND EXPERIENCE: DEFINITIONS

Category	Criteria
Water Utility/Operations Engineering	Involved with the producing, treating, disinfecting and storage of water for delivery to the public.
Capital Project Management	The management of high level corporate capital projects (ie. millions of dollars).
Risk Management	The identification, assessment, and prioritization of risks and the coordinated and economical application of resources to minimize, monitor, and control the probability of those risks.
Finance and Audit	The provision of sound financial advice or information in support of the operations of the organization.
Legal	Knowledge of the Canadian legal system and its application thereof.
Environmental	Knowledge of the environment and its relationship to water treatment facilities.
Government Relations/Policy/Community	Dealing with government affairs or public administration at all levels of government and the ability to interpret legislation and policy as it relates to the organization.
Public Health & Safety/Regulatory	Knowledge of Occupational Health & Safety training and resources to reduce workplace risks and reduce workplace injuries and illnesses. Adherence to laws, regulations, guidelines and specifications relevant to the organization.
Executive Leadership	Provision of leadership to colleagues, ie. plans; sharing of visions; taking charge; inspiring others through examples.
Governance	Dealing with government, control and authority within the organization.

DIVERSITY: GOALS/NEEDS

Category	Goals/Needs
Geography	Being from different locations (ie. cities,towns) to bring a different perspective to the Board.

LEADERSHIP: POTENTIAL BOARD LEADERSHIP

Category	Goals/Needs
Board Chair	Well qualified individual with the skills, experience, time and motivation to dedicate to the job. Focus on tasks at hand as well as long term strategic issues. Accurately report on board activities. One who holds himself/herself accountable.
Committee Chair (specify)	Same as above.



City of Regina

Memo

November 27, 2017

To: His Worship the Mayor and Members of City Council

Re: Amendment to Bylaw No. 2017-30, *Design Regina: The Official Community Plan Amendment Bylaw, 2017 (No.4)*

On July 31, 2017, City Council adopted Bylaw 2017-30 which amended the City's Official Community Plan Bylaw to accommodate a proposed development at 1636 College Avenue. The Bylaw received Ministerial approval on September 1, 2017. However, a typographical error was subsequently noted in the original amendment and requires correction as follows:

- "Part B.6, Section 9" as referenced in section 2 of the amending bylaw should, correctly, refer to "Part B.8, Section 9".

The original report and all public notices related to this item were published with the correct reference to Part B.8. Accordingly, as this alteration is of a minor nature, being a typographical correction to the Bylaw only, Council may dispense with the usual advertising and public notice requirements pursuant to subsection 211(3) of *The Planning and Development Act, 2007*.

Yours truly,

Byron Werry
City Solicitor

cw

cc: Jim Nicol, City Clerk

BYLAW NO. 2017-51

DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN
AMENDMENT BYLAW, 2017 (No.4) AMENDMENT BYLAW, 2017

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 Bylaw No. 2017-30, being *Design Regina: The Official Community Plan Amendment Bylaw, 2017 (No.4)* is amended in the manner set forth in this Bylaw.
- 2 Section 2 is amended by striking out the words “Part B.6” and substituting “Part B.8”.
- 3 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 27th DAY OF November 2017.

READ A SECOND TIME THIS 27th DAY OF November 2017.

READ A THIRD TIME AND PASSED THIS 27th DAY OF November 2017.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

Approved by the Ministry of Government Relations
this _____ day of _____, 2017.

Ministry of Government Relations

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

City Solicitor

ABSTRACT

BYLAW NO. 2017-51

DESIGN REGINA: THE OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2017 (No. 4) AMENDMENT BYLAW, 2017

PURPOSE:	To amend <i>Design Regina: The Official Community Plan Amendment Bylaw, 2017 (No. 4)</i> .
ABSTRACT:	The proposed amendment will correct a typographical error in the original Bylaw.
STATUTORY AUTHORITY:	Part IV, Section 29(2) of <i>The Planning and Development Act, 2007</i> .
MINISTER'S APPROVAL:	Part IV, Section 39 of <i>The Planning and Development Act, 2007</i> .
PUBLIC HEARING:	Waived pursuant to subsection 211(3) of <i>The Planning and Development Act, 2007</i> .
PUBLIC NOTICE:	Waived pursuant to subsection 211(3) of <i>The Planning and Development Act, 2007</i> .
REFERENCE:	Regina Planning Commission, June 7, 2017, RPC17-18; City Council, July 31, 2017, CR17-65.
AMENDS/REPEALS:	Amends <i>Design Regina: The Official Community Plan Amendment Bylaw, 2017 (No. 4)</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Development
INITIATING DEPARTMENT:	Planning

NOTICE OF ENQUIRIES

November 27, 2017

Chief Legislative Officer & City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following ENQUIRIES at the November 27, 2017 meeting of City Council.

Re: Capital Pointe Construction Site

Further to The Procedure Bylaw, I would like to request that the following enquiries to Regina City Administration be tabled at the November 27th meeting of Regina City Council and would like to request that the answers appear on a subsequent Council agenda.

The enquiries are as follows:

1. What steps are the Administration taking to monitor construction activity, and to check for unsafe or emergency conditions, with respect to the foundation and site services work authorized by the building permit issued by the City of Regina on September 15, 2017 in connection with Capital Pointe - 1971 Albert Street, Regina?
2. Will the results of any such monitoring activity be reported to City Council and, if so, when?
3. In the event that meaningful construction activity does not resume at the Capital Pointe construction site by March 15, 2017, the date on which the City can deem the current building permit expired, what will be the status of the development permit for that site and what options will the City have to require the developer to mitigate that site?
4. What additional powers, if any, by way of new bylaw or other authority does the City administration need to require completion within a reasonable time at the Capital Pointe site and at future construction sites?
5. What powers do other cities have to deal with construction sites where construction is not proceeding, or is not proceeding within a stipulated time period, or is proceeding at an unreasonably slow pace?

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bob Hawkins", followed by a horizontal line.

Bob Hawkins,
Councillor - Ward 2