



Finance & Administration Committee

**Tuesday, November 6, 2018
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

Public Agenda Finance & Administration Committee Tuesday, November 6, 2018

APPROVAL OF PUBLIC AGENDA

ADOPTION OF MINUTES

Minutes from the meeting held on September 4, 2018

ADMINISTRATION REPORTS

FA18-21 Setting 2019 Greenfield Servicing Agreement Fee and Development Levy Rates

Recommendation

1. That the 2019 greenfield Servicing Agreement Fee and Development Levy rates be set at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrial-zoned development, itemized as follows and approved effective January 1, 2019:

Greenfield Development	Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

FA18-22 Heritage Building Rehabilitation Program (18-HBRP-03) 3225 13th Avenue – Sacred Heart Academy

Recommendation

1. That a Tax Exemption for the property located at 3225 13th Avenue, being Units 1 - 30 in Condo Plan 91R09011, be approved in an amount equal to the lesser of:
 - a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or



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- b) An amount equal to the total property taxes payable on the subject property for 10 years.
- 2. That the provision of the property tax exemption be subject to the following conditions:
 - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
 - c) The work that is completed and invoices submitted by September 30th each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.
- 3. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and authorizing bylaw to provide the tax exemption as detailed in this report.
- 4. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).
- 5. That the Executive Director of City Planning & Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.
- 6. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.



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FA18-23 Regina Downtown Business Improvement District – Proposed Boundary Expansion

Recommendation

1. That the City Solicitor be instructed to amend *The Regina Downtown Business Improvement District Bylaw No. 2003-80* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.
2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

FA18-24 Application for Title - 2018 Liens

Recommendation

1. That the Manager, 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, Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six-month notices.
3. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

RESOLUTION FOR PRIVATE SESSION

AT REGINA, SASKATCHEWAN, TUESDAY, SEPTEMBER 4, 2018

AT A MEETING OF FINANCE & ADMINISTRATION COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 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: Councillor Bob Hawkins, in the Chair
Councillor Sharron Bryce (Teleconference)
Councillor Jason Mancinelli
Councillor Barbara Young

Also in Attendance: Council Officer, Ashley Thompson
Legal Counsel, Jana-Marie Odling
Executive Director, City Planning & Development, Diana Hawryluk
Executive Director, Financial & Corporate Services, Barry Lacey
Executive Director, Transportation & Utilities, Karen Gasmol
Director, Finance, June Schultz
Director, Human Resources, Steve Eger
Manager, Payroll, Analytics & EE Admin, Christine Heroux
Manager, Policy & Risk Management, Curtis Smith
Senior City Planner, Liberty Brears

APPROVAL OF PUBLIC AGENDA

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

ADOPTION OF MINUTES

Councillor Jason Mancinelli moved, AND IT WAS RESOLVED, that the minutes for the meeting held on June 13, 2018 be adopted, as circulated.

ADMINISTRATION REPORTS

FA18-13 Heritage Building Rehabilitation Program (18-HBRP-04) 3038 - 3060 18th Avenue – Henderson Terrace

Recommendation

1. That a tax exemption for the property located at 3038 - 3060 18th Avenue, being Units 1-8, inclusive, in Condo Plan 78R58518, be approved in an amount equal to the lesser of:

- a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or
 - b) An amount equal to the total property taxes payable on the subject property for 10 years.
2. That the provision of the property tax exemption be subject to the following conditions:
 - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
 - c) The work that is completed and invoices submitted by September 30th each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.
3. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).
4. That the Executive Director of City Planning and Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.
5. That this report be forwarded to the September 24, 2018, meeting of City Council for approval.

Jessica Gibson addressed the Committee.

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

FA18-15 2019 Alley Maintenance Program and Special Tax Levy Funding Options

Recommendation

1. That the City Solicitor be instructed to prepare the 2019 *Alley Maintenance Special Tax Bylaw* (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 September 24, 2018 meeting of City Council for approval.

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

FA18-16 Regina Civic Employees' Long Term Disability Plan 2017 Annual Report

Recommendation

That this report be forwarded to the September 24, 2018, meeting of City Council for information.

Colyn Lowenberger, representing Mobius, addressed the Committee.

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

FA18-14 Authorization to Extend the Toronto-Dominion Bank Business Banking and Auxiliary Services Agreement

Recommendation

1. That the Executive Director, Financial and Corporate Services be authorized to negotiate and approve a one-year extension to:
 - i. the existing five-year Business Banking and Auxiliary Services Agreement with The Toronto-Dominion Bank for business banking; and
 - ii. such additional auxiliary banking services agreements, that relate to the Business Banking and Auxiliary Services Agreement, and which are identified in the report below; as prepared by the City Solicitor;

2. That the City Clerk be authorized to execute the contract; and
3. That this report be forwarded to the September 24, 2018 City Council meeting for approval.

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

FA18-17 Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan 2017 Annual Report

Recommendation

That this report be forwarded to the September 24, 2018, meeting of City Council for information.

Colyn Lowenberger, representing Mobius, addressed the Committee.

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

FA18-18 Employee Group Benefits – Request for Proposal

Recommendation

1. That the Executive Director, Financial & Corporate Services be delegated the authority to issue a Request for Proposal for a benefits carrier(s) to administer the City of Regina's comprehensive employee benefits package for a term of up to ten years.
2. That the Employee Benefits Committee be delegated authority to review the existing employee benefits package and make amendments to employee benefits, subject to the collective bargaining and budget processes.
3. That the Executive Director, Financial & Corporate Services be delegated authority to negotiate, award and enter into and amend contracts with the highest ranked proponent from the public procurement process for a period of up to ten years with an employee group benefits provider.
4. That the City Clerk be authorized to execute the necessary agreements after review and approval by the City Solicitor.
5. That this report be forwarded to the September 24, 2018 meeting of City Council for approval.

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

FA18-19 Annual Debt Report

Recommendation

That this report be forwarded to the September 24, 2018 City Council meeting for information.

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

FA18-20 2018 Mid-Year Financial Report

Recommendation

That the 2018 Mid-Year Financial Report be forwarded to the September 24, 2018 meeting of City Council for information.

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

ADJOURNMENT

Councillor Barbara Young moved, AND IT WAS RESOLVED, that the meeting adjourn.

The meeting adjourned at 5:07 p.m.

Chairperson

Secretary

November 6, 2018

To: Members
Finance & Administration Committee

Re: Setting 2019 Greenfield Servicing Agreement Fee and Development Levy Rates

RECOMMENDATION

1. That the 2019 greenfield Servicing Agreement Fee and Development Levy rates be set at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrial-zoned development, itemized as follows and approved effective January 1, 2019:

Greenfield Development	Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

CONCLUSION

Servicing Agreement Fee (SAF) and Development Levy (DL) rates are set annually following the review and update of the SAF financial model and associated growth-related capital project lists, as described in the *Administration and Calculation of Servicing Agreement Fee and Development Levy Policy* (Policy). The impact of the update on the City of Regina's (City) cash flow and the greenfield SAF rates was minimal this year; therefore, it is recommended that the overall rates for 2018 be maintained for 2019.

BACKGROUND

The City uses SAFs and DLs to fund major infrastructure investments required for new growth and development, as per *The Planning and Development Act, 2007* (Act) and described in the Policy. This Policy was updated through a major review in December of 2015 (CR15-138) and in November of 2017 (CR17-121) to address industrial development, then again in June of 2018 (CR18-55) to define how fees would be applied to development within existing areas. SAFs and DLs are collected by the City from developers to pay for infrastructure projects that add capacity to service new growth.

SAF and DL rates are set annually to enable the most up-to-date information to be used in the calculations. This report facilitates the setting of the greenfield SAF and DL rates for 2019.

DISCUSSION

Growth provides benefits, such as supporting local businesses, creating population thresholds necessary to support arts and culture, promoting community vibrancy and fostering development of support services, such as efficient public transit.

Growth also requires a significant investment in services and infrastructure. It generates the need for expanded or new offsite infrastructure required to support new communities and employment areas, such as water and wastewater services. Developers are responsible for the capital requirements internal to new developments (e.g. roads, sidewalks, parks and underground infrastructure), while SAFs and DLs are used to fund major infrastructure that serves more than one area.

The City's primary tools to fund these major 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. The Policy, guided by the Act and approved by City Council, guides the calculation of the fees.

For greenfield development, the overall SAF and DL rate is determined annually as part of the update to the SAF financial model. This includes updating growth projections (i.e. number of hectares remaining to be developed) and growth-related capital project lists. Capital Project Lists are based on studies and plans and are comprised of projects required to service growth to 300,000 people, as per *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP). The regular review of these projects enables the SAF financial model to be based on the most up-to-date information available.

This year's project review resulted in a minimal impact on the City's cash flow and greenfield 2019 SAF and DL rate. Maintaining the overall 2019 SAF and DL rate at the 2018 amount with minor updates made to the costs by infrastructure type, was proposed to stakeholders in a memorandum (Appendix A) sent September 26, 2018. This memorandum included the updated project lists (Appendix A-1), the main changes in the lists from last year and the proposed SAF and DL rates for greenfield development.

Feedback from the Regina and Region Homebuilders' Association (Appendix B) indicated support in general for the proposed rates with one option for consideration. Concerns were expressed about the addition of the \$30,000,000 Future Wastewater Treatment Plant (WWTP) upgrade to the SAF financial model, given the current slow market, its impact on the residential construction industry and lack of connection to the Wastewater Master Plan. It was proposed that this project be removed from the SAF financial model until further review can be undertaken with the industry.

Future WWTP Project

Administration considered the feedback provided by the industry. The Future WWTP Upgrade Project was identified through this year's annual SAF project list review. The rationale for including it in the SAF financial model is that it is known that the upgrades most recently done at the future WWTP will provide service to a population of approximately 258,000. To meet infrastructure requirements for a 300,000 population as per the OCP, consideration of a future wastewater solution will be required. The current estimate for this future upgrade is \$60M +/- 50 per cent, which means that the cost could be between \$30,000,000 and \$90,000,000. More detailed work is underway to refine this estimate and an update is expected in 2019.

In the meantime, as there is certainty that the current WWTP will not be sufficient to serve the OCP's 300,000 growth plan, the Future WWTP Upgrade Project was added to the SAF financial model as a placeholder using the low-end of the current cost estimate. As such, Administration maintains the recommendation to include this project within the SAF financial model to start the collection of funds to pay for this future upgrade.

It is recommended that the greenfield SAF and DL rates be maintained at \$442,000 per hectare for residential and commercial development and \$147,333 per hectare for industrially-zoned development, which, as per the Policy, is charged one-third of the rate of other greenfield development.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no direct costs associated with this 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 financial model. The amount of revenue expected remains consistent with the anticipated expenditures over the life of the SAF financial model.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Charging SAFs and DLs is guided by the Policy, which is consistent with the OCP. There are no policy or strategic implications.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The approved greenfield SAF and DL rate for 2019 will be posted on Regina.ca/saf and communicated to the industry.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,



Shauna Bzdel, Director
Planning

Report prepared by:
Kim Sare, Senior City Planner

Respectfully submitted,



Diana Hawryluk, Executive Director
City Planning & Development



September 26, 2018

Sent Via Email

Dear Stakeholder:

Re: City of Regina Greenfield Servicing Agreement Fee and Development Levy Rates

The City of Regina (City) is reviewing and updating the Servicing Agreement Fee (SAF) Model to establish the 2019 Greenfield SAF and Development Levy (DL) Rates. These fees are collected by the City from developers to pay for infrastructure projects that add capacity to service new growth.

A key factor in determining Rates are the Growth-Related Capital Project Lists which are made up of the projects required to service growth for 300,000 people, as per *Design Regina: The Official Community Plan Bylaw No. 2013-48*. These Project Lists are refined annually to respond regularly to new information. The updated lists are included as Attachment 1. Main changes from last year are highlighted in Table 1 below.

Table 1: Main SAF Project Changes

Project List Type	Update	Reason for Change
Transportation	Addition of “Saskatchewan Drive Corridor Plan and Coordination Initiative” Project. (\$800,000: 30 per cent funded by SAFs).	This project was advanced to develop a plan for future growth and the associated SAF transportation projects while upgrading servicing.
	Re-Addition of “Rochdale Boulevard to Vanstone Street – Intersection Improvement”. (\$435,000: 100 per cent funded by SAFs).	This project had been previously advanced then stalled but had not been re-entered into the SAF Model.
Water	Removal of “Capacity Increase for North East Pumping Station.” (\$8,000,000: 30 per cent funded by SAFs).	Water Master Plan identified funding this project through General Utility Reserve.
	Addition of “Water Master Plan Minor Updates” Project. (\$400,000: funded 100 per cent by SAFs)	Best practice to review Master Plans regularly.

Wastewater	Update of cost for “Wastewater Capacity Upgrade” Project. (from \$163M to \$150.8M: 30 per cent funded by SAFs).	Identified through development of Wastewater Master Plan.
	Addition of “Wastewater Treatment Plan Upgrade, 258k+ population” (\$30,000,000: funded 100 per cent by SAFs).	Identified through preliminary study.
	Addition of “Wastewater Master Plan Minor Updates” Project. (\$400,000: funded 100 per cent by SAFs).	Best practice to review Master Plans regularly.
	Addition of “Wastewater Master Plan Major Updates” Project. (\$800,000: funded 100 per cent by SAFs).	Best practice to review Master Plans regularly.

The impact on the SAF model is minimal. As such, it is proposed that the overall Greenfield SAF and DL Rates for 2019 be maintained at the 2018 amounts:

- \$442,000 per hectare for residential and commercial greenfield development.
- \$147,333 per hectare for industrial-zoned greenfield development.

Table 2: SAF Charges by Infrastructure Type

Greenfield Development	Transportation	Water	Wastewater	Drainage	Parks/Rec	Admin
Residential & Commercial	\$223,000	\$107,200	\$45,000	\$0	\$21,600	\$45,200
Industrial-Zoned	\$74,333	\$35,733	\$15,000	\$0	\$7,200	\$15,067

Information on current rates as well as the associated SAF/DL policies are available at: Regina.ca/saf. Distribution of the 2018 SAF/DL Annual Report is planned for mid-2019.

Please provide any comments about the proposed 2019 Greenfield SAF and DL Rates in writing to Kim Sare at ksare@regina.ca by **Wednesday, October 10, 2018**. Your feedback will inform the preparation of the Committee Report to seek approval of the fees, which is scheduled to go to the Executive Committee and City Council in November of 2018.

If you have any questions, please contact me sbzel@regina.ca or 306-519-1624.

Sincerely,



Shauna Bzdel
Director, Planning

MF/ks/kk

Attachments: 1

cc: Diana Hawryluk, Executive Director, City Planning & Development
Michelle Forman, Manager, Urban Planning
Fred Searle, A/Director, Development Services

ATTACHMENT 1
SAF PROJECT LISTS (as of Sept 19, 2018)

TRANSPORTATION PROJECTS

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share Adjusted
1	13th Ave Corridor Turn Lanes (Albert St to Lewvan Dr)	TMP	\$109,273	100%	0%
3	9th Ave N & West leg of Regina Bypass Interchange	TMP, Regina Bypass Project	\$12,019,997	100%	0%
4	9th Ave N Twinning (Courtney St to Pinkie)	TMP	\$6,425,235	100%	0%
6	9th Ave N Twinning (Pinkie to West Regina Bypass)	TMP - to twin lanes to the Bypass	\$2,294,727	100%	0%
7	ANNUAL Bicycle Network 2016 - 2019 (On-road facilities + multi-use pathways)	TMP	\$1,092,727	30%	70%
8	ANNUAL Bicycle Network 2020 - 2029 (On-road facilities + multi-use pathways)	TMP	\$10,162,361	30%	70%
9	ANNUAL Bicycle Network 2030 - 2040 (On-road facilities + multi-use pathways)	TMP	\$11,255,088	30%	70%
10	ANNUAL roadways completion (unused funds capped at \$100k) (Annual cost of \$50k)	Estimated value of growth driven new development corrections based on Lessons Learned through Servicing Agreement Outcomes	\$1,365,909	100%	0%
11	ANNUAL Traffic Signal Installation Program	TMP Each signal is approx \$250K/signal - assumed that 3 signals are installed/year	\$18,212,117	100%	0%
13	Arcola Ave Corridor Studies & Turn Lanes (College to Prince of Wales Drive) Study/Design	TMP	\$1,966,909	100%	0%
15	Arcola Ave Extension (Winnipeg St to Victoria Ave)	TMP	\$6,425,235	50%	50%
17	Assiniboine Ave & Hwy 1 Bypass Interchange NB On-Ramp	TMP	\$2,891,356	100%	0%
20	Courtney St Extension (Sherwood Dr to 1st Ave N - west side)	TMP	\$3,786,299	100%	0%
21	Courtney St Flyover at CP Mainline	TMP	\$21,854,540	100%	0%
23	Dewdney Ave Twinning (Courtney to West Bypass) construct	TMP, Westerra Concept Plan, Regina Bypass Project	\$10,326,270	100%	0%
25	Dewdney Ave twinning (Pinkie Rd to Fleming Rd)	TMP, Regina Bypass Project	\$13,768,360	100%	0%
28	Fleet St twinning (MacRae Bay to Turvey Rd - W.S.) construct	TMP, Fleet St Business Park Secondary Plan	\$10,096,797	100%	0%
29	Fleet St twinning (MacRae Bay to Turvey Rd - W.S.) design	TMP, Fleet St Business Park Secondary Plan	\$917,891	100%	0%
30	Fleet St twinning (Turvey Rd to Hwy 46 - E.S.)	TMP, Fleet St Business Park Secondary Plan	\$4,038,719	100%	0%
32	Hill Ave and West Regina Bypass	TMP, Regina Bypass Project	\$4,370,908	100%	0%
33	Hill Ave New (Courtney St to Campbell St) - interim upgrade	TMP, Regina Bypass Project	\$1,835,781	100%	0%
34	Hill Ave Reconstruction - Courtney to Bypass	TMP, Regina Bypass Project	\$3,671,563	100%	0%
37	Lewvan Dr & Dewdney Ave Intersection (double turn lanes)	TMP	\$3,278,181	100%	0%
38	McDonald St Widening (Kress St to Fleet St)	TMP, Fleet St Business Park Secondary Plan	\$3,786,299	100%	0%
39	Official Community Plan (OCP) Update - ROADS COMPONENT	identified process improvement desired in regulatory review	\$382,454	100%	0%
41	Pasqua St & Ring Rd Interchange	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$11,473,634	100%	0%
42	Pasqua St & Ring Rd Interchange	TMP	\$34,420,901	100%	0%
45	Pasqua St Widening (Ring Rd to Rochdale Blvd)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$4,417,349	100%	0%

46	Pasqua St Widening (Ring Rd to Sherwood Dr)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$7,257,073	100%	0%
47	Pasqua St widening (Ring Rd to Sherwood Dr) property purchase (400k per year for 8 years)	TMP, Pasqua Street at 9th Avenue N & Ring Road Interchange and Corridor Value Engineering Study (MMM, 2010)	\$3,496,726	100%	0%
49	Pinkie Rd (9th Ave N to 200m south of CPR) Property Purchase	TMP	\$1,639,091	100%	0%
50	Pinkie Rd New (9th Ave N to south of Wascana Creek)	TMP	\$9,178,907	100%	0%
51	Pinkie Rd New (South of Wascana Creek to Dewdney Ave)	TMP	\$13,768,360	100%	0%
52	Pinkie Rd widening (Dewdney Ave to South City Limits - i.e. 200m S of CPR)	TMP	\$6,081,026	100%	0%
53	Prince of Wales & Arcola Double Lefts	TMP	\$655,636	100%	0%
54	Prince of Wales Dr Twinning (Dewdney Ave to Jenkins Dr)	TMP, Fleet St Business Park Secondary Plan	\$3,786,299	100%	0%
57	Prince of Wales Widen & Pave - Jenkins Dr to Redbear Ave Construct	TMP, Fleet St Business Park Secondary Plan	\$2,524,199	100%	0%
58	Prince of Wales Widen & Pave - Jenkins Dr to Redbear Ave Design	TMP, Fleet St Business Park Secondary Plan	\$327,818	100%	0%
59	Redbear Ave Extension (Fleet St to Phase 1 Limits) Widening (to four lanes)	TMP, Fleet St Business Park Secondary Plan	\$2,581,568	100%	0%
60	Redbear Ave Extension (Phase 1 Limits to Prince of Wales Dr) Construct	TMP, Fleet St Business Park Secondary Plan	\$2,581,568	100%	0%
61	Redbear Ave Extension (Phase 1 Limits to Prince of Wales Dr) Design	TMP, Fleet St Business Park Secondary Plan	\$437,091	100%	0%
63	Ring Rd Widening (Albert St to McDonald St)	TMP	\$8,851,089	100%	0%
64	Ring Rd Widening (Albert St to McDonald St) Design	TMP	\$874,182	100%	0%
65	Ring Rd Widening (Ross Ave to Dewdney Ave)	TMP	\$2,731,818	100%	0%
66	Ring Rd Widening (Ross Ave to Dewdney Ave) Design	TMP	\$437,091	100%	0%
68	Ross Ave & McDonald St Intersection (N/S left turns)	TMP	\$327,818	100%	0%
69	Ross Ave & Winnipeg St Intersection (lengthen lefts)	TMP	\$163,909	100%	0%
70	Saskatchewan Dr & Albert St Intersection (turn lanes) Construct	TMP	\$7,744,703	50%	50%
71	Saskatchewan Dr & Albert St Intersection (turn lanes) Design	TMP	\$792,227	50%	50%
72	Saskatchewan Dr & Lewvan Dr Property Purchase (15 years at \$375k/year)	TMP	\$6,146,589	100%	0%
74	Saskatchewan Dr Extension (Lewvan Dr to Campbell St)	TMP	\$8,605,225	100%	0%
75	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) Design	TMP	\$546,364	100%	0%
76	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) N1/2 Construct	TMP	\$5,736,817	100%	0%
77	Saskatchewan Dr / 13th Widen & Pave (Campbell to Courtney) S1/2 Construct	TMP	\$5,736,817	100%	0%
78	Saskatchewan Dr Widening (Angus St to Princess St) Construct	TMP	\$5,736,817	100%	0%
79	Saskatchewan Dr Widening (Angus St to Princess St) Design	TMP	\$573,682	100%	0%
80	Saskatchewan Dr Widening (Halifax St to Quebec St)	TMP	\$3,786,299	100%	0%
81	Saskatchewan Drive & Lewvan Dr Flyover	TMP	\$54,636,350	100%	0%
82	Transportation Master Plan - Major Updates	TMP	\$874,182	100%	0%

83	Transportation Master Plan - Minor Updates	TMP	\$524,509	100%	0%
84	Victoria Ave & Park St Intersection SB double lefts	TMP	\$546,364	100%	0%
85	Victoria Ave Widening (Glencairn Rd to Park St)	TMP	\$5,736,817	100%	0%
86	Victoria Ave & Ring Rd Interchange Widen Vic Ave	TMP	\$10,927,270	100%	0%
87	Victoria Ave E Widening (Fleet St to Prince of Wales)	TMP, Victoria Avenue East Widening Preliminary Design Report (Stantec, 2011)	\$17,210,450	100%	0%
88	Victoria Ave East Widening (Prince of Wales to Tower)	TMP, Victoria Avenue East Widening Preliminary Design Report (Stantec, 2011)	\$8,605,225	100%	0%
89	Wascana Parkway and Hwy #1 Bypass - dual lefts from Wascana Parkway to Northbound TCH Bypass	TMP	\$546,364	100%	0%
90	Wascana Parkway/Prince of Wales Dr Extension (2-lane roadway)	TMP, Prince of Wales Drive Extension, Functional Planning Final Report (AECOM, 2012)	\$8,834,698	100%	0%
91	Winnipeg St Realignment & New Bridge	Winnipeg Street Bridge Realignment Study Realignment Study Value Engineering Workshop Final Report (AECOM, 2013)	\$29,503,629	50%	50%
New Projects					
94	Saskatchewan Drive Corridor Plan and Coordination Initiative	Required to inform TMP-directed construction projects; study initiated in 2018 for \$90k	\$800,000	30%	70%
95	Rochdale Blvd to Vanstone St - Intersection Improvement	Old project that was stalled; had previously been budgeted but those \$s had been returned but the project was not re-entered into SAF model	\$435,000	100%	0%
INSERT NEW PROJECTS ABOVE THIS LINE			\$0		

\$ 458,934,540

WATER PROJECTS

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
12	OCP Development - WATER/WASTEWATER/DRAINAGE COMPONENT	Identified process improvement desired in regulatory review	\$1,274,848	30.0%	70.0%
19	Transfer Pumping and Capacity Review (previously called: North Pump Station Upgrades to Pump and Piping to serve eastern pressure zone)	WMP Option 2	\$7,744,570	75.0%	25.0%
20	Buffalo Pound Water Treatment Plant Future Upgrades	BPWTP Business Case, section 3-3	\$67,626,010	100.0%	0.0%
Intensification Projects					
32	Twinning of 600mm Main from Farrell Pump Station with a new 750 mm Supply Main along Broad Street from Dewdney Avenue to Saskatchewan Drive	Downtown Serviceability Study (AECOM 2014)	\$4,015,772	50.0%	50.0%
33	Downtown Water System Upgrades - Option 2 (East-West Looping) cost identified in the Downtown Serviceability Study	Downtown Serviceability Study (AECOM 2014)	\$8,998,607	100.0%	0.0%
New Projects					
	Buffalo Pound WTP Pump Upgrades Previously part of: Buffalo Pound Water Treatment Plant 2016-2019 Upgrades	WMP Option 2	\$9,282,875	100%	0%
	Eastern Pressure Solution Part 1A (storage)	WMP Option 2	\$39,306,345	100%	0%
	Eastern Pressure Solution Part 1B (storage)	WMP Option 2	\$31,986,135	100%	0%
	Eastern Pressure Solution Part 2A (mains)	WMP Option 2	\$28,909,525	100%	0%
	Eastern Pressure Solution Part 2B (mains)	WMP Option 2	\$11,383,457	100%	0%
	Eastern Pressure Solution Part 3 (pumping)	WMP Option 2	\$25,461,600	100%	0%
	Distribution Trunk Main - West Loop	WMP Option 2	\$9,866,370	100%	0%
	Distribution Trunk Main - East Loop A	WMP Option 2	\$10,609,000	100%	0%
	Distribution Trunk Main - East Loop B	WMP Option 2	\$10,609,000	100%	0%
	Distribution Trunk Mains - Other Trunk Mains	WMP Option 2	\$265,225	100%	0%
	WMP - Major Updates	Best practice	\$800,000	100%	0%
	WMP - Minor Updates	Best practice	\$400,000	100%	0%
INSERT NEW PROJECTS ABOVE THIS LINE					
			\$ 268,539,338		

WASTEWATER PROJECTS

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
2	Wastewater Capacity Upgrades (large trunks - 300 and bigger)	WWMP Phase 1 - recommended option 4D and provided to the WSA Includes costs for pre-design, design, and construction for the following sub-projects: - South Trunk Upgrades - Linear Relief Storage - Reibling Park Storage	\$150,800,000	30%	70%
3b	McCarthy Blvd Pump Station Upgrades (previously called: Integrated WW solution (Trunk Relief))	Predesign report for McCarthy pump station Contract to be awarded shortly Costing confirmed - April 2018	\$15,298,178	30%	70%
6	Wastewater Treatment Plant - Expansion	WWTP P3 Contract Current serves to 258k population - upgrading existing plant	\$26,771,812	100%	0%
8	Downtown Wastewater System Upgrades - cost identified in the Downtown Serviceability Study	Downtown Serviceability Study (AECOM 2014)	\$3,032,317	100%	0%
New Projects					
	WWTP Upgrade, 258k+ population	Existing WWTP Upgrade provides capacity to 258k; this project will provide capacity to a pop of 300k; Preliminary Estimate: Regina Wastewater Treatment Plant Expansion for 300,000 Population (May 2017)	\$30,000,000	100%	0%
	WWMP - Major Updates	Best Practice	\$ 800,000	100%	0%
	WWMP - Minor Updates	Best Practice	\$ 400,000	100%	0%
INSERT NEW PROJECTS ABOVE THIS LINE					

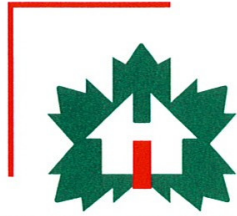
\$ 227,102,307

PARKS AND RECREATION PROJECTS

#	Category and Project Description	Source(s)	Current Year Cost (\$2018)	SAF Share	City Share
1	North West Leisure Centre Outdoor Space (new spray pad and fully accessible playground)	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$546,364	30%	70%
3	New Zone Level Off-leash Dog Park - SW	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
4	New Zone Level Off-leash Dog Park - SE	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
5	New Zone Level Off-leash Dog Park - NW	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) , Off-Leash Dog Park Strategy (under development)	\$174,836	30%	70%
6	Transportation Master Plan - Major Updates - PARKS AND REC COMPONENT	Transportation Master Plan	\$218,545	100%	0%
7	Transportation Master Plan - Minor Updates - PARKS AND REC COMPONENT	Identified process improvement for regulatory direction and review	\$131,127	100%	0%
8	OCP Development - PARKS AND REC COMPONENT	identified process improvement desired in regulatory review	\$382,454	100%	0%
9	Plant Material Establishment Funding	Not a specific project, but is an extended portion of capital delivery of new assets beyond the period of the Servicing Agreements between Developers and the City	\$3,346,476	100%	0%
12	Rink 1 - Skywood	Open Space Management Strategy, identified Community needs, Skywood Concept Plan	\$928,818	100%	0%
13	Rink 2 - Coopertown	Open Space Management Strategy, identified Community needs, Coopertown Neighbourhood Plan (under review)	\$928,818	100%	0%
14	Rink 3 - Towns South	Open Space Management Strategy, identified Community needs, Southeast Neighbourhood Plan (under review)	\$928,818	100%	0%
15	Coopertown Zone Level Park	EPB 201 A Guide to Waterworks Design, (Saskatchewan Ministry of Environment, Oct 2012)	\$7,288,489	100%	0%
17	Victoria East (The Towns) Zone Level Park	Open Space Management Strategy, Identified Community Needs, Southeast Neighbourhood Plan (under review)	\$7,288,489	100%	0%
18	West Harbour Landing (120 ha) Zone Level Park	Open Space Management Strategy, Identified Community Needs, West Harbour Landing Neighbourhood Plan	\$7,288,489	100%	0%
21	Wascana Outdoor Aquatic Park - Capacity Upgrade	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$5,245,090	30%	7%
22	New Indoor Outdoor Aquatic Facility (Lawson Civic Centre).	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010) \$60 million to renovate existing facility (non-SAF) + \$27 million to increase capacity (SAF eligible)	\$29,503,629	30%	70%
23	New Lit Artificial Turf Field - Douglas Park	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$2,185,454	30%	70%
32	ANNUAL upgrades to infill parks (i.e. playgrounds, spray pads, etc.)	Recreation Facilities Master Plan, 2010 - 2020 (April, 2010)	\$6,829,544	100%	0%
33	Update to the Open Space Management S	identified standard process improvement for regulatory direction and review	\$218,545	30%	70%
New Projects					
INSERT NEW PROJECTS ABOVE THIS LINE			\$ -		

\$ 73,783,659

Regina & Region
Home Builders'
Association



100 - 1801 MacKay Street
Regina, Saskatchewan
S4N 6E7

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

October 12, 2018

Kim Sare
City of Regina

Re: City of Regina Greenfield Servicing Agreement Fee and Development Levy Rates

Dear Kim,

I appreciate you reaching out and providing a little extra time for us to provide comments on the Greenfield Servicing Agreement Fee and Development Levy Rates.

Our industry understands very well the impact that regulatory changes and budgetary decisions have on the costs to of infrastructure. We understand the City of Regina made a choice several years ago that 'Growth pays for Growth' and the entire SAF model is based upon that principle. In the past we have often supported rate increases providing that there was a commitment to service and transparency.

At the same time, this has been a very challenging year for the residential construction industry. As you are aware permits are down significantly and well below the 5 and 10 year averages and the amount of requests to service land has shrunk immensely. There is significant downward pressure on the housing industry in Regina from all three levels of government. Increased regulatory demands, mixed with changes in the PST and most impactful the new mortgage rules and mortgage stress tests are removing an increasing proportion of Regina citizens and new comers from home ownership and locking them into the rental market. This has much longer term social economic impacts.

The damage of current economics of residential construction is acting like an anchor on our overall economy. We estimate, since 2015 our industry has quietly lay off over 1,600 people in the Greater Regina Area, which would be equivalent to closing down two EVRAZ Steel plants. If EVRAZ Steel were to suggest closing down their existing plant, one would wonder how far the City of Regina would go to create incentives to encourage EVRAZ Steel to reverse such a decision.

With such a soft market for residential construction, we are asking for all levels of government to freeze any increases in fees that they are passing on until we experience a return to the 5- or 10-year average of activity.

Initially, we felt some relief to discover in your letter that the 2019 SAF rate would not change, so our request to freeze rates was not necessary. Upon further reflection, we recognized an additional \$30,000,000 in upgrades were added to the Wastewater Treatment system. Our challenge is, there has been no release of the Wastewater Master Plan. It is our recollection that the City of Regina committed to at least have a draft of the Wastewater Master Plan one year after the new levy system was adopted.

We are looking forward to the review of the Project List being brought forward in 2019. Since many of the projects in the SAF model were costed during the peak of the economic boom, we feel strongly the SAF model should reflect the significant decrease in civic infrastructure construction cost.

Finally, the City of Regina and stakeholders like our Association should have a clear and transparent process to make changes to the SAF model. This should include circulating the changes with supporting material and providing opportunity to meet collaboratively to review.

Our recommendation at this time is to pull the \$30,000,000 of upgrades out of the SAF Wastewater project list, until the rationale and transparency of that project in the SAF model can be addressed. This would not only be a fair approach to the principles of the SAF model, but in these very difficult times for the Residential Construction sector it would provide some minimal relief to our sector. Removing the \$30,000,000 of Wastewater upgrades from the SAF model until the larger project review in 2019 is one of those rare moments the City of Regina has to actually lower the rate in 2019. This is a great opportunity for the City of Regina to demonstrate it is listening to industry and because of the timing of our current market would have minimal impact on the SAF Reserve.

We appreciate your consideration in this matter.

Thank You,



Stu Niebergall
President & CEO

November 6, 2018

To: Members
Finance & Administration Committee

Re: Heritage Building Rehabilitation Program (18-HBRP-03) 3225 13th Avenue – Sacred Heart Academy

RECOMMENDATION

1. That a Tax Exemption for the property located at 3225 13th Avenue, being Units 1 - 30 in Condo Plan 91R09011, be approved in an amount equal to the lesser of:
 - a) Fifty per cent of eligible costs for the work completed as described in the Conservation Plan in Appendix B; or
 - b) An amount equal to the total property taxes payable on the subject property for 10 years.
2. That the provision of the property tax exemption be subject to the following conditions:
 - a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
 - b) The property owner shall submit detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work as described in Appendix B. In the event the actual costs exceed corresponding estimates by more than 10 per cent the property owner shall provide full particulars as to the reason(s) for any cost overrun or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
 - c) The work that is completed and invoices submitted by September 30th each year would be eligible for an exemption the following year for up to 50 per cent of the cost of approved work.
3. That the City Solicitor be instructed to prepare the necessary tax exemption agreement and authorizing bylaw to provide the tax exemption as detailed in this report.
4. That the Executive Director of City Planning & Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the costs incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix B to this report).
5. That the Executive Director of City Planning & Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of exemption.

6. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

CONCLUSION

The applicant, SEPW Architecture, on behalf of the unit owners of Academy Housing Association Inc., has requested a property tax exemption under the Heritage Building Rehabilitation Program to assist in recovering costs associated with conserving the building.

The proposed conservation work will ensure the continued existence of this historic place. The tax exemption provided for in the policy has made it feasible for the property owner to conserve this heritage building.

Administration has determined that the conservation work proposed is eligible for assistance under the Heritage Building Rehabilitation Program. A property tax agreement between the property owners and the City of Regina (City) will be prepared to secure the City's interests in ensuring the building is properly conserved and maintained.

BACKGROUND

On December 3, 1990, City Council approved Bylaw No. 9110 (Appendix C) designating the property at 3225 13th Avenue as municipal heritage property.

The Heritage Incentive Policy was approved by City Council on August 24, 2014 (CR14-100). It replaced the Municipal Incentive Policy for the Preservation of Heritage Properties, which was initially adopted in 1991 and amended in 2001. Under the Heritage Incentive Policy, the designated properties eligible for assistance include Municipal Heritage Properties, Provincial Heritage Properties, and properties within the Victoria Park Heritage Conservation District.

The types of work that may be eligible for assistance are:

- a) Professional architectural or engineering services.
- b) Façade improvements including conservation of original building elements, cleaning of surfaces and removal of unsympathetic materials.
- c) Structural stabilization.
- d) Improvements required to meet the *National Building Code of Canada* or City of Regina bylaw requirements, including the repair or upgrading of mechanical and electrical systems.
- e) Improvements to energy efficiency (i.e. windows, insulation).
- f) Conservation of significant or rare character-defining interiors or interior elements.

Financial assistance can be provided equivalent to the lesser of:

- a) Fifty per cent of eligible work costs, that is, expenses incurred to restore or preserve architecturally significant elements of the building or structure, to extend its effective life, and/or to ensure its structural integrity; or

- b) The total property taxes that would otherwise be payable in the 10 years immediately following the approval of the tax exemption by City Council.

Cosmetic improvements, regular maintenance and new additions are not eligible for assistance.

The amount of the property tax exemption, including calculation of any percentage or portion, is determined by the City Assessor. The amount will only apply to the portion of the property containing the building structure or landscape with heritage value pursuant to Section 11(1) of *The Heritage Property Act*.

In general, property tax exemptions are initiated in the fiscal year following City Council's approval and are based on the actual value of the completed approved work items. It is noted that no abatement of outstanding or current taxes are eligible for the tax exemption.

DISCUSSION

The original wing of the Sacred Heart Academy (the Academy) was constructed in 1910 by the firm of Smith Brose & Wilson to accommodate the opening of a Catholic Girls Boarding School by the Sisters of the Lady of the Missions. An addition in 1914 provided the building's front entrance which is marked by a portico with classical supports. An addition in 1924, designed by Architect J.H. Puntin, provided a highlight of the building, its chapel, with Georgian-style interior incorporating a coffered, barrel vaulted ceiling, curved balustrades and period stained glass windows imported from France. The property's broad front lawn, mature landscaping and wrought iron fence create an attractive setting for the former academy. The Academy is of heritage value for its contiguous French Mansard Design which was a favoured design of the Catholic Church for institutional buildings throughout Western and Central Canada. For more information about the Academy's heritage value refer to the Bylaw No. 9110 in Appendix C.

Conservation Work

The applicant, SEPW Architecture, on behalf of the owners, Academy Housing Association Inc., has submitted a request for approval to undertake certain alterations to the Academy, as described in the Conservation Plan attached as Appendix B. Conservation work, which would be eligible for assistance would include the following elements:

- Removal of interior trees and foundation site work to prevent water infiltration through the foundation wall which will preserve the foundation of the building and assist with structural stabilization.
- Repair of wood windows to conserve the exterior character defining element.
- Repair of chimney including new liner and repair to brick and mortar.
- Masonry repointing and stone repairs including repair of stone lintels and sills.
- Repair and/or replacement of cornice.
- Replacement of select slate roofing tiles.

Administration has determined that all of the above proposed work is eligible for assistance under the policy as this work is required to conserve the character-defining elements of the building's exterior.

As a designated Municipal Heritage Property, Administration's role in the evaluation of changes to the building is through issuance of a Heritage Alteration Permit. Administration will ensure that the work that is being incentivized is being done in accordance with the Conservation Plan, which will be attached to the incentive agreement.

Tax Exemption

According to the Heritage Incentive Policy, the application must include financial evidence indicating why the tax exemption is required. The Conservation Plan in Appendix B details the work to be done and provides approximate costs associated with the required conservation work.

The Program provides a tax exemption equal to 50 per cent of the eligible costs for the work described in the Conservation Plan, Appendix B, or an amount equal to 10 years of property taxes, whichever is the lesser. The actual value of the tax exemption will be based on the invoices submitted for the work done.

Based on the cost estimates and financial assistance criteria in the Heritage Building Rehabilitation Program, Administration has determined the owner is eligible for an exemption of 10 years of property tax.

RECOMMENDATION IMPLICATIONS

Financial Implications

Section 262(4) of *The Cities Act* limits the term of a tax exemption agreement to not more than five years. However, Section 28(a) of *The Heritage Property Act* enables City Council to provide tax relief to any person, organization, agency, association or institution with respect to heritage property notwithstanding any provisions of *The Cities Act*. The Heritage Incentive Policy approved by City Council in August 2014 established a tax exemption for a maximum of 10 years.

The value of the work to be done will qualify for a tax exemption equal to 50 per cent of the value of the approved work. Administration estimates that 10 years of property tax exemption based on a three per cent increase year over year would be approximately \$683,098.20. The estimated cost of the work as stated in the Conservation Plan is \$1,267,572.48. Fifty per cent of the estimated cost of the work would be \$633,786.24. This adheres to the Heritage Building Rehabilitation Program approved by City Council on August 24, 2014.

The annual property exemption based on estimated 2018 figures is estimated to be \$57,851.46 which is distributed as follows:

- Municipal portion: \$ 34,554.14
- Education portion: \$20,096.54
- Library portion: \$3,200.78

The final value of the tax exemption provided by the City will be based on receipt submissions for actual work completed and annual property tax increases.

The education portion of the taxes is subject to *The Education Property Tax Act*. This Act came into effect January 1, 2018. *The Education Property Tax Act* specifies that any exemption of education property taxes that is \$25,000 or greater in any given year, must be approved by the Government of Saskatchewan. Under this legislation, only municipalities can apply on behalf of property owners for the exemption of the education portion of the taxes. If City Council approves this application, Administration will apply to the Government of Saskatchewan on behalf of this property owner if the education portion is \$25,000 or greater.

Environmental Implications

The conservation work proposed will ensure the building continues to be used and maintained. The work will protect the character defining elements of the building and improve the structural integrity of the building.

Policy and/or Strategic Implications

Conservation of the Academy meets the following policies outline in Part A of *Design Regina: The Official Community Plan Bylaw No. 2013-48*:

Section D5: Land Use and Built Environment

Goal 6 - Built Form and Urban Design: Build a beautiful Regina through quality design of its neighbourhoods, public spaces and buildings.

- 7.38 Consider impacts of alterations, development, and/or public realm improvements on or adjacent to an historic place to ensure its heritage value is conserved.

Section D8: Culture

Goal 1 – Support Cultural Development and Cultural Heritage: Enhance quality of life and strengthen community identity and cohesion through supporting cultural development and cultural heritage.

- 10.1 Build partnerships and work collaboratively with community groups, other levels of government, and the private and voluntary sectors to encourage cultural development opportunities and conserve historic places.
- 10.4 Protect, conserve and maintain historic places in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and any other guidelines adopted by City Council.
- 10.5 Encourage owners to protect historic places through good stewardship and voluntarily designating their property for listing on the Heritage Property Register.

- 10.11 Leverage and expand funding, financial incentive programs and other means of support to advance cultural development, cultural resources and conservation of historic places.

The proposal is also consistent with the vision and objectives of *Regina's Cultural Plan* respecting:

Goal 7.3 – Commemorate and Celebrate the City's Cultural Heritage

Objectives:

- Demonstrate Leadership through the Management of the Heritage Conservation Program.
- Conserve Cultural Heritage Resources.
- Ensure New Development contributes to Sense of Place.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

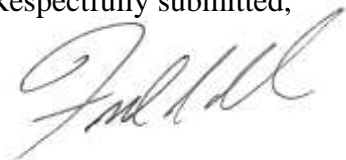
Heritage Regina and the Architectural Heritage Society of Saskatchewan will receive a copy of this report for information.

The Library Board will be provided with a copy of this report and will be advised of City Council's decision.

DELEGATED AUTHORITY

Applications for assistance under the Heritage Building Rehabilitation Program must be approved by City Council.

Respectfully submitted,

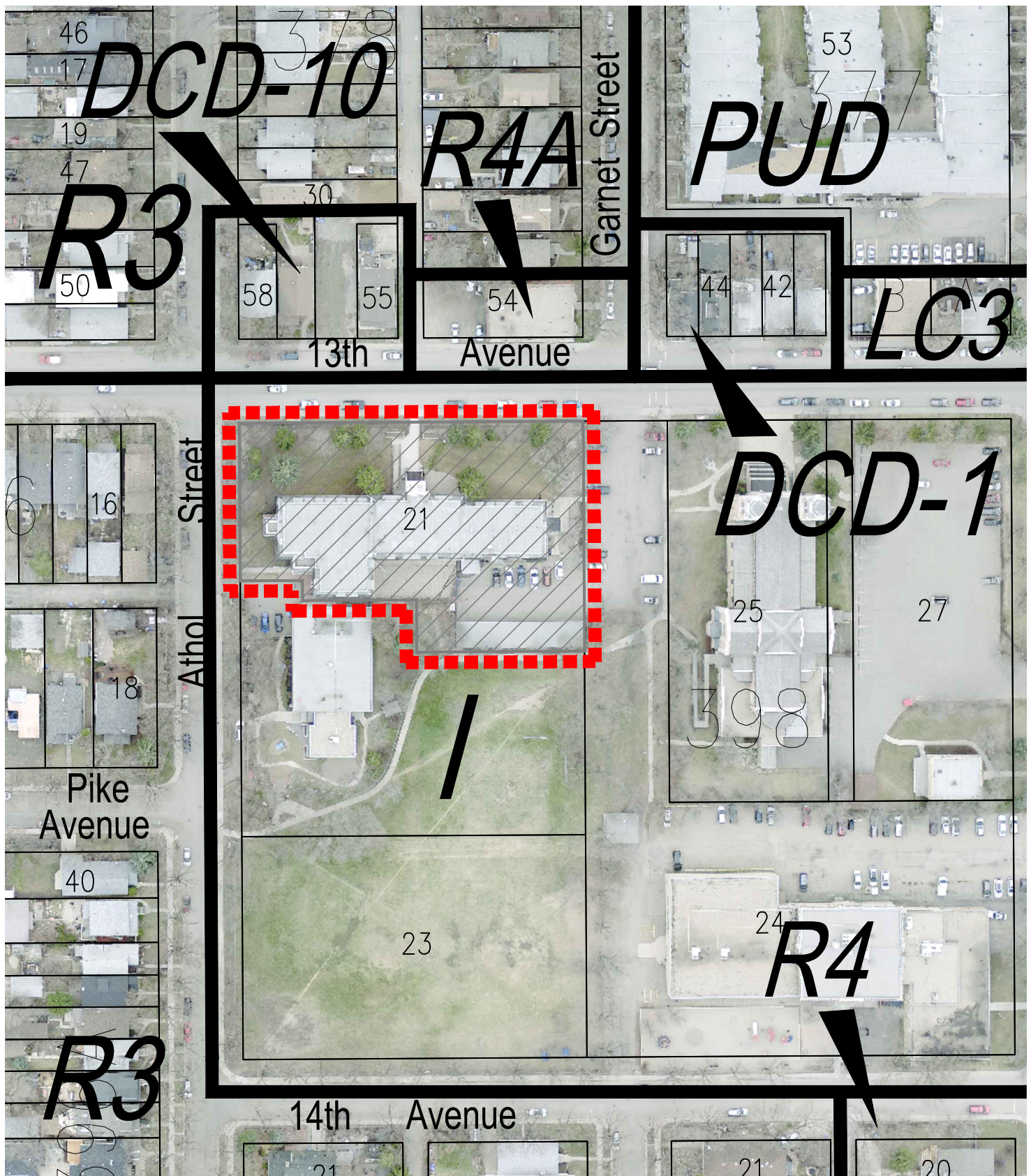


Fred Searle, A/Director
Development Services

Respectfully submitted,



Diana Hawryluk, Executive Director
City Planning & Development



Subject Property



Heritage

Date of Photography : 2016





Subject Property



Heritage

Date of Photography: 2016



Project 18-HBRP-03

Civic Address/Subdivision

3225 13th Avenue
Cathedral Court

CATHEDRAL COURTS

Conservation Report
2018-04-05



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1. Project Background and Objectives

The following Conservation Plan for the Cathedral Courts building, located at 3225 13th Avenue in the City of Regina has been prepared for Academy Housing by SEPW Architecture with the sub-consultant KGS for structural items.

It is the intent of Academy Housing to make an application to the City of Regina for a Heritage Incentive Grant. SEPW has been retained to provide information required to make the grant application. This includes outline drawings and specifications for the masonry work. The intent is that SEPW will also oversee the implantation of the work by the contractors involved.

At the time of writing of this plan, work to be included in the Heritage Incentive Grant application is to undertake repairs to the following:

- selective masonry repointing and repairs at the lower level of the building for approximately 2.3 metres above grade and at the top of the main entrance stairs at the entrance,

- repair of cracked stone lintels and broken sills that have been damaged by building settlement, weather or other factors,
- cornice repairs where damage has occurred to the profiled metal cladding,
- repointing of the chimney (included as a separate cost item and to be verified)
- associated site work related to mitigating deterioration of the masonry facades.

Other items that Academy Housing is intending to address, include the following:

- issues with frost and condensation at windows that have enclosed by the interior layout
- Re-painting of elements on west façade of the building and elsewhere on the building where needed
- installation of paving stones at the east side of the building (coordinated by owner)
- replacement of fluorescent lighting in hallways with new LED fixtures (coordinated by owner)
- replacement of emergency lighting with new LED fixtures (coordinated by owner)

Additional work, as recommended within this report, for improvements to the envelope that will have an impact on mitigating potential water infiltration into the building through the roof include:

- replacement of the slate roof on the Mansard roof portion of the building
- replacement of the asphalt shingle roofing on dormers
- replacement of associated flashing, underlayment and metal trim
- replacement of the low-sloped roof above the Mansard level

2. Documents Provided

We have received documentation from Academy Housing and the City of Regina for the purposes of this conservation plan. This documentation includes:

- Assorted drawings and specification book from 1924 addition by Puntin Architect
- Drawing set for renovations to convert into apartments from 1990 by Architects in Association
- Heritage Assessment from 1990 and breakdown of costs

3. Context & Heritage Significance

The Statement of Significance copied below is from the Canadian Register of Historic Places.

"DESCRIPTION OF HISTORIC PLACE

3225 – 13th Avenue is a Municipal Heritage Property occupying one city block located in the City of Regina. Situated at the south-west corner of 13th Avenue and Garnet Street, the property formerly known as Sacred Heart Academy was built in phases between 1910-1925 and is now known as Cathedral Court Condominiums. It is comprised of a 2 ½-storey, red brick structure, and is defined by a mansard roof.

HERITAGE VALUE

The heritage value of 3225-13th Avenue, formerly known as Sacred Heart Academy, is associated with its role as an important Catholic educational facility in the City of Regina. Founded in 1905 by the Sisters of Our Lady of the Missions, the academy moved to this location in 1910 and served as a boarding school for girls until its closure in 1969. The facility expanded twice during this period and became affiliated with the University of Saskatchewan in 1924. From 1924 until the 1926 opening of Sacred Heart College on Albert Street, Sacred Heart Academy was able to offer second-year, university arts classes in addition to the kindergarten to grade twelve instruction that it already provided. In addition to classrooms and dormitories for the Sisters and students, the academy featured music rooms, art rooms, chapel and a gymnasium which allowed for year round physical education. Though elementary school instruction was discontinued in the 1930s, Sacred Heart Academy remained a prominent source of secondary level education until its closure.

The heritage value of 3225-13th Avenue is also associated with its architecture. Characteristic of institutional buildings in western Canada affiliated with the Catholic Church, the design of Sacred Heart Academy is dominated by a mansard roof, and displays Classically inspired detailing. Built in three sections that date from 1910, 1914 and 1924, the structure is united by the continuity of the slate mansard roof, similar materials, and the Classical detailing. Part of the 1914 extension contains the building's front entrance which is marked by a portico with classical supports. The highlight of the 1924 addition, designed by J.H. Puntin, remains the chapel with its Georgian-style interior incorporating a coffered, barrel vaulted ceiling, curved balustrades and period stained glass windows imported from France. Enclosed porches with panel detailing terminate the east end of the original building, and the structure's west end. The property's broad front lawn, mature landscaping and wrought iron fence create an attractive setting for the former academy.

Source: City of Regina Bylaw No. 9110

CHARACTER DEFINING ELEMENTS

The heritage value of 3225-13th Avenue resides in the following character-defining elements:

- those elements that recall the property's historic use as a Catholic academic institution, such as the cross that tops the buildings frontispiece; the chapel with Georgian style interior, plaster barrel vaulted and coffered ceiling, curved balustrades and choir loft;*
- those elements which contribute to its architectural significance, including its 2 ½-storey, 'L' shape plan;*
- slate mansard roof with gable roof dormer windows;*
- red brick exterior with rough-dressed sandstone and Tyndall Stone sills and lintels and detailing;*
- Classical-inspired detailing, such as the sheet metal, block modillion cornice, and pedimented frontispiece, Tuscan columned portico, and a Doric frieze with triglyph ornament; stained glass chapel windows framed within a Palladian style arrangement;*
- enclosed end porches with panelled detailing; front entrance with wooden double doors, single-pane glazing and a multi-pane transom light;*
- landscape elements such as broad front lawn with mature plantings and wrought iron fence"*



Figure 1 North main entrance portion circa 1914 illustrating classic detailing and mansard roof



Figure 2 West elevation of the building circa 1924. Chapel can be seen to far right



Figure 3 – North façade along 13th Avenue showing line of mature spruce. 1909 portion on left side of photo.



Figure 4 – South façade. 1909 portion



Figure 5 – South façade. 1924 portion – chapel with arched windows



Figure 5 – East façade. 1909 portion. Showing enclosed porch at this end

We should add the heritage defining characteristics of this building, the tooled mortar joint profile. Although this is a small thing it has a impact on the appearance of any repointing work, or repair work to the masonry wall. The original mortar joints on the building are tooled using a slightly “weathered” joint. This type of mortar joint leaves a slight recess at the top of the joint then slopes slightly outward to meet the top edge of the brick below the joint. It was also noted that the mortar joints of the 1909 and 1914 portions of the building are slightly narrower than typical modern joints are.

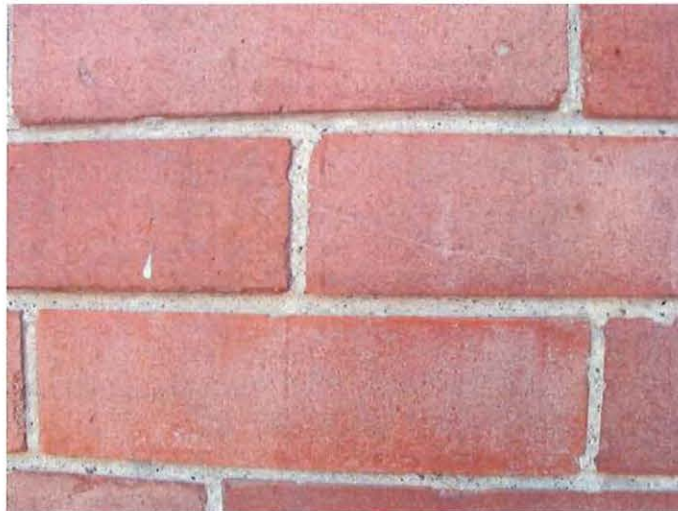


Figure 5a – “Weathered” mortar joint on east wall of 1909 portion.

4. Observations

4.1. Site in General

The site is generally flat with large spruce trees in the front lawn area. The building is set back about 58 feet from the north property line along 13th Avenue and about 30 feet from Athol Street. There is hard landscape surfacing on the east and south sides of the building. There are numerous large spruce trees in the front yard. A few are very close to the building. Large trees like this, in close proximity to the building can negatively impact the stability of the foundations by drawing moisture out of the soils. These trees are also causing the grade to slope back towards the building, creating an undesirable condition especially considering that the exposed brick masonry on the building carries right down to grade. Additionally, they drop needles and cones onto the roof that can plug drainage paths. They can also provide easy access for pests, such as squirrels, to gain access onto the roof and potentially get inside the attic or soffit areas.

There does not appear to be any storm drainage off the site, apart from surface drainage. Due to the flat nature of the site it may be beneficial to add some storm drainage within the front of the site (north side) so that water can be collected and drained off the site. This could also be

beneficial on the south side of the site, as there does not appear to be anywhere for water to drain away from the building.

There is an area at the west end of the north façade that has had loose stone material installed adjacent to the building. We believe this was done in conjunction with some re-grading to slope the ground away from the face of the building. We were not able to observe the condition of the wall below this rock due to the ground being frozen.

Hard surfacing and lack of positive grading along the south side of the building is contributing to wetting of the bricks through splashing of rain and melting snow, and wicking up of moisture into the brick masonry wall, evidenced by the staining pattern below windows on this façade.

We believe the foundations of the building are masonry, however this was not verified through any destructive testing. The 1924 addition specification notes that the foundation walls are to be constructed of brick masonry, parged on the exterior and coated with bituminous dampproofing. This appears to be substantiated by visual observations at the northwest corner of the building where the parged foundation is visible and there is evidence of brick carrying below the grade level.

The 1990 renovation drawings show a new weeping tile system installed on the inside of the foundation footing throughout the basement.



Figure 6 – Aerial image from Google Earth

4.2. Brick Masonry Above Grade

Our review and assessment of the masonry has focussed on the lower portion of the wall up to approximately 2.3m above grade. This coincides with the height of the rusticated brick work on

the lower portion of the wall. On the 1924 portion of the building this terminates at a dressed Tyndall Stone belt course. On the remainder of the building this terminates at double projecting brick courses. In general this area of the wall has experienced deterioration due to weathering, rising damp, movement, and moisture from deteriorated mortar joints at the top, projecting brick courses.

The bottom of the exposed face brick on the building generally coincides with the finish grade level around all sides of the building. Above the rusticated lower level, based on our visual observations while on site, the brick masonry appears to be in fairly good condition, with the exception of the brick on the large chimney on the south side of the building.



Figure 7 – Rusticated brick masonry on the 1924 portion with sloped Tyndall Stone belt course



Figure 8 – double projecting brick courses at top of rustication on 1909 and 1914 portions

North Façade

At some point in the past all except one of the brick arches of the lower windows of the 1909 portion was replaced with running bond brick supported on a steel lintel. There is still one arched brick opening just to the east of the main entrance projection. The brick arches still exist west of the main entrance on the 1914 portion.

Mortar has been replaced at some time in the past at various locations along this façade, generally along the lower bands of rustication. Currently, the mortar joints on this façade have quite a bit of deterioration. Conditions observed include:

- Weathered vertical joints, especially along the top two stepped brick courses
- Deteriorated joints with a high degree of weathering both horizontal and vertical
- Localized areas of missing horizontal and vertical joints
- Very soft mortar (powder) localized in areas west of the main entrance
- Localized areas at the west end of the facade that has been previously raked out but mortar not replaced (appear to have been ground out as some damaged bricks noticed)
- Staining of brick between windows below stepped brick courses



Figure 9 — running bond on steel lintels (replaced brick arch lintel)



Figure 10 — remaining brick arch lintel on 1909 portion

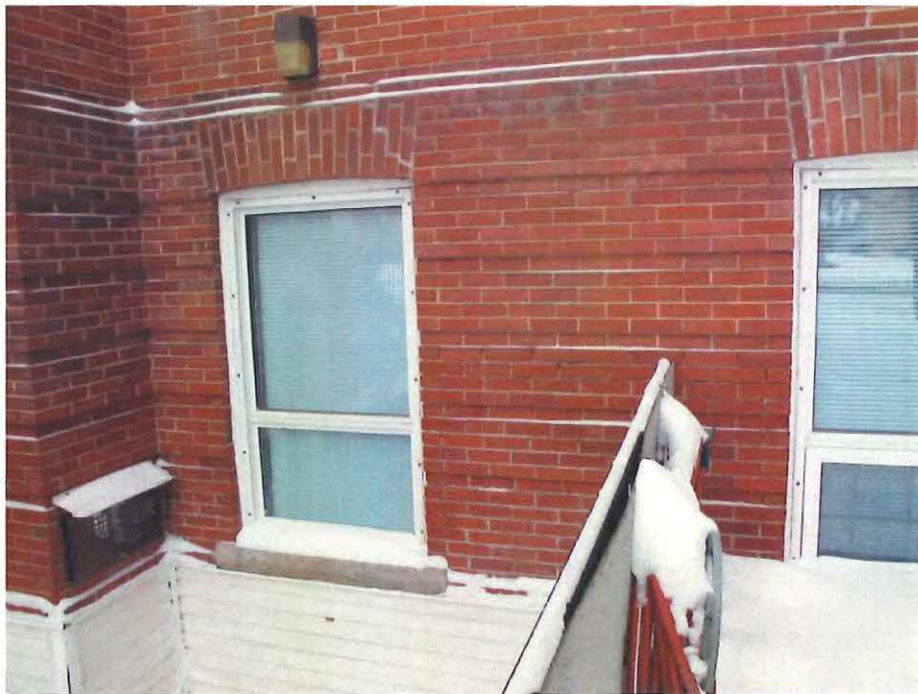


Figure 11 – Area of 1914 portion with deteriorated mortar joints



Figure 12 – Area of 1914 portion with deteriorated mortar joints (note dark staining at stepped bricks)

Note the headers in bond courses (below), typical in the 1924 portion but not in the 1909 or 1914 portions of the building (above). The 1909 and 1914 portions will likely rely on metal brick ties to

bond the face brick to the back up wall. The condition of the brick ties should be reviewed when the opportunity presents itself to determine if any remedial work needs to be done.

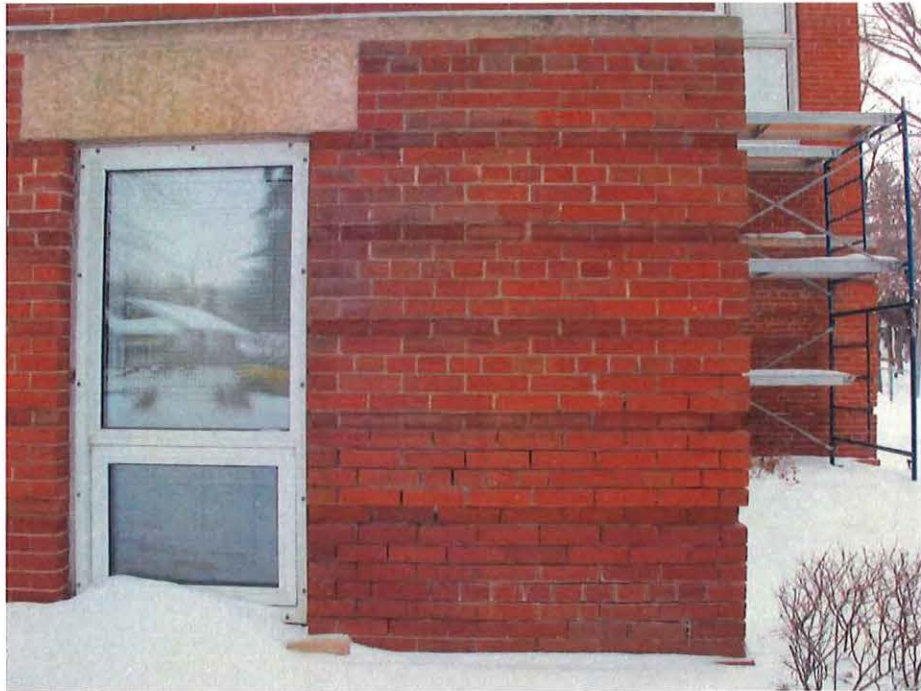


Figure 13 – Area of 1924 portion with raked out mortar joints

There are areas around the main entrance on the North side of the building where the brick has broken and fallen out, likely due to the differential movement between the stair structure and the masonry wall. Some areas of brick appear to have been replaced at some time in the past, such as at the west side of the stair, possibly when the ramp was installed. The pilasters on the east side of the stair are damaged. The small pedestals at the bottom of the stair need repointing below the stone cap.



Figure 14 – Damaged masonry at both sides of the main entrance doors at top of stairs



Figure 15 (left) – West side of stair – similar damage at landing both sides of main entrance

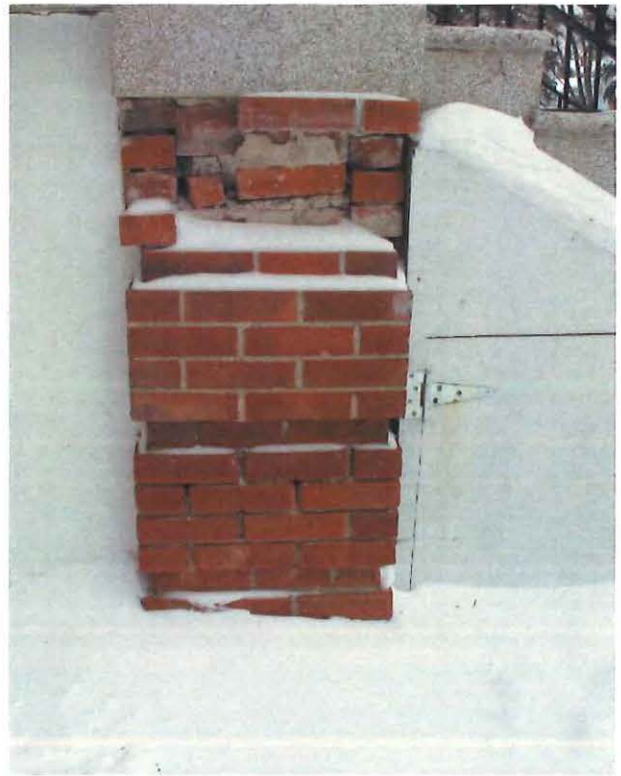


Figure 16 (right) – East side of stair – bricks missing on pilaster of main entrance

West Façade

The mortar joints on the West façade were found to be weathered to varying degrees. Some areas, such as around the southwest corner were in fairly good condition.

Conditions observed include:

- Mortar in some areas was in fairly good condition
- Localized areas of missing horizontal and vertical joints
- Areas where up to 50% of the mortar requires repointing due to weathering

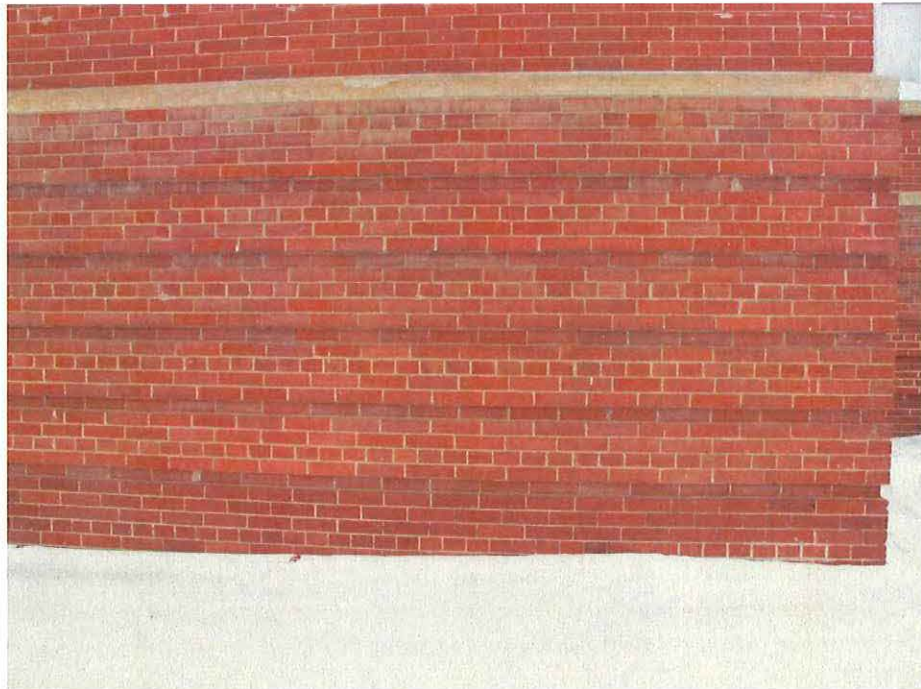


Figure 17 – Southwest corner of West façade – generally in good condition



Figure 18 – Southwest corner of West façade – areas where more deterioration was noticed

South Façade

The South façade varies in condition. The area right around the west where the building begins to step back is in a similar condition as the west porch and surrounding faces. Where the building extends south (the 'L' shape created by the chapel) there is an area where the lower portion of the wall has had the masonry completely replaced at some point in the past. The bricks used in this area are more modern bricks, with harder Portland cement mortar used in the masonry. No header, bond course has been installed, rather all brick are laid in a running bond pattern. A vertical crack has appeared through the brick masonry below one of the arched windows. The vertical crack is likely caused by expansion and contraction of the harder masonry without any built in control joints. We do not know the reason why the masonry was replaced in this area of the wall.

The area bounded by the courtyard on the South, at the 1914 and 1909 portions of the building, appears to have a hard surface built right up to the building. There was noticeable splash up on windows at this location, and the brick was wet at the lower level, wicking moisture up from the ground. It should also be noted that the eaves of the cornice in this location are in poor condition, allowing water to drip off of the roof from three storeys above.

Generally, however, the mortar along the south façade appeared to be in fairly good condition. Likely due to the drying out nature of the south exposure towards the sun. The east façade of the chapel that is exposed to this courtyard is also in fairly good condition.

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The vertical joints of the stepped upper two courses of brick of the rusticated masonry are severely weathered in many areas.

Conditions observed include:

- Mortar in most areas was in fairly good condition
- Localized areas of missing horizontal and vertical joints
- Vertical crack through brick and mortar in area where modern bricks and Portland mortar were used
- Areas where brick is stained due to wicking up moisture from ground level
- There are areas of the upper wall that have experienced on-going wetting due to failure of the cornice drainage system and ice build-up caused by heat loss through the envelope

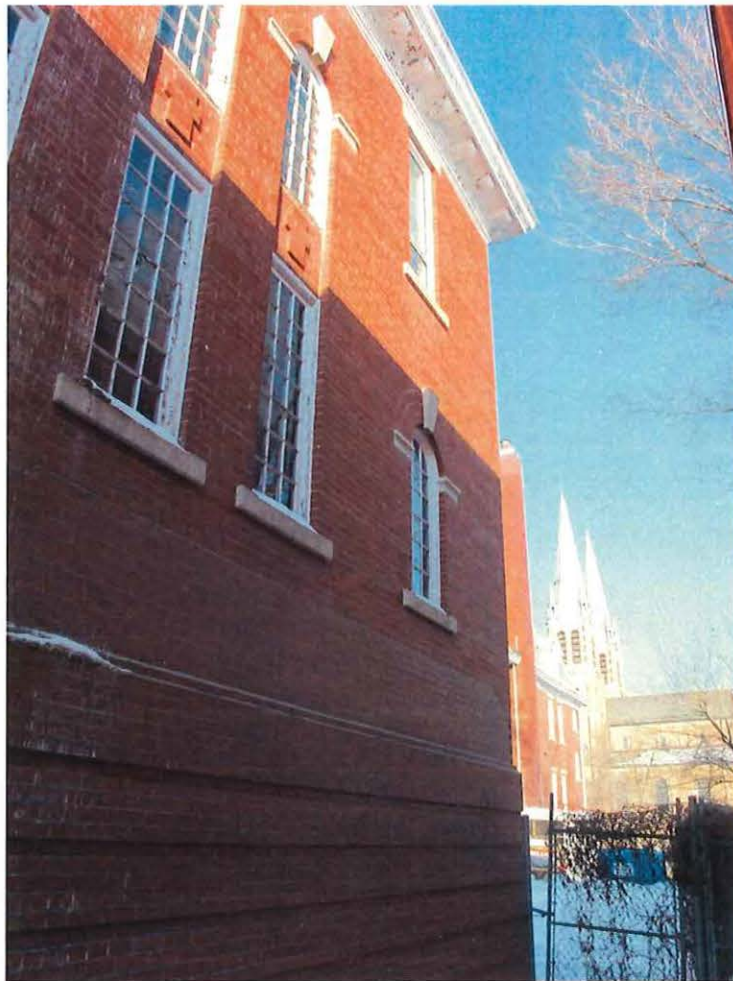


Figure 19 – South face of the Chapel – note area of running bond where modern brick and mortar were used



Figure 20 – South façade where wicking up of moisture is evidenced by the efflorescence on the bricks



Figure 21 – South façade – note running bond above windows where original brick arches have been replaced

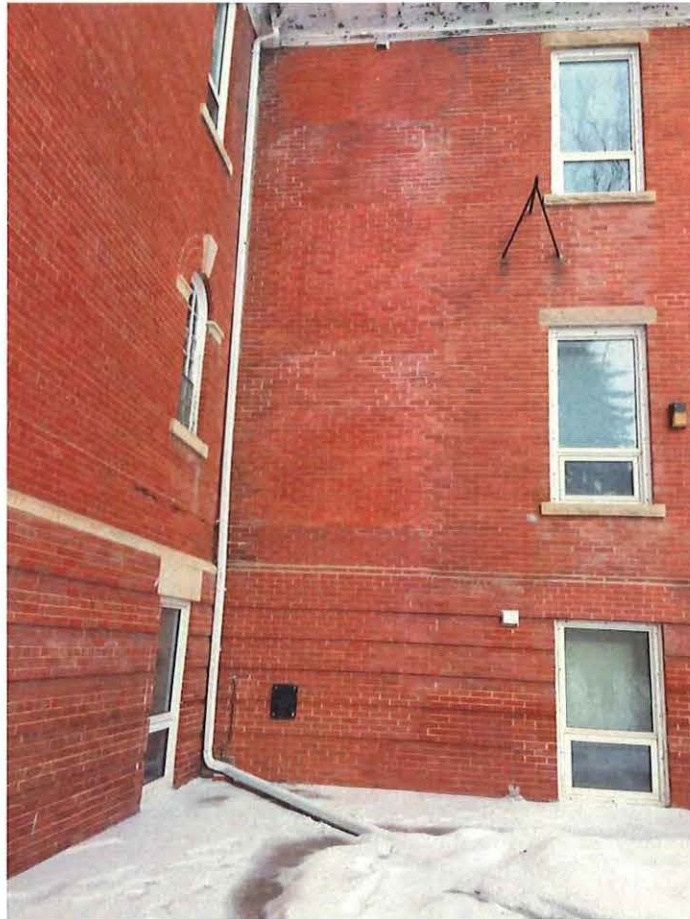


Figure 22 – Join of 1924 addition with 1914 building – water staining on masonry from roof area above

East Façade

The east façade has had some masonry repairs done to it recently. Mainly associated with repair of broken limestone lintels and sills. There has also been some minor localized repointing. As work has been done at various times in the past on this area of the building and elsewhere, it is difficult to ascertain exactly which repairs were done with the stone repairs.

The method used to repair the stone lintels and sills at this end of the building entailed removal and replacement of the brick masonry above and below the affected windows. The resultant work has a significant impact on the historic masonry work on the building due to full removal of the original work. It has been replaced using a different treatment of the final mortar joint. The original mortar joints are tooled in a slightly “weathered” joint, whereas the reinstalled masonry has used a “coved” tooled joint. Further to this, the brick work was not cleaned off sufficiently after work was completed, leaving mortar around the edges of the bricks. The removal and replacement of the brick masonry has also left some of the bricks damaged. There was no effort to replace these broken bricks and they have been reinstalled into the wall.

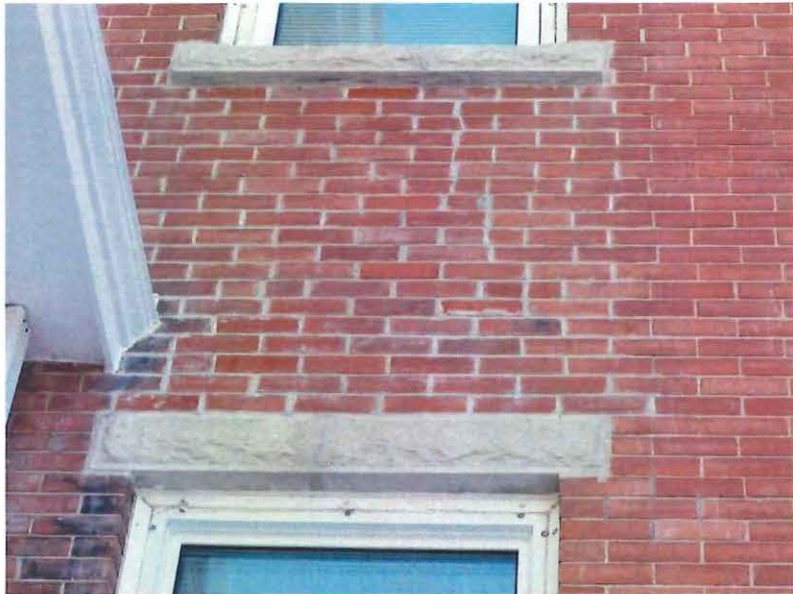


Figure 23 – East façade – note brick joints in area of replaced wall above and below windows

The porch on the East side of the building is experiencing some movement, as illustrated by the open crack and repointing work adjacent to it.



Figure 24 – Vertical crack on south side of porch on east side of building

Chimney

When the site was visited at various times during February and March it was noticed that there was considerable wetting of the bricks on the tall chimney at the south side of the building. This condition was reported to the building owner who contacted a mechanical company to do some investigation. It was found that the flexible metal liner of the chimney had deteriorated and recommendation was made to install a new metal flue into the chimney when weather permitted the shut down of the heating system of the building. We do not know how long this condition has existed. Saturation of the masonry during cold weather can cause damage to the bricks and mortar through repeated freeze/thaw cycles. It should be noted that there is some noticeable spalling of the face of the bricks on the chimney. Mortar in the wet areas is very friable on the surface and the joints are quite heavily weathered on parts, more noticeable on the south and west sides. The vertical mortar joints get progressively wider higher up on the chimney. We suspect that this is the result of everything expanding due to freezing and that the interior masonry of the chimney may also be in suspect condition. There is a noticeable bulging in part of the chimney and obvious vertical cracks through the bricks, that have been repaired at some time in the past.

We are recommending removal of the upper part of the chimney, as it is overly high, rebuilding of the chimney from the eave line up to 1 metre above the upper roof level, and repointing of the remainder of the chimney. More investigation may be necessary. We propose similar brick detailing at the top of the rebuilt chimney to that on the existing chimney at the west end of the building. Reducing the height of the chimney will make future repair and maintenance more reasonable in effort in cost.

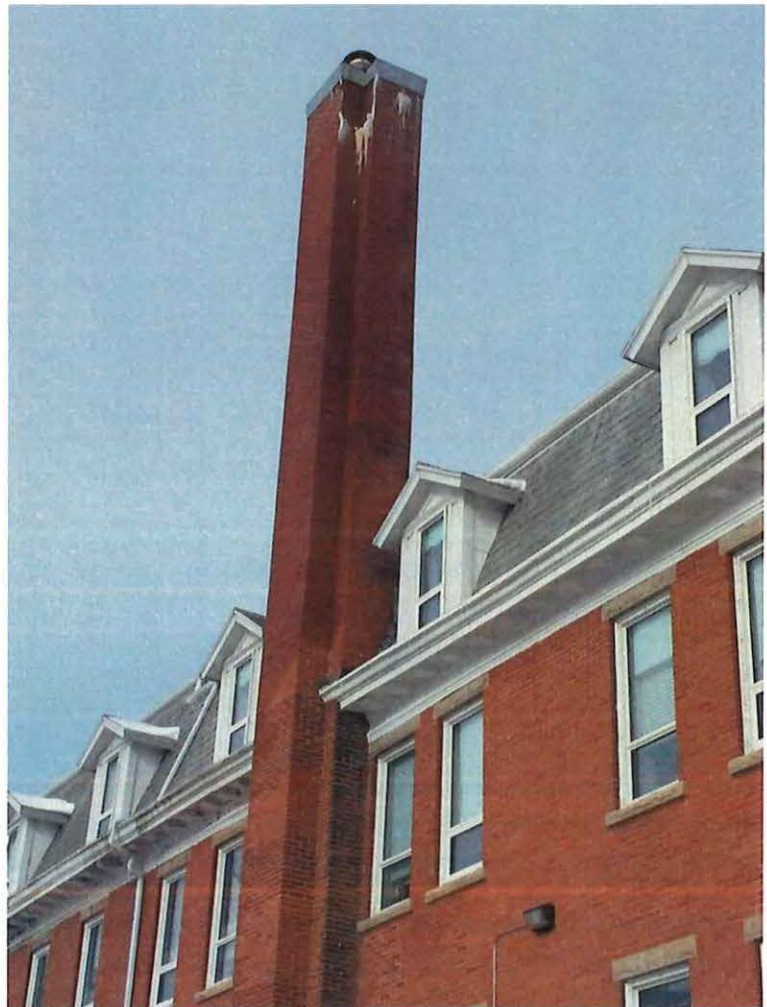


Figure 25 a) – Chimney is wet from combustion gasses seeping through flue liner.

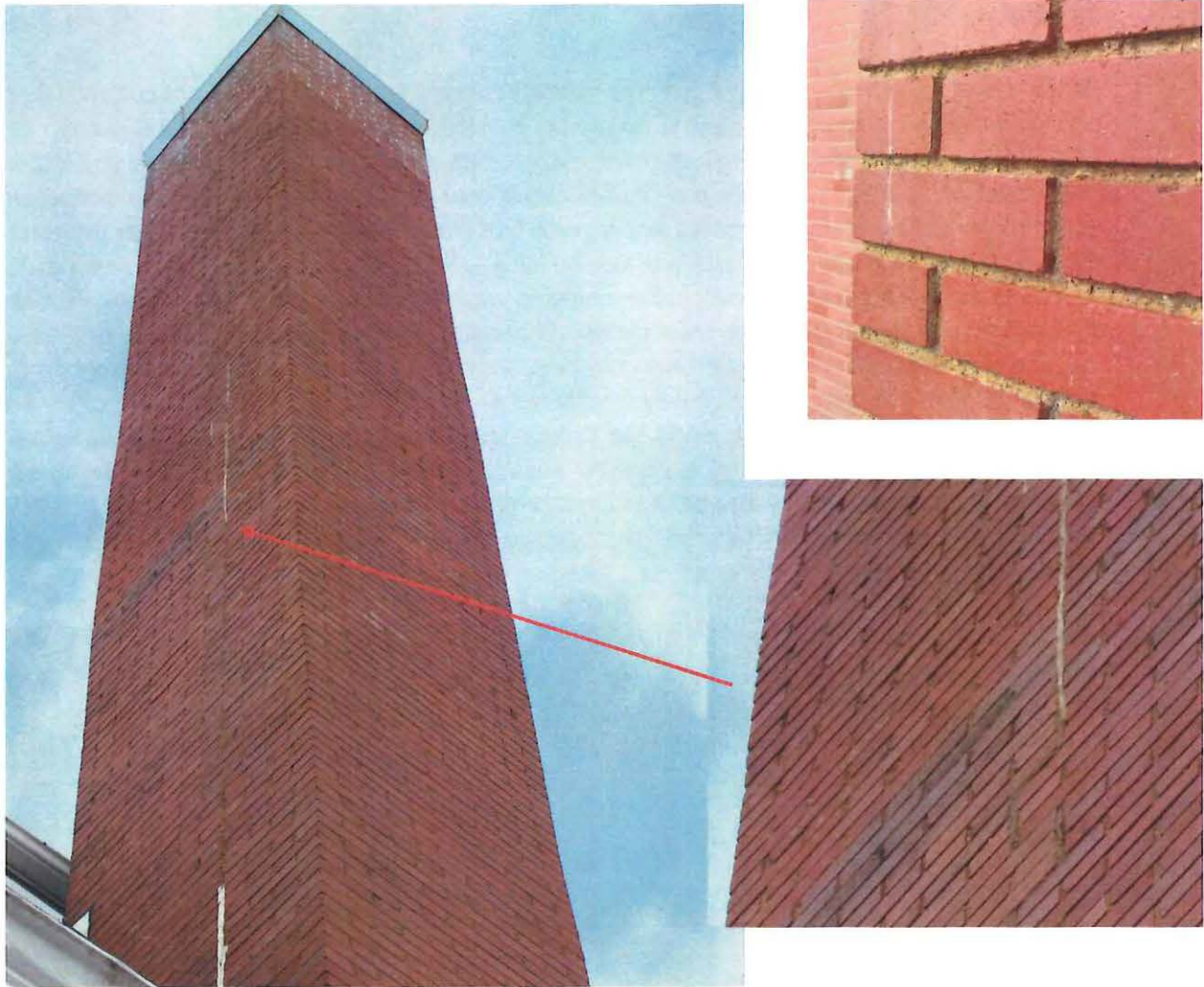


Figure 25 b) – (left) Bulging and vertical split through masonry

Figure 25 c) – (right top) weathered mortar joints starting about 12 feet above ground level

Figure 25 d) – (right bottom) blow up of chimney joints and seam

4.3. Stone Lintels and Sills

Detailing of the fenestration on the building includes stone lintels and sills. The 1909 and 1914 portions of the building use dressed limestone, whereas the 1924 portion uses sawn Tyndall Stone in these areas.

The sills are all lug style with slight slope of the top towards the exterior. A drip is noticeable in the stone sills. Many of the stone sills and lintels are cracked. A few have experienced severe breaks. These cracks allow moisture into the stone and wall which further advances the deterioration. Therefore it is important to seal these cracks to prevent water ingress.

Based on our observations there is not any significant differential movement of the lintels. The engineers report notes that the windows are narrow and the lintels are not subject to significant

loads.

Stone repairs should follow proper conservation methods. Some masons are trained in stone repair methods. Some product manufacturers, such as Cathedral Stone provide certification training for the use of their stone repair products and methods. We recommend the use of these proprietary products and certified installers.

The stone repairs that were completed on the east side of the building in 2017 were undertaken by removing portions of the brick masonry above and below the windows to remove the stones for repair and replacement. This impacts the appearance of the historic masonry on the wall and it is something we would like to avoid in conducting the repairs. According to the masonry contractor who did those repairs the stones are 8" in depth (two wythes of brick). See figure 20.

It is our recommendation that the stone repairs be done in-situ rather than removing them. For the lintels, this can be accomplished by crack fill repairs on lintels that are not showing any sign of displacement. On lintels where movement is noted or where the crack is more severe, drilling and pinning diagonally through the face of the stone will be done, using a proprietary anchoring mortar to embed stainless steel anchor pins. The face can be patched using a proprietary matching repair mortar. The cracks in the face can be injection filled. Loose stone material can be removed to a sufficient depth to allow for bonding of the repair mortar. Materials suggested are Jahn M80 anchor setting mortar and Jahn M70 limestone repair mortar.

For the stone sills that are cracked we recommend repairing in-situ. Similar methods can be used to fill narrow cracks as described for the lintels. That would employ injection crack fill and sufficient removal of any loose stone material around the crack to sufficient depth to allow for bonding of the repair mortar. Where there are large loose pieces of stone that have broken away, these may be removed, loose material cleaned away, and then set in place using a setting mortar and pinning in place or anchoring the material. The resultant crack can be repaired using proprietary repair mortar. Piecing in may be required where large pieces of stone are missing or where the break is at a corner or edge. Finding matching stone would be the greatest challenge for piecing in work. See Figure 27 for example of a severe crack in the sill where a large amount of stone material is missing.



Figure 26 – Example sills with evidence of previous repairs on South face of building



Figure 27 – Examples of cracked stone sills and lintels with evidence of previous repairs on South face beside chimney



Figure 28 – South face of Chapel showing severely cracked Tyndall Stone sill



Figure 29 – South face of Chapel showing cracked Tyndall Stone sills on two windows



Figure 30 – Cracked limestone sill on South face of building

4.4. Profiled Metal Cornice

All portions of the building, including the original building and the additions incorporate a wide profiled cornice at the top of the masonry walls, below the Mansard roof. The cornice is constructed of profiled metal with modillion elements at the soffit of the overhang. A small section of the cornice was opened up on the 1909 portion of the building to observe the construction. This was done in an area where the cornice has experienced damage and was in poor condition.

The overhang is supported by wood 2 x members extending out from the roof and wall framing at the bottom of the Mansard roof. The 2 x members have a shiplap sheathing on the top side, over which is a profiled roof area. The cornice appears to have been intended to be formed as a wide gutter, collecting water off the Mansard roof and then draining at downspouts that poke through the cornice overhang. The metal profile appears to be continuous from the top of the cornice roof to the soffit, forming the crown mould profile. The soffit has brackets formed from metal, set into the flat soffit area. These were presumably all soldered seams. Some have come loose. Areas of the profiled metal have come loose from the soffit and are distorted.

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At the time of one of our visits large icicles had formed between the profiled metal and the soffit. These presumably have forced open the two metal pieces, allowing birds and other vermin to enter the soffit.

The upper surface of the cornice is finished with an EPDM roofing that is adhered to the sheathing. A 2 x 4 member on the flat, provides a small curb to keep water from running over the edge of the cornice.

Paint on the profiled metal is peeling off around all areas of the building. This is common for painted galvanized metal. The 1924 specification calls up white lead and linseed oil as the medium for painting. Removal of the paint should be done using proper hazardous material procedures and clean up. Removal areas should be hoarded off so that dust from the paint removal does not spread around the building.

The cornice on the South face of the building appears to be in the worst condition. This is likely due to more direct sunlight melting snow and heat loss through the envelope causing ice damming conditions on the top surface of the cornice.

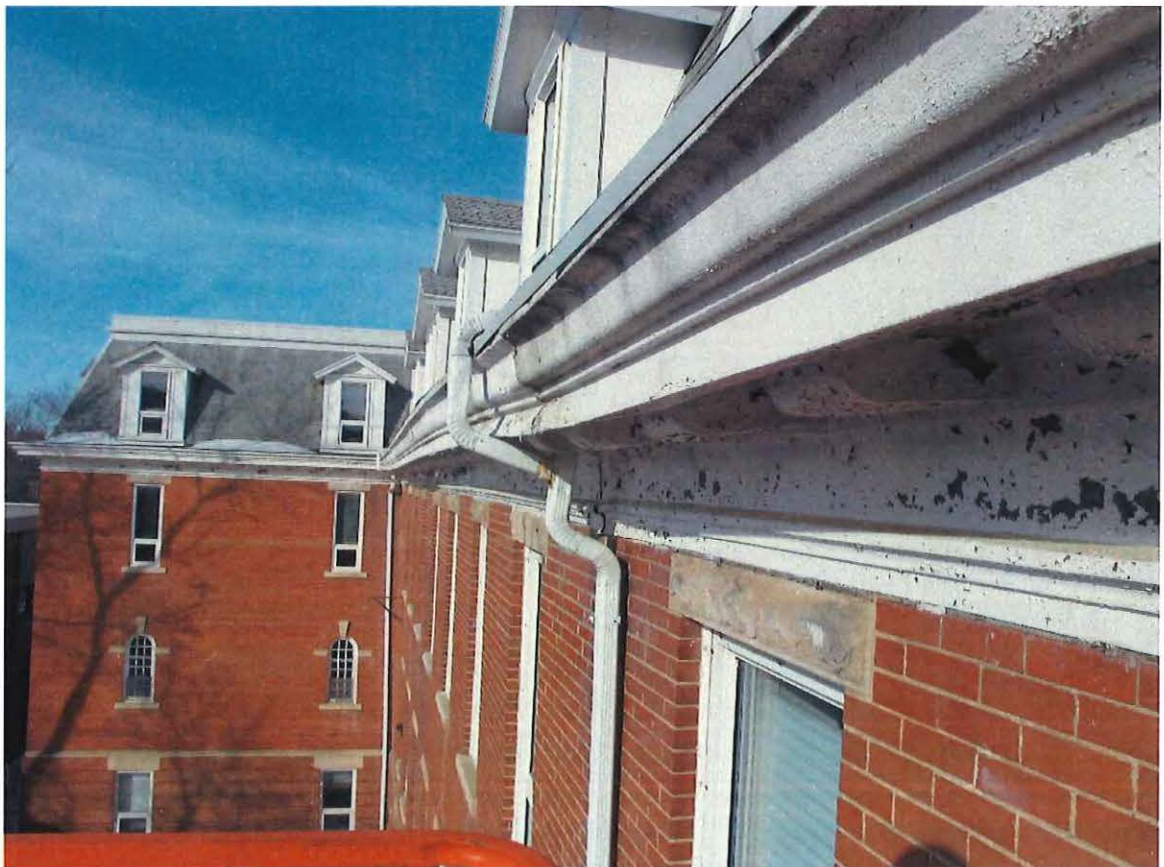


Figure 31 – profiled metal cornice on south face – distortion along length



Figure 32 – profilled metal cornice on south face – showing profile at join



Figure 33 – profilled metal cornice on south face – noticeable deflection



Figure 34 – showing wood framing and furring (note bird nest)



Figure 35 – top side of cornice with EPDM roofing (wet condition at chimney)



Figure 36 – top side of cornice with EPDM roofing and roof patch material at chimney



Figure 37 – top side of cornice with EPDM roofing – at least one roof drain in the cornice appear to have been closed off (red arrow).

4.5. Slate Roofing

The Mansard roof on the entire building is clad with a green slate tile. The slate tile is likely original to the building. The condition of the slate varies around the building. In some areas observed on the South roof of the 1909 portion the slate is broken and missing and fastened in by using screws through the face of the tile. On areas around the building there is roofing tar that must have run onto the face of the slate during a re-roofing installation and never cleaned off.

The 1924 specifications call up the slate as, "natural unfading green Standard No. 1 Bangor slate". The specifications also call up the dormer roofs to be clad with slate. They are currently roofed with asphalt shingles. The exposure of the slate on the 1909 portion is about 14" x 8". The slate observed at one area missing a tile illustrates that the slate tile is head lapped so there is three slate coverage.

Where the slate is missing it should be replaced. The flashing around the dormer roofs should be replaced (none is evident). Some joints have been caulked, perhaps to address moisture ingress at some point in time. There may be limited tradespersons who can do the slate repair work. Consideration should be given to replacing the areas of the slate roof with the most damage. The areas where screws have been installed through the face of the slates should be observed periodically to ensure that any damage can be addressed.

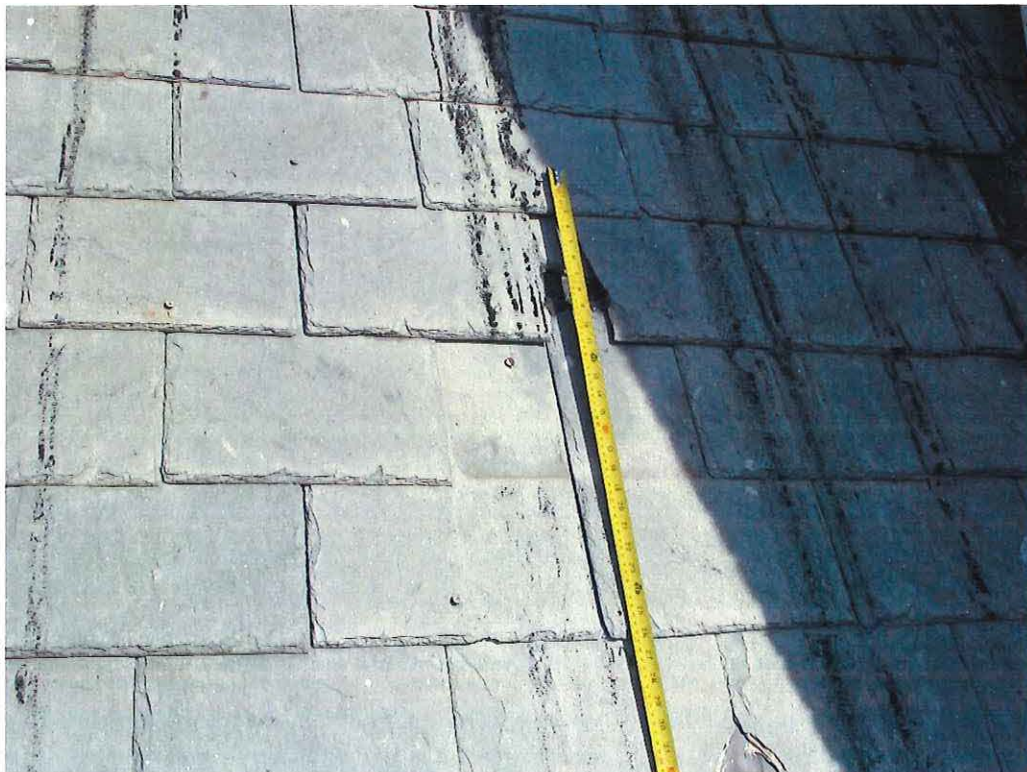


Figure 38 – South façade - missing and broken slates and fasteners through face of slates (common around building)



Figure 39 – South façade – asphalt or tar on slates (common around building)



Figure 40 – South façade – roof caulk at dormers; missing top row of slates (note asphalt shingles on dormers and no metal flashing)



Figure 41 – South façade – plugged off roof drain location (below downspout). Also note broken, loose slates with face fastening.

5. Recommendations

5.1. Site Drainage and Tree Removal

1. North side/East side
 - a. Remove two large spruce trees that are closest to the building on the north side and one deciduous tree on east side
 - b. Regrade yard to slope away from building
 - c. Build in mowing strip of clear draining rock with timber border at building – ensuring that the grade at the bottom of the rock drains away from the building. Top of rock to be at bottom of first course of exposed brick
2. South side
 - a. Remove hard surfaces next to building that are causing ponding
 - b. Re-landscape next to building installing a fibre control joint between any hard surfaces and the building. Use semi-pervious material that will allow some water to drain into the soil but with a positive slope away from the building.

- c. Drainage path to be determined on south side of building. May entail installing a catch basin and drain to storm sewer. (to be determined)

5.2. Repointing and Brick Repairs

1. Repoint using pre-packaged natural hydraulic lime mortar, matching colour to original as closely as possible. King HLM 350 would be a suitable weak mortar that has lime mortar characteristics.
2. Have HLM 350 mortar tested for strength and air entrainment prior to using in wall
3. Match mortar profile. Rake back to slightly "weathered" profile
4. Stipple face of set mortar using stiff brush to lightly expose aggregate
5. Replace missing bricks using either bricks reclaimed from an unobvious location of the building (side of main entrance stair possibly) or new bricks matching size and colour
6. Use King NHL 500 for bedding bricks
7. Moisture cure and protect from weather
8. Install in seasonal weather above 5 degrees C
9. Have mason provide a description of all methods and materials to be used prior to proceeding and to demonstrate their work process at all stages from cut out, mixing, pointing and tooling
10. Ensure all areas of brickwork affected are cleaned and site is cleaned
11. Refer to draft specification

5.3. Stone Lintel and Sill Repairs

1. Repair stone lintels and sills in-situ
2. Use stone conservation repair techniques and materials
3. Use qualified stone conservation masons (with credentials)
4. Use proprietary products such as Jahn M70 limestone repair mortar and Jahn M80 Anchor setting mortar
5. Use certified Jahn product installers (with credentials)
6. Match repair mortars to colour of stones being repaired (Tyndall stone and limestone)
7. Have mason provide description of work method and materials and provide a mock up in an inconspicuous location
8. Include piecing-in work where severe open joints occur
9. Refer to draft specification

5.4. Chimney

1. Additional investigation of what condition mortar, interior masonry and ties are in.
2. Remove upper portion of chimney. Rebuild from approximately eave height to 1 metre above upper roof level. Repoint remainder of chimney.
3. Use King HLM 500 premixed mortar matching colour of original mortar as closely as possible for setting of rebuilt masonry. Use HLM 500 as repointing mortar for use on remainder of

chimney repointing, following manufacturer's written instructions for mix as pointing mortar, requiring a dryer mix.

4. Test HLM 500 mortar for strength and air entrainment prior to using on chimney
5. Scaffold chimney for proper work surface and so it can be hoarded in for weather protection and moisture curing
6. Follow procedures as for repointing of brick on lower wall area
7. Refer to draft specification

5.5. Cornice Repairs

1. Remove lead paint using proper hazmat methods and control dust
2. Clean and etch galvanized material that will remain
3. Where profiled metal is damaged beyond reasonable repair replace with matching profile
4. Remove EPDM roofing on top of cornice; replace rotten areas of wood deck (leave sufficient EPDM below metal flashing at the bottom of the slate roofing to allow tie in of roofing attempting to carry top edge of membrane underneath the existing metal flashing
5. Install wood blocking in soffit of cornice (fir or treated wood) at each outrigger for securement of soffit
6. Install new and salvaged profiled metal to fascia of cornice overlapping with top of cornice and secured to soffit
7. Solder repair any open seams of the metal brackets on the underside of the cornice
8. Re-secure all areas of soffit and ensure profiled metal fascia is secure to soffit (galvanized or stainless steel fasteners)
9. Repaint all metal using suitable galvanized metal primer (over etched surface) and two coats of premium quality paint (gloss coat)
10. Additionally, the drainage of the entire cornice should be reviewed and either reinstated as it was originally intended

5.6. Mansard Slate Roofing

1. Consider replacing entire slate roofing on Mansard roof area
2. Salvage all good slates for re-use in re-roofing
3. Obtain matching Vermont green slate (samples for approval) match thickness of original (1/4" minimum - to be confirmed) with punched nail holes
4. Review historic photos and details of building to determine best method of draining upper low slope roof. Remove and reuse existing gutters if suitable
5. Replace rotten wood sheathing using dimensional shiplap sheathing
6. Install moisture impervious valley flashing at all dormer and valley locations and at bottom of mansard roof, overlapping EPDM roofing membrane turned up the sloped roof
7. Install breathable underlayment over remainder of roof area
8. Install profiled lead coated copper flashing at all valley locations and intersections
9. Install lead/copper step flashing at all chimney locations and brick work
10. Install new and salvaged slates to match exposure of original roof (7 1/2")

6. Opinion of Cost

The following is our opinion of costs. With the exception of the site work, these were arrived at through discussion with a general contractor and trade contractors. We believe these are as accurate as can be determined without having a complete set of Construction Documents to bid from. The site work is budgeted as an allowance at this time, until a scope of work can be determined.

Site Work (Priority 1)

Tree removal (2 on north side and 1 on east side) - allowance	\$6,000.00
Regrading North Side and reinstate lawn – plant 3 new trees - allowance	\$10,000.00
Remove concrete surface on South side courtyard and regrade - allowance	\$10,000.00
New semi-pervious patio area/swale and landscaping - allowance	\$10,000.00
Subtotal	\$36,000.00
General Conditions @ 10%	\$3,600.00
General Contractor Fee @5%	\$1,800.00
Subtotal	\$41,400.00
Add 20% Contingency	\$8,280.00
Subtotal	\$49,680.00
Consultant Fees/Expenses @12.5%	\$6,210.00
Total Estimated Cost (exclusive of taxes)	\$55,890.00

Masonry Repointing and Stone Repairs (Priority 1)

Repointing and brick replace North and West	\$51,000.00
Repointing and brick replace South and East	\$24,000.00
Sill and lintel repair North and West	\$24,000.00
Sill and lintel repair South and East	\$22,400.00
Subtotal	\$121,000.00
General Conditions @ 10%	\$12,100.00
General Contractor Fee @5%	\$6,050.00
Subtotal	\$139,550.00
Add 20% Contingency	\$27,910.00
Subtotal	\$167,460.00
Consultant Fees/Expenses @12.5%	\$20,930.00
Total Estimated Cost (exclusive of taxes)	\$188,390.00

Chimney (Priority 2)

Includes scaffolding
Remove upper approximately 30 ft of chimney
Rebuild approximately 15 ft section of chimney
Repoint remainder of chimney

Subtotal	\$120,000.00
General Conditions @ 10%	\$12,000.00
General Contractor Fee @5%	\$6,000.00

Subtotal	\$138,000.00
Add 20% Contingency	\$28,800.00

Subtotal	\$172,800.00
Consulting Fees/Expenses @12.5%	\$21,600.00

Total Estimated Cost (exclusive of taxes)	\$194,400.00
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Cornice (Priority 3)

This currently deals with the cornice on the South side of the building only. Removal and re-painting of the remainder should be considered to maintain appearance of this heritage defining element around the remainder of the building. The highest cost consideration of this is in the removal of the lead paint. Paint test should be done to confirm the existing paint on the building contains lead. There may have been some remediation done in the past, but we do not have any evidence of this.

This work could proceed with work to the Mansard roof as there are roofing flashing elements that should carry through from the Mansard to the flat roof of the cornice. In the interim the flat roof area could be patched and areas around drains cleared so water can be taken off the flat roof areas.

Lead abatement (50m length only)	\$40,000.00
Removals and wood blocking	\$24,000.00
New profiled metal to match existing (allowance)	\$54,000.00
Painting	\$12,000.00
Strip in EPDM roofing	\$15,000.00

Subtotal	\$145,000.00
General Conditions @ 10%	\$14,500.00
General Contractor Fee @5%	\$7,250.00

Subtotal	\$166,750.00
Add 20% Contingency	\$33,350.00

Subtotal	\$200,100.00
Consulting Fees/Expenses @12.5%	\$25,010.00

Total Estimated Cost (exclusive of taxes)	\$225,110.00
<i>Lead remediation and repainting for remainder of building would add an estimated cost of \$208,035 including General Contractor, and consulting fees (exclusive of taxes)</i>	
	\$208,035.00

Mansard Slate Roofing (Priority 3)

At the time the Mansard roof is replaced it would be a good idea to review heat loss through the roof and canopy area. Heat loss can contribute to the formation of ice that dams up and can damage the metal cornice. We are not aware of any water infiltration that may be occurring but further investigation may be necessary prior to the replacement of the slate roofing.

Allowance for removal and salvage of good slates
Allowance for new and salvage slate and install
Allowance for EPDM to top of cornice

Subtotal	\$320,000.00
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General Conditions @ 10%	\$32,000.00
General Contractor Fee @5%	\$16,000.00

Subtotal	\$368,000.00
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Add 20% Contingency	\$73,600.00
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Subtotal	\$441,600.00
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Consulting Fees/Expenses @12.5%	\$55,200.00
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Total Estimated Cost	\$496,800.00
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Electrical Upgrades to Lighting (Priority 1)

Energy conservation can be achieved by replacing existing light fixtures with more energy-efficient LED lights. These will be replaced throughout the corridors, and include emergency lighting, exit lights and exterior lights. Replacing these will reduce the ongoing operating costs of the building.

LED fixtures in corridors - allowance for 75	\$10,000.00
Exterior lights	\$2,000.00

Cathedral Courts Conservation Plan

2018-03-30

Emergency lights	\$6,800.00
Exit Signs	\$4,800.00

Subtotal	\$23,600.00
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Add 20% Contingency	\$4,720.00
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Subtotal	\$28,320.00
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Consulting Fees/Expenses N/A

Total Estimated Cost	\$28,320.00
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APPENDIX A
KGS REPORT

Kontzamanis Graumann Smith MacMillan Inc.



March 16, 2018

File 18-3316-001

SEPW Architecture Inc.
109, 3725 Pasqua Street
Regina, Saskatchewan
S4S 6W8

ATTENTION: Ray Plosker, Principal

RE: Cathedral Courts - Rev1

Ray:

1.0 BACKGROUND

The following text is intended to summarize our various discussions relative to the items noted during our site visits and the review of information noted on the few drawings that are available.

The existing building is an assembly of three phases of original construction dated 1909, 1914, 1924, and a few subsequent renovations. The existing building is a three storey structure, consisting of spread footings, masonry exterior walls and wood framed floors. The front entrance is on the north side of the building, with stair up to the main floor and a relatively new ramp structure down to the lower level. The lower level is relatively shallow, such that the underside of the lower level windows is essentially at the exterior grade level. These older building were built at a time when energy costs were minimal and thermal efficiency / heat transfer through the walls was not a significant concern.

The three phases of construction are similar, but there are a few differences in the materials and methods of construction.

It appears that some of the original windows / door openings have been infilled and some of the exterior masonry work has been previously patched and repaired. The building has undergone some differential movement, that has resulted in some cracking of the bricks, stone and mortar joints as well as some apparent settlement at the east end of the structure.

With the relatively shallow spread footing foundations supported on the native Regina clay, it is not surprising that there has been some relative and differential movement. The Regina clay is classified as being highly plastic, which means that it is subject to significant changes in volume with changes in moisture content. The clay expands when moisture is added and shrinks when moisture is withdrawn.

The building has obtained heritage status, and as such the intention is to retain as much of the existing construction materials as possible. Given the age of the building, many of the original building materials are either no longer available for new purchase and/or there are very few available as salvage.

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2.0 DISCUSSION

When water freezes, it expands. If moisture is absorbed into a material, or allowed to accumulated in a restricted space, it will cause damage to the material. Freeze-thaw damage is the term applied when there is repeated cycles of the moisture freezing and thawing, and the associated expansion of the moisture repeatedly causing deterioration of the materials. As the surfaces deteriorate and moisture is allowed to penetrate further into the material, the associated extent of the deterioration increases. This process negatively affects the durability of the exposed materials in their natural state and when subject to some subsequent cracking.

When moisture comes in contact with bare metal objects, the moisture results in a rusting/corrosion of the surface of the metal. The rusting / corrosion results in the surface of the metal expanding to form a relatively soft material and a reduced volume of the underlying solid metal. Concrete and masonry items are relatively strong when subject to compressive forces, but relatively weak when subject to tensile forces. Therefore when embedded metal objects expand, such as lintel angles, embedded plates, and masonry ties, they create a tensile force on the adjacent surfaces, which tends to crack and/or displace the concrete or masonry items. An increase in the width and extent of cracking results in more moisture and the process continues at an accelerated rate.

The moisture in the soil at the foundation level will tend to increase in time after the initial construction. This can result in an initial heaving of the Regina clay at the foundation level. Depending on the methods and duration of construction, there may be very little net effect at the onset of occupancy.

Heat sources can tend to dry-out and decrease the moisture content of the soil, and result in some shrinkage. New water sources tend to increase the moisture content of the soil, and result in some expansion.

The large trees are evidence of many years of sustained growth, which means that the trees and their associated root structure have found ample sources of moisture during the wet and dry years. When surface water is not readily available; be it residual snow melt water, rain, or planned watering; the roots will locate other sources of buried moisture. This could be the roots entering the joints and/or cracks in buried piping and/or water collecting adjacent the foundation walls. If the source of moisture is the buried services, the root mass within the pipe will increase and at some point significantly restrict and/or plug the pipe. In these cases the buried services need to be reamed out and/or replaced. If the source is the moisture adjacent the foundations, and this source is due to improper drainage, then the soil in this area will be subject to repeated expansion and contraction, which can distort the building framing and result in cracking.

The existing grade is at the elevation of the underside of the lower level windows, with the south and north easterly area being relatively flat. As such there are issues with snow and melt water collecting adjacent the foundations. The heat loss through the exterior walls can result in a drying shrinkage of the adjacent soil and/or the increased presence of freeze-thaw damage to the exposed masonry construction.

To minimize changes in the moisture content, it is important to have roof drain downspouts that discharge well away from the exterior walls, an exterior ground cover that is relatively impervious and sloped to provide positive drainage away from the building, minimal vegetation in the vicinity of the foundations, and maintenance of buried sewer and water services.

The stone lintels above the windows and the stone sills below the windows have undergone some differential movement and deterioration. Given the age of this building, similar replacement members (stone and bricks) are probably not available, which leads to the need to repair the existing members. The exact details of the construction are not clear, due to limited details on the existing drawings. Some information has been obtained from one of the local contractors that has done some remedial repairs to this building in the past.

The loads being applied to the lintel blocks is not large, due to the fact that the exterior windows are relatively narrow and typically located one above the other, the occupancy of the building is primarily residential, the floors are wood framed. The stone sills are more of a framing member than a load carrying element.

3.0 RECOMMENDATIONS

Investigate options to improve the grade separation between the underside of the lower level windows and the adjacent site grade.

Regrade to improve the site grade and associated drainage away from the foundations. This could include one or more swales to collect the rain / snowmelt water and/or the construction of additional catch-basins at the front and rear of the building.

Remove the large trees that are relatively close to the building.

Engage masons experienced with historical repair techniques to repair the lintel stones above the windows and the sill stones below the windows. It is anticipated that the process will involve drilling and epoxy anchoring stainless steel pins, grouting cracks, repointing mortar joints.

Patch, seal, flash the edges of the roof, wall, cornice to ensure rain and snow melt water drain off the structure and into the eavetrough and downspout system.

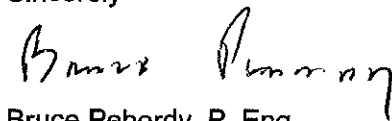
Selectively repair any damaged / wood rot within the framing members.

Ensure the eavetrough and downspouts systems can collect and discharge the rain and snow melt water away from the building.

Establish a monitoring scheme consisting of a series of survey pins and tell-tale gauges to record the current conditions, and as a basis to evaluate future survey data.

We do not feel that underpinning the structure is an economical alternative at this time.

Sincerely



Bruce Peberdy, P. Eng.
Regional Manager

BAP/lf

APPENDIX B

SPECIFICATION FOR HISTORIC MASONRY

‘DRAFT’

Part 1 General

1.1 REFERENCES

- .1 Canadian Standards Association (CSA International)
 - .1 CAN/CSA A179-04, Mortar and Grout for Unit Masonry.
 - .2 CSA-A371-04, Masonry Construction for Buildings.
 - .3 CSA A23.2-8A, Measuring mortar-strength properties of fine aggregate

1.2 DEFINITIONS

- .1 Raking: the removal of loose/deteriorated mortar to 2 – 2 ½ joint thickness minimum 25mm is reached.
- .2 Repointing: filling and finishing of masonry joints from which mortar is missing, has been raked out or has been omitted.
- .3 Tooling: finishing of masonry joints using tool to provide final profile.
- .4 Repair: using adhesives, pins, and repair mortars to re-bond sections of fractured masonry.

1.3 SYSTEM DESCRIPTION

- .1 Work of this Section includes but is not limited to:
 - .1 Raking joints to be repointed.
 - .2 Preparation of masonry surface including joints surface cleaning, cleaning of voids and open joints, and masonry wetting prior to repointing.
 - .3 Repointing of masonry joints.
 - .4 Resetting of dislodged masonry units.
 - .5 Ensuring cure of mortar.
 - .6 Grouting by hand, small voids.
 - .7 Repair of stone masonry units identified on drawings.

1.4 SUBMITTALS

- .1 Provide submittals in accordance with Section 01 00 05 - General Requirements.
- .2 Provide samples in accordance with Section 01 00 05 - General Requirements.
 - .1 Provide labelled samples of materials used on project for approval before work commences.
- .3 Submit all MSDS sheets for products to be used on site. Provide copies to the consultant, owner and for posting on site.

1.5 QUALIFICATIONS

- .1 Masonry Contractor:

- .1 Use single Masonry Contractor for all masonry work.
- .2 Masonry contractor to have substantiated experience in historic brick and stone masonry work and including work with natural hydraulic lime mortars. Provide list and references upon request.
- .2 Masons:
 - .1 Mason to have certificate of qualification in historic stone and brick masonry work. Provide certification upon request.
 - .2 Mason to have certificate of qualification for use of proprietary Jahn mortar repair products listed in this specification. Provide certification upon request.
 - .3 Provide list of masons who will be on site and their curriculum vitae including historic masonry work.
 - .4 Where personnel differ from those individuals identified above, provide curriculum vitae of all individuals who will be working on site for the review by consultant.

1.6 MOCK-UPS AND DEMONSTRATION

- .1 To demonstrate a full understanding of specified procedures, techniques and formulations are achieved before work commences. Provide demonstration of:
 - .1 Cutting out of mortar joints.
 - .2 Repointing procedures.
 - .3 Final tooling of joint.
- .2 Provide mock-up of one (1) repaired stone sill and one (1) repaired stone lintel.
- .3 Provide series of aged, mortar samples for review and selection, as identified in article 2.2. Mortar is to match as closely as possible to the existing mortar colouration using mix of sand that reflects the colour of the aggregate in the existing.
- .4 Construct a mock-up in one area of the wall identified prior to beginning Work, for repointing using the mortar selected and to illustrate final tooling of the joint, Construct mock-up where directed by Consultant.
- .5 Allow 24 hours for inspection of mock-up by Consultant before proceeding with masonry repointing and repair work.
- .6 When accepted, mock-up will demonstrate minimum standard for this work. Mock-up may remain as part of finished work.

1.7 DELIVERY, STORAGE AND HANDLING

- .1 Packing, shipping, handling and unloading:
 - .1 Deliver, store, handle and protect materials in accordance with Section 01 00 05 - General Requirements.
 - .2 Store cementitious materials and aggregates in accordance with CAN/CSA A23.1.
 - .3 Keep material dry. Protect from weather, freezing and contamination.
 - .4 Ensure that manufacturer's labels and seals are intact upon delivery.
 - .5 Remove rejected or contaminated material from site.

1.8 EXISTING CONDITIONS

- .1 Report in writing, to Consultant areas of deteriorated masonry revealed during work. Obtain Owner's approval and instructions of repair and replacement of masonry units before proceeding with repair work.

1.9 AMBIENT CONDITIONS

- .1 It is the intent to carry out this Work seasonally when ambient weather conditions are within the range required by the Work without additional heating required. Provide heating only if unusual circumstances occur and with the prior consent of the Consultant.
- .2 Maintain masonry temperature between 5 degrees C and 25 degrees C for duration of work.
- .3 If heating is required (when approved), provide hoarding for protection of work for not less than 30 days, and maintain curing temperatures for a minimum of 10 days.
- .4 When ambient outside air temperature is below 5 degrees C:
 - .1 Store cements and sands for immediate use within heated enclosure. Allow cement and sands to reach minimum temperature of 10 degrees C.
 - .2 Heat and maintain water to minimum of 20 degrees C and maximum of 30 degrees C:
 - .1 At time of use temperature of mortar to be minimum of 15 degrees C and maximum of 30 degrees C.
 - .2 Do not mix if mortar or water has higher temperature than 30 degrees C.
 - .3 Maintain mortar mix between 10 degrees and 30 degrees.

Part 2 Products

2.1 MATERIALS

- .1 Repointing Mortar: For use on walls. Proprietary pre-mixture of natural hydraulic lime and sand. Acceptable product: King Masonry Products HLM-350 in pre-mixed bags. Match colour of mortar for the brick masonry to existing mortar samples obtained on site. Match non-weathered sample from interior of joint not at exposed weathered face of mortar joint. Provide range of mortar samples for review and approval of Consultant and heritage authority.
 - .1 Mortar properties as follows:
 - .1 Strengths: 7 day 0.7 MPa (100 psi); 28 day 1.8 MPa (260 psi); 90 day 2.7 MPa (390 MPa); 120 day 3.0 MPa (435 psi); 365 day 3.5 MPa (510 psi)
 - .2 Air entrainment to ASTM C 231 12% to 15%.
 - .3 Flow to ASTM C 1437 for repointing: 80%
 - .4 Flow to ASTM C 1437 for bedding: 110 +/- 5%
 - .5 Vicat cone for repointing to ASTM C780: 15mm +/- 5mm
- .2 Repointing Mortar: For use on chimney above roof level. Use King Masonry Products HLM – 500 but adjust water in mix so it is suitable for repointing. Follow mixing procedure for HLM 350 and as per written instructions from King Masonry Products. Match colour of mortar to existing.

- .3 Bedding Mortar: proprietary pre-mixture of natural hydraulic lime and sand. Acceptable product: King Masonry Products HLM-500 in pre-mixed bags. Match colour of mortar for the brick masonry to existing mortar samples obtained on site. Match non-weathered sample from interior of joint not at exposed weathered face of mortar joint. Provide range of mortar samples for review and approval of Consultant and heritage authority.
- .1 Mortar properties as follows:
- .1 Strengths: 7 day 1.0 MPa (145 psi); 28 day 2.2 MPa (320 psi); 90 day 3.5 MPa (510 MPa); 365 day 4.5 MPa (650 psi)
- .2 Air entrainment to ASTM C 231 12% to 15%.
- .3 Flow to ASTM C 1437 for bedding: 110 +/- 5%
- .4 Prior to commencing work, prepare each mortar mix in accordance with manufacturer's printed instructions and have the mortar tested for strength and air content at 7 days and 28 days. Adjust mortar mix if requirements are not met and have mortar re-tested. Test in accordance with CSA A-179-04.
- .5 Once the tested mortar mix has been accepted then have mortar tested again in accordance with CSA A-179-04 at 28 days, and 90 days. Submit test results to Consultant. Allow mortar to become sufficiently stable prior to taking it out of mould. This may be 5 days for the NHL mortar. Store at 90 +/- 5% RH.
- .6 Water: potable, clean and free from contaminants.
- .7 Sand: to ASTM C144.

Sieve Size	% By Weight Passing Each Sieve	% By Weight Retained on Each Sieve
No. 4 (4.75 mm)	100	0
No. 8	90	5
No. 16	70	25
No. 30 (600 micron)	50	20
No. 50 (300 micron)	30	20
No. 100 (150 micron)	15	15
No. 200 (75 micron)	0	15

- .1 The coloration of the sand will impact the appearance of the mortar. Match the original coloration of the sand as closely as possible.

2.2 MORTAR MIXES

- .1 Repointing Mortar: Pre-packaged proprietary natural hydraulic lime mortar. The following instructions are for King NHL 350 mortar. (Request repointing mix proportions and procedures for NHL 500 mortar from King Masonry Products prior to proceeding.)
- .1 King NHL 350 natural hydraulic lime mortar. (Use King NHL 500 on chimney above roof level.)
- .2 Mix in accordance with manufacturer's written instructions.
- .3 Use mix proportion of 4.5 litres of potable water per 30 kg (66lbs) bag. Weigh bags prior to mixing and adjust water accordingly. Begin by mixing 4 litres of water with the 30 kg bag of pre-mixed mortar. Mix for 3 to 5 minutes in paddle mixer. Use remaining water to adjust the mix to obtain the desired consistency.

- .4 Use penetrating cone to test for consistency of mixture. ASTM C-1713 calls for a consistency of 15mm +/- 5mm for the cone penetration method.
- .5 Mix only what can be used prior to mortar starts to set. Lime based mortars begin to set within half an hour.
- .6 Do not use any Retarders or additives.
- .7 Always mix in a clean mixing trough.
- .2 Bedding Mortar: Pre-packaged proprietary natural hydraulic lime mortar
 - .1 King NHL 500 natural hydraulic lime mortar.
 - .2 Mix in accordance with manufacturer's written instructions.
 - .3 Use mix proportion of 5.5 litres of potable water per 30 kg (66lbs) bag. Weigh bags prior to mixing and adjust water accordingly. Begin by mixing 5 litres of water with the 30 kg bag of pre-mixed mortar. Mix for 3 to 5 minutes in paddle mixer. Use remaining water to adjust the mix to obtain the desired consistency.
 - .4 Mix only what can be used prior to mortar starts to set. Lime based mortars begin to set within half an hour.
 - .5 Do not use any Retarders or additives.
 - .6 Always mix in a clean mixing trough.

Part 3 Execution

3.1 SITE VERIFICATION OF CONDITIONS

- .1 Report in writing to Consultant areas of deteriorated masonry not previously identified.
- .2 Obtain Owner's written approval for repair and replacement of masonry units before proceeding with repair work.

3.2 EXAMINATION/TESTING

- .1 Procedure of testing: examine joints visually for obvious signs of deteriorated masonry.
- .2 Test joints not visually deteriorated as follows:
 - .1 Test for voids and weakness by sounding with mallet or other approved means.
 - .2 Perform testing in co-operation with Consultant so that unsound joints can be marked and recorded.

3.3 REPAIR

- .1 Perform repair work of brick masonry by replacing damaged units with matching brick. Obtain brick to match as closely as possible in size, colour and characteristics.
- .2 Stone sills: Limestone lug sills with split face and dressed edges (on eastern and central portion. / Sawcut beige Tyndall stone (on western portion)
 - .1 Perform repair work of stone sills by patching, piecing-in or consolidating, using recognized conservation methods. Replace any damaged areas using in kind material. Hand chisel out area around break so it is clean. Remove fines using dry compressed air. Where crack can be filled apply Jahn M70 repair mortar into break area and finish to match texture and profile of existing stone sill. Match

colour of repair mortar to existing stone. Follow product manufacturer's written instructions for installation of repair mortar.

- .3 Stone lintels face repair for lintels that are not showing any sign of displacement: Limestone with split face and dressed edges (on eastern and central portion. / Sawcut beige Tyndall stone (on western portion). Use least invasive method depending on size of crack.
 - .1 For hairline cracks. Use flowable proprietary crack filler, install using syringe into small drilled holes. Fill all drilled holes with Jahn M70 repair mortar. Follow product manufacturer's written instructions for installation of crack fillers.
 - .2 For wider cracks carefully remove by hand, area around break so it is clean. Apply Jahn M70 repair mortar into break area and finish to match texture and profile of existing stone lintel. Follow directions for Jahn stone patch for repair methods and installation. Match colour and texture of repair mortar to existing stone.
- .4 Stone lintels pin repair for lintels that are showing displacement on bottom surface (Note that if alternate repair method is proposed then provide an explanation of the repair technique prior to proceeding):
 - .1 Carefully drill from underside of lintel at approximately a 45 degree angle across the crack. Drill hole oversized to accept anchored stainless steel pin, using Jahn M80 anchor mortar. Length of pin to be sufficient to embed 75mm into each side of crack.
 - .2 Use 10mm diameter stainless steel pin into drilled hole, setting back sufficiently so face of stone can be patched.
 - .3 Fill space around pin using anchor mortar. Follow directions from product manufacturer for installation.
 - .4 Patch face of underside of stone using Jahn M70 repair mortar.
- .5 Where rebuilding of portions of the brick or stone masonry is required provide proposed method of removal and rebuilding, ties and mortar for review and approval by the Consultant, and heritage authority.

3.4 RAKING JOINTS

- .1 Use thin diamond blade cutting tool to cut to depth required at the mid-point of horizontal joints. Manually chisel horizontal and vertical joints after cutting. Do not widen joints.
- .2 If using small power tools (such as purpose made mortar rake) obtain approval to use prior to removing any mortar. Use vacuum attached to power tools. Prevent spread of dust from removal process. Ensure that all cut out mortar is cleaned up from site on a daily basis so this does not blow around and create a health issue for building occupants.
- .3 Remove deteriorated mortar to sound mortar 2 to 2 ½ times the thickness of the joint but in no case less than 25 mm leaving square corners and a flat surface at back of cut. Clean out voids and cavities encountered. May require deeper raking if mortar is deteriorated. Maximum depth of 30mm from face of masonry unit. If mortar joint is deteriorated beyond this point then review with Architect and heritage authority for recommended action as re-bedding of the bricks may be required.
- .4 Work at a pace and using methods that will ensure that no masonry units are chipped, altered or damaged by work to remove mortar.

- .5 Clean by compressed air, with non-ferrous brush surfaces of joints without damaging texture of exposed joints or masonry units.

3.5 REPOINTING:

- .1 Work from top down, protected from direct sun.
- .2 Dampen joints. No surface water shall be present on joint when pointing begins.
- .3 Keep masonry damp while pointing is being performed.
- .4 Keep pointing back from surface. Avoid feather edges. Do not smear lime mortar on face of bricks.
- .5 Tool and compact using jointing tool to force mortar into joint.
- .6 Repoint in two-steps, ensuring that mortar is pushed to the back of the joint and no voids are created in the process of placing the mortar. Repoint back half of joint and compress. When set up sufficiently so that fingernail can indent first step, then repoint the face of the joint, compressing the joint.
- .7 Tool joints as follows;
 - .1 Provide a “weathered” joint profile with mortar indented approximately 3mm at the top of the joint and flush at the bottom of the joint, matching the original.
- .8 For exposed joints above grade, once hardened to the point where a fingernail will make a small impression then finish joints by stippling them by striking with a stiff fibre brush to soften the texture of the joint and to match existing original mortar as closely as possible.
- .9 Remove excess mortar from masonry face before it sets.

3.6 RESETTING

- .1 Reset displaced brick masonry units to match original coursing, joint width and profile with “weathered” joint.
- .2 Set stone on full-bed of bedding mortar. Tool when set to a point when a slight depression can be made with a fingernail.
- .3 Use stainless steel ties installed into the back up where stone masonry is to be reinstated. Ties to be mechanically anchored to back up masonry. Provide sample of ties proposed for use for acceptance.
- .4 Use hot-dipped galvanized steel ties for reinstating brick masonry. Provide sample for review and acceptance.

3.7 CLEANING

- .1 Clean surfaces of mortar droppings, stains and other blemishes resulting from work of this contract as work progresses.

- .2 Clean mortar from bricks using stiff natural bristle or nylon brush after mortar has obtained its initial set and has not fully cured (1 – 2 hours).
- .3 Clean masonry with stiff natural bristle brushes and plain water only if mortar has fully cured.

3.8 PROTECTION OF COMPLETED WORK

- .1 Cover completed and partially completed work not enclosed or sheltered at end of each work day.
- .2 Cover with waterproof tarps to prevent weather from eroding recently repointed material.
 - .1 Maintain tarps in place for minimum of 1 week after repointing.
 - .2 Ensure that bottoms of tarps permit airflow to reach mortar in joints.
- .3 Anchor coverings securely in position. Do not anchor directly onto building.
- .4 Install and maintain wetted burlap protection during the curing process for a minimum of 7 days. Burlap is to be installed 100 mm (4") away from the masonry.
- .5 Keep burlap moist by setting bottom into tray of water or by wet misting burlap - ensure no direct spray reaches surface of curing mortar. Do not allow burlap to dry out.
- .6 Shade areas of work from direct sunlight during periods over 25 degrees C, and maintain constant dampness of burlap.
- .7 Protect area of repointing work using tarps, from winds that will dry out the mortar.
- .8 Maintain ambient temperature of 5 to 25 degrees C for minimum of 4 weeks after repointing masonry.

3.9 FINAL CLEAN UP

- .1 Clean up all droppings from site.
- .2 Remove hoarding.

END OF SECTION

APPENDIX C

TABLE FOR CONSERVATION GUIDELINES

	STANDARDS AND GUIDELINES	Reference 4.3.3 Roofs	
	GENERAL GUIDELINES		
1	Understanding the roof and how it contributes to the heritage		Mansard and dormers– No change. Cornice – remain intact with repairs
2	Understanding the properties and characteristics of the roof as well as changes and previous maintenance practices.	Failing to consider the impact of previous changes and maintenance practices on the roof.	Original slate roof still in place on Mansard. Dormers replaced with asphalt shingles and caulking at valley. Valleys should be flashed with membrane and metal. Cornice has had drainage altered.
3	Documenting the form, materials and condition of roof assemblies before undertaking an intervention, including the roof's pitch, shape, decorative and functional elements, and materials, and its size, colour and patterning.	Undertaking an intervention that affects character defining roofs and roof elements, without first documenting their existing character and condition.	Documented through original drawings 1924, revision drawings 1990, and photos 2018.
4	Assessing the condition of the roof assembly and materials early in the planning process so that the scope of work is based on current conditions.		Assessment was done. Slates are missing in spots and have been fastened using screws through face. Condition worse in older wings. Many slates could be reused. Some stained by tar from roofing. Metal profile cornice in poor condition on south side. Some areas may be able to be salvaged. Galvanized metal, painted.
5	Determining the cause of a roof's distress, damage or deterioration through investigation, monitoring and minimally invasive or non-destructive testing techniques.		Done in assessment stage. Slate is age related. Cornice paint not adhering is common on galvanized metal. Ice damming on south side has damaged areas of metal cornice.
6	Protecting and maintaining a roof by cleaning and maintaining the gutters, downspouts and flat roof drains, and replacing deteriorated flashing in kind. Roof sheathing should also be checked for proper venting to prevent moisture condensation and water penetration, and to ensure that materials are free from insect infestation.	Failing to maintain roofs on a cyclical basis. Failing to replace deteriorated flashing, or to clean and properly maintain gutters and downspouts and flat roof drains so that water and debris collect and damage roof fasteners, sheathing and the underlying structure.	Doesn't appear to be any original downspouts. Gutters on upper roof appear to have been changed. Some roof drainage on cornice altered in past. Reinstate some of original cornice drainage where practical.
7	Retaining sound or deteriorated roof assemblies that can be repaired.	Stripping the roof of sound or repairable character defining materials, such as slate, clay tile, wood and architectural metal	Recommendation to salvage all good and reusable slates. Cornice metal profile distorted and damaged through time and ice buildup. Replace in kind.

	Recommended	Not Recommended	Intervention
8	Stabilizing deteriorated roofs by structural reinforcement, weather protection or correcting unsafe conditions, as required, until repair work is undertaken.	Removing deteriorated roof elements that could be stabilized or repaired.	Some additional wood blocking needed for proper support and fastening of soffit and cornice profile.
9	Repairing parts of roofs by patching, piecing-in, consolidating, or otherwise reinforcing, using recognized conservation methods. Repair may also include the limited replacement in kind, or with a compatible substitute material, of extensively deteriorated or missing parts of the roof. Repairs should match the existing work as closely as possible, both physically and visually.		Could be repaired in kind. Issue is ongoing maintenance around dormers where no membrane or metal flashing is present.
10	Protecting adjacent character-defining elements from accidental damage or exposure to damaging materials during maintenance or repair work		Acknowledged. This will have to be addressed when access to cornice and chimney.
11	Replacing in kind extensively deteriorated or missing parts of roof assemblies where there are surviving prototypes	Replacing an entire roof element, such as a dormer, when limited replacement of deteriorated and missing parts is possible. Using a substitute material for the replacement part that neither conveys the same appearance as the surviving parts of the roof element, nor is physically or visually compatible	Repairs only will be undertaken. Upper area of roof has been replaced with membrane roofing but no intervention is planned.
12	Testing proposed interventions to establish appropriate replacement materials, quality of workmanship and methodology. This can include reviewing samples, testing products, methods or assemblies, or creating a mock-up. Testing should be carried out under the same conditions as the proposed intervention.		Samples for matching slate will be required. Shop drawings for matching metal cornice profile will be required.
13	Documenting all interventions that affect the building's roof, and ensuring that the documentation is available to those responsible for future interventions		As built documentation will be provided.
ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS			
	Recommended	Not Recommended	
14	Repairing a roof assembly, including its functional and decorative elements, by using a minimal intervention approach. Such repairs might include the limited replacement in kind, or replacement with an appropriate substitute material, of irreparable or missing elements, based on documentary or physical evidence.	Replacing an entire roof element, such as a cupola, dormer or lightning rod, when the repair of materials and limited replacement of deteriorated or missing elements is feasible. Failing to reuse intact roofing materials when only the roofing structure or sheathing needs replacement.	N/A

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15	Improving the detailing of roof elements, following recognized conservation methods, to correct faulty details. For example, adjusting the slope of a cornice to prevent ponding, or introducing a new drip edge at the eave to better direct water runoff away from a masonry wall. Such improvements should be physically and visually compatible		We are proposing impervious membrane at valleys. The cornice is flat but some drains have been closed. We would propose to open these but would have to be addressed at grade for water draining away from building. There is some heat loss in Mansard roof and cornice contributing to ice build up. This won't be addressed in the scope of work planned.
16	Replacing in kind an entire element of the roof that is too deteriorated to repair — if the overall form and detailing are still evident — using the physical evidence as a model to reproduce the element. This can include a large section of roofing, a dormer, or a chimney. <u>If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered</u>	Removing a roof element that is irreparable, such as a chimney or dormer, and not replacing it, or replacing it with a new element that does not convey the same appearance or serve the same function. Replacing deteriorated roof elements and materials that are no longer available with physically or visually incompatible substitutes	For the Mansard and dormer roofs the best approach would be to remove and replace slates (some salvage material) using proper membrane flashing, breathable underlayment and metal valley flashing and drip edges. The cost of slate roof is high but would retain heritage character. Decision will have to be made relative to materials and budget.
17	Replacing missing historic features by designing and constructing a new roof feature, based on physical and documentary evidence, or one that is compatible in size, scale, material, style or colour	Creating a false historical appearance because the replicated feature is incompatible or based on insufficient physical and documentary evidence	N/A
ADDITIONS OR ALTERATIONS TO ROOFS AND ROOF ELEMENTS			
	Recommended	Not Recommended	
18	Modifying or replacing a roof or roof element, to accommodate an expanded program, a new use, or applicable codes and regulations, in a manner that respects the building's heritage value.	Constructing an addition that requires removing a character-defining roof. Changing the configuration of a roof by adding new elements, such as dormer windows, vents or skylights, in a manner that negatively affects its heritage value	N/A
19	Selecting appropriate rooftop mechanical and service equipment and associated piping and cabling, such as air-conditioning components, transformers or solar collectors, and installing the equipment as inconspicuously as possible, while respecting the building's heritage value and character-defining elements	Selecting inappropriate rooftop mechanical or service equipment, or installing such equipment in a manner that compromises the building's heritage value and character defining elements. Adding significant loads to a roof without assessing the impact on the building's structure	N/A
20	Designing and constructing additions to roofs, such as access stairs, elevator or mechanical equipment housing, decks and terraces, and dormers and skylights that are inconspicuous from the public right of way and do not damage or obscure character defining elements.	Designing and constructing a roof addition that compromises the building's character-defining roof elements, its structural integrity, or its overall appearance. Constructing a rooftop addition that blocks natural light patterns or important views	N/A

HEALTH AND SAFETY AND SECURITY CONSIDERATIONS			
	Recommended	Not Recommended	
21	Complying with health and safety requirements, by providing lightning protection, or snow and ice guards, or roof anchors in a manner that conserves the roof's heritage value and minimizes impact on its character-defining elements	Damaging or destroying character-defining elements while making modifications to comply with health and safety requirements.	N/A
22	Working with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building	Making changes to character-defining roofs, without first exploring equivalent systems, methods or devices that may be less damaging to the character-defining elements and heritage value of the historic building.	N/A
23	Removing or encapsulating hazardous materials, such as asbestos insulation, using the least-invasive abatement methods possible, and only after thorough testing has been conducted		We believe there is lead paint on the galvanized metal of the cornice (the 1924 specification calls up lead and linseed oil). This should be tested and remediation done preventing the spread of lead dust with proper clean up.
24	Protecting roofs against loss or damage by identifying and assessing the specific fire risks, and by implementing an appropriate fire-protection strategy that addresses those risks	Covering flammable character-defining elements with fire-resistant sheathing or coatings that alter their appearance. Replacing wood roof elements with alternate materials, without carefully considering other options for reducing fire spread. Failing to take proper fire protection precautions when using a technique that could endanger the building, such as applying membranes on wood roofs using heat	N/A
SUSTAINABILITY CONSIDERATIONS			
	Recommended	Not Recommended	
25	Complying with energy efficiency objectives in upgrades to the roof assembly in a manner that respects the building's character defining elements, and considers the energy efficiency of the building envelope and systems as a whole.	Damaging or destroying character-defining elements while making modifications to comply with energy efficiency requirements.	May address heat loss issues in the future but not in the scope of this work.
26	Working with energy efficiency and sustainability specialists to determine the most appropriate solution to energy efficiency and sustainability requirements with the least impact on the character-defining elements and overall heritage value of the historic building	Making changes to the roof assembly, without first exploring alternative sustainability solutions that may be less damaging to the character-defining elements and overall heritage value of the historic building	N/A.
27	Exercising caution and foreseeing the potential effects of insulating the roof on the building envelope to avoid damaging changes, such as displacing the dew point and creating thermal bridges, or increasing the snow load	Installing insulation without anticipating its potential impact on the building envelope. Inserting thermal insulation in roof assemblies, without providing appropriate vapour barriers or ventilation.	N/A. would be assessed in the future.

28	Installing thermal insulation in non-character-defining roof spaces, such as attics, without adversely affecting the building envelope.	Installing insulation in habitable attic spaces without considering its effect on character-defining interior features such as mouldings	N/A
29	Ensuring that structural, drainage and access requirements to improve the roof's energy efficiency can be met without damaging character-defining elements.		Drainage of flat cornice can be improved. Current rain water leaders are not heritage.
30	Assessing the addition of vegetated roof systems (green roofs) or storm water cisterns to flat-roof assemblies, and their impact on the building's heritage value and structural integrity, before work begins.	Adding a vegetated or reflective membrane roof system that might compromise the building's heritage value or its structural integrity.	N/A
ADDITIONAL GUIDELINES FOR RESTORATION PROJECTS			
	Recommended	Not Recommended	
31	Repairing a roof assembly from the restoration period by reinforcing its materials	Replacing an entire roof feature from the restoration period, such as a cupola or dormer, when the repair of materials and limited replacement of deteriorated or missing parts is possible	N/A
32	Replacing in kind an entire roof feature from the restoration period that is too deteriorated to repair, using the physical evidence as a model to reproduce the feature. The new work should be well documented and unobtrusively dated to guide future research and treatment	Removing an irreparable roof feature from the restoration period and not replacing it, or replacing it with an inappropriate new roof feature. Reinstating a roof detail that is damaging to character defining elements.	N/A
REMOVING FEATURES FROM OTHER PERIODS			
33	Removing or altering a non character-defining roof or roof element, such as a later dormer or asphalt roofing, dating from a period other than the restoration period.	Failing to remove a non character-defining roof or roof element from another period that confuses the depiction of the building's chosen restoration period	N/A
34	Retaining alterations to roof assemblies that address problems with the original design if those alterations do not have a negative impact on the building's heritage value.	Removing a roof element from a later period that serves an important function in the building's ongoing use, such as a skylight for natural daylight, or a vent for natural ventilation.	N/A
RECREATING MISSING FEATURES FROM THE RESTORATION PERIOD			
35	Recreating a missing roof element that existed during the restoration period, based on physical or documentary evidence; for example, reinstating a dormer or cupola	Constructing a roof element that was part of the building's original design, but never actually built, or constructing a feature thought to have existed during the restoration period, but for which there is insufficient documentation	N/A

	STANDARDS AND GUIDELINES	Reference 4.5.3 Masonry	
	GENERAL GUIDELINES		
	Recommended	Not Recommended	Intervention
1	Understanding the properties and characteristics of the masonry of the historic place.		N/A
2	Documenting the form, materials and condition of masonry	Documenting the form, materials and condition of masonry	Photo documentation taken of current condition. 1924 specification available through owner.
3	Protecting and maintaining masonry by preventing water penetration, and maintaining proper drainage so that water or organic matter does not stand on flat surfaces, or accumulate in decorative features.	Failing to identify, evaluate and treat the causes of masonry deterioration. Applying water-repellent coatings to stop moisture penetration when the problem could be solved by repairing failed flashings, deteriorated mortar joints, or other mechanical defects.	Mortar on projecting ledges to be repaired. Not the best detail but inherent in the original design. Cracked stone sills to be repaired.
4	Applying appropriate surface treatments, such as breathable coatings, to masonry elements as a last resort, only if masonry repairs, alternative design solutions or flashings have failed to stop water penetration, and if a maintenance program is established for the coating.		N/A
5	Sealing or coating areas of spalled or blistered glaze on terra cotta units, using appropriate paints or sealants that are physically and visually compatible with the masonry units.		N/A
6	Cleaning masonry, only when necessary, to remove heavy soiling or graffiti. The cleaning method should be as gentle as possible to obtain satisfactory results.	Over-cleaning masonry surfaces to create a new appearance, thus introducing chemicals or moisture into the materials. Blasting brick or stone surfaces, using dry or wet grit sand or other abrasives that permanently erode the surface of the material and accelerate deterioration. Using a cleaning method that involves water or liquid chemical solutions when there is a possibility of freezing temperatures. Cleaning with chemical products that damage masonry or mortar, such as using acid on limestone or marble. Failing to rinse off and neutralize appropriate chemicals on masonry surfaces after cleaning. Applying high-pressure water cleaning methods that damage the masonry and mortar joints and adjacent materials.	There are some areas where mortar has not been cleaned off the face of the masonry. This should be addressed at some time. Droppings from birds is ongoing but should be addressed through maintenance cleaning.

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	Recommended	Not Recommended	Intervention
7	Carrying out masonry cleaning tests after it has been determined that a specific cleaning method is appropriate.	Cleaning masonry surfaces without sufficient time to determine long-term effectiveness and impacts.	Not included at this time. Test areas would be done prior to proceeding with larger areas.
8	Inspecting painted masonry surfaces to determine whether paint can successfully be removed without damaging the masonry, or if repainting is necessary. Testing in an inconspicuous area may be required.	Removing deteriorated roof elements that could be stabilized or repaired.	N/A
9	Removing damaged or deteriorated paint only to the next sound layer, using the gentlest method possible; for example, hand scraping before repainting.	Removing paint that is firmly adhering to masonry surfaces. Using methods of removing paint that are destructive to masonry, such as sandblasting, application of caustic solutions, or high-pressure water blasting.	N/A
10	Re-applying compatible paint or coatings, if necessary, that are physically compatible with the previous surface treatments and visually compatible with the surface to which they are applied.	Applying paint, coatings or stucco to masonry that has been historically unpainted or uncoated. Removing paint from historically painted masonry, unless it is damaging the underlying masonry. Removing stucco from masonry that was historically never exposed.	N/A
11	Retaining sound and repairable masonry that contributes to the heritage value of the historic place.	Replacing or rebuilding masonry that can be repaired.	Repairs to be done in-situ or with least amount of remove/replacement of material.
12	Stabilizing deteriorated masonry by structural reinforcement and weather protection, or correcting unsafe conditions, as required, until repair work is undertaken.		N/A
13	Repairing masonry by repointing the mortar joints where there is evidence of deterioration, such as disintegrating or cracked mortar, loose bricks, or damp walls.	Removing sound mortar.	Repointing will be done in areas where deterioration has occurred. These areas have been identified on drawings. Sound mortar will be left in place.

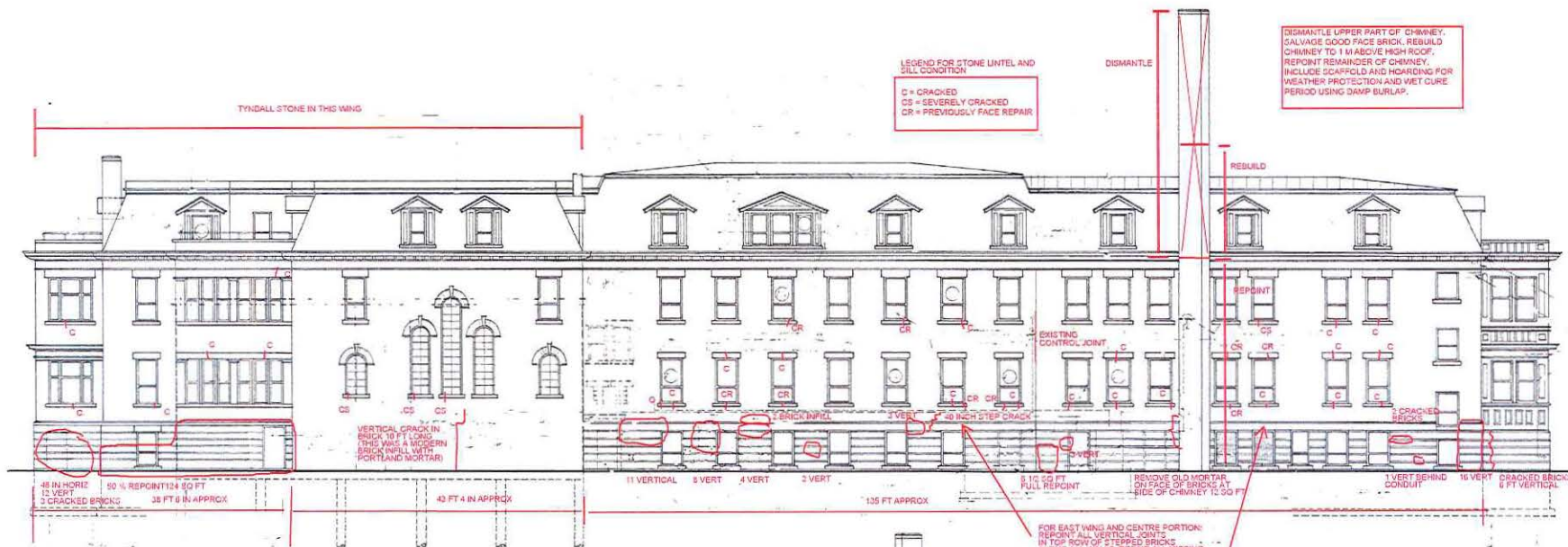
	Recommended	Not Recommended	Intervention
14	Removing deteriorated or inappropriate mortar by carefully raking the joints, using hand tools or appropriate mechanical means to avoid damaging the masonry.	Using rotary grinders or electric saws to fully remove mortar from joints before repointing. In some instances it may be acceptable to make a single pass with a cutting disk to release tension in the mortar before raking the joint. Extreme caution must be used to prevent accidental damage.	Not included at this time.
15	Using mortars that ensure the long-term preservation of the masonry assembly, and are compatible in strength, porosity, absorption and vapour permeability with the existing masonry units. Pointing mortars should be weaker than the masonry units; bedding mortars should meet structural requirements; and the joint profile should be visually compatible with the masonry in colour, texture and width.	Repointing with mortar of a higher Portland cement content than in the original mortar. This can create a bond stronger than the historic material (brick or stone) and cause damage as a result of the differing expansion coefficients and porosity of the materials. Repointing with a synthetic caulking compound. Using a 'scrub' coating technique to repoint instead of using traditional repointing methods.	A pre-packaged hydraulic lime mortar has been suggested. It is weak mortar with properties of lime mortars. The mortar will be tested prior to use in the wall so that we can adjust if needed.
16	Duplicating original mortar joints in colour, texture, width and joint profile.		The joint will be tooled to match the original "weathered" joint profile. We will have samples of the original sent so samples can be made up to match colouration.
17	Replacing in kind extensively deteriorated or missing parts of masonry elements, based on documentary and physical evidence		If we can salvage bricks from an area of the building for replacing broken ones in the wall then we will do so. For example bricks may be reclaimed from the chimney if it is lowered.
ADDITIONAL GUIDELINES FOR REHABILITATION PROJECTS			
	Recommended	Not Recommended	
18	Repairing masonry by patching, piecing-in or consolidating, using recognized conservation methods. Repair might include the limited replacement in kind, or replacement with a compatible substitute material, of extensively deteriorated or missing masonry units, where there are surviving prototypes. Repairs might also include dismantling and rebuilding a masonry wall or structure, if an evaluation of its overall condition determines that more than limited repair or replacement in kind is required.		Repair will be the approach taken.
19	Replacing in kind an irreparable masonry element, based on documentary and physical evidence.	Removing an irreparable masonry element and not replacing it, or replacing it with an inappropriate new element.	N/A
HEALTH, SAFETY AND SECURITY CONSIDERATIONS			
20	Removing hazardous materials from masonry, using the least-invasive abatement methods, and only after adequate testing has been conducted.		Bird dropping will need to be addressed on some areas of the wall.
21	Selecting replacement materials from sustainable sources, where possible. For example, replacing		Possible if source is found for some piecing in of the stone sills.

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	deteriorated stone units using in-kind stone recovered from a building demolition.		
	ADDITIONAL GUIDELINES FOR RESTORATION PROJECTS		
22	Repairing , stabilizing and securing masonry elements from the restoration period, using recognized conservation methods. Repairs should be physically and visually compatible and identifiable on close inspection for future research.	Removing masonry elements from the restoration period that could be stabilized and conserved. Replacing an entire masonry element from the restoration period, when repair and limited replacement of deteriorated or missing parts is possible. Using a substitute material for the replacement that neither conveys the same appearance as the surviving masonry, nor is physically or chemically compatible.	N/A
23	Replacing in kind a masonry element from the restoration period that is too deteriorated to repair, based on documentary and physical evidence. The new work should be well documented and unobtrusively dated to guide future research and treatment.	Removing an irreparable masonry element from the restoration and not replacing it, or replacing it with an inappropriate new element.	N/A

APPENDIX D
ELEVATION DRAWINGS



SOUTH ELEVATION



EAST ELEVATION

PROJECT
ACADEMY
HOUSING
DEVELOPMENT

DRAWING

ELEVATIONS

SEPW Architecture Inc.

A1

REVISION

CATHEDRAL COURTS

Supplemental Information
2018-05-24



SEPW Architecture Inc.

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1. Water Infiltration Through Foundation Wall

1.1. Site Investigation

SEPW was on site May 1, 2018 to review damage caused by water infiltration through the south foundation wall into one of the suites. Damage had occurred due to water build up against the south wall with the quick melt of the snow on the ground.

An existing sump pit on the exterior of the building had been thawed out and seasonal pump installed by a maintenance contractor. They were able to drain the standing water away, alleviating the water infiltration into the suite through the masonry foundation wall. There was no water entering the building or standing outside the wall at the time of our visit.

An opening had been created on the inside of the wall through the gypsum board wall finish. The original brick masonry wall was exposed, along with old wood furring, new steel studs, insulation and poly vapour barrier. Moisture levels in the materials was observed to still be high. Repairs to the wall will be completed by Academy Housing Association. Our recommendation is to have a mould abatement or disaster remediation company evaluate the extent of finish removal and replacement to be done.

The area immediately adjacent to the building on the south side is a combination of surfaces. There is a concrete apron running the length of the south wall, immediately next to the exterior wall. Beyond that to the south is rock. The external sump pit had some water at the bottom at the time of our visit. The pump is connected to a hose that runs to the south. Rain water leader extensions (corrugated piping) run across this area also to the south.

The sump and pump have been installed, we believe, to deal with storm water runoff during the summer months.

Water staining on the brick masonry above grade on the south side of the building indicates that the masonry is wicking up moisture from ground level into the walls. There is also evidence of water splash up onto the wall, noticeable on the windows. This is due to there being a concrete apron immediately next to the building.



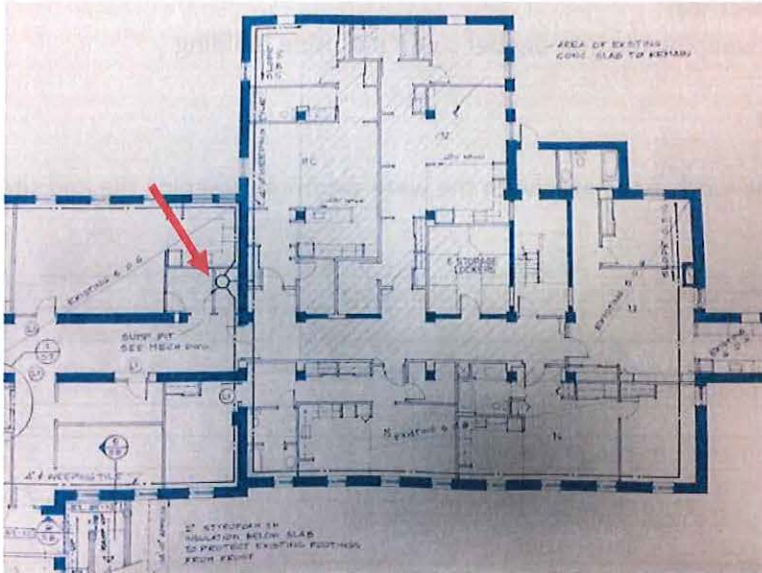


1.2. Record Documents

Record drawings from the 1990 condominium conversion project, prepared by Architects in Association, show that there are sump pits in two locations on the south side of the building. One in the mechanical room, that is believed to be under a stack of bagged salt, and one in a small service room farther to the west. The drawings show the sump pumps connected into storm drainage piping running below the floor slab. We observed the one sump pit in the service room, which was dry.

The 1924 drawings and specifications indicate that the bottom of the footing is 4 feet below the lowest floor level slab. This has to be confirmed for the middle portion of the building as there appears to be a conflict between what the 1924 drawings show for those existing foundations and what the 1990 drawings show.

The 1990 drawings show weeping tile on the inside of the foundation wall, below the floor slab. We do not believe there is any weeping tile on the exterior. The sump pit on the interior is very shallow (2 ft) supporting this premise.



1.3. Recommendations

Typically dealing with water infiltration below grade requires a combination of site grading, surfacing, waterproofing of the foundation wall below grade and a means of carrying water away from the foundation wall and reducing any build up of water pressure at the wall.

As the problem appears to be limited at this time to the south side of the building where grading is poor, we recommend the following work be done along the south wall between the chapel and the concrete upstand at an entrance door. This essentially covers the 1914 portion wall. It comprises two suites.

The scope of work proposed includes the following:

- Remove concrete apron along building
- Remove (reuse potentially) rock surfacing
- Excavate to footing level (depending on where bottom of the footing is this would be approximately 3 ft below the basement floor level)
- Clean masonry foundation wall and parge smooth with cement parging
- Prime and waterproof with durable membrane such as torch applied modified bitumen SBS waterproofing membrane
- Install 150 diameter (6") weeping tile system surrounded by clear rock and filter fabric
- Insulate over weeping tile system to protect from freezing
- Install dimpled drainage membrane over waterproofing on foundation wall
- Backfill with clay soil

- Lower grade around building as much as feasible and slope grade away from building to south (may require agreement with City of Regina to adjacent property)
- Provide clean rock boarder and timber boarder at building
- Provide semi-pervious ground cover, sloped away from building (pavers, lawn)
- Deepen existing sump pit in service room (to west) and re-use existing sump pump, storm drain tie in and electrical
- Connect exterior weeping tile into deeper sump pit inside building

1.4. Opinion of Cost

Our opinion of cost for the work associated with the waterproofing, weeping tile and site work is as follows:

Sitework Demolition - remove concrete and rock - allowance	\$2,000.00
Excavation	\$1,600.00
Backfill - granular draining	\$600.00
Backfill - native/clay with compaction	\$1,400.00
Shoring/Dewatering	\$2,000.00
Deepen existing sump pit and provide new liner	\$3,000.00
Timber and clear draining rock border	\$1,125.00
Slope site to swale and spill to catchment pond on adjacent property?	\$3,000.00
Reinstate gravel over new slopes	\$600.00
Concrete patio blocks	\$5,000.00
Cleaning and cement parging of masonry below grade	\$3,000.00
Weeping Tile - exterior w/fabric and rock	\$1,375.00
Waterproofing membrane SBS with drain membrane	\$4,400.00
75mm rigid insulation	\$1,500.00
Reuse sump pump + reconnect piping to storm and electrical	\$500.00
Sub-Total	\$31,100.00
General Contractor OH and General Requirements 15%	\$4,665.00
Sub-Total	\$35,765.00
Contingency 15%	\$5,365.00
Sub-Total Costs	\$41,130.00
Estimated fees 12.5%	\$5,140.00
TOTAL ESTIMATED COST	\$46,270.00

1.5. Schedule

To prevent the occurrence of water infiltration again next spring we recommend that the waterproofing work be completed during the summer/fall of 2018. This may require special approval by the City if this work qualifies for the Heritage Incentive Grant. The following is our anticipated schedule of events.

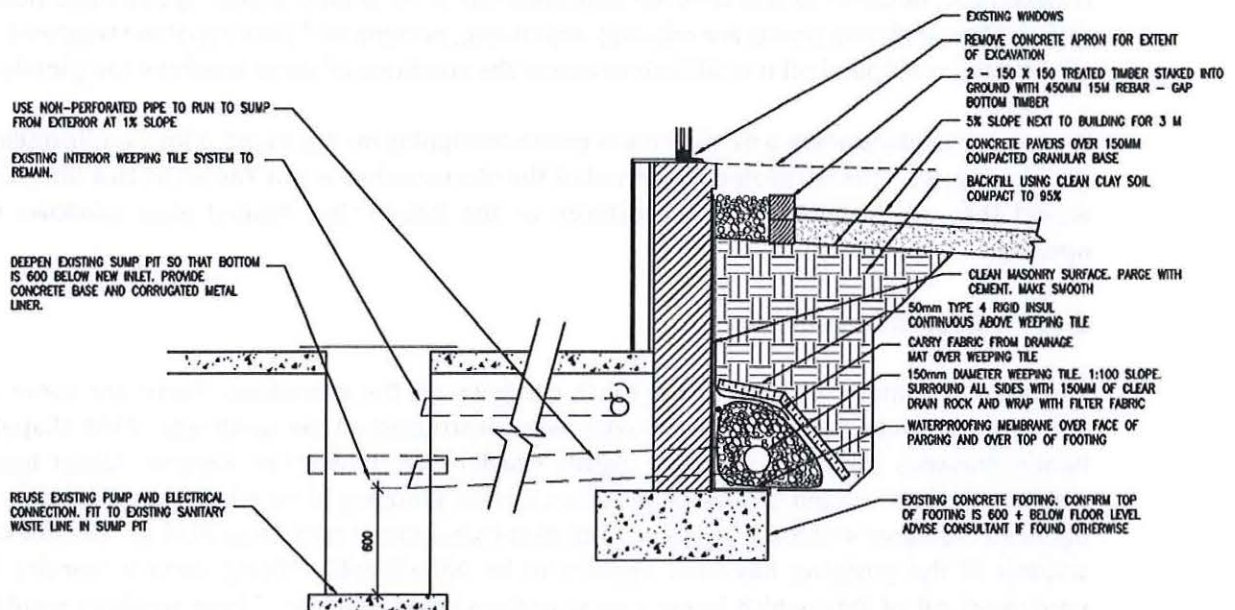
- Preparation of detailed construction documents would take approximately 2 weeks.

- Tendering of this work to invited contractors would take approximately 2 - 3 weeks.
- We anticipate that the work will take approximately 8 to 12 weeks to complete. Ideally, work would commence no later than the beginning of July. Construction could run to late September or mid-October.

To achieve the schedule provided approval to proceed with the detailed design would be needed around the end of May or beginning of June.

1.6. Proposed Design

The following sketch illustrates a proposed design for the waterproofing. Site drainage and design will require a topographic survey of the site and adjacent property to design grades and surfaces.



2. Wood Window Repairs

2.1. Site Investigation

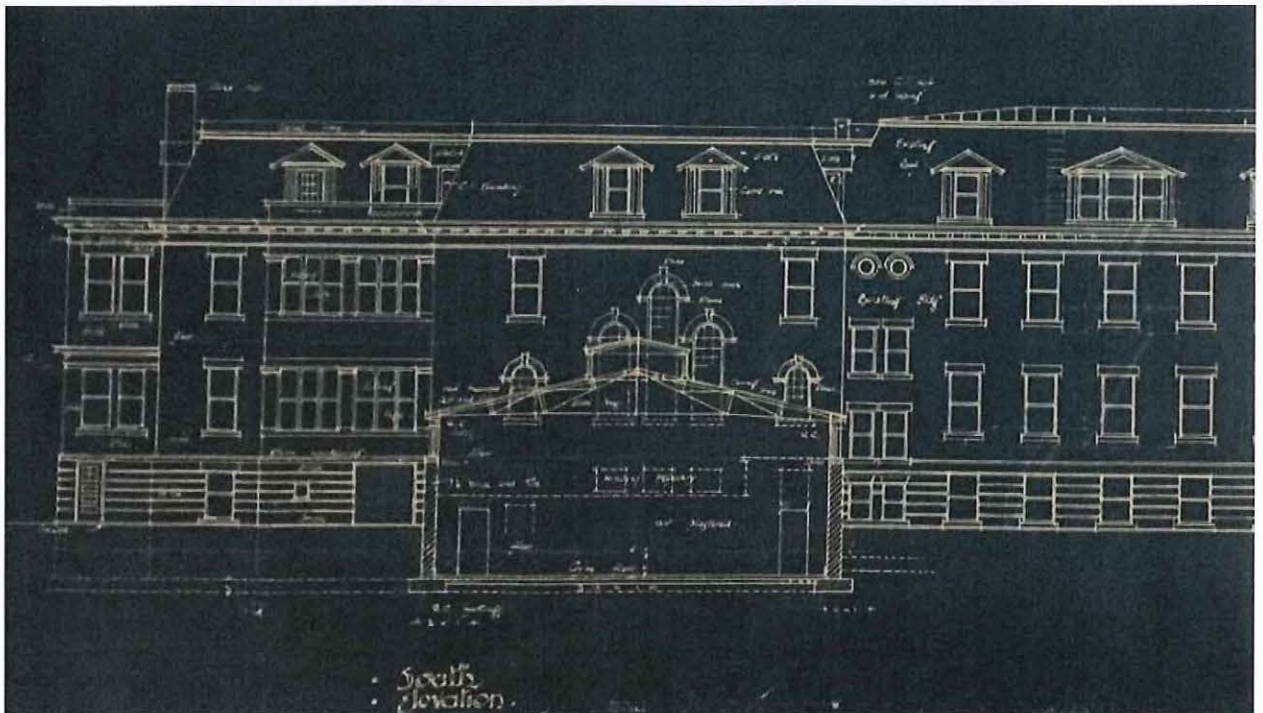
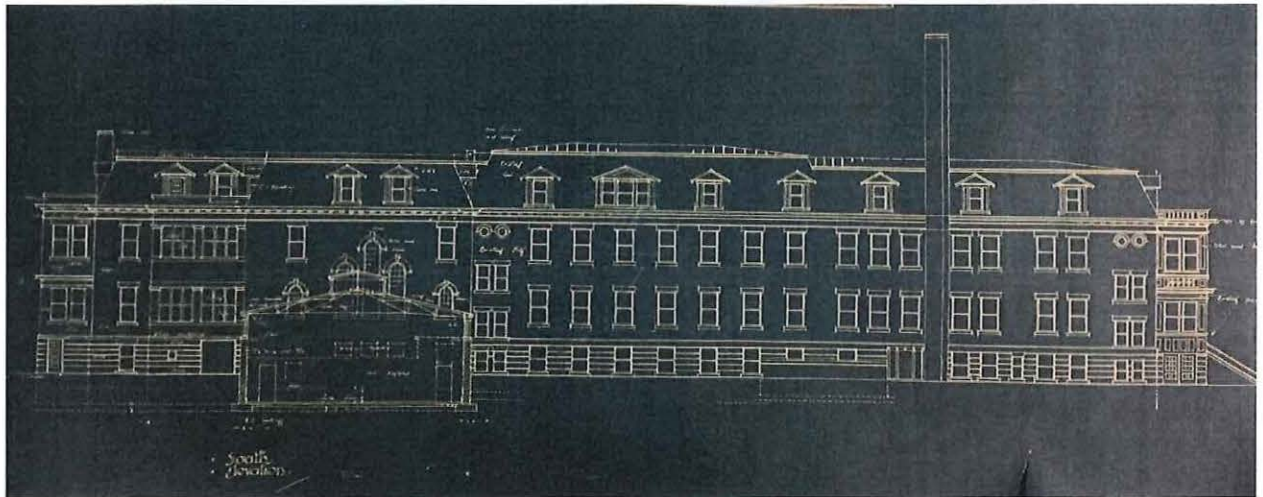
During our visits to the site for the masonry and eave work we noted that the storm window sashes on the chapel wing that need refurbishment. This has been brought to the attention of Academy Housing as an item that should be included with the Heritage Incentive Grant application. Although detailed investigation has not been done, based on photographs taken during our visits there appear to be 11 windows that need painting and putty replaced. The windows are multi-division panes with arched and square tops. There are 7 – 18 lite arched windows (approximately 28" x 66"), 3 – 21 lite rectangular windows (approximately 28" x 72"), and 1 – 24 lite arched window (approximately 28" x 90"). The glass appears to be intact for the most part, with potentially one broken pane on the south wall.

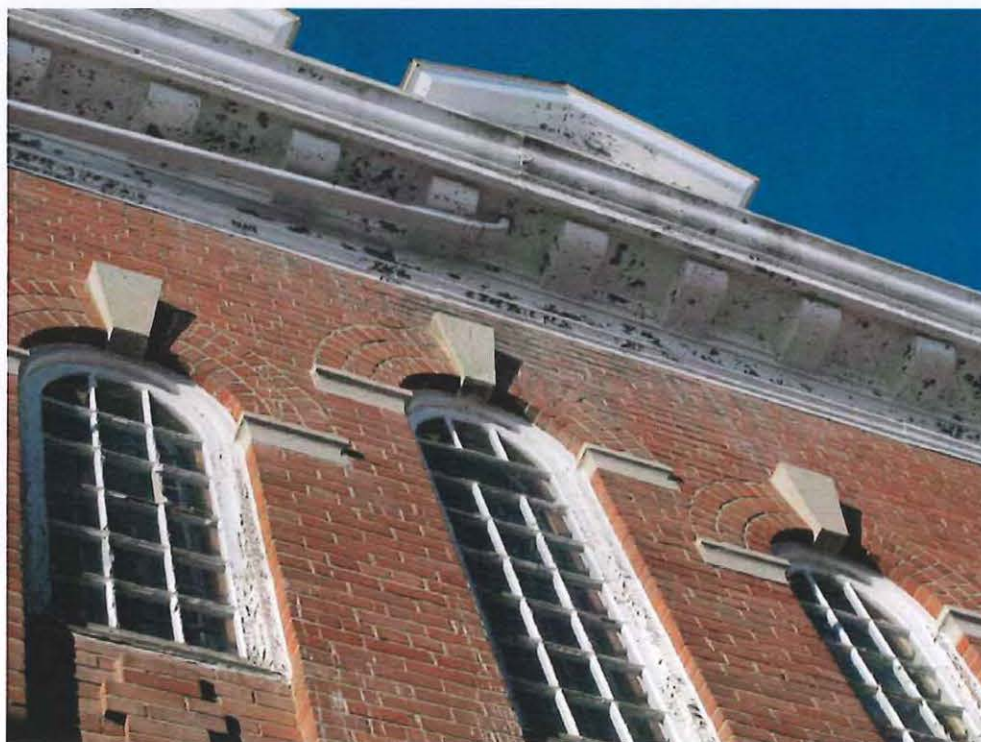
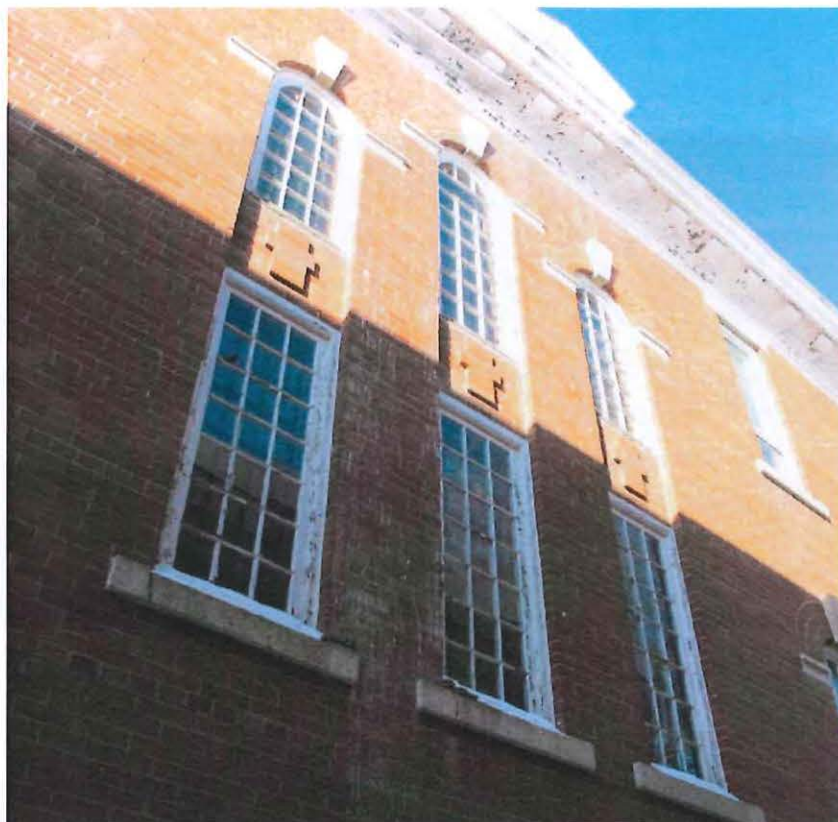
More detailed investigation would need to be done to determine if any wood muntins need replacement, however at this time we anticipate the work entails, removing paint and putty, re-setting glass (if glazing points are missing), reputtying, priming and painting of the windows. Until all the paint is stripped off it is difficult to assess the condition of these windows completely.

We recommend installing a durable foam weatherstripping on the frame prior to re-installing the storm windows. The securement method of the storm sashes is not known at this time, but we expect they are fastened from the exterior as the interior has stained glass windows in the openings.

2.2. Record Documents

The 1924 drawings by Puntin show these windows on the elevations. There are some minor deviations between the drawings and what was constructed on the south side of the chapel. The Puntin drawings show the windows slightly smaller and show three windows closer together, whereas the constructed arrangement shows a taller grouping of six windows with a brick panel between the upper and lower windows. The panel has a raised brick cross built in. The tall, central window of the grouping has what appears to be intentionally missing vertical muntins in the uppermost set of lites, which forms a cross pattern in the window. These windows would have been above the gymnasium addition on the south side of the building.





2.3. Recommendations

The wood sash, multi-lite windows on the chapel are few of the remaining existing windows on the building.

Although painting is not covered by the Heritage Incentive grant we think that consideration for funding this portion of the work be covered as it conserves an original defining element of the building.

We recommend conservation work be completed on the windows and frames on the exterior of the building as follows:

- Have paint tested for lead content
- If lead is found to be present in the paint it should be removed using proper methods to prevent breathing or dispersion of the lead containing paint, heat stripping may be the best method, collecting all residue for proper hazardous waste disposal.
- Remove sash from frame
- Remove paint
- Carefully remove existing putty, secure glass if missing glazing points
- Replace cracked panes of glass
- Fill and repair frames using epoxy wood filler and sand smooth; replace any damaged wood muntins; inspect frames for tight joints and resecure joints if necessary
- Prime all wood using approved primer
- Install new putty; prime paint
- Paint windows with two coats of approved finish coating (white colour)
- Re-install windows using non-rusting anchors matching paint colour

2.4. Opinion of Cost

Our opinion of cost for the work associated with the work described above is to allow \$1000 per window unit.

Storm sash refurbishment \$1000 per window	\$11,000.00
Lift	\$1,000.00
Sub-Total	\$12,000.00
General Contractor OH and General Requirements 15%	\$1,800.00
Sub-Total	\$13,800.00
Contingency 20%	\$2,760.00
Sub-Total Costs	\$16,560.00
Estimated fees 12.5%	\$2,070.00
TOTAL ESTIMATED COST	\$18,630.00

2.5. Schedule

Our opinion is that the windows need to be addressed immediately to prevent further

deterioration or water ingress into the building.

The painting work needs to be done at temperatures well above freezing. The refurbishment work can take place off site indoors. Work should be completed late summer of early fall 2018.

3. Chimney Repairs - Update

Further to our initial report dated March 30, 2018, we have found out some additional information that impacts our approach to the chimney repair work. The mechanical contractor advises us that as per the Natural Gas Code the chimney needs to be 15.25 metres (50') above the breeching in the basement mechanical room. This means that the chimney can be lowered by approximately 4 metres (13'). This leaves significantly more chimney standing than originally thought.

Working within a reasonable budget to complete stabilization and repointing work on the chimney we have looked at pinning or placing steel belts around the chimney, and deep repointing the outer face brick. The structural engineer has provided a brief description of findings and suggested means of repair work, as per the following:

The details of the brick chimney stack construction, including the interior liner, are unknown at this time. The brick and mortar construction appears to have deteriorated. The deterioration is probably due to a number of issues:

- general freeze-thaw damage due to normal weather exposure
- general thermal expansion / contraction due to normal weather, as well as operation of the boiler / chimney gas,
- flue gas near the top cooling, infiltration, condensation, freeze-thaw effects
- leakage from within the length of the flue liner / chimney, resulting in flue gas infiltration, condensation, freeze-thaw effects

Flue gas leakage (condensation) was visible along the height of the chimney, as well as moisture on the exterior surface of the bricks. Brickwork appears to be displaced along the height of the chimney.

It is proposed to remove the existing deteriorated chimney liner and replace it with new full height rated chimney flue. The brickwork would then be repaired.

Assuming the new chimney does not have to be as high as the existing, from a structural perspective, it would be beneficial to remove the upper portion of the brickwork no longer required. The deterioration is most pronounced in the upper sections. There would be less wind exposure area, and thus less vertical and lateral loading on the brick chimney construction. There would be less area required to replace / repoint / reinforce.

Attached are a few conceptual sketches for consideration. There were several assumptions noted in developing the sketches. Materials and finish of materials will need to be reviewed. Stainless steel offers the most protection to the elements. Galvanized or epoxy coated would be next, but

all damaged surfaces need to be repaired or the corrosion concentrates at the point of the imperfection. Rusting surfaces will stain the brick. It may be preferable to match the color / finish / profile to be as least visible as possible.

The reinforcing could be installed in pair, staggered vertically and rotated.

It would be prudent to tie the chimney back to the roof.

4. First Priority/Budget/Schedule

The following priority work has been modified from that identified in our Conservation Plan (dated 2018-03-30). The work listed below will be considered to meet the cost limit established by Academy Housing Association. It is anticipated that the most critical work of this package be undertaken in the summer/fall 2018.

The packages of work are:

- Tree removals
- Masonry repointing (north and west facades) and stone repairs (most critical)
- Chimney repairs
- Foundation waterproofing (partial)
- Wood window repairs
- Lighting energy efficiency upgrades

The chimney work needs to be coordinated with the installation of a new chimney flu liner that needs to be completed prior to the beginning of the next heating season. As identified in our Conservation Plan, the chimney has experienced constant wetting of the masonry due to outward movement of moist combustion air from a deteriorated chimney flue liner. This has weakened the mortar of the face brick. We are recommending a reduction in the overall height of the chimney to reduce the amount of remediation necessary and improve access for future repairs. To work within the budget allocated for all the conservation work we have revised our recommendations from re-building the chimney above the cornice level, to stabilizing it using through-rods or strapping and deep repointing of the face brick. Lowering the height also reduces the wind load that the chimney is subject to.

The excavation and waterproofing work was not identified in the original Conservation Plan. This work is important to prevent deterioration to the masonry foundation and to provide proper water infiltration mitigation to meet Section 5.7.3.2 of the National Building Code. It has been brought forward in this Supplement due to water infiltration that occurred this spring thaw. This work along the south wall is seasonal work is considered critical, as temperature conditions must be right for installing the parging and waterproofing. The backfill material cannot be frozen as it needs to be compacted to prevent settling. This work needs to be completed to prevent water another occurrence of water infiltration, similar to that experienced this spring thaw.

Depending on timing of receiving notice that the Heritage Incentive Grant package has been approved, some of the masonry work is likely to get pushed into the spring/summer 2019. This will be to satisfy the environmental requirements for the installation and curing of the mortar.

Work to the wood windows of the Chapel has been added in this Supplement, as it was found that the condition of these windows warrants immediate work to make them watertight and preserve them, so they may remain part of the heritage character of the building.

Tree Removals (Priority 1)

Tree removal 2 on north side 1 on east side	\$6,000.00
Minimal regrading localized to immediate tree removal locations	2,000.00
Sub-Total	\$8,000.00
General Contractor OH and General Requirements 15%	\$1,200.00
Sub-Total	\$9,200.00
Contingency 15%	\$1,380.00
Sub-Total Costs	\$10,580.00
Estimated fees 12.5%	\$1,322.00
TOTAL ESTIMATED COST	\$11,902.00

Masonry Repointing and Stone Repairs (Priority 1)

Repointing and brick replace North and West	\$51,000.00
Sill and lintel repair all sides based on severity (to fit budget)	\$24,000.00
Sub-Total	\$75,000.00
General Contractor OH and General Requirements 15%	\$11,250.00
Sub-Total	\$86,250.00
Contingency 15%	\$12,937.00
Sub-Total Costs	\$99,187.00
Estimated fees 12.5%	\$12,398.00
TOTAL ESTIMATED COST	\$111,585.00

Chimney Repairs (Priority 1)

Remove upper 13 feet of chimney (salvage good bricks)	\$11,275.00
Repointing all except lower 22 feet (includes scaffold)	\$46,200.00
Through-rod pinning or strapping	\$8,000.00
Sub-Total	\$65,475.00
General Contractor OH and General Requirements 15%	\$9,820.00
Sub-Total	\$75,295.00
Contingency 15%	\$11,294.00
Sub-Total Costs	\$86,589.00
Estimated fees 12.5%	\$10,824.00
TOTAL ESTIMATED COST	\$97,413.00

Foundation Waterproofing – Partial (Priority 1)

Sitework Demolition - remove concrete and rock - allowance	\$2,000.00
Excavation	\$1,600.00
Backfill - granular draining	\$600.00
Backfill - native/clay with compaction	\$1,400.00
Shoring/Dewatering	\$2,000.00
Deepen existing sump pit and provide new liner	\$3,000.00
Timber and clear draining rock border	\$1,125.00
Slope site to swale and spill to catchment pond on adjacent property (City of Regina approval required)	\$3,000.00
Reinstate gravel over new slopes	\$600.00
Concrete patio blocks	\$5,000.00
Cleaning and cement parging of masonry below grade	\$3,000.00
Weeping Tile - exterior w/fabric and rock	\$1,375.00
Waterproofing membrane SBS with drain membrane	\$4,400.00
75mm rigid insulation	\$1,500.00
Reuse sump pump + reconnect piping to storm and electrical	\$500.00
Sub-Total	\$31,100.00
General Contractor OH and General Requirements 15%	\$4,665.00
Sub-Total	\$35,765.00
Contingency 15%	\$5,365.00
Sub-Total Costs	\$41,130.00
Estimated fees 12.5%	\$5,140.00
TOTAL ESTIMATED COST	\$46,270.00

Wood Window Repairs (Priority 1)

Storm sash refurbishment \$1000 per window	\$11,000.00
Lift	\$1,000.00
Sub-Total	\$12,000.00
General Contractor OH and General Requirements 15%	\$1,800.00
Sub-Total	\$13,800.00
Contingency 20%	\$2,760.00
Sub-Total Costs	\$16,560.00
Estimated fees 12.5%	\$2,070.00
TOTAL ESTIMATED COST	\$18,630.00

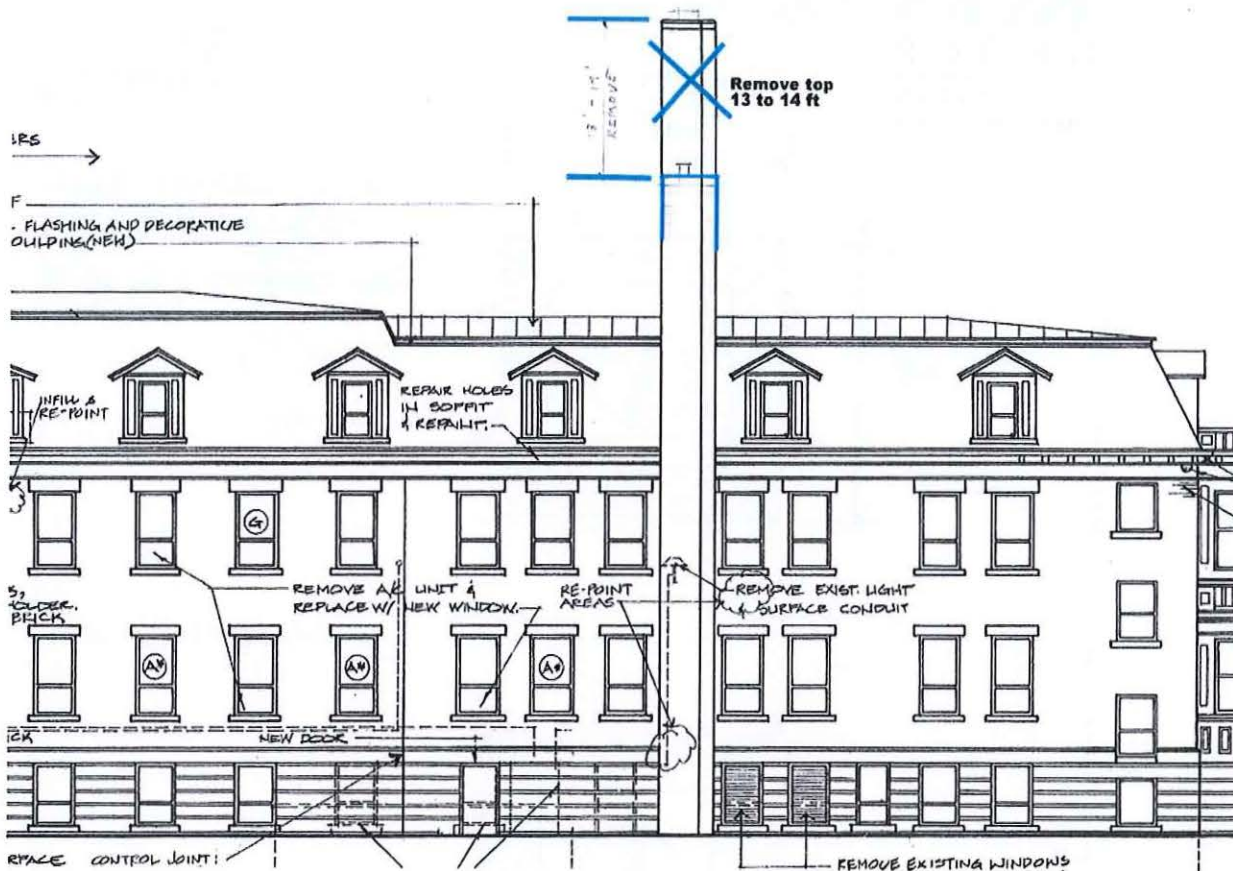
Lighting Energy Efficiency Upgrades (Priority 1)

Quote from Walters Industrial	\$22,642.80
GST/PST	\$2,490.60
Sub-Total	\$25,133.50
Contingency 10+%	\$2,866.50
Sub-Total Costs	\$28,000.00
Estimated fees N/A	\$0.00
TOTAL ESTIMATED COST	\$28,000.00

Summary (Priority 1)

Tree removals	\$13,770.00
Masonry repointing and stone repairs - partial	\$116,440.00
Chimney repairs	\$101,650.00
Foundation waterproofing - partial	\$48,280.00
Wood window repairs	\$18,630.00
Lighting energy efficiency upgrades	\$28,000.00
TOTAL ESTIMATED COST	\$313,800.00

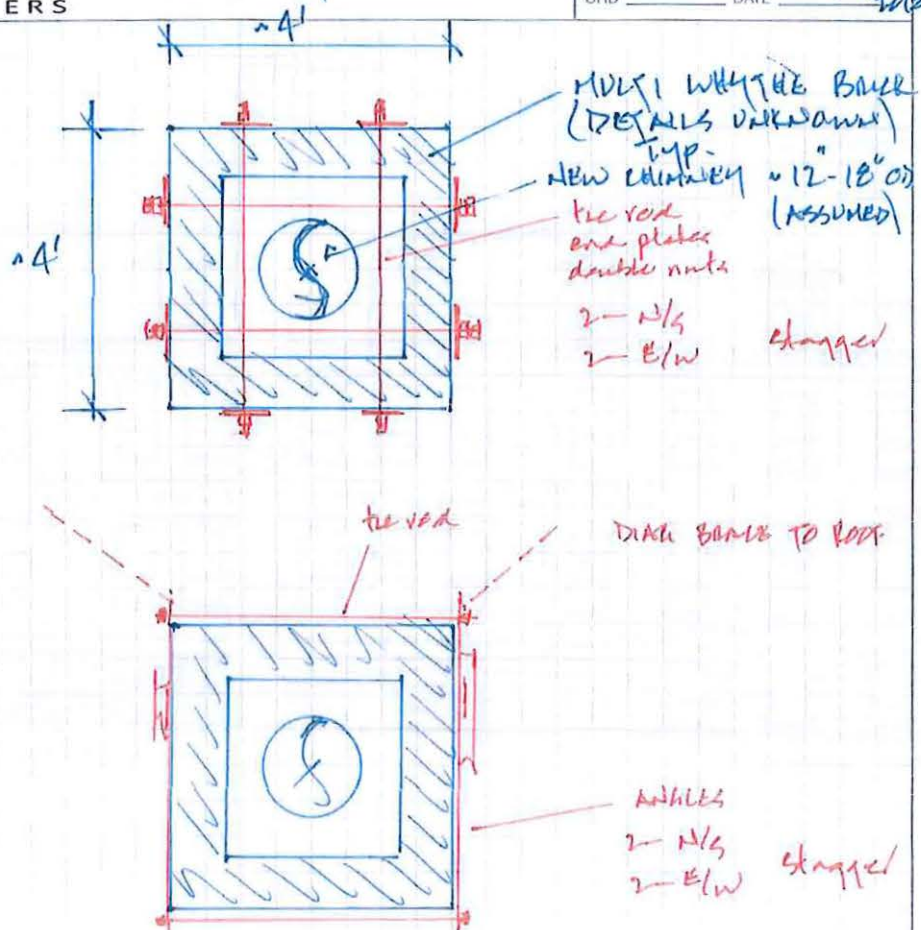
The client cost limit has been established at \$270,000. This means that some cost-saving measures are still required on the current Priority 1 work. The current cost estimate contains a 15% contingency. This equates to \$36,600, bringing the total closer to the cost limit established. Working with the General Contractor we can determine where further cost-saving measures may be obtained. If this is not possible or practical to do given the scope of work identified, then we will have to determine if some of the work identified can be deferred.



KGS
GROUP
CONSULTING
ENGINEERS

CATHEDRAL Courts
Chimney

CLIENT _____
FILE NO. _____
PROJECT _____
REF. DWG. 1 of 2
SHEET 01
BY DATE May 22/2018
CHD DATE



3. Chimney Repairs - (Revised Update)

Further to our initial report dated March 30, 2018, we have found out some additional information that impacts our approach to the chimney repair work. The mechanical contractor advises us that as per the Natural Gas Code the chimney needs to be 15.25 metres (50') above the breeching in the basement mechanical room. This means that the chimney can be lowered by approximately 4 metres (13'). This leaves significantly more chimney standing than originally thought.

Working within a reasonable budget to complete stabilization and repointing work on the chimney we have looked at pinning or placing steel belts around the chimney, and deep repointing the outer face brick. The structural engineer has provided a brief description of findings and suggested means of repair work, as per the following:

The details of the brick chimney stack construction, including the interior liner, are unknown at this time. The brick and mortar construction appears to have deteriorated. The deterioration is probably due to a number of issues:

- general freeze-thaw damage due to normal weather exposure
- general thermal expansion / contraction due to normal weather, as well as operation of the boiler / chimney gas,
- flue gas near the top cooling, infiltration, condensation, freeze-thaw effects
- leakage from within the length of the flue liner / chimney, resulting in flue gas infiltration, condensation, freeze-thaw effects

Flue gas leakage (condensation) was visible along the height of the chimney, as well as moisture on the exterior surface of the bricks. Brickwork appears to be displaced along the height of the chimney.

It is proposed to remove the existing deteriorated chimney liner and replace it with new full height rated chimney flue. The brickwork would then be repaired. (*The chimney liner cost has been added to the cost summary below.*)

Assuming the new chimney does not have to be as high as the existing, from a structural perspective, it would be beneficial to remove the upper portion of the brickwork no longer required. The deterioration is most pronounced in the upper sections. There would be less wind exposure area, and thus less vertical and lateral loading on the brick chimney construction. There would be less area required to replace / repoint / reinforce.

Attached are a few conceptual sketches for consideration. There were several assumptions noted in developing the sketches. Materials and finish of materials will need to be reviewed. Stainless steel offers the most protection to the elements. Galvanized or epoxy coated would be next, but all damaged surfaces need to be repaired or the corrosion concentrates at the point of the imperfection. Rusting surfaces will stain the brick. It may be preferable to match the color / finish / profile to be as least visible as possible.

Cathedral Courts Conservation Plan Amendment 1

2018-08-22

The reinforcing could be installed in pair, staggered vertically and rotated. It would be prudent to tie the chimney back to the roof.

Note: *The chimney liner replacement has been added to the cost summary below. The cost is based on a quote from Walters Mechanical for removal of the deteriorated liner and replacement with a Class B chimney liner. We have included the applicable taxes in the quote.*

The Heritage Incentive Policy objectives include "... upgrading of designated heritage properties to ensure their long-term conservation, extend their effective life and/or to ensure their structural integrity." The chimney liner is required to prevent further deterioration of the brick masonry chimney due to escaping combustion gases.

Eligible Work, as described in the Heritage Incentive Policy, includes "Improvements required to meet National Building Code (NBC) or City of Regina bylaw requirements, including the repair or upgrading of mechanical and electrical systems." The repair of the mechanical system in this case includes the vital component of the chimney flue, which is part of the heating system in the building. The following Codes and Standards refer to chimney liners being required.

NBC Article 6.3.3.2.2) Masonry or concrete chimneys ... shall be designed and installed in conformance with the appropriate requirements in NFPA 211...

NFPA 211 – Article 7.2.2.1 Masonry chimneys shall be lined.

CSA B149.1 – Article 8.12.10 A metal chimney liner shall provide a continuous lining from the base inside the space where the appliance is located to the top of the masonry chimney flue, and it shall comply with the requirements of ULC S635. It shall be installed in accordance with the manufacturer's instructions.

Chimney Repairs (Priority 1) revised

Replace chimney liner with Class B vent	\$10,361.85
Remove upper 13 feet of chimney (salvage good bricks)	\$11,275.00
Repointing all except lower 22 feet (includes scaffold)	\$46,200.00
Through-rod pinning or strapping	\$8,000.00
Sub-Total	\$65,475.00
General Contractor OH and General Requirements 15%	\$9,820.00
Sub-Total	\$85,656.85
Contingency 15%	\$12,848.53
Sub-Total Costs	\$98,505.38
Estimated fees 12.5%	\$12,313.17
TOTAL ESTIMATED COST	\$110,818.55

Summary (Priority 1)

Tree removals	\$11,902.00
Masonry repointing and stone repairs - partial	\$111,585.00
Chimney repairs	\$110,818.55
Foundation waterproofing – partial	\$46,270.00
Wood window repairs	\$18,630.00
Lighting energy efficiency upgrades	\$28,000.00
TOTAL ESTIMATED COST	\$327,205.55

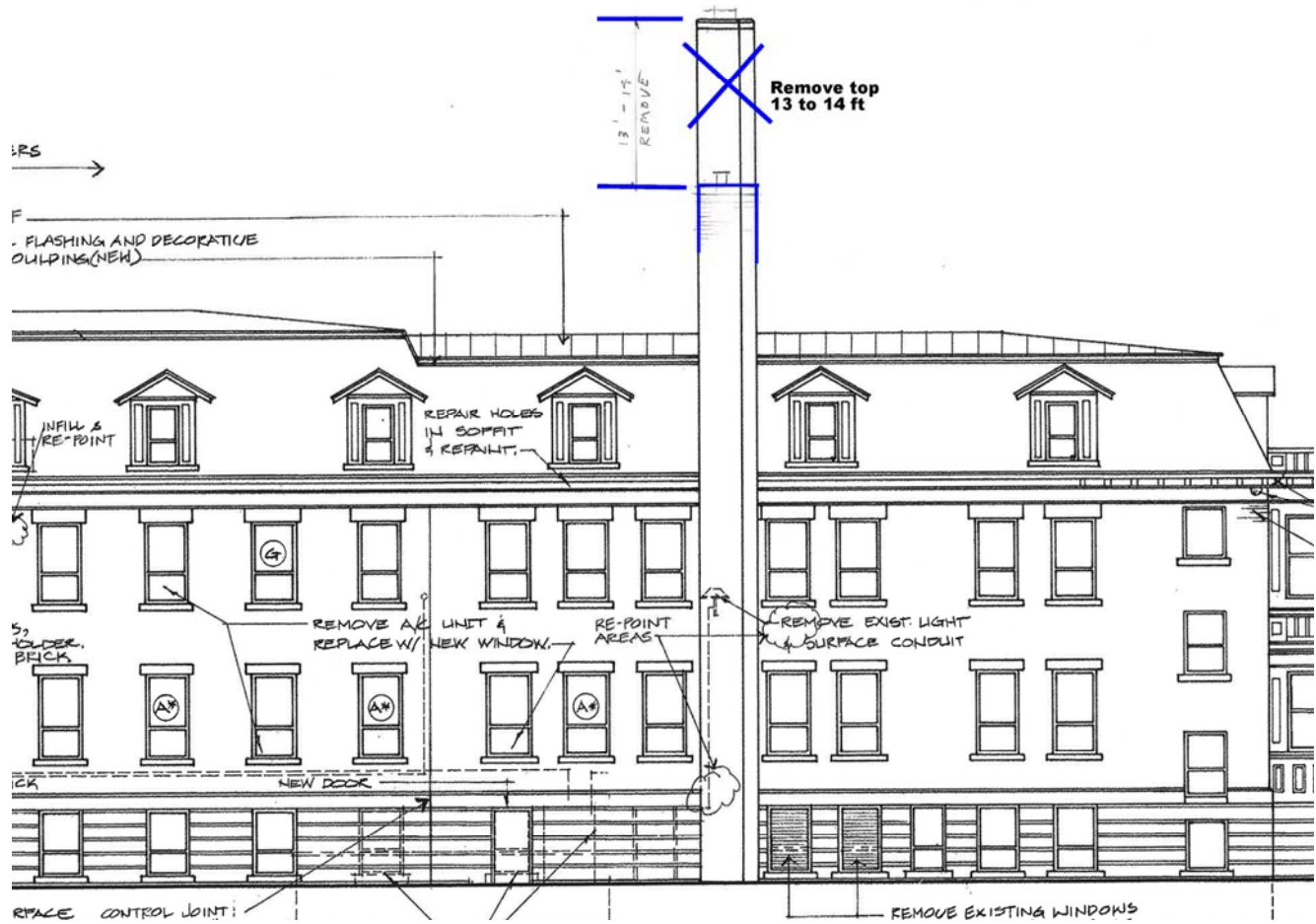
Consulting Services related to Conservation Plan	\$8,388.50
Consulting Services related to Water Infiltration Study	\$1,500.00
Sub-total	\$9,888.50
GST (PST not applicable this phase of work)	\$494.43
TOTAL FEE FOR PREPARATION OF SUBMISSION	\$10,382.93

The client cost limit has been established at \$270,000. This means that some cost-saving measures are still required on the current Priority 1 work. The current cost estimate contains a 15% contingency. Working with the General Contractor we can determine where further cost-saving measures may be obtained. If this is not possible or practical to do given the scope of work identified, then we will have to determine if some of the work identified can be deferred.

As discussed with the City, the Foundation Waterproofing work may be scaled back initially to save money. The work would include mud-jacking to fill voids below the existing concrete apron, re-grading of site south of the building to ensure there is a positive slope away from the building, and adjustment of some rain water leaders to direct water away from the area prone to water infiltration.

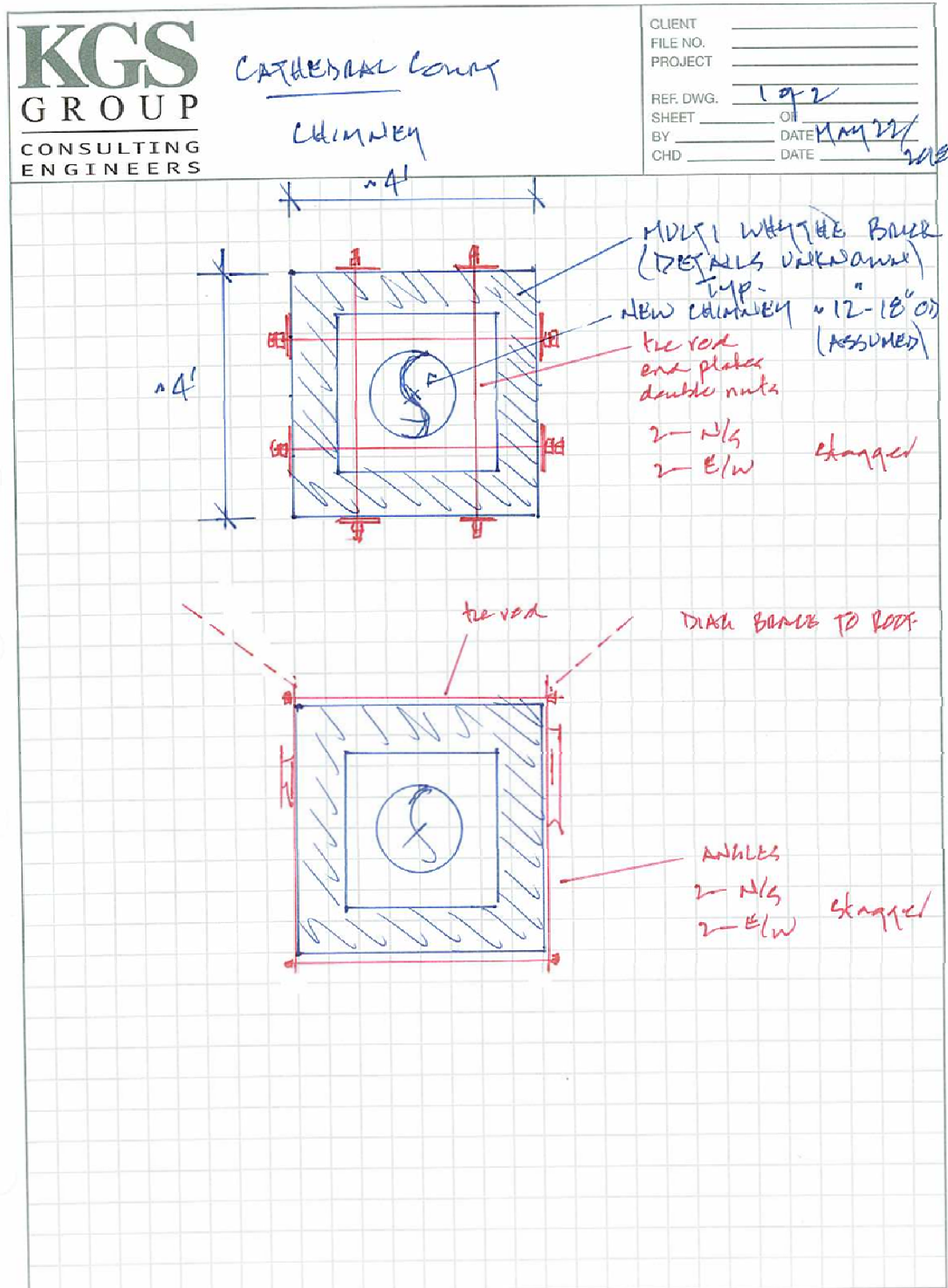
Cathedral Courts Conservation Plan Amendment 1

2018-08-22



Cathedral Courts Conservation Plan Amendment 1

2018-08-22



BYLAW NO. 9110

A BYLAW TO DESIGNATE 3225 - 13TH AVENUE
AS BEING OF ARCHITECTURAL AND HISTORICAL VALUE

WHEREAS, The Heritage Property Act, S.S. 1980, c. H-2.2. Part III, authorizes the Council of a Municipality to enact bylaws to designate real property, including all buildings and structures thereon, to be of architectural, historical or natural value or interest;

AND WHEREAS the Council of the Corporation of the City of Regina has caused to be served on Academy Housing Association Inc., as owner of the land legally described as Block A, Regina, Saskatchewan, Plan 90R10533, a Notice of Intention to so designate the aforesaid real property and has caused such Notice of Intention to be published in at least two issues of a newspaper with general circulation in the Municipality with the first publication at least Twenty-one (21) days prior to the date of consideration of the Bylaw and with the last publication at least Seven (7) days prior to the date of that consideration;

AND WHEREAS no Notice of Objection to the proposed designation has been served on the Clerk of the Corporation of the City of Regina;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1. There is designated as being of Architectural and Historical value and interest the real property known as 3225 - 13th Avenue being:

Block A, Regina, Saskatchewan, Plan 90R10533

The significance of the site is as follows:

- (a) The original exterior 1910 portion of the building and the 1914 and 1925 additions form a contiguous French Mansard Design, which was a favoured design of the Catholic Church for institutional buildings throughout Western and Central Canada.
- (b) The pronounced front portico entrance with the framed Norman arched window above the entrance.
- (c) The symmetrical fenestration of the windows, the slate clad mansard roof with white dormers, and the sun rooms located at the east and west wings of the building.
- (d) The Georgian style chapel built in 1925 having a notable barrel vaulted ceiling with coffered panels. The chapel also exhibits a choir loft, curved balustrades and Norman arched stain glass windows.
- (e) The open landscaped front yard area bounded by a wrought iron fence.

- (f) The history of the Sacred Heart building as an early Development Mission School in Western Canada and later as a Catholic girls high school until 1969.
 - (g) The west wing and chapel was designed by J. H. Puntin who was a leading architect in the development of Regina, and also designed Regina College, Darke Hall and Marian High School.
- 2. The City Solicitor is hereby authorized to cause a certified copy of this Bylaw to be registered against the property described above in the Land Titles Office for the Regina Land Registration District.
 - 3. The City Clerk is hereby authorized to cause a copy of this Bylaw to be served on the owner of the aforesaid property and on the Minister to whom the administration of The Heritage Property Act is assigned.

READ A FIRST TIME THIS 3rd DAY OF December A.D. 1990;

READ A SECOND TIME THIS 3rd DAY OF December A.D. 1990;

READ A THIRD TIME AND PASSED THIS 3rd DAY OF December, A.D. 1990.

Mayor

City Clerk

November 6, 2018

To: Members
Finance & Administration Committee

Re: Regina Downtown Business Improvement District – Proposed Boundary Expansion

RECOMMENDATION

1. That the City Solicitor be instructed to amend *The Regina Downtown Business Improvement District Bylaw No. 2003-80* to expand the Regina Downtown Business Improvement District boundary as depicted in Appendix A to this report.
2. That this report be forwarded to the November 26, 2018 City Council meeting for approval.

CONCLUSION

The Board of Directors of the Regina Downtown Business Improvement District (BID) has requested that the boundaries of the BID be expanded to add properties to the east of the current district, as depicted in Appendix A of this report. City of Regina (City) Administration supports the proposed boundary expansion, which would include an additional 15 properties and would generate an estimated \$6,500 annually for the BID beginning in 2019.

The BID has consulted the property and business owners within the proposed boundary expansion area and notice of the request has been provided in accordance with the City's *Public Notice Policy Bylaw No. 2003-8*. City Administration have not received any objections to the proposed boundary expansion.

BACKGROUND

The BID is an organization that provides a range of business and community services that promote and enhance the Downtown. It operates pursuant to *The Regina Downtown Business Improvement District Bylaw No. 2003-80*, adopted under authority Section 25 of *The Cities Act*. Clause 25(2)(b) of *The Cities Act* allows City Council to establish, by bylaw, the area that is to be encompassed by the BID. The BID is funded through a special property tax mill rate (BID levy) applied to commercial properties located within the BID boundary.

The Board of Directors for the BID adopted a motion on June 12, 2018 to expand its boundary to include the 15 properties (Appendix A) at the request of one of the property owners within the expansion area, who is also an existing member of the BID. On July 24, 2018, the BID submitted a letter to the City providing their rationale for the proposed boundary expansion and formally requested the initiation of the process for City Council to consider the proposed boundary expansion. A copy of the letter is attached as Appendix B to this report.

DISCUSSION

Design Regina: The Official Community Plan Bylaw No. 2013-48 (OCP) recognizes the importance of the Downtown to the economic and social viability of the community and acknowledges its importance as a unique place in Regina for commercial development, specialty retail, entertainment and housing opportunities.

The BID was established to improve the Downtown's appearance and image, promote and market Downtown and undertake projects and initiatives that facilitate ongoing enhancement and redevelopment within the BID boundary. As noted in Appendix B, should the proposed boundary expansion be approved, the BID would provide a number of programs and services to property owners within the expansion area, including streetscape maintenance, cleaning and beautification, graffiti removal, safety patrols and access to and inclusion of new member businesses in marketing and promotional campaigns. The proposed boundary expansion would result in additional funds, available to the BID through the BID levy, which would be used to pay for the services noted above.

City Administration supports the proposed boundary expansion as the BID's provision of services to its members align with the OCP goals for the Downtown.

RECOMMENDATION IMPLICATIONS

Financial Implications

Should the proposed boundary expansion be approved, the BID levy over and above the City's existing municipal tax rate, will be applied to all taxable commercial properties within the new area beginning in 2019. Based on the assessed commercial value of the affected properties, it is estimated the BID levy will generate approximately \$6,500 annually for the BID. A breakdown of the affected property addresses and their estimated BID levy is provided in Appendix E.

There will be no ongoing financial implications to the City; however, as the City collects and administers the BID levy on behalf of the BID, expansion of the boundary will have a one-time operational impact as changes to each of the 15 affected property's assessment files will have to be made to add the BID levy.

Environmental Implications

None with respect to this report.

Policy and/or Strategic Implications

Most of the properties within the proposed boundary expansion are designated "City Centre" in the OCP; however, the eastern-most property, 1630 St. John's Street and a portion of 1525 South Railway Street fall outside of the City Centre area. The recommendations of this report align with Section 7.7.1 of the OCP, which encourages collaboration with stakeholders to enhance the City Centre by "investing in an attractive, safe public realm, including pedestrian-friendly and lively streets and inviting versatile multi-season public spaces".

In addition, the recommendations of this report are supported by Section 12.6 of the OCP, which encourages collaboration with community economic development stakeholders across the region to leverage shared economic advantages and tourism opportunities.

Programs such as streetscape maintenance, cleaning and beautification, graffiti removal and safety patrols that improve both safety and the perception of safety are aligned with section 3.2.1 and Policy 1 of the Regina Downtown Neighbourhood Plan “that the City of Regina shall use CPTED (Crime Prevention through Environmental Design) principles to enhance safety in the design of public spaces in the Downtown”.

Other Implications

One of the purposes of the BID is to encourage the development of a vibrant and prosperous Downtown by improving the district’s appearance and image and beautifying publicly owned lands, buildings and structures in the district.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Subsection 25(5) of *The Cities Act* requires City Council to give any person affected by the operation of a bylaw establishing a business improvement district an opportunity to be heard by City Council. Clause 101(1)(p) also requires City Council to give public notice before initially considering any report respecting the exercise of City Council’s power to establish a business improvement district pursuant to Section 25.

In accordance with *The Public Notice Bylaw No. 2003-8*, public notice of the proposed boundary expansion was published in the *Leader-Post* on October 27, 2018 and posted on the City’s website (Appendix C).

In addition, the City and the BID have consulted with affected commercial property owners and building tenants by sending letters to commercial property owners on May 23, 2018 (BID - Appendix B) and October 2, 2018 (City - Appendix D), advising of the BID’s interest in the proposed boundary expansion. The BID’s letter provided each owner with an estimate of the BID’s levy for their property along with an information package detailing the BID’s services.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Bzdel'.

Shauna Bzdel, Director
Planning Department

Respectfully submitted,




A handwritten signature in blue ink, appearing to read 'Diana Hawryluk'.

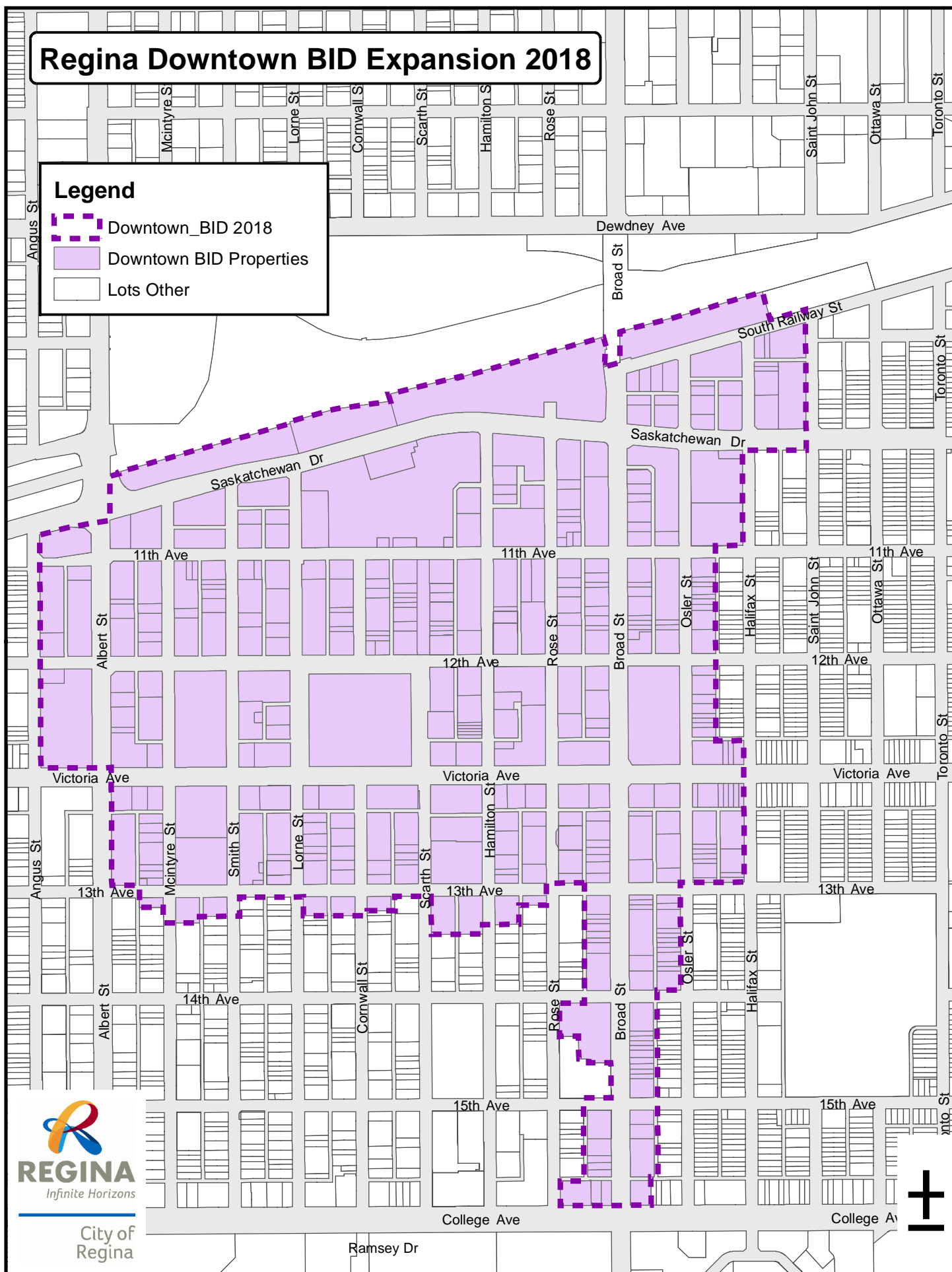
Diana Hawryluk, Executive Director
City Planning & Development

Report prepared by:
Chris Sale, Senior City Planner

Regina Downtown BID Expansion 2018

Legend

-  Downtown_BID 2018
-  Downtown BID Properties
-  Lots Other





May 23, 2018

FITZROYALTY MANAGEMENT GP INC.
PO BOX 611
REGINA SK S4P3A3

Dear Sir or Madam,

Regina is growing and its downtown business district is growing with it. We want to help make your business property as profitable and prosperous as possible by expanding the services and coverage of the Regina Downtown Business Improvement District.

More investment and more people are flowing into our city on a daily basis. This could provide us all with significant opportunities so long as we can compete.

Regina has added new suburban business developments on the fringes of the city that add to our challenges. No matter whether you are a property owner or a business owner; no matter whether you own a retail store or a professional service, you face more competition than ever to attract clients to your area of the city.

There is Strength in Numbers

Since 1981, the Regina Downtown Business Improvement District (RDBID) has been proud to provide downtown businesses with services that improve their appeal.

But don't take my word for it. Tim Martin, owner of Atlantis Coffee Co. says:

"We at Atlantis Coffee don't hesitate to contact the RDBID when we have questions of any kind concerning downtown Regina. Our customers comment more on what is happening downtown and engaging things that are happening. This is new. Our





customers used to comment on how there was nothing to do downtown and how they didn't feel safe."

A few of our major services include:

- A Clean Team that sweeps sidewalks and gutters, picks up litter and helps control graffiti. These services are above and beyond the City of Regina's cleaning services.
- Initiatives to reduce loitering, nuisance, and criminal activity.
- Market Research and Public Reports.

This is just a taste of the services we provide. For more, visit www.reginadowntown.ca.

So what are we getting at?

To meet the challenges of the future, we need new team members to help us increase our clout, expand our services and make Regina's downtown an even better place to live, work, and do business. Let me tell you how...

We would like to apply to the City to expand our Business Improvement District (BID) to include your business property area. This will allow us to build an even greater critical mass of synergies – new pubs and restaurants, new park spaces and new service business to add to the collective appeal.

Of course, nothing comes free. These expanded services and benefits will require contributions by way of an annual levy of around \$234.34 for your property at 1525 SOUTH RAILWAY STREET.

However, this is not a one-way street. We would first like to ask for your support for our application to expand our BID. Second and more important, we would like to hear feedback about the services you want and need to help make your area more appealing and profitable for you and your neighbours.





I'm sure you will have many questions about this process. Our website at www.reginadowntown.ca is a good starting point. You can also call me any time at 306-357-7541 if you would like to discuss our proposal further or set up a one-on-one meeting. Alternatively, you may reach me at jveresuk@reginadowntown.ca.

I expect to earn the privilege to be your advocate. I look forward to hearing from you as we work to build a bigger and better Regina Downtown.

Regards,



Judith Veresuk
Executive Director



PUBLIC NOTICE OF INTENTION TO EXPAND THE REGINA DOWNTOWN BUSINESS IMPROVEMENT DISTRICT

The City of Regina is providing Public Notice pursuant to sections 101 and 102 of *The Cities Act* and *The Public Notice Policy Bylaw*, Bylaw 2003-8 of consideration of a report and bylaw with respect to the Regina Downtown Business Improvement District (RDBID) as shown on the map.

City Council will be considering changes to the boundaries of the RDBID to include properties between South Railway Street and Saskatchewan Drive from Osler Street to the west side of St. John Street. The specific properties to be included are:

Address	Street
1525, 1545	South Railway
1600, 1609, 1625, 1626, 1631, 1647, 1650	Halifax
1625, 1635, 1645	Osler
1650, 1550	Saskatchewan Drive
1630	St. John

Particulars of the report and bylaw will be considered at the following Committee and City Council meetings:

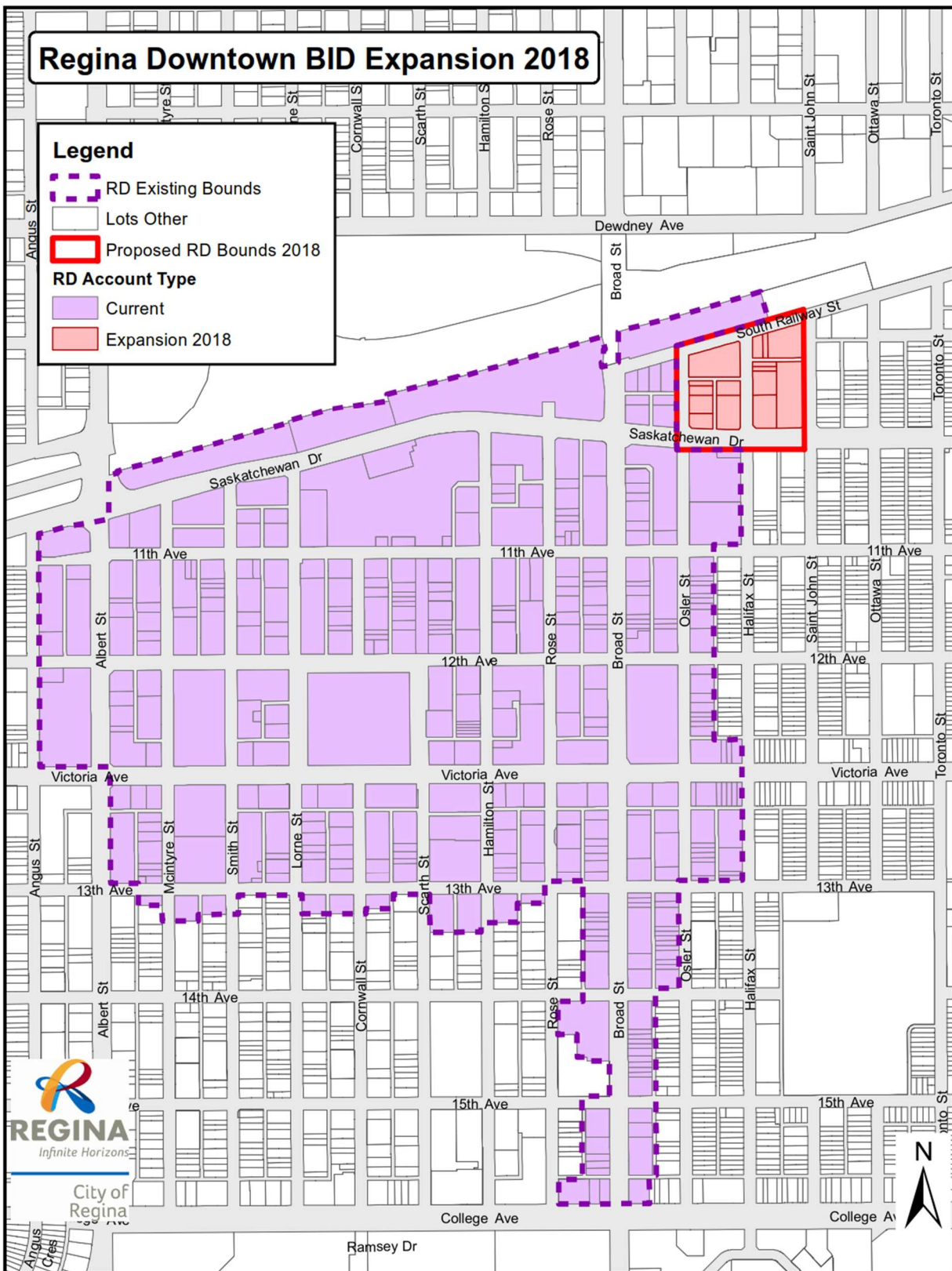
- Finance and Administration Committee – November 6, 2018 at 4 p.m. in Henry Baker Hall, City Hall; and
- City Council – November 26, 2018 at 5:30 p.m. in Henry Baker Hall, City Hall.

The City Clerk will, prior to Council's consideration of the bylaw, inquire as to whether any person wishes to be heard by Council in relation to the bylaw. If any person wishes to have written submissions available for review by Council members prior to the Council meeting, a copy of the submission should in accordance with the City of Regina *Procedure Bylaw* be delivered to the Office of the City Clerk prior to 1 p.m., Thursday, November 22, 2018.

Dated at the City of Regina, in the Province of Saskatchewan, this 17th day of November, 2018.

J. Nicol
City Clerk

Regina Downtown Business Improvement District Proposed Expansion Area





City of Regina

October 2, 2018

Type the recipient's name

Type the recipient's title

Type the recipient's address

Type the city, province and postal code on the same line

Dear :

Re: Intention to Expand the Regina Downtown Business Improvement District

After consultation with the business area, the Regina Downtown Business Improvement District (RDBID) has requested to expand its boundaries further east of its current district as shown on the attached map. The RDBID is an organization that provides a range of business and community services that promote and enhance the City of Regina (City) Downtown. It is funded through a special property tax mill rate applied to commercial properties located within the RDBID boundary.

The boundary expansion request will be considered at the Finance & Administration Committee on November 6, 2018 at 4:00 p.m. in Henry Baker Hall, City Hall and City Council on November 26, 2018 at 5:30 p.m. in Henry Baker Hall, City Hall.

A copy of the report will be posted on regina.ca under the Council and Committees Agenda tab by 4:45 p.m. on Friday, November 2, 2018. Affected parties may address the Finance & Administration Committee by attending the meeting on November 6 and registering as a delegation.

Prior to City Council's consideration of the bylaw at the November 26, 2018 City Council meeting, the City Clerk will inquire if any person wishes to be heard by City Council in relation to the bylaw. Any person wishing to provide written submissions for review by City Council members prior to the City Council meeting on November 26, 2018 should deliver their submission to the Office of the City Clerk in accordance with the *The Procedure Bylaw No. 9004*, prior to 1:00 p.m. Thursday, November 22, 2018.

For more information, please contact the RDBID at 306-359-7541 or info@reginadowntown.ca. You can also contact Chris Sale, Senior City Planner for the City at 306-751-4275 or csale@regina.ca.

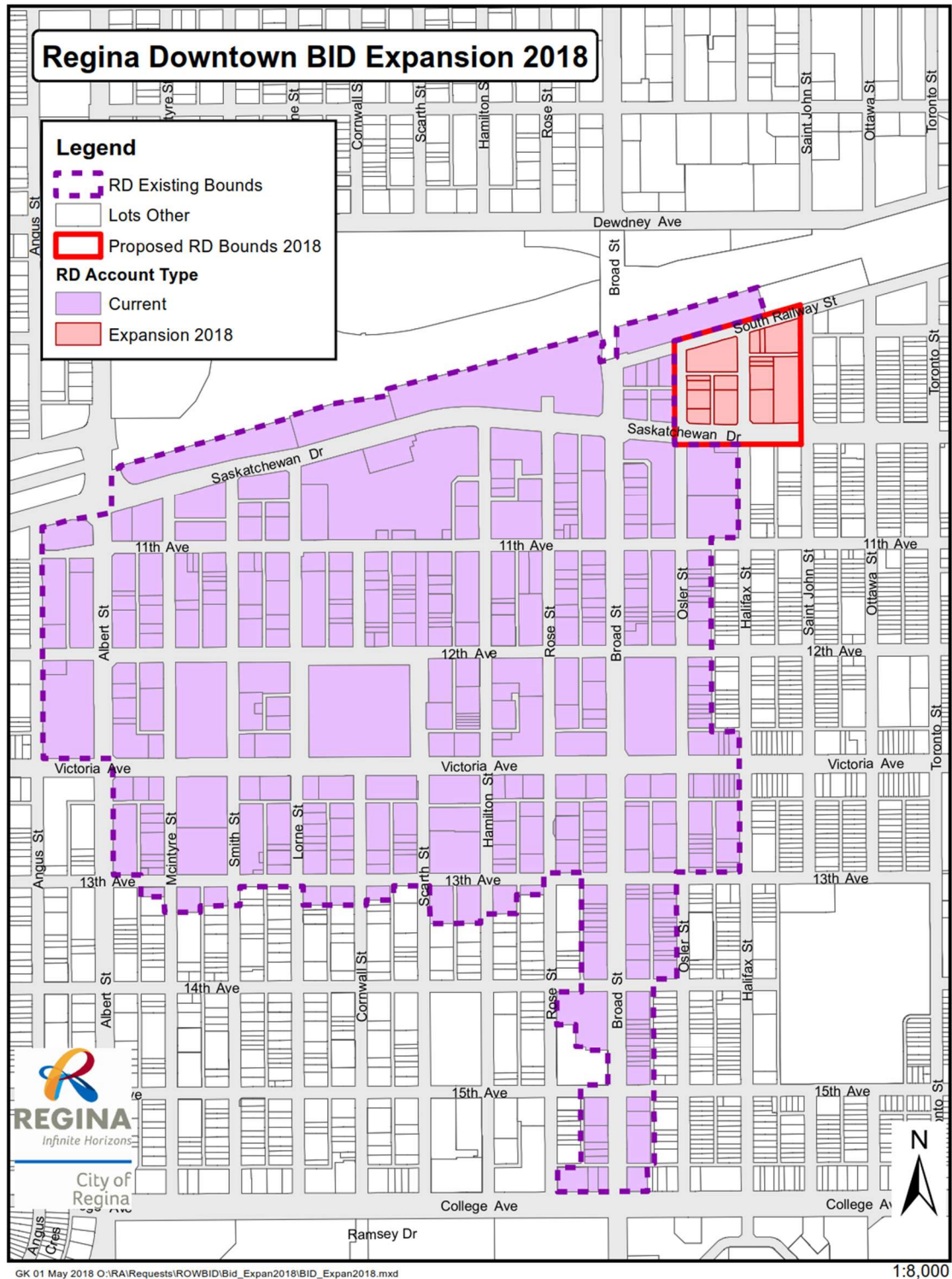
Sincerely,

Shauna Bzdel
Director, Planning Department

cc: Michelle Forman, Manager, Urban Planning
Judith Veresuk, Executive Director, Regina Downtown Business Improvement District

CS/kk

Attachments: 1



CIVIC ADDR	Owner1	Owner1Address	LEVY
1525 SOUTH RAILWAY STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	234.34
1545 SOUTH RAILWAY STREET	TRADEMARK CONSTRUCTION INC.	3889 E ARCOLA AVENUE REGINA SK S4V1P5	200.86
1609 HALIFAX STREET	REGINA CABS LTD.	3405 SASKATCHEWAN DRIVE REGINA SK S4T1H7	121.62
1625 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	47.97
1631 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	47.97
1647 HALIFAX STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	148.05
1626 HALIFAX STREET	L.K. AUTO COLLISION LTD.	1626 HALIFAX STREET REGINA SK S4P1S8	422.79
1625 OSLER STREET	RB3 PROPERTIES INC.	306 2010 11TH AVENUE REGINA SK S4P0J3	68.23
1635 OSLER STREET	RB3 PROPERTIES INC.	306 2010 11TH AVENUE REGINA SK S4P0J3	99.21
1645 OSLER STREET	J.F.T.M. INVESTMENTS LTD.	589 CORYDON AVENUE WINNIPEG MB R3L0P3	366.84
1650 SASKATCHEWAN DRIVE	ELM ROAD HOLDINGS INC.	1650 SASKATCHEWAN DRIVE REGINA SK S4P0B9	519.56
1600 HALIFAX STREET	FRATERNAL ORDER OF EAGLES NO. 4126 INC.	1600 HALIFAX STREET REGINA SK S4P1S8	546.22
1550 SASKATCHEWAN DRIVE	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	627.15
1630 ST JOHN STREET	FITZROYALTY MANAGEMENT GP INC.	PO BOX 611 REGINA SK S4P3A3	340.30
1650 HALIFAX STREET	HER MAJESTY THE QUEEN IN RIGHT OF CANADA	PO BOX 17000 STATION FORCES WINNIPEG MB R3J3Y5	2,744.32

6,535.43

Appendix E

November 6, 2018

To: Members
Finance & Administration Committee

Re: Application for Title - 2018 Liens

RECOMMENDATION

1. That the Manager, 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, Property Taxation & Admin be authorized to proceed with the next steps in tax enforcement on the expiry of the six-month notices.
3. That this report be forwarded to the November 26, 2018 meeting of City Council for approval.

CONCLUSION

Based on the 2018 tax lien, the properties listed in Appendix A to this report have an interest registered by the City of Regina at the Land Registry and have outstanding tax arrears. Upon City Council resolution, Administration will proceed with tax enforcement proceedings by serving six-month notices, after November 26, 2018, on properties where arrears of taxes have not been paid and the interest based on the tax lien has not been discharged. Administrative costs will be added to the tax roll pursuant to section 19(1) of *The Tax Enforcement Act*.

BACKGROUND

The purpose of this report is to obtain approval to serve six-month notices after November 26, 2018 and proceed with additional tax enforcement on properties where:

- The City of Regina placed an interest in 2018 through registration of a tax lien for tax arrears.
- The arrears of taxes have not been paid.
- The interest based on the tax lien has not been discharged.

DISCUSSION

City Council approval to proceed under subsection 22(1), of *The Tax Enforcement Act* is requested to serve six-month notices on the 454 properties listed in Appendix A to this report. Subsection 22(1) reads in part as follows:

“At any time after the expiration of six months from the date on which the municipality’s interest based on a tax lien was registered in the Land Titles

Registry, the municipality may, by resolution, authorize proceedings to request title to any parcel included in the list with respect to which the arrears of taxes have not been paid and the interest based on the tax lien has not been discharged.”

The steps taken prior to proceedings for title for the typical property listed in Appendix A are as follows:

1. Taxes on the properties were due and payable on June 30, 2017. Taxes on properties with supplementary notices were due December 31, 2017.
2. Taxes were in arrears as of January 1, 2018.
3. The properties were advertised in the Leader-Post on February 3, 2018. Properties with supplementary notices were advertised April 7, 2018.
4. Interests, based on a tax lien, were registered on the various title(s) to the properties at the Land Registry beginning April 11, 2018.

In all cases, the market value of these properties exceeds the value of tax arrears, thus prompting the owner or a financial institution with an interest in the property to pay the tax arrears prior to the City of Regina taking title.

The City of Regina will not necessarily take title to the property after the six-month period. The City of Regina has the right to pursue other means to collect the outstanding arrears as allowed by *The Cities Act*, including but not limited to, civil suit, seizure of rents and/or seizure of goods and chattels.

The next steps in the process are:

1. First application for title (which is pursuant to this resolution).
2. After a required six-month waiting period, Provincial Mediation Board consent would be required prior to final application for title.
3. When Consent is issued by the Provincial Mediation Board, the Consent would be registered on title and a final 30 Day notice would be served.
4. Transfer of title to the City of Regina.

Administration follows the regulations of *The Tax Enforcement Act* for tax arrears. Steps in the tax enforcement process each take considerable time and effort to administer. Costs are added to the tax roll authorized by Section 19(1)(f) of *The Tax Enforcement Act*.

RECOMMENDATION IMPLICATIONS

Financial Implications

There are no direct financial implications as a result of this report. Allowances are established at the end of each year for outstanding taxes. The allowances are then reflected in year-end results and audited financial statements.

Environmental Implications

There are no environmental implications directly related to this report. In most instances, the taxes are paid for properties where application for title is made. In those instances where the City of Regina proceeds to take title, the City of Regina undertakes a full review of the environmental implications and makes decisions on a case by case basis as to whether to proceed to take title or not. Every effort is made to minimize the cost to the City of Regina.

Policy and/or Strategic Implications

The authorization to serve six-month notices to the properties listed in Appendix A, allows for timely and efficient tax enforcement.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

The City of Regina has an active process of communicating with property owners with respect to outstanding taxes. Property owners are notified throughout the tax enforcement process and will continue to be notified as required by the legislation.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully submitted,



Deborah Bryden, Director
Assessment & Taxation Department

Respectfully submitted,



Diana Hawryluk, Executive Director
City Planning and Development

Report prepared by:
Debie Clermont, Coordinator Tax Admin & Collections

Appendix A

Field1	ACC_ID	CIVIC ADDRESS	LEGAL DESCRIPTION
351	10036589	2321 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 4
271	10028843	49 HAYNEE STREET	Plan: 70R33972 Block: 15 Lot: 12
352	10036588	2325 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 5
353	10036585	2333 MCTAVISH STREET	Plan: DV4420 Block: 455A Lot: 8
216	10016825	133 GARNET STREET	Plan: FN4603 Block: C Lot: 8
71	10053614	436 BALFOUR DRIVE	Plan: FZ2265 Block: 9 Lot: 2
223	10026800	1355 GARNET STREET	Plan: OLD33 Block: 170 Lot: 14
93	10039247	2250 BRODER STREET	Plan: DV270 Block: 54 Lot: 28
570	10051759	3631 WETMORE CRESCENT	Plan: 85R35196 Block: 8 Lot: 4
433	10026656	1431 RAE STREET	Plan: OLD33 Block: 209 Lot: 8
249	10259069	4207 E GREEN APPLE DRIVE	Plan: 102110397 Unit: 135; Plan: 102110397 Unit: 40
270	10010260	238 HASTINGS CRESCENT	Plan: 74R39749 Block: 28 Lot: 3
337	10006410	903 N MCINTOSH STREET	Plan: 74R23123 Block: 27 Lot: 1
575	10038554	2103 WINNIPEG STREET	Plan: DV270 Block: 27 Lot: 1 & 2
25	10037382	3000 15TH AVENUE	Plan: 99RA02447 Block: 438 Lot: 38
477	10024330	1243 ROYAL STREET	Plan: OLD218 Block: 42 Lot: 12
453	10021777	919 ROBINSON STREET	Plan: 101221209 Block: 28 Lot: 52; Plan: H4670 Block: 28 Lot: 5
35	10259702	118PRK-5260 AERODROME ROAD	Plan: 102120118 Unit: 118
554	10034744	43 WALDEN CRESCENT	Plan: 75R12544 Block: 1 Lot: 5B
363	10286152	68PRK-5500 MITCHINSON WAY	Plan: 102176984 Unit: 68
364	10286153	69PRK-5500 MITCHINSON WAY	Plan: 102176984 Unit: 69
227	10032278	1571 GARNET STREET	Plan: OLD33 Block: 233 Lot: 27
292	10029649	38 JOYCE CRESCENT	Plan: 75R52800 Block: 18 Lot: 9
501	10237087	8814 SHERWOOD DRIVE	Plan: 102065914 Block: 20 Lot: 29
276	10001417	5135 HOLASH WAY	Plan: 98RA15911 Block: 25 Lot: 15
10	10012393	3007 6TH AVENUE N	Plan: 62R19206 Block: 19 Lot: 11
83	10022706	7244 BOWMAN AVENUE	Plan: 101142346 Block: 4 Lot: 30
519	10033015	1853 ST JOHN STREET	Plan: OLD33 Block: 300 Lot: 14 / Plan: 101176051 Block: 300 Lot: 46
231	10268171	4217 GARRY STREET	Plan: AY270 Block: 1 Lot: 5 & 6
286	10207949	6G-5009 JAMES HILL ROAD	Plan: 102021523 Unit: 15
229	10046690	3248 GARNET STREET	Plan: FJ4373 Block: 82 Lot: 5
413	10033214	1714 QUEBEC STREET	Plan: OLD33 Block: 294 Lot: 37
290	10030949	3410 E JENKINS DRIVE	Plan: 86R68068 Block: C Lot: 24

511 10015548 59 SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 7
269 10048043 3010 HARDING STREET	Plan: 82R01732 Block: 4 Lot: 4
107 10031929 1951 CAMERON STREET	Plan: OLD33 Block: 337 Lot: 13
378 10038110 2240 MONTREAL STREET	Plan: 101247779 Block: 421 Lot: 33; Plan: OLD33 Block: 421 Lot: 16
101 10021675 870 CAMERON STREET	Plan: H4670 Block: 19 Lot: 22
138 10017350 319 CORNWALL STREET	Plan: AW3306 Block: 21 Lot: 5 / Plan: 101176286 Block: 21 Lot: 58
327 10043834 2540 MCARA STREET	Plan: 101182878 Block: 25 Lot: 44; Plan: U2439 Block: 25 Lot: 28
180 10024794 1357 EDWARD STREET	Plan: OLD218 Block: 49 Lot: 15
526 10237061 253 N THAUBERGER ROAD	Plan: 102065914 Block: 16 Lot: 23
217 10021468 626 GARNET STREET	Plan: 101139858 Block: 2 Lot: 60; Plan: H4670 Block: 2 Lot: 46
156 10011968 8 DERBY STREET	Plan: 62R19207 Block: 11 Lot: 9
99 10021387 720 CAMERON STREET	Plan: H4670 Block: 14 Lot: 35
440 10021829 845 RETALLACK STREET	Plan: 101220893 Block: 22 Lot: 50; Plan: H4670 Block: 22 Lot: 12
20 10128284 202-1708 8TH AVENUE	Plan: 101889658 Unit: 6
106 10032303 1566 CAMERON STREET	Plan: OLD33 Block: 233 Lot: 19
308 10027716 1100 LINDSAY STREET	Plan: F1625 Block: 14 Lot: 39 & 40
134 10055069 39 COMPTON ROAD	Plan: 63R34889 Block: 2 Lot: 37
283 10015426 318 HOWE PLACE	Plan: 84R41173 Block: 33 Lot: 5
455 10021780 929 ROBINSON STREET	Plan: H4670 Block: 28 Lot: 8
294 10025095 1033 KING STREET	Plan: DV4404 Block: 99 Lot: 8 & 9
246 10206678 3532 GREEN MOSS LANE	Plan: 102016167 Block: 6 Lot: 22
219 10021453 708 GARNET STREET	Plan: H4670 Block: 15 Lot: 38
152 10006622 689 DALGLIESH DRIVE	Plan: 74R23123 Block: 21 Lot: 10
401 10183953 1175 PASQUA STREET	Plan: 101201555 Block: B Lot: 12; Plan: FD5230 Block: B Lot: 7
64 10026833 1337 ATHOL STREET	Plan: OLD33 Block: 169 Lot: 11
447 10039303 2308 REYNOLDS STREET	Plan: 101186625 Block: 80 Lot: 48; Plan: DV270 Block: 80 Lot: 38
504 10017574 246 SMITH STREET	Plan: Z140 Block: 31 Lot: 27 & 28
467 10013115 226 N ROSE STREET	Plan: 60R17584 Block: 1 Lot: 16
182 10023120 1445 ELLICE STREET	Plan: 73R37876 Block: 3 Lot: U
438 10041395 4116 REGINA AVENUE	Plan: FK4884 Block: 13 Lot: 7
158 10025846 3414 DEWDNEY AVENUE	Plan: OLD33 Block: 216 Lot: 22
369 10021158 846 MONTAGUE STREET	Plan: H4669 Block: 48 Lot: 26 & 27
551 10060494 505-2305 VICTORIA AVENUE	Plan: 86R52068 Unit: 43
484 10007039 74 SANGSTER BOULEVARD	Plan: 73R50385 Block: 9 Lot: 18

461 10032338 1556 ROBINSON STREET
578 10031400 1861 YORK STREET
44 10031435 1748 ALEXANDRA STREET
562 10020843 618 WASCANA STREET
62 10260357 764 ATHOL STREET
245 10163107 3366 GREEN MOSS LANE
310 10017550 236 LORNE STREET
382 10059125 A-16 NOLLET AVENUE
111 10014444 78 CARTER CRESCENT
16 10259144 4-3960 E 7TH AVENUE
181 10000750 6246 EHRLE CRESCENT
515 10018266 455 ST JOHN STREET
234 10064057 102-2830 GORDON ROAD
239 10023475 1201 GRACE STREET
315 10011372 37 MACLEAN STREET
507 10037588 2156 SMITH STREET
295 10025686 1367 KING STREET
104 10026572 1437 CAMERON STREET
370 10213674 955 MONTAGUE STREET
417 10020656 731 QUEEN STREET
454 10021734 920 ROBINSON STREET
520 10033016 1861 ST JOHN STREET
550 10060271 310-2727 VICTORIA AVENUE
335 10015817 423 MCINTOSH STREET
169 10035126 7 DIAMOND STREET
32 10039671 2149 ABBOTT STREET
522 10014651 7103 STEER AVENUE
232 10004781 810 N GIBSON STREET
458 10021725 966 ROBINSON STREET
214 10014331 51 FULTON DRIVE
103 10026212 1212 CAMERON STREET
542 10032724 1512 VICTORIA AVENUE
543 10032723 1516 VICTORIA AVENUE
545 10032722 1520 VICTORIA AVENUE

Plan: OLD33 Block: 234 Lot: 19
Plan: I5211 Block: 22 Lot: 13
Plan: 101152404 Block: 9 Lot: 23; Plan: I5211 Block: 9 Lot: 6
Plan: DO2502 Block: 57 Lot: 47 & 48
Plan: H4670 Block: 16 Lot: 24
Plan: 101994835 Block: B2 Lot: 24
Plan: 101143280 Block: 30 Lot: 45; Plan: Z140 Block: 30 Lot: 32
Plan: 86R20049 Unit: 2
Plan: 77R41909 Block: 18 Lot: 1
Plan: 102091890 Unit: 4
Plan: 86R43043 Block: 28 Lot: 52
Plan: F4996 Block: 13 Lot: 13 & 14
Plan: 88R68050 Unit: 6
Plan: FO3017 Block: 7 Lot: 7
Plan: 59R10221 Block: 49 Lot: 16
Plan: 98RA28309 Block: 405 Lot: 35
Plan: 101168197 Block: 162 Lot: 41 & 42
Plan: 101171023 Block: 212 Lot: 41; Plan: OLD33 Block: 212 Lot: 10
Plan: 102019519 Block: 32 Lot: 13A
Plan: H4669 Block: 53 Lot: 7 & 8
Plan: H4670 Block: 29 Lot: 35
Plan: 101176040 Block: 300 Lot: 45; Plan: OLD33 Block: 300 Lot: 16
Plan: 86R61825 Unit: 22
Plan: 65R03491 Block: 27 Lot: 6
Plan: 76R19493 Block: 27 Lot: 2
Plan: EV2129 Block: 39 Lot: 5
Plan: 79R60142 Block: 34 Lot: 1
Plan: 77R55713 Block: 203 Lot: 20
Plan: H4670 Block: 29 Lot: 24 & 25
Plan: 76R00950 Block: 8 Lot: 31
Plan: 101161572 Block: 151 Lot: 29
Plan: OLD33 Block: 350 Lot: 22
Plan: OLD33 Block: 350 Lot: 21
Plan: OLD33 Block: 350 Lot: 20

568	10107634	8318	WASCANA GARDENS WAY	Plan: 101888387 Block: 42 Lot: 22
535	10038445	2078	TORONTO STREET	Plan: OLD33 Block: 359 Lot: 25
209	10015525	210	FORSYTH CRESCENT	Plan: 72R13421 Block: 26 Lot: 15
132	10038247	1104	COLLEGE AVENUE	Plan: 101249108 Block: 470 Lot: 22
384	10010428	3	ORTMAN BAY	Plan: 74R00614 Block: 16 Lot: 10
305	10001631	7207	LANIGAN DRIVE	Plan: 81R49758 Block: 135 Lot: 4
517	10013568	477	N ST JOHN STREET	Plan: 70R35954 Block: 9 Lot: 32
509	10015568	15	SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 18
463	10063097	402-3810	ROBINSON STREET	Plan: 102239535 Unit: 15
336	10020528	825	MCINTOSH STREET	Plan: AS5547 Block: 17 Lot: 4
284	10035176	58	HUNT CRESCENT	Plan: 79R26929 Block: 28 Lot: 15A
475	10020455	633	ROYAL STREET	Plan: AS5547 Block: 2 Lot: 5
37	10021963	628	ALBERT STREET	Plan: H4670 Block: 8 Lot: 44
403	10025789	1441	PASQUA STREET	Plan: EV520 Block: E Lot: G
280	10023669	1001	HORACE STREET	Plan: FO3017 Block: 13 Lot: 13
34	10023945	1412	ABERDEEN STREET	Plan: EY3461 Block: F Lot: Q
256	10274087	4830	E GREEN APPLE DRIVE	Plan: 102146273 Block: 32 Lot: 18
1	10017767	2220	1ST AVENUE N	Plan: BI3659 Block: 13 Lot: 21, 22, 23, 24 & 25
204	10015861	414	FORGET STREET	Plan: AR4002 Block: 26 Lot: 33
205	10257744	418	FORGET STREET	Plan: AR4002 Block: 26 Lot: 32
179	10038890	2169	EDGAR STREET	Plan: DV270 Block: 50 Lot: 18
13	10070514	3752	E 7TH AVENUE	Plan: 101832274 Unit: 56
521	10032728	1964	ST JOHN STREET	Plan: OLD33 Block: 350 Lot: 27
188	10299351	1124	ELLIOTT STREET	Plan: F1625 Block: 13 Lot: 33
117	10024441	24	CECIL CRESCENT	Plan: EX5374 Block: 5 Lot: 12
275	10053595	15	HOGARTH PLACE	Plan: 64R10193 Block: 67 Lot: 35
11	10022598	7323	6TH AVENUE	Plan: 68R06464 Block: 8 Lot: D
559	10016433	421	WASCANA STREET	Plan: AX2262 Block: 10 Lot: 5 & 6
194	10025392	1212	ELPHINSTONE STREET	Plan: DV4404 Block: 155 Lot: 36 & 37
469	10257523	1735	ROTHWELL STREET	Plan: AQ5077 Block: 34 Lot: 36
491	10031664	3529	SASKATCHEWAN DRIVE	Plan: DV4420 Block: 332 Lot: 3
61	10021508	760	ATHOL STREET	Plan: 101237790 Block: 16 Lot: 43; Plan: H4670 Block: 16 Lot: 25
324	10010711	92	MATHESON CRESCENT	Plan: 66R19954 Block: 7 Lot: 13
168	10256283	705-3806	E DEWDNEY AVENUE	Plan: 102080719 Unit: 150

233 10049009 3304 GLOUCESTER BAY	Plan: 92R35756 Block: 5 Lot: 1
262 10229933 375 HALIFAX STREET	Plan: 102061875 Block: 19 Lot: 46
386 10018171 509 OSLER STREET	Plan: F4996 Block: 2 Lot: 3
565 10025737 1355 WASCANA STREET	Plan: DV4404 Block: 161 Lot: 14
81 10251761 91-5529 BLAKE CRESCENT	Plan: 102068467 Unit: 82
124 10126780 160-4801 CHILD AVENUE	Plan: 101931364 Unit: 60
213 10039884 2243 FRANCIS STREET	Plan: DV270 Block: 63 Lot: 6
257 10019940 604 GREY STREET	Plan: FN41 Block: 28 Lot: 3
432 10026654 1423 RAE STREET	Plan: 101229331 Block: 209 Lot: 49; Plan: OLD33 Block: 209 Lot: 5
385 10299345 143 OSLER STREET	Plan: AY5450 Block: 34 Lot: 11
480 10007418 119 SALEMKA CRESCENT	Plan: 76R35323 Block: 26 Lot: 4
238 10023702 1021 GRACE STREET	Plan: FO3017 Block: 12 Lot: 12
429 10026401 1216 RAE STREET	Plan: 101206022 Block: 148 Lot: 33
387 10018141 554 OSLER STREET	Plan: F4996 Block: 1 Lot: 19
72 10008197 33 BAUERMEISTER STREET	Plan: 72R13893 Block: 13 Lot: 8
414 10253856 1941 QUEBEC STREET	Plan: OLD33 Block: 355 Lot: 11
54 10024897 1017 ARGYLE STREET	Plan: DV4404 Block: 95 Lot: 29 / Plan: DV4404 Block: 95 Lot: 28
428 10026402 1212 RAE STREET	Plan: OLD33 Block: 148 Lot: 19
160 10024029 5606 DEWDNEY AVENUE	Plan: OLD218 Block: 66 Lot: 22
389 10038321 2055 OSLER STREET	Plan: OLD33 Block: 362 Lot: 32
579 10029302 38 YOUNG CRESCENT	Plan: 72R34451 Block: 29 Lot: 20
224 10026809 1368 GARNET STREET	Plan: OLD33 Block: 169 Lot: 23
52 10021073 701 ARGYLE STREET	Plan: H4669 Block: 50 Lot: 1 & 2
109 10259421 5330 CAMPLING AVENUE	Plan: 102111152 Block: 45 Lot: 36
373 10018395 447 MONTREAL STREET	Plan: F 4996 Block: 10 Lot: 12
451 10022079 719 ROBINSON STREET	Plan: H4670 Block: 12 Lot: 5 & 6
15 10023832 5121 7TH AVENUE	Plan: OLD218 Block: 58 Lot: 1; Plan: OLD218 Block: 58 Lot: 40
200 10008094 70 FAIRVIEW ROAD	Plan: 66R22720 Block: 9 Lot: 2
85 10008639 943 N BROAD STREET	Plan: 73R21672 Block: 16 Lot: 5
221 10021440 760 GARNET STREET	Plan: H4670 Block: 15 Lot: 25
544 10038527 1517 VICTORIA AVENUE	Plan: OLD33 Block: 361 Lot: 6
498 10010353 130 SELBY PLACE	Plan: 73R19291 Block: 20 Lot: 32
496 10050413 34 SCOTT STREET	Plan: FT1642 Block: 3 Lot: 20
459 10026270 1244 ROBINSON STREET	Plan: 101162078 Block: 150 Lot: 50

367 10021557 731 MONTAGUE STREET	Plan: H4670 Block: 16 Lot: 8 & 9
45 10031412 1920 ALEXANDRA STREET	Plan: I5211 Block: 27 Lot: 3
12 10028479 1943 E 7TH AVENUE	Plan: 72R34451 Block: 17 Lot: 43
418 10025070 1136 QUEEN STREET	Plan: 101205166 Block: 102 Lot: 51; Plan: DV4404 Block: 102 Lot: 31
388 10018139 558 OSLER STREET	Plan: 101222660 Block: 1 Lot: 31; Plan: F4996 Block: 1 Lot: 17
203 10029363 1427 FLEET STREET	Plan: 78R20570 Block: 43 Lot: 4
274 10035251 44 HODGES BAY	Plan: 73R25274 Block: 2 Lot: 11
167 10258457 405-3826 E DEWDNEY AVENUE	Plan: 102080719 Unit: 167
157 10032326 3027 DEWDNEY AVENUE	Plan: OLD33 Block: 234 Lot: 4
302 10034263 1539 LACON STREET	Plan: AQ5077 Block: 3 Lot: 38 & 39
192 10021095 686 ELPHINSTONE STREET	Plan: H4669 Block: 63 Lot: 32 & 33
243 10055461 2105 GRANT ROAD	Plan: FZ2265 Block: 13 Lot: 6
42 10031444 1706 ALEXANDRA STREET	Plan: 101152381 Block: 9 Lot: 21
66 10031855 1919 ATHOL STREET	Plan: OLD33 Block: 335 Lot: 5
307 10056417 5050 LEWVAN DRIVE	Plan: FH5173 Block: E
225 10026530 1404 GARNET STREET	Plan: OLD33 Block: 214 Lot: 39
252 10273248 4521 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 48
253 10273249 4525 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 47
251 10273181 4517 E GREEN BROOKS WAY	Plan: 102144541 Block: 17 Lot: 49
250 10272080 4513 E GREEN BROOKS WAY	Plan: 102142909 Block: 17 Lot: 50
404 10025791 1457 PASQUA STREET	Plan: EV520 Block: E Lot: J
441 10021804 918 RETALLACK STREET	Plan: H4670 Block: 28 Lot: 36
410 10020590 960 PRINCESS STREET	Plan: H4669 Block: 37 Lot: 25
17 10013482 1501 8TH AVENUE N	Plan: 101159524 Block: 2 Lot: 98; Plan: 62R14464 Block: 2 Lot: 75
264 10032699 1930 HALIFAX STREET	Plan: OLD33 Block: 349 Lot: 33
38 10021964 640 ALBERT STREET	Plan: H4670 Block: 8 Lot: 42 & 43
36 10259599 11-5290 AERODROME ROAD	Plan: 102120118 Unit: 14
102 10026243 1169 CAMERON STREET	Plan: OLD33 Block: 111 Lot: 9
330 10217899 1416 MCCARTHY BOULEVARD	Plan: 102038644 Unit: 5
57 10057232 67 ARLINGTON STREET	Plan: 66R21365 Block: 30 Lot: 4
442 10026622 1404 RETALLACK STREET	Plan: OLD33 Block: 211 Lot: 39
226 10032247 1556 GARNET STREET	Plan: OLD33 Block: 232 Lot: 20
195 10025444 1405 ELPHINSTONE STREET	Plan: OLD33 Block: 216 Lot: 2
73 10003969 7219 BEAMISH DRIVE	Plan: 78R16753 Block: 112 Lot: 13

348	10025516	1355	MCTAVISH STREET	Plan: DV4404 Block: 165 Lot: 14 & 15
68	10038688	2153	ATKINSON STREET	Plan: DV270 Block: 25 Lot: 14
91	10038722	2042	BRODER STREET	Plan: DV270 Block: 22 Lot: 16
105	10032318	1539	CAMERON STREET	Plan: OLD33 Block: 234 Lot: 36
533	10032785	1925	TORONTO STREET	Plan: OLD33 Block: 353 Lot: 7
70	10042926	2751	ATKINSON STREET	Plan: 101180056 Block: 51 Lot: 43; Plan: U2439 Block: 51 Lot: 12 & 13
457	10021728	950	ROBINSON STREET	Plan: H4670 Block: 29 Lot: 28
516	10018243	470	ST JOHN STREET	Plan: 101176545 Block: 14 Lot: 41; Plan: F4996 Block: 14 Lot: 23
120	10063644	32-15	CENTENNIAL STREET	Plan: 87R44601 Unit: 3
155	10015088	51	DEMPSEY AVENUE	Plan: 75R36090 Block: 14 Lot: 41
314	10039980	2150	MACKAY STREET	Plan: DV270 Block: 46 Lot: 28
122	10063592	44-39	CENTENNIAL STREET	Plan: 87R53163 Unit: 64
563	10025221	1259	WASCANA STREET	Plan: DV4404 Block: 160 Lot: 16
409	10020610	826	PRINCESS STREET	Plan: H4669 Block: 44 Lot: 33 & 34
523	10019291	651	SWEENEY STREET	Plan: 65R31033 Block: 56 Lot: 13
31	10052876	3611	25TH AVENUE	Plan: 66R13964 Block: 7 Lot: 6
334	10015815	415	MCINTOSH STREET	Plan: 65R03491 Block: 27 Lot: 4
492	10017752	414	SCARTH STREET	Plan: N6034 Block: 12 Lot: 37
18	10024591	4723	8TH AVENUE	Plan: OLD218 Block: 75 Lot: 1
293	10001682	1039	N KENDERDINE DRIVE	Plan: 86R64995 Block: K Lot: 1
486	10007909	575	SANGSTER BOULEVARD	Plan: 76R35323 Block: 31 Lot: 1
470	10034167	1737	ROTHWELL STREET	Plan: AQ5077 Block: 34 Lot: 35
63	10021614	915	ATHOL STREET	Plan: H4670 Block: 31 Lot: 4
376	10032942	1856	MONTREAL STREET	Plan: OLD33 Block: 298 Lot: 27
9	10013874	1520	6TH AVENUE N	Plan: 60R18939 Block: 2 Lot: C
391	10060935	201-2125	OSLER STREET	Plan: 87R23752 Unit: 19
121	10063583	33-39	CENTENNIAL STREET	Plan: 87R53163 Unit: 55
164	10065693	1B-2923	DEWDNEY AVENUE	Plan: OLD33 Block: 235 Lot: 5
345	10021301	849	MCTAVISH STREET	Plan: 101197447 Block: 46 Lot: 42; Plan: H4669 Block: 46 Lot: 13 & 14
338	10031217	1736	MCINTOSH STREET	Plan: I5211 Block: 15 Lot: 5
439	10022044	746	RETALLACK STREET	Plan: H4670 Block: 12 Lot: 29
392	10060967	315-2125	OSLER STREET	Plan: 87R23752 Unit: 51
237	10059254	218	GORE PLACE	Plan: 89R34886 Unit: 30
40	10057270	4923	ALBERT STREET	Plan: 78R52947 Block: 4 Lot: 6

100	10021386	726	CAMERON STREET	Plan: 101145271 Block: 14 Lot: 46 ; Plan: H4670 Block: 14 Lot: 34
5	10016194	4426	2ND AVENUE N	Plan: AR4002 Block: 35 Lot: 4
419	10025667	1324	QUEEN STREET	Plan: 101168153 Block: 162 Lot: 51; Plan: DV4404 Block: 162 Lot: 34
282	10057294	2515	HOSIE PLACE	Plan: 78R52947 Block: 1 Lot: 4
482	10241316	3909	SANDHILL CRESCENT	Plan: 102074790 Block: H Lot: 18
312	10017330	343	LORNE STREET	Plan: AW3306 Block: 20 Lot: 13 & 14
577	10031458	1774	YORK STREET	Plan: 101152325 Block: 10 Lot: 25
329	10045922	3411	MCCALLUM AVENUE	Plan: P1652 Block: 608 Lot: 8
405	10035986	2142	PASQUA STREET	Plan: 101209362 Block: 38 Lot: 46
400	10020535	901	PASQUA STREET	Plan: FD100 Block: 10 Lot: 1
119	10058256	390	CEDAR MEADOW DRIVE	Plan: 83R51238 Unit: 61
538	10048136	2515	E TRUESDALE DRIVE	Plan: 80R31514 Block: 3 Lot: 38
564	10025224	1277	WASCANA STREET	Plan: 101168793 Block: 160 Lot: 49; Plan: DV4404 Block: 160 Lot: 20
118	10058284	330	CEDAR MEADOW DRIVE	Plan: 83R51238 Unit: 89
445	10033632	1947	REYNOLDS STREET	Plan: G384 Block: 14 Lot: 15 & 16
193	10024847	1001	ELPHINSTONE STREET	Plan: OLD33 Block: 94 Lot: 1
87	10070180	504-1275	BROAD STREET	Plan: 101634533 Unit: 4
355	10012538	66	MERLIN CRESCENT	Plan: 62R19206 Block: 32 Lot: 11
350	10036731	2240	MCTAVISH STREET	Plan: DV4420 Block: 445 Lot: 30
137	10035903	2068	CONNAUGHT STREET	Plan: 101197706 Block: 33 Lot: 23; Plan: I5211 Block: 33 Lot: 11
298	10003087	43	KOWALCHUK CRESCENT	Plan: 75R23282 Block: 36 Lot: 18
309	10017554	200	LORNE STREET	Plan: Z140 Block: 30 Lot: 39 & 40
443	10041956	2825	RESTALLACK STREET	Plan: K1416 Block: 538 Lot: 38
399	10020857	689	PASQUA STREET	Plan: DO2502 Block: 57 Lot: 24
339	10012950	115	N MCINTYRE STREET	Plan: AT654 Block: 47 Lot: 21; Plan: 101172338 Block: 47 Lot: 51
446	10038784	2054	REYNOLDS STREET	Plan: DV270 Block: 23 Lot: 27
421	10036355	2129	QUEEN STREET	Plan: DV4420 Block: 391 Lot: 8
332	10039456	2300	MCDONALD STREET	Plan: DV270 Block: 76 Lot: 38
434	10062902	308-4045	RAE STREET	Plan: 80R42050 Unit: 42
113	10064230	4182	CASTLE ROAD	Plan: 94R28679 Unit: 4
510	10015550	51	SNEATH CRESCENT	Plan: 72R35645 Block: 31 Lot: 9
159	10025823	3704	DEWDNEY AVENUE	Plan: DV4404 Block: 219 Lot: 24
24	10069380	3-2201	14TH AVENUE	Plan: 101310523 Unit: 3
265	10017725	420	HAMILTON STREET	Plan: N6034 Block: 11 Lot: 35 & 36

506 10017303 371 SMITH STREET	Plan: AS897 Block: 19 Lot: 16 & 17
423 10056674 4815 QUEEN STREET	Plan: 75R40091 Block: 48 Lot: 30
546 10032721 1524 VICTORIA AVENUE	Plan: OLD33 Block: 350 Lot: 19
148 10166343 43 CUSHING CRESCENT	Plan: 102002476 Block: 6 Lot: 8A
241 10030156 839 GRAHAM ROAD	Plan: 83R59410 Block: 1 Lot: 20
206 10031538 1719 FORGET STREET	Plan: I5211 Block: 12 Lot: 18
488 10032120 3111 SASKATCHEWAN DRIVE	Plan: OLD33 Block: 317 Lot: 6
420 10025656 1414 QUEEN STREET	Plan: 101157937 Block: 221 Lot: 36
393 10018295 452 OTTAWA STREET	Plan: F4996 Block: 13 Lot: 27
503 10017585 152 SMITH STREET	Plan: Z140 Block: 34 Lot: 27 & 28
430 10026699 1357 RAE STREET	Plan: OLD33 Block: 174 Lot: 15
415 10038498 2065 QUEBEC STREET	Plan: EO608 Block: 356 Lot: E
278 10043040 321 HOLLAND AVENUE	Plan: EM6920 Block: 11 Lot: 1
189 10042641 2436 ELLIOTT STREET	Plan: U2439 Block: 11 Lot: 14
212 10039511 2057 FRANCIS STREET	Plan: DV270 Block: 35 Lot: 39
487 10032119 3107 SASKATCHEWAN DRIVE	Plan: OLD33 Block: 317 Lot: 7
222 10026152 1218 GARNET STREET	Plan: 101143763 Block: 152 Lot: 38
368 10021150 804 MONTAGUE STREET	Plan: H4669 Block: 48 Lot: 39
497 10010291 42 SELBY CRESCENT	Plan: 73R19291 Block: 22 Lot: 19
259 10020010 816 GREY STREET	Plan: FN41 Block: 22 Lot: 5
347 10025323 1228 MCTAVISH STREET	Plan: DV4404 Block: 157 Lot: 33
149 10253749 114-1640 DAKOTA DRIVE	Plan: 102103681 Unit: 14
112 10154591 3838 CASTLE ROAD	Plan: 101966687 Unit: 8
177 10038876 2111 EDGAR STREET	Plan: DV270 Block: 50 Lot: 3
527 10035534 173 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 58A
528 10035535 175 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 58B
529 10035544 193 THOMSON AVENUE	Plan: 78R05361 Block: 30 Lot: 53A
479 10028313 1418 RUPERT STREET	Plan: 65R40289 Block: 5 Lot: 31
277 10043100 303 HOLLAND AVENUE	Plan: EM6920 Block: 12 Lot: 5
82 10039652 2163 BORDEN STREET	Plan: 101174284 Block: 40 Lot: 43; Plan: DV270 Block: 40 Lot: 16
375 10033195 1757 MONTREAL STREET	Plan: OLD33 Block: 294 Lot: 15
92 10038735 2059 BRODER STREET	Plan: DV270 Block: 23 Lot: 15
316 10006900 147 MAGEE CRESCENT	Plan: 74R37760 Block: 4 Lot: 8
22 10034310 1106 E 10TH AVENUE	Plan: 60R01732 Block: 1 Lot: 2

178 10038841 2116 EDGAR STREET	Plan: DV270 Block: 51 Lot: 36
258 10019939 608 GREY STREET	Plan: FN41 Block: 28 Lot: 4
135 10020335 932 CONNAUGHT STREET	Plan: AS5547 Block: 29 Lot: 16
374 10089562 1525 MONTREAL STREET	Plan: 100299562 Block: 6
557 10042859 2622 WALLACE STREET	Plan: U2439 Block: 48 Lot: 34
281 10023676 1029 HORACE STREET	Plan: FO3017 Block: 13 Lot: 20
437 10034056 1848 REGENT STREET	Plan: 101150693 Block: 60 Lot: 41; Plan: AQ5077 Block: 60 Lot: 27
48 10041724 116 ANGUS CRESCENT	Plan: 101218160 Block: 2 Lot: 44; Plan: DV678 Block: 2 Lot: 34
98 10016727 305 CAMERON STREET	Plan: FN4603 Block: K Lot: 17
174 10028528 50 DUTTON CRESCENT	Plan: 71R39516 Block: 23 Lot: 8
183 10022312 868 ELLIOTT STREET	& 24Plan: AQ4932 Block: 34 Lot: 23
190 10016100 2 ELLISON CRESCENT	Plan: 59R10222 Block: 37 Lot: 4
449 10004621 471 RINK AVENUE	Plan: 76R56108 Block: 6 Lot: 11
115 10034675 82 CAVENDISH STREET	Plan: 72R16604 Block: 16 Lot: 17
502 10012972 145 N SMITH STREET	Plan: 101172507 Block: 46 Lot: 49 ; Plan: AT654 Block: 46 Lot: 13
549 10146477 302-1901 VICTORIA AVENUE	Plan: 101952176 Unit: 55
377 10172095 2162 MONTREAL STREET	Plan: 101995926 Unit: 12
140 10263455 5004 CRANE CRESCENT	Plan: 102119015 Block: 50 Lot: 2
561 10016451 567 WASCANA STREET	Plan: AX2262 Block: 7 Lot: 12
272 10003857 711 N HAYWORTH CRESCENT	Plan: 77R57777 Block: 107 Lot: 23
560 10155103 506 WASCANA STREET	Plan: AX2262 Block: 8 Lot: 39
228 10042046 2850 GARNET STREET	Plan: K1416 Block: 542 Lot: 17 & 17
343 10011511 35 MCNAUGHTON AVENUE	Plan: 59R10219 Block: 45 Lot: 20
26 10060729 303-1867 15TH AVENUE	Plan: 89R34215 Unit: 10
49 10017136 352 ANGUS STREET	Plan: AP5716 Block: 34 Lot: 27 & 28
162 10022837 6720 DEWDNEY AVENUE	Plan: 101175252 Block: 10 Lot: G & D
215 10046229 3512 GARNER AVENUE	Plan: FL2604 Block: 55 Lot: 3
220 10021427 727 GARNET STREET	Plan: 101145259 Block: 14 Lot: 47; Plan: H4670 Block: 14 Lot: 7
555 10027486 1115 WALLACE STREET	Plan: F1625 Block: 9 Lot: 3 & 4
153 10276887 7-4545 DELHAYE WAY	Plan: 102156982 Unit: 7
197 10036155 2149 ELPHINSTONE STREET	Plan: 99RA02447 Block: 395 Lot: 28
170 10029732 914 DOWNEY CRESCENT	Plan: 78R48675 Block: 50 Lot: 4
191 10016042 90 ELLISON CRESCENT	Plan: 59R10222 Block: 38 Lot: 33
208 10015762 167 FORSYTH CRESCENT	Plan: 72R13421 Block: 24 Lot: 23

59 10030663 3722 E ARNICA PLACE	Plan: 101214953 Block: 44 Lot: 40
130 10011645 11 COLDWELL ROAD	Plan: 59R10219 Block: 40 Lot: 6
539 10050641 63 TURGEON CRESCENT	Plan: FN2102 Block: 5 Lot: 20
76 10057978 8 BIRCHWOOD ROAD	Plan: 61R26805 Block: 13 Lot: 11
361 10010672 136 N MILNE STREET	Plan: 65R11965 Block: 6 Lot: 9
320 10058594 4922 MARIGOLD DRIVE	Plan: 01RA20678 Unit: 15
187 10027677 1109 ELLIOTT STREET	Plan: F1625 Block: 14 Lot: 3 & 4
163 10022777 7328 DEWDNEY AVENUE	Plan: 101142212 Block: 2 Lot: 69; Plan: 63R33089 Block: 2 Lot: 59
362 10023558 1112 MINTO STREET	Plan: FO3017 Block: 5 Lot: 29
84 10018118 103 BROAD STREET	Plan: 101192699 Block: 33 Lot: 58; Plan: AY5450 Block: 33 Lot: 3
128 10003488 235 CHURCH DRIVE	Plan: 76R56110 Block: 13 Lot: 23
540 10008251 226 UPLAND DRIVE	Plan: 71R21577 Block: 5 Lot: 50
114 10034975 9 CAVENDISH STREET	Plan: 71R01302 Block: 7 Lot: 48
110 10014445 75 CARTER CRESCENT	Plan: 77R41909 Block: 17 Lot: 32
127 10003533 206 CHURCH DRIVE	Plan: 76R56110 Block: 15 Lot: 4
279 10005051 910 N HOPKINS CRESCENT	Plan: 79R21030 Block: 226 Lot: 11
471 10044269 2568 ROTHWELL STREET	Plan: AT1088 Block: 18 Lot: 25 & 26
51 10012782 443 N ARGYLE STREET	Plan: 62R19206 Block: 27 Lot: 1
29 10043093 244 19TH AVENUE	Plan: FD3700 Block: 13 Lot: 1
474 10016287 352 ROYAL STREET	Plan: 59R10222 Block: 28 Lot: 14
558 10016308 245 WASCANA STREET	Plan: AX2262 Block: 26 Lot: 11 & 12
494 10017657 546 SCARTH STREET	Plan: AW3306 Block: 5 Lot: 29, 30 & 31
358 10034595 38 MILFORD CRESCENT	Plan: 66R13963 Block: 10 Lot: 23
4 10017335 2220 2ND AVENUE N	Plan: AW3306 Block: 20 Lot: 21 & 22
514 10263567 145 N ST JOHN STREET	Plan: AY5450 Block: 45 Lot: 9
328 10043838 2545 MCARA STREET	Plan: 101140850 Block: 26 Lot: 51 & 52; Plan: U2439 Block: 26 Lot: 12
536 10014989 70 TRUELLE CRESCENT	Plan: 72R42721 Block: 1 Lot: 24
299 10019604 61 KRAUSS STREET	Plan: 65R31035 Block: 41 Lot: 6
139 10022564 1234 COURTNEY STREET	Plan: 78R37372 Block: 18 Lot: B
273 10005630 19 HOAG BAY	Plan: 75R50060 Block: 57 Lot: 10
456 10021785 949 ROBINSON STREET	Plan: H4670 Block: 28 Lot: 13
260 10028134 1412 GROSVENOR STREET	Plan: BE636 Block: 2 Lot: 35, 36 & 37
151 10006635 637 DALGLIESH DRIVE	Plan: 74R23123 Block: 31 Lot: 1
566 10036473 2034 WASCANA STREET	Plan: EO4093 Block: 387 Lot: 11

436 10019181 12 READ AVENUE	Plan: 72R10959 Block: 52 Lot: 8
365 10019478 99 MOLLARD CRESCENT	Plan: 65R31035 Block: 47 Lot: 30
476 10020487 828 ROYAL STREET	Plan: AS5547 Block: 17 Lot: 17
131 10044002 609 E COLLEGE AVENUE	Plan: FJ5368 Block: 7 Lot: 12
146 10001825 6930 CUNNINGHAM DRIVE	Plan: 81R35902 Block: 128 Lot: 38
230 10005229 939 N GARRY STREET	Plan: 77R55713 Block: 211 Lot: 4
576 10042329 2429 WINNIPEG STREET	Plan: U2439 Block: 16 Lot: 36 & 37
483 10005743 20 SANDISON CRESCENT	Plan: 74R33913 Block: 39 Lot: 5
27 10044041 601 E 17TH AVENUE	Plan: FJ5368 Block: 8 Lot: 18
210 10023369 1167 FORT STREET	Plan: 71R12634 Block: 63 Lot: B
567 10036459 2119 WASCANA STREET	Plan: 101142122 Block: 389 Lot: 54; Plan: DV4420 Block: 389 Lot: 4 & 5
372 10031823 1937 MONTAGUE STREET	Plan: OLD33 Block: 334 Lot: 39
333 10043961 2433 MCDONALD STREET	Plan: U2439 Block: 8 Lot: 36
390 10038307 2138 OSLER STREET	Plan: 101148207 Block: 412 Lot: 38
33 10023529 1100 ABERDEEN STREET	Plan: FO3017 Block: 6 Lot: 31
46 10053849 16 ANDERSON AVENUE	Plan: 59R02162 Block: 36 Lot: 33
244 10056154 3205 GRANT ROAD	Plan: 64R18289 Block: 22 Lot: 46
75 10034565 2323 E BEDFORD AVENUE	Plan: 66R13963 Block: 10 Lot: 1
508 10060836 109-2244 SMITH STREET	Plan: 94R34593 Unit: 4
236 10255745 5414 GORDON ROAD	Plan: 102100206 Block: 41 Lot: 5
89 10006963 138 BROCKELBANK CRESCENT	Plan: 74R37760 Block: 6 Lot: 18
8 10022981 7309 5TH AVENUE	Plan: 76R26444 Block: 10 Lot: D
291 10240316 5446 JIM CAIRNS BOULEVARD	Plan: 102067668 Block: D Lot: 3
398 10113756 437 PASQUA STREET	Plan: AX2262 Block: 9 Lot: 10, 11 & 12
125 10058017 25 CHINOOK ROAD	Plan: 59R07979 Block: 49 Lot: 11
407 10172598 41-4101 PRESTON CRESCENT	Plan: 102009855 Unit: 35
263 10018183 532 HALIFAX STREET	Plan: F4996 Block: 2 Lot: 22 & 23
306 10001267 1322 N LAPCHUK CRESCENT	Plan: 88R39828 Block: 14 Lot: 4
360 10049567 126 MILLAR CRESCENT	Plan: 60R07553 Block: 14 Lot: 25
383 10010240 122 NOLLET AVENUE	Plan: 74R39749 Block: 30 Lot: 10
466 10028068 78 ROOTMAN AVENUE	Plan: 78R29446 Block: 18 Lot: 1
261 10054665 428 HABKIRK DRIVE	Plan: 72R42700 Block: 34 Lot: 12
490 10032122 3135 SASKATCHEWAN DRIVE	Plan: 99RA05074 Block: 317 Lot: 17
547 10036843 3113 VICTORIA AVENUE	Plan: 99RA05074 Block: 377 Lot: 50

444 10041974 2836 RETALLACK STREET	Plan: 101161842 Block: 539 Lot: 41 & 42
108 10053251 3905 CAMERON STREET	Plan: 101156857 Block: 883 Lot: 46; Plan: AR1128 Block: 883 Lot: 1 & 2
534 10038458 2024 TORONTO STREET	Plan: OLD33 Block: 359 Lot: 12
96 10010388 35 BUTTON BAY	Plan: 73R47363 Block: 17 Lot: 18
319 10119421 7087 MAPLE RIDGE DRIVE	Plan: 101904308 Block: 10 Lot: 8
97 10040766 2207 CALLA BAY	Plan: 99RA22111 Block: 115 Lot: 32
21 10033272 1160 9TH AVENUE	Plan: DM888 Block: 11
58 10001545 1218 N ARNASON STREET	Plan: 81R35902 Block: 129 Lot: 24
301 10048085 2911 KUTARNA CRESCENT	Plan: 80R31514 Block: 3 Lot: 13
524 10009685 19 TATE STREET	Plan: 77R22314 Block: 30 Lot: 8
235 10056787 3341 GORDON ROAD	Plan: 66R21365 Block: 27 Lot: 36
472 10001095 1687 N ROUSSEAU CRESCENT	Plan: 94R28875 Block: 20 Lot: 30
173 10005917 115 DUNSMORE DRIVE	Plan: 75R50060 Block: 51 Lot: 29
248 10255595 3742 GREEN MOSS LANE	Plan: 102099281 Block: 10 Lot: 26
525 10056974 35 THATCHER ROAD	Plan: 73R37733 Block: 36 Lot: 9
172 10055980 1800 DUFFERIN ROAD	Plan: 59R07979 Block: 47 Lot: 20
86 10145047 307-1275 BROAD STREET	Plan: 101634533 Unit: 26
304 10000379 1308 N LAKEWOOD DRIVE	Plan: 82R55163 Block: 10 Lot: 22
198 10041552 2425 ELPHINSTONE STREET	Plan: 101207360 Block: 480 Lot: 48; Plan: K4654 Block: 480 Lot: 3 & 4
202 10001019 1665 N FENWICK CRESCENT	Plan: 98RA09746 Block: 27 Lot: 3
141 10263421 5117 CRANE CRESCENT	Plan: 102119015 Block: 51 Lot: 4
354 10129807 4302 MEADOWSWEET LANE	Plan: 101943840 Block: 55 Lot: 20
129 10051805 2610 E COCHRANE BAY	Plan: 85R35196 Block: 9 Lot: 3
30 10046938 3035 21ST AVENUE	Plan: P1652 Block: 627 Lot: 1 & 2
56 10050095 3535 ARGYLE ROAD	Plan: FL2604 Block: 70 Lot: 15
495 10070719 4910 SCHWARTZ WAY	Plan: 101599869 Block: 35 Lot: 3
397 10007672 2750 PARTRIDGE CRESCENT	Plan: 81R53638 Block: 34 Lot: 67
41 10259404 4236 ALBULET DRIVE	Plan: 102111152 Block: 48 Lot: 26
255 10256913 4634 E GREEN WATER ROAD	Plan: 102102387 Block: 18 Lot: 21
176 10091552 1441 EDGAR STREET	Plan: AP990 Block: 6 Lot: 11, 12, 13, 14 & 15
425 10021882 828 RAE STREET	Plan: H4670 Block: 22 Lot: 33
569 10052247 3210 WASCANA GLEN	Plan: 87R42811 Block: 11 Lot: 3
288 10120219 2519 JAMESON CRESCENT	Plan: 101915276 Block: 19 Lot: 5
242 10029929 1110 GRAHAM ROAD	Plan: 78R48675 Block: 48 Lot: 44

512	10033265	1175	SOUTH RAILWAY STREET	Plan: DM888 Block: 6
287	10124568	2431	JAMESON CRESCENT	Plan: 101923512 Block: 19 Lot: 27
499	10051404	3706	SELINGER CRESCENT	Plan: 86R27624 Block: 12 Lot: 9
201	10118994	8063	FAIRWAYS WEST DRIVE	Plan: 101903936 Block: G Lot: 10
143	10053546	18	CULLITON CRESCENT	Plan: 64R10193 Block: 66 Lot: 13
133	10037166	3236	COLLEGE AVENUE	Plan: 99RA02447 Block: 449 Lot: 27
266	10037676	2075	HAMILTON STREET	Plan: OLD33 Block: 365 Lot: 27 & 28
175	10234992	6005	EAGLES COVE	Plan: 102065879 Block: 2 Lot: 12
541	10078300	212	E VICTORIA AVENUE	Plan: BC3488 Block: 86 Lot: 14, 15 & 16
28	10043736	310	E 18TH AVENUE	Plan: FJ5368 Block: 12 Lot: 18
489	10032121	3121	SASKATCHEWAN DRIVE	Plan: 99RA05074 Block: 317 Lot: 18
518	10033367	1615	ST JOHN STREET	Plan: OLD33 Block: 247 Lot: 45, 46, 47, 48, 49, & 50
254	10256834	4600	E GREEN APPLE DRIVE	Plan: 102102387 Block: K