



CITY COUNCIL

**Wednesday, September 30, 2020
1:30 PM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

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**Agenda
City Council
Wednesday, September 30, 2020**

INDIGENOUS BLESSING

Elder Lorna Standingready – In Recognition of Orange Shirt Day

PRESENTATION

Presentation of Henry Baker Scholarships

CONFIRMATION OF AGENDA

MINUTES APPROVAL

Minutes of the meeting held on August 26, 2020.

DELEGATIONS, ADVERTISED AND PUBLIC NOTICE BYLAWS AND RELATED REPORTS

CM20-24 Supplemental Report - Council Remuneration

Recommendation

That City Council receive and file this report.

CM20-26 Supplemental Report: Residential Short Term Accommodation (Homestay)

Recommendation

That this report and report CR20-79 be tabled to the October 28, 2020 meeting of City Council.

CR20-79 Executive Committee: Residential Short Term Accommodation (Homestay)

Recommendation

That City Council:

1. Approve the following regulatory changes:



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- (a) amendments to *The Regina Zoning Bylaw, 2019*, effective January 1, 2021, to change Service Trade, Homestay from a discretionary use to a permitted use in all zones where it is currently discretionary and related amendments to facilitate the establishment of the licensing program as further described in this report;
 - (b) amendments to *The Licensing Bylaw* to establish a licensing and regulatory regime for all residential short term accommodations as further detailed in Appendix A of this report;
 - (c) an amendment to *The Regina Appeal Board Bylaw* to enable the Regina Appeal Board, which hears appeals related to business licences, to hear licensing appeals for short term accommodation licences.
2. Direct the City Solicitor to prepare the necessary bylaws to implement the licensing and regulatory scheme for residential short term accommodation and the amendments to *The Regina Zoning Bylaw, 2019* described in this report to the meeting of City Council one month following the approval of the recommendations described in this report.
 3. That Administration report back to City Council on an annual basis on the operation of short term accommodation (Homestay).
 4. Approve the percentage limit in a multi-unit dwelling be set at 35%.
 5. Approve a cap on licenses if vacancy rate drops below 3% be applied.

CR20-80 Regina Planning Commission: 5601 Parliament Avenue - Concept Plan Amendment/ Zoning Bylaw Amendment/ Discretionary Use - PL202000116

Recommendation

Regina Planning Commission recommends that City Council:

1. Approve the application to amend the Harbour Landing Concept Plan to re-designate the property located at 5601 Parliament Avenue from High-Density Residential to Low-Density Residential, in accordance with the Concept Plan shown in Appendix A-3.1.
2. Approve the application to rezone the property located at 5601 Parliament Avenue, legally described as Block BB, Plan No. 102177503, from RH – Residential High-Rise Zone to RU – Residential



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Urban Zone.

3. Approve the discretionary use application for the proposed development of Building, Planned Group located at 5601 Parliament Avenue, being Block BB, Plan No. 102177503 in the Harbour Landing neighbourhood.
4. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall be generally consistent with the plans attached to this report as Appendix A-3.2, prepared by StreetSide Developments, dated June 18, 2020; and
 - b. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw 2019-19*.
5. Direct the City Solicitor to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

2020-56	THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 18)
2020-59	THE CAMERON & HEAP WHOLESALE GROCERY BUILDING HERITAGE DESIGNATION BYLAW
2020-62	THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2020

DELEGATIONS, BYLAWS AND RELATED REPORTS AND MOTIONS

DE20-103 Lynda Schofield - Off-Leash Dog Park

CR20-81 Community and Protective Services Committee: Animal Bylaw Update – Off-Leash Dog Park

Recommendation

That City Council:

1. Approve the amendments to *The Regina Animal Bylaw, 2009, Bylaw No. 2009-44* as identified in this report.



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2. Direct the City Solicitor to prepare the required amending bylaw. Authorize the amendments to *The Regina Animal Bylaw, 2009, Bylaw No.2009-44* that will come into effect on the dates outlined in the Issue section of this report.

DE20-104 Chad Jedlic and Blair Forster, Forster Harvard Developments Corp.: 4801 E. Victoria Avenue Discretionary Use and Removal of Holding Overlay Zone Application

CR20-82 Regina Planning Commission: 4801 E. Victoria Avenue - Discretionary Use and Removal of Holding Overlay Zone Application (PL202000117)

Recommendation

Regina Planning Commission recommends that City Council:

1. Approve the application to rezone the property located at 4801 E. Victoria Avenue, as shown in Appendix A-1, by removing the H – Holding Overlay Zone from the MLM – Mixed Large Market Zone for the property.
2. Approve the discretionary use application to allow a proposed “Retail Trade, Shop,” greater than 6,000 square meters located at 4801 E. Victoria Avenue as shown in Appendix A-2.
3. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall generally be consistent with the plans attached to this report as Appendix A-2 inclusive, prepared by P3A and dated April 8, 2020.
 - b. The applicant will be required to fully execute the servicing agreement and obtain an executed subdivision plan prior to the issuance of a development permit.
 - c. Parking shall not be allowed along the drive aisle abutting Optimist Drive.
 - d. The development shall comply with all applicable standards and regulations in *the Regina Zoning Bylaw 2019-19*.
4. Direct the City Solicitor to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.



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DE20-105 Chris Nichilo, Magnetic Capital Group Inc. and David Brundige, Willows Wellsch Orr & Bundige LLP: 1971 Albert Street Contract Zone Application

CR20-83 Regina Planning Commission: 1971 Albert Street Contract Zone Application (PL202000118)

Recommendation

Regina Planning Commission recommends that City Council:

Table this report until such time as Regina Planning Commission has an opportunity to review the report on MN20-19, the Temporary Parking Lot Policy.

DE20-106 Janie Markewich and Carina Chow, Mobius Benefit Administrators: Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan 2019 Annual Report

CM20-27 Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan 2019 Annual Report

Recommendation

That City Council receive and file this report.

DE20-107 Janie Markewich and Carina Chow, Mobius Benefit Administrators - Regina Civic Employees' Long-Term Disability Plan 2019 Annual Report

CM20-28 Regina Civic Employees' Long-Term Disability Plan 2019 Annual Report

Recommendation

That City Council receive and file this report.

DE20-108 Wayne and Gloria Erhardt: Ring Road Noise Attenuation

DE20-109 Henry Lunn: Ring Road Noise Attenuation

MN20-19 Councillor John Findura: Noise Attenuation on Ring Road

Recommendation

THEREFORE BE IT RESOLVED that

1. Administration be directed to include the area along the Ring Road between the Glen Elm and Glencairn neighbourhoods adjacent to Dewdney Avenue as a priority, in the event that an action plan to address exceeded noise limits within the City of Regina is adopted after



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consideration or in conjunction with the Roadway Noise Attenuation Policy that will be reviewed by the Public Works and Infrastructure Committee in Q1 of 2021; and

2. If a phased in action plan is adopted by City Council, that this area be addressed in the first phase.

DE20-110 Angelina Beveridge and Robert Wuschenny, Age Friendly Regina Steering Committee: Age Friendly City

MN20-20 Councillor Barbara Young, Councillor Andrew Stevens and Councillor Lori Bresciani: Age-Friendly City

Recommendation

THEREFORE BE IT RESOLVED that the City of Regina Administration:

1. Work with the Regina Age-Friendly Steering Committee to consider an Age-Friendly partnership proposal to present to City Council in Q1, 2021. The proposal to include:
 - a. How the Regina Age-Friendly Steering Committee's community survey and future community assessments can act as an age-friendly lens to assist the City with future policies and planning;
 - b. The costs of creating and sustaining the partnership; and
 - c. The availability of funding or grants from governments or organizations;
2. Be directed to engage with Seniors Mechanism, Age-Friendly Saskatchewan and other municipalities to define approaches to becoming an Age-Friendly City; and
3. Coordinate the presentation of the Regina Age-Friendly Steering Committee's Age-Well Tool to City Council with a request to assist in publicizing the tool to the public and the media.

2020-57 THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 19)

2020-58 THE REGINA ANIMAL AMENDMENT BYLAW, 2020

CITY MANAGER'S REPORTS AND RELATED BYLAWS

CM20-25 Board of Police Commissioners - Increased Membership



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Recommendation

That City Council:

1. Revise the composition of the Board of Police Commissioners as follows:
 - a. Increase the membership of the Board of Police Commissioners from five to seven members;
 - b. Designate the revised Board composition to consist of the following members:
 - i. The Mayor;
 - ii. Two members of Council appointed annually; and
 - iii. Four citizen members appointed annually, at least one of whom is of Indigenous ancestry; and
2. Direct the City Solicitor to prepare the necessary bylaw to amend Bylaw No. 8261, *A Bylaw of The City of Regina to Continue The Board of Police Commissioners For the City of Regina*.

CM20-29 Residential Roads Update

Recommendation

That City Council receive and file this report.

CM20-30 COVID-19 Update: Motion MN20-22 Mandatory Masks

Recommendation

That City Council:

1. Direct Administration to continue efforts to encourage voluntary mask usage and adopt any additional Provincial public health directives to keep our community and employees safe.
2. Direct Administration to continue monitoring COVID-19, have ongoing discussions with the Saskatchewan Health Authority and update Council as circumstances change.

CM20-31 City Manager Contract Extension

Recommendation

That City Council

1. Extend the contract of Christopher J. Holden as City Manager for an additional three years, effective March 1, 2021 and ending



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February 29, 2024.

2. Approve Bylaw No.2020-63, *The City Manager Contract Execution and Administration Bylaw 2020*, authorizing the execution of the Employment Contract.

2020-60 THE BOARD OF POLICE COMMISSIONERS AMENDMENT BYLAW, 2020

2020-63 THE CITY MANAGER CONTRACT EXECUTION AND ADMINISTRATION BYLAW, 2020

COMMITTEE REPORTS

FINANCE AND ADMINISTRATION COMMITTEE

CR20-84 Lease of Existing Permanent Billboard Structures to Outfront Media Canada LP

Recommendation

That City Council:

1. Approve the lease of City-owned property to Outfront Media Canada LP, as identified in Appendix A, except the lease of land located at the north east corner of Saskatchewan Drive and Broad Street, consistent with the terms and conditions stated in this report.
2. Authorize Administration to finalize any other commercially relevant terms and conditions of the lease documents.
3. Authorize the City Clerk to execute the Lease Agreements upon review and approval by the City Solicitor.

PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE

CR20-85 Winter Maintenance Policy Update

Recommendation

The Public Works and Infrastructure Committee recommends that City Council:

1. Consider the Winter Maintenance Policy Update during the 2021 Budget



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process; and

2. Direct Administration to bring a report with options to amend *The Clean Property Bylaw*, with respect to sidewalk clearing, in Q2 of 2021.

INFORMATIONAL REPORTS

IR20-7 Executive Committee: 2020 Semi-Annual Review of Closed Executive Committee Items

Recommendation

That City Council receive and file this report.

IR20-8 Finance and Administration Committee: 2020 Mid-Year Financial Report

Recommendation

That City Council receive and file this report.

NOTICE OF MOTIONS

MN20-23 Councillor Jason Mancinelli: 9th Avenue North – Safety Adjustment

MN20-24 Councillor Andrew Stevens, Councillor Bob Hawkins, Councillor Lori Bresciani and Councillor Jason Mancinelli: Addictions Crisis

BYLAW AND RELATED REPORT

2020-61 THE BODY RUB ESTABLISHMENT LICENSING BYLAW

Adjournment

AT REGINA, SASKATCHEWAN, WEDNESDAY, AUGUST 26, 2020

AT A MEETING OF CITY COUNCIL

AT 1:30 PM

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

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

Also in Attendance: City Clerk, Jim Nicol
Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
City Solicitor, Byron Werry (Videoconference)
Executive Director, Citizen Services, Kim Onrait
Executive Director, Financial Strategy & Sustainability, Barry Lacey
A/Executive Director, Citizen Experience, Innovation & Performance,
Marlys Tafelmeyer
A/Executive Director, City Planning & Community Development,
Fred Searle
Director, Parks, Recreation & Cultural Services, Laurie Shalley
(Videoconference)
Director, Roadways & Transportation, Chris Warren (Videoconference)
Director, Water, Waste & Environment, Kurtis Doney (Videoconference)
Manager, Environmental Services, Greg Kuntz (Videoconference)
Manager, Licensing & Parking Services, Dawn Schikowski
(Videoconference)
Manager, Roadways Maintenance Operations, Evan Guenther
(Videoconference)
Manager, Social & Cultural Development, Emmaline Hill
(Videoconference)
Senior Program Manager, Forestry, Pest Control and Horticulture,
Russell Eirich (Videoconference)
Cst. Greg Krawetz, Regina Police Service

CONFIRMATION OF AGENDA

Councillor Sharron Bryce moved, seconded by Councillor Bob Hawkins, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted,

after adding a brief from Chief Lynn Acoose, Zagime Anishinabek, regarding MN20-18 Renaming of the City Square Plaza on 12th Avenue - Pat Fiacco Plaza, as item DE20-83, to be considered immediately before MN20-18, and that the delegations be heard in the order they are called forward by Mayor Fougere.

Mayor Michael Fougere moved, seconded by Councillor Lori Bresciani, that notice for Notice of Motion MN20-21 Mayor and City Council: Creation of a Diversity, Equity, and Inclusion Advisory Committee be waived to allow the Motion to be considered at this meeting.

Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes
Councillor Andrew Stevens	Yes
Mayor Michael Fougere	Yes

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

Councillor Andrew Stevens moved, seconded by Councillor Sharron Bryce, that notice for Notice of Motion MN20-22 Councillor Andrew Stevens and City Council: Mandatory Masks be waived to allow the Motion to be considered at this meeting.

Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes
Mayor Michael Fougere	Yes

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

MINUTES APPROVAL

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel, **AND IT WAS RESOLVED**, that the minutes for the meeting held on July 29, 2020 be adopted, as circulated.

Pursuant to Section 14(5) of *The Procedure Bylaw*, the requirement for the Mayor to leave the Chair for the purpose of taking part in the debate was waived as nine of the eleven members of City Council were attending the meeting via teleconference.

ELECTED OFFICIAL COMPENSATION REVIEW COMMISSION REPORT

CR20-73 Report of the Elected Official Compensation Review Commission

Recommendation

The Elected Official Compensation Review Commission recommends that City Council:

1. Approve the following principles as the basis for assessing elected official compensation:
 - a) Election to City Council is a public service and not a career;
 - b) Compensation should reflect the responsibilities, accountability and time commitment required;
 - c) Compensation should reflect the need to be fiscally responsible in allocating resources;
 - d) Compensation should be sufficient to attract well-qualified individuals from all walks of life;
 - e) Compensation should be reasonable when compared to that paid in other comparable Canadian jurisdictions;
 - f) The system for providing compensation should be easily understood by the public and easy to administer; and
 - g) The system should allow for periodic adjustments to account for market forces without a full review.

2. Approve the method for calculating mayor and councillor compensation as the median of the following selected cities (from largest to smallest) for the current and future review processes:

• London, ON	• Richmond, BC
• Gatineau, QC	• Greater Sudbury, ON
• Saskatoon, SK	• Abbotsford, BC
• Kitchener, ON	• Coquitlam, BC
• Burnaby, BC	• Kelowna, BC
• Windsor, ON	• Red Deer, AB
○ <i>Regina falls here in population</i>	• Lethbridge, AB

3. Approve the compensation for council members resulting from the proposed method:
 - a) Mayor compensation of \$151,015 in 2020 dollars
 - b) Councillor compensation of \$57,660 in 2020 dollars

4. Approve the mechanism for adjustments to annual compensation to be the Consumer Price Index (CPI) for Regina calculated as an average of the percentage annual increases to the CPI as reported each month from November to October of each year.
5. Approve that the proposed increases to both Mayor and Councillor compensation be applied in increments such that one-third of the total increase (adjusted by CPI as per the recommendation above) be provided in each of the years 2021, 2022, and 2023.
6. Approve that Councillors not receive additional compensation for additional duties beyond what is currently available (e.g. Deputy Mayor stipend).
7. Approve that Councillor allowances for communications and travel not be incorporated into base compensation.
8. Approve that the compensation for elected officials be subject to an administrative review led by the City Manager in the third year of each Council term using the median of the recommended cities as a benchmark. Compensation should be adjusted subject to the following guidelines:
 - a) Where the elected official compensation has 5% or less (plus or minus) difference than the new median, compensation should not be adjusted.
 - b) Where the elected official compensation has a greater than 5% and 10% or less (plus or minus) difference than the new median, compensation should be adjusted to reflect the new median in the first year of a new term of Council.
 - c) Where the elected official compensation has a greater than 10% (plus or minus) difference than the new median, a compensation adjustment to reflect the new median should be phased in over the first three years of a new term of Council.
9. Direct the City Solicitor to prepare the necessary bylaw to amend *The Elected Official Compensation Review Commission Bylaw, 2020, No. 2020-35*.

Keith Comstock and Kent Peterson, representing the Elected Official Compensation Review Commission, addressed Council and answered a number of questions.

Councillor Bob Hawkins moved, seconded by Councillor Andrew Stevens, that the recommendation contained in the report be concurred in.

Councillor Andrew Stevens moved, seconded by Councillor Sharron Bryce, that this report be tabled to the January 2021 City Council meeting for consideration by members of Council elected in the 2020 Regina Municipal election.

The Clerk called for the vote on the tabling motion.

Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	No
Councillor Joel Murray	No
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	No
Councillor Jason Mancinelli	No
Councillor Jerry Flegel	Yes
Councillor Barbara Young	No
Councillor Bob Hawkins	No
Mayor Michael Fougere	No

The motion was put and declared LOST.

The Clerk called for the vote on the main motion.

Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	No
Councillor Joel Murray	Yes
Councillor Sharron Bryce	No
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Barbara Young	Yes
Mayor Michael Fougere	No

The motion was put and declared CARRIED.

DELEGATIONS, PUBLIC NOTICE BYLAWS AND RELATED REPORTS

DE20-70 Jason Drummond and John Thomas, Jimmy & Jane Retail Corp.: Bylaw
2020-54

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jason Drummond and John Thomas, representing Jimmy & Jane Retail Corp., addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of Bylaw 2020-54, a Bylaw respecting the same subject.

DE20-71 Jason Childs, University of Regina: Bylaw 2020-54

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jason Childs, University of Regina, addressed Council. There were no questions of the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of Bylaw 2020-54, a Bylaw respecting the same subject.

CP20-26 Trevor Green, OneLeaf Cannabis Corp.: Bylaw 2020-54

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

2020-54 THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 16)

(Councillor Stevens requested that Bylaws 2020-54 and 2020-55 be considered separately.)

Councillor Mike O'Donnell moved, seconded by Councillor Jason Mancinelli, AND IT WAS RESOLVED, that Bylaw No. 2020-54 be introduced and read a first time. Bylaw was read a first time.

The Clerk indicated that in light of meeting restrictions, interested parties were notified of the bylaw amendments. Delegations who expressed an interest have addressed City Council. No one further expressed a desire to address City Council.

Councillor Mike O'Donnell moved, seconded by Councillor Sharron Bryce that Bylaw No. 2020-54 introduced and read a second time.

Councillor Mike O'Donnell	No
Councillor Jason Mancinelli	No
Councillor Jerry Flegel	No
Councillor Barbara Young	No
Councillor Bob Hawkins	No
Councillor Andrew Stevens	No
Councillor Lori Bresciani	No
Councillor John Findura	Yes
Councillor Joel Murray	No
Councillor Sharron Bryce	No
Mayor Michael Fougere	No

The motion was put and declared LOST.

2020-55 REGINA ZONING AMENDMENT BYLAW, 2020 (No. 17)

Councillor Mike O'Donnell moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that Bylaw No. 2020-55 be introduced and read a first time. Bylaw was read a first time.

The Clerk indicated that in light of meeting restrictions, interested parties were notified of the bylaw amendments. Delegations who expressed an interest have addressed City Council. No one further expressed a desire to address City Council.

Councillor Mike O'Donnell moved, seconded by Councillor Joel Murray, AND IT WAS RESOLVED, that Bylaw No. 2020-55 be introduced and read a second time. Bylaw was read a second time.

Councillor Mike O'Donnell moved, seconded by Councillor Andrew Stevens, that City Council hereby consent to Bylaw No. 2020-55 going to third and final reading at this meeting.

The motion was put and declared CARRIED UNANIMOUSLY.

Councillor Mike O'Donnell moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that Bylaw No. 2020-55 be read a third time. Bylaw was read a third and final time.

DELEGATIONS, RELATED REPORTS AND MOTIONS

DE20-72 Jackie Schmidt, Heritage Regina: Heritage Inventory Removal – 56 Angus Crescent

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jackie Schmidt, representing Heritage Regina, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR20-74, a report from Regina Planning Commission, respecting the same subject.

DE20-73 Trish Elliot, Cathedral Area Community Association: Heritage Inventory Removal – 56 Angus Crescent

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Trish Elliott, representing Cathedral Area Community Association, addressed Council. There were no questions of the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR20-74, a report from Regina Planning Commission, respecting the same subject.

DE20-74 Jeannie Mah and Edward Jones: Heritage Inventory Removal – 56 Angus Crescent

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jeannie Mah addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR20-74, a report from Regina Planning Commission, respecting the same subject.

DE20-75 Kaitlin Bashutski, Crawford Homes Ltd.: Heritage Inventory Removal – 56 Angus Crescent

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Kaitlin Bashutski and Al Bashutski, representing Crawford Homes Ltd., addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CR20-74, a report from Regina Planning Commission, respecting the same subject.

RECESS

Pursuant to the provisions of Section 33 (2.1) of City Council's Procedure Bylaw No. 9004, Mayor Fougere called for a 15 minute recess.

Council recessed at 3:50 p.m.

Council reconvened at 4:10 p.m.

Councillor Mike O'Donnell moved, seconded by Councillor Andrew Stevens, AND IT WAS RESOLVED, that the meeting recess at 6:00 p. m. for 30 minutes, and that after the recess the meeting continue until 7:30 p.m. and recess to a date and time to be determined by the City Clerk.

CR20-74 Heritage Inventory Removal – 56 Angus Crescent

Recommendation

That City Council:

Remove the property known as the Bagshaw Residence, located at 56 Angus Crescent (as shown in Appendix A-1 and A-2), from the City's Heritage Inventory.

Councillor Barbara Young moved, seconded by Councillor Jason Mancinelli, that the recommendation of Regina Planning Commission, contained in the report be concurred in.

Councillor Barbara Young	No
Councillor Bob Hawkins	No
Councillor Andrew Stevens	No
Councillor Lori Bresciani	No
Councillor John Findura	No
Councillor Joel Murray	No
Councillor Sharron Bryce	No
Councillor Mike O'Donnell	No
Councillor Jason Mancinelli	No
Councillor Jerry Flegel	No
Mayor Michael Fougere	No

The motion was put and declared LOST.

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins, that City Council:

- 1. Approve designation of the Bagshaw Residence located at 56 Angus Crescent, as a Municipal Heritage Property.**
- 2. Instruct the City Solicitor to issue and serve notice of Council's intention to consider a bylaw to designate the Bagshaw Residence as Municipal Heritage Property in accordance with *The Heritage Property Act*.**
- 3. Instruct the City Solicitor to prepare the necessary Municipal Heritage Property bylaw to be considered by Council at its first meeting following the statutory notice period to:**
 - a. designate the subject property as Municipal Heritage Property;**
 - b. identify the reasons for designation and character-defining elements as stated in Statement of Significance to be prepared by the Administration;**
 - c. provide that any subsequent alterations to the property be consistent with the "Standards and Guidelines for the Conservation of Historic Places in Canada."**

4. Upon adoption of a bylaw designating the subject property as Municipal Heritage Property, remove the property from the Heritage Inventory and add it to the register of designated property in Regina; and
5. Direct Administration to provide a report to Council in Q1 2021 with a detailed plan to protect the historical and architectural value of designated heritage conservation areas with architectural controls for the Crescents Neighbourhood to ensure compatible infill, pursuant to sec. 73 of *The Planning and Development Act, 2007* and outlined in Design Regina, Section D8, 10,8, Map 8, Potential Heritage Conservation Districts.

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

DE20-76 Angele Poirier: Enforcement Plan - Grass and Weed Control

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Angele Poirier addressed Council. There were no questions of the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of CM20-22, a report respecting the same subject.

CM20-22 Enforcement Plan - Grass and Weed Control

Recommendation

That City Council:

1. Approve the Enforcement Plan contained in this report.
2. Direct Administration to bring forward a report with recommendations for the maintenance of boulevards and other portions of the right of way related to overgrown grass and vegetation by December 2020.
3. Direct Administration to bring forward a report detailing how the City will meet the obligations under *The Weed Control Act* including an invasive weed management plan before the end of Q1 of 2021.

Councillor Bob Hawkins moved, seconded by Councillor Lori Bresciani, that City Council:

- 1. Approve the Enforcement Plan contained in this report.**
- 2. Direct Administration to bring forward a report with recommendations for the maintenance of boulevards and other portions of the right of way related to overgrown grass and vegetation by December 2020.**
- 3. Direct Administration to bring forward a report detailing how the City will meet the obligations under *The Weed Control Act* and all other relevant bylaws and regulations including an aggressive weed management plan before the end of Q1 of 2021.**

Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Barbara Young	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

DE20-77 Kathleen Donovan: Unwanted Guests Initiative

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Kathleen Donovan addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN20-12, a Motion respecting the same subject.

MN20-12 Councillor Andrew Stevens: A Review of "Unwanted Guests"

Recommendation

That Administration conduct a review of the "Initiative", in consultation with the Regina Downtown Business Improvement District Board (RDBID), Regina Anti-Poverty Ministry, Reconciliation Regina, and other community based organizations, and provide a report to Council by Q2 of 2021 that:

1. Addresses the implications of the “Initiative” for poor and vulnerable populations in Regina;
2. Addresses the implications associated with collecting race-based data in the course of enforcing the “Initiative”;
3. Recommends alternative mechanisms of responding to associated calls for service that are sensitive to the needs of marginalized populations that might be targeted by the “Initiative”;
4. Provides Council with policy recommendations that it can then advance to the provincial government and the Regina Board of Police Commissioners.

Councillor Andrew Stevens moved, seconded by Councillor Jason Mancinelli, that Administration conduct a review of the “Initiative”, in consultation with the Regina Downtown Business Improvement District Board (RDBID), Regina Anti-Poverty Ministry, Reconciliation Regina, Regina Police Service and other community based organizations, and provide a report to Council by Q2 of 2021 that:

- 1. Addresses the implications of the “Initiative” for poor and vulnerable populations in Regina;**
- 2. Addresses the implications associated with collecting race-based data in the course of enforcing the “Initiative”;**
- 3. Recommends alternative mechanisms of responding to associated calls for service that are sensitive to the needs of marginalized populations that might be targeted by the “Initiative”;**
- 4. Provides Council with policy recommendations that it can then advance to the provincial government and the Regina Board of Police Commissioners.**

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

DE20-78 Kevin Way, Midwest Surveys Inc.: Drainage and Lot Grading Regulation

The delegation was not present.

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

CP20-27 Regina & Region Home Builders' Association: Drainage and Lot Grading Regulation

CP20-28 Melissa Hicke: Drainage and Lot Grading Regulation

CP20-29 Ron Martin: Drainage and Lot Grading Regulation

CP20-30 Les Andersen: Drainage and Lot Grading Regulation

CP20-31 Lakkavally Chandramohan: Drainage and Lot Grading Regulation

Councillor Mike O'Donnell moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that communications CP20-27, CP20-28, CP20-29, CP20-30 and CP20-31 be received and filed.

MN20-15 Councillor Lori Bresciani: Drainage and Lot Grading Regulation

Recommendation

That City Council direct Administration to:

1. Prepare a report as outlined in MN19-10 for the Public Works and Infrastructure Committee by no later than December 2, 2020; and
2. Include any associated costs and implications for the implementation of such a regulation as part of the 2021 budget considerations.

Councillor Lori Bresciani moved, seconded by Councillor Barbara Young, that City Council direct Administration to:

1. **Prepare a report as outlined in MN19-10 for the Public Works and Infrastructure Committee by no later than December 2, 2020; and**
2. **Include any associated costs and implications for the implementation of such a regulation as part of the 2021 budget considerations.**

Councillor Lori Bresciani	Yes
Councillor Jerry Flegel	Yes
Councillor Jason Mancinelli	Yes
Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes

Councillor John Findura Yes
Councillor Andrew Stevens Yes
Councillor Bob Hawkins Yes
Councillor Barbara Young Yes
Mayor Michael Fougere Yes

The motion was put and declared CARRIED.

RECESS

Council recessed at 6:00 p.m. for 30 minutes.

Council reconvened at 6:30 p.m.

DE20-79 Brian Meier: Stunting, Racing and Excessive Vehicular Noise

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Brian Meier addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN20-17, a Motion respecting the same subject.

CP20-32 John Stavrinides: Stunting, Racing and Excessive Vehicular Noise

CP20-33 Erin Chard: Stunting, Racing and Excessive Vehicular Noise

CP20-34 Paul and Cheryl Viala: Stunting, Racing and Excessive Vehicular Noise

CP20-35 Wendy and Laurie Walter: Stunting, Racing and Excessive Vehicular Noise

CP20-36 Julie Derby: Stunting, Racing and Excessive Vehicular Noise

CP20-37 Grant Wasnik: Stunting, Racing and Excessive Vehicular Noise

CP20-38 Len and Maureen Pytel: Stunting Racing and Excessive Vehicular Noise

CP20-39 Dave and Janice Sinclair: Stunting, Racing and Excessive Vehicular Noise

Councillor Mike O'Donnell moved, seconded by Councillor Lori Bresciani, AND IT WAS RESOLVED, that communications CP20-32, CP20-33, CP20-34, CP20-35, CP20-36, CP20-37, CP20-38 and CP20-39 be received and filed.

MN20-17 Councillor Lori Bresciani and Councillor Andrew Stevens: Stunting, Racing and Excessive Vehicular Noise within City Limits

Recommendation

That Administration consult with the Regina Police Service (RPS) and report back to the Community and Protective Services Committee by Q1 of 2021 on the following but not limited to:

1. Reducing Vehicular Noise:

- a. Modify the current bylaws to provide police the means to enforce the law, increased fines for night-time hours (10pm – 7pm);
- b. Establish noise thresholds measured by sound levels in decibels similar to other cities;
- c. Establish vehicle equipment standards for mufflers and tailpipes;
- d. Increase enforcement authority to Bylaw Officers to investigate similar to the cities of Edmonton and Toronto;
- e. Develop a communication strategy for education and enforcement;
- f. Engage with other municipalities respecting efforts they have taken to reduce vehicular noise; and
- g. Identify any associated implications or cost for equipment that would be required for testing;

2. Reducing Stunting and speeding within city limits

- a. Engage with other municipalities respecting traffic calming strategies to reduce racing and stunting; and
- b. Adopt the use of temporary speed bumps or other mechanisms.

Councillor Lori Bresciani moved, seconded by Councillor Andrew Stevens, that Administration consult with the Regina Police Service (RPS) and report back to the Community and Protective Services Committee by Q2 of 2021 on the following, but not limited to:

1. Reducing Vehicular Noise:

- a. Modify the current bylaws to provide police the means to enforce the law, increased fines for night-time hours (10pm - 7am);**
- b. Establish noise thresholds measured by sound levels in decibels similar to other cities;**
- c. Establish vehicle equipment standards for mufflers and tailpipes;**
- d. Increase enforcement authority to Bylaw Officers to investigate similar to the cities of Edmonton and Toronto;**
- e. Develop a communication strategy for education and enforcement;**
- f. Engage with other municipalities respecting efforts they have taken to reduce vehicular noise; and**

- g. Identify any associated implications or cost for equipment that would be required for testing;

2. Reducing Stunting and speeding within city limits

- a. Engage with other municipalities respecting traffic calming strategies to reduce racing and stunting; and
- b. Adopt the use of temporary speed bumps or other mechanisms; and

3. Engage with stakeholders, including but not limited to Regina City Police, SGI, automotive industry and muffler shops to develop a strategy to reduce speeding, racing, stunting and excessive vehicular noise.

Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

DE20-80 Jean Hillabold: Renaming City Square Plaza

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Jean Hillabold, addressed Council. There were no questions of the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN20-18, a Motion respecting the same subject.

DE20-81 Florence Stratton: Renaming of City Square Plaza

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Florence Stratton addressed Council. There were no questions of the delegation.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN20-18, a Motion respecting the same subject.

DE20-82 Joely BigEagle-Kequahtoway, Buffalo People Arts Institute: Renaming of City Square Plaza

Pursuant to due notice the delegation was present.

The Mayor invited the delegation to come forward and be heard. Joely BigEagle-Kequahtoway, representing Buffalo People Arts Institute, addressed Council and answered a number of questions.

Pursuant to the provisions of Section 16(11)(c) of City Council's Procedure Bylaw No. 9004, this brief was tabled until after consideration of MN20-18, a Motion respecting the same subject.

DE20-83 Chief Lynn Acoose, Zagime Anishinabek: Renaming of City Square Plaza

The delegation was not present.

The City Clerk read the brief from Chief Lynn Acoose, Zagime Anishinabek into the record.

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

CP20-40 Jim Elliot: Renaming of City Square Plaza

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

MN20-18 Mayor Michael Fougere, Councillor Barbara Young, Councillor Bob Hawkins, Councillor Lori Bresciani, Councillor John Findura, Councillor Joel Murray, Councillor Sharron Bryce, Councillor Mike O'Donnell and Councillor Jerry Flegel: Renaming of the City Square Plaza on 12th Avenue – Pat Fiacco Plaza

Recommendation

That:

1. The City Square Plaza on 12th Avenue be renamed "Pat Fiacco Plaza"; and
2. The Administration shall ensure appropriate signage is erected to commemorate the naming of this amenity.

Mayor Michael Fougere moved, seconded by Councillor Mike O'Donnell, that:

1. **The City Square Plaza on 12th Avenue be renamed "Pat Fiacco Plaza"; and**
2. **The Administration shall ensure appropriate signage is erected to commemorate the naming of this amenity.]**

Councillor Barbara Young moved, seconded by Councillor Jason Mancinelli, that this Motion be tabled for future consideration.

The Clerk called for the vote on the tabling motion.

Councillor Barbara Young	Yes
Councillor Bob Hawkins	No
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	No
Councillor John Findura	No
Councillor Joel Murray	No
Councillor Sharron Bryce	No
Councillor Mike O'Donnell	No
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	No
Mayor Michael Fougere	No

The motion was put and declared LOST.

The Clerk called for the vote on the motion.

Mayor Michael Fougere	Yes
Councillor Jerry Flegel	Yes
Councillor Jason Mancinelli	Yes
Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Lori Bresciani	Yes
Councillor Andrew Stevens	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes

The Motion was put and declared CARRIED.

Council recessed at 8:00 p.m.

Council reconvened at 1:00 p.m. on August 31, 2020, in the absence of Councillor Mancinelli and Councillor Flegel.

CITY MANAGER'S REPORT

CM20-23 Seasonal Licence Reallocation

Recommendation

That this report be received and filed.

Councillor Mike O'Donnell moved, seconded by Councillor Lori Bresciani, that the recommendation contained in the report be concurred in.

Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Lori Bresciani	Yes
Councillor Andrew Stevens	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

CR20-75 Economic Development Regina Inc. Appointment of Directors

Recommendation

That City Council:

Authorize the Executive Director, Financial Strategy & Sustainability, as the City's proxy, to exercise the City's voting rights at the upcoming Economic Development Regina Inc. (EDR) membership meeting to elect the following individuals to the Board of Directors for a one-year term, ending April 2021:

- Kyle Jeworski (new appointment)
- Darren Howden (new appointment)

Councillor Mike O'Donnell moved, seconded by Councillor Andrew Stevens, that the recommendation of Executive Committee, contained in the report be concurred in.

Councillor Mike O'Donnell	Yes
Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

(Councillor Flegel joined the meeting.)

REGINA PLANNING COMMISSION

CR20-76 Discretionary Use - 1915 & 1955 Retallack Street - PL202000087

Recommendation

That City Council:

1. Approve the discretionary use application for the proposed development of Dwelling, Group Care, Dwelling, Unit and Assembly, Community land uses located at 1915 and 1955 Retallack Street, being Lot A and B, Block 339, Plan No. 101887623 in the Cathedral neighbourhood.
2. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall be generally consistent with the plans attached to this report as Appendix A-3.1 to A-3.2 inclusive, prepared by 1080 Architecture Planning + Interiors, dated April 23, 2020;
 - b. The applicant shall enter into a Development Levy Agreement; and
 - c. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw 2019-19*.

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins, that the recommendation of Regina Planning Commission, contained in the report be concurred in.

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jerry Flegel	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

CR20-77 Heritage Designation - 1938 Dewdney Avenue

Recommendation

That City Council:

1. Approve the application for designation of the Cameron & Heap Wholesale Grocery building located at 1938 Dewdney Avenue (as shown

in Appendix A-1 and A-2), being Lots 16 – 20, Block 201L, Plan OLD33, as a Municipal Heritage Property.

2. Instruct the City Solicitor to issue and serve notice of Council's intention to consider a bylaw to designate the Cameron & Heap Wholesale Grocery building as Municipal Heritage Property in accordance with *The Heritage Property Act*.
3. Instruct the City Solicitor to prepare the necessary Municipal Heritage Property bylaw to be considered by Council at its first meeting following the statutory notice period to:
 - a. designate the subject property as Municipal Heritage Property;
 - b. identify the reasons for designation and character-defining elements as stated in Appendix C, Statement of Significance, to this report;
 - c. provide that any subsequent alterations to the property be consistent with the "Standards and Guidelines for the Conservation of Historic Places in Canada."
4. Upon adoption of a bylaw designating the subject property as Municipal Heritage Property, remove the property from the Heritage Inventory and add it to the register of designated property in Regina.

Councillor Barbara Young moved, seconded by Councillor Bob Hawkins, that the recommendation of Regina Planning Commission, contained in the report be concurred in.

Councillor Barbara Young	Yes
Councillor Jerry Flegel	Yes
Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Lori Bresciani	Yes
Councillor Andrew Stevens	Yes
Councillor Bob Hawkins	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

INFORMATIONAL REPORT

IR20-6 Regina Planning Commission: 2017 – 2018 - 2019 Annual Report

Recommendation

That City Council receive and file this report.

Councillor Barbara Young moved, seconded by Councillor Jerry Flegel, AND IT WAS RESOLVED, that this report be received and filed.

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jerry Flegel	Yes
Mayor Michael Fougere	Yes

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

MOTIONS

MN20-13 Councillor Barbara Young: Sidewalks

Recommendation

That Administration prepare a report for the 2021 budget discussions that will outline the resources necessary to shorten or eliminate the wait list for remediating sidewalk cracks and other forms of sidewalk repair to reach the goal of making walking a safer means of transportation in the City of Regina.

Councillor Barbara Young moved, seconded by Councillor Andrew Stevens, that Administration prepare a report for the 2021 budget discussions that will outline the resources necessary to shorten or eliminate the wait list for remediating sidewalk cracks and other forms of sidewalk repair to reach the goal of making walking a safer means of transportation in the City of Regina.

Mayor Michael Fougere stepped down and temporarily left the meeting.
Councillor Mike O'Donnell assumed the Chair.

(Councillor Mancinelli joined the meeting.)

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

Councillor Barbara Young moved, seconded by Councillor Mike O'Donnell, that this matter be referred to Administration to be included in the report prepared in response to item MN19-9, coming forward in Q1 of 2021.

The Clerk called for the vote on the referral motion.

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes

Councillor Mike O'Donnell **Yes**
Councillor Jason Mancinelli **Yes**
Councillor Jerry Flegel **Yes**
Mayor Michael Fougere **Yes**

The motion was put and declared CARRIED.

MN20-14 Councillor Jerry Flegel: Temporary Parking Lot Policy

Recommendation

That the Administration:

1. Conduct a review of surface parking lot restrictions as outlined in the Regina Downtown Neighbourhood Plan and in *The Regina Zoning Bylaw, Bylaw No. 2019-19* and prepare a report on a temporary parking lot policy, that includes the following and any associated implications:
 - Temporary suspension of parking lot restrictions be limited to 3-5 years, upon which there would be an assessment;
 - Consult with the RDBID, Commercial Property Investors/agents, Developers and Property Owners to determine what standards and safety measures should be put in place for a temporary parking lot policy, such as light, maintenance, fencing, landscaping, drainage, surface coverage, etc;
 - A decommission process for the removal of a temporary parking lot;
 - A provision for an annual per stall contribution to the Downtown Deferred Revenue Account (DDRA); and
2. Report back to the Regina Planning Commission by January 31, 2021.

Councillor Jerry Flegel moved, seconded by Councillor Andrew Stevens, that the Administration:

1. **Conduct a review of surface parking lot restrictions as outlined in the Regina Downtown Neighbourhood Plan and in *The Regina Zoning Bylaw, Bylaw No. 2019-19* and prepare a report on a temporary parking lot policy, that includes the following and any associated implications:**
 - **Temporary suspension of parking lot restrictions be limited to 3-5 years, upon which there would be an assessment;**
 - **Consult with the RDBID, Commercial Property Investors/agents, Developers and Property Owners to determine what standards and safety measures should be put in place for a temporary parking lot policy, such as light, maintenance, fencing, landscaping, drainage, surface coverage, etc;**

- A decommission process for the removal of a temporary parking lot;
- A provision for an annual per stall contribution to the Downtown Deferred Revenue Account (DDRA); and

2. Report back to the Regina Planning Commission by January 31, 2021.

Councillor Andrew Stevens moved, in amendment, seconded by Councillor Lori Bresciani, that an analysis of parking needs and potential projects that could benefit from the Downtown Deferred Revenue Account (DDRA) be included in the report.

The Clerk called for the vote on the amending Motion.

Councillor Andrew Stevens	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes
Councillor Jerry Flegel	Yes
Councillor Jason Mancinelli	Yes
Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Lori Bresciani	Yes

The motion was put and declared CARRIED.

Councillor Sharron Bryce moved, seconded by Councillor Jason Mancinelli, that this matter be referred to Regina Downtown Business Improve District to provide additional information on what they are specifically looking for and any studies they have conducted.

The Clerk called for the vote on the referral motion.

Councillor Sharron Bryce	Yes
Councillor Joel Murray	No
Councillor John Findura	No
Councillor Lori Bresciani	No
Councillor Andrew Stevens	No
Councillor Bob Hawkins	No
Councillor Barbara Young	No
Councillor Jerry Flegel	No
Councillor Jason Mancinelli	Yes
Councillor Mike O'Donnell	No
Mayor Michael Fougere	No

The motion was put and declared LOST.

The Clerk called for the vote on the main motion, as amended.

Councillor Jerry Flegel	Yes
Councillor Jason Mancinelli	Yes
Councillor Mike O'Donnell	Yes
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Lori Bresciani	Yes
Councillor Andrew Stevens	Yes
Councillor Bob Hawkins	Yes
Councillor Barbara Young	Yes
Mayor Michael Fougere	Yes

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

MN20-16 Councillor Andrew Stevens and Councillor Bob Hawkins: Public Disclosure of Toxic Spills and Leaks

Recommendation

That Administration:

1. Review existing fines and costs associated with polluting spills and leaks affecting land and waterways within Regina to ensure that those costs and fines are sufficient to repair all resulting damage, and to deter future incidents, with a report being brought to Council in Q2 of 2021;
2. Commit to making public all spills and leaks (along with the source, costs, consequences, and remediated actions) that could compromise our treatment facility, infrastructure, or effluent quality, regardless of the level of risk to the surrounding water system;
3. Develop regulations that would require the City to give public notification within 24 hours of all spills and leaks affecting land and waterways within Regina that might pose any risk to the public or to the environment;
4. Commit to making public the quality of effluent released by the Waste Water Treatment Facility into the water system;
5. Develop regulations that would require the City to make public all waste and water agreements that it enters into, along with the implications of those agreements for City infrastructure, the public, and water safety;
6. Immediately request the provincial and federal ministries and regulators to do the following:
 - a. Report all spills publicly and promptly in a searchable database that is barrier free for the public to access;
 - b. Make transparent its process for assessing and imposing fines on

industry in the case of leaks; and

- c. Make public the number of fines, and their amount, along with the polluter receiving the fine.

Councillor Andrew Stevens moved, seconded by Councillor Bob Hawkins, that Administration:

- 1. Review existing fines and costs associated with polluting spills and leaks affecting land and waterways within Regina to ensure that those costs and fines are sufficient to repair all resulting damage, and to deter future incidents, with a report being brought to Council in Q2 of 2021;**
- 2. Commit to making public all spills and leaks (along with the source, costs, consequences, and remediated actions) that could compromise our treatment facility, infrastructure, or effluent quality, regardless of the level of risk to the surrounding water system;**
- 3. Develop regulations that would require the City to give public notification within 24 hours of the City becoming aware of all spills and leaks affecting land and waterways within Regina that might pose any risk to the public or to the environment;**
- 4. Commit to making public the quality of effluent released by the Waste Water Treatment Facility into the water system;**
- 5. Develop regulations that would require the City to make public all waste and water agreements that it enters into, along with the implications of those agreements for City infrastructure, the public, and water safety;**
- 6. Immediately request the provincial and federal ministries and regulators to do the following:**
 - a. Report all spills publicly and promptly in a searchable database that is barrier free for the public to access;**
 - b. Make transparent its process for assessing and imposing fines on industry in the case of leaks; and**
 - c. Make public the number of fines, and their amount, along with the polluter receiving the fine.**

Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes

Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

NOTICE OF MOTION

MN20-19 Councillor John Findura: Noise Attenuation on Ring Road

Councillor John Findura, gave written notice that at the September 30, 2020 meeting of City Council he intends to make the following recommendation that:

- 1. Administration be directed to include the area along the Ring Road between the Glen Elm and Glencairn neighbourhoods adjacent to Dewdney Avenue as a priority, in the event that an action plan to address exceeded noise limits within the City of Regina is adopted after consideration or in conjunction with the Roadway Noise Attenuation Policy that will be reviewed by the Public Works and Infrastructure Committee in Q1 of 2021; and**
- 2. If a phased in action plan is adopted by City Council, that this area be addressed in the first phase.**

MN20-20 Councillor Barbara Young, Councillor Andrew Stevens and Councillor Lori Bresciani: Age-Friendly City

Councillor Barbara Young, Councillor Andrew Stevens and Councillor Lori Bresciani gave written notice that at the September 30, 2020 meeting of City Council they intend to make the following recommendation that the City of Regina Administration:

- 1. Work with the Regina Age-Friendly Steering Committee to consider an Age-Friendly partnership proposal to present to City Council in Q1, 2021. The proposal to include:**
 - a. How the Regina Age-Friendly Steering Committee's community survey and future community assessments can act as an age-friendly lens to assist the City with future policies and planning;**
 - b. The costs of creating and sustaining the partnership; and**
 - c. The availability of funding or grants from governments or organizations;**
- 2. Be directed to engage with Seniors Mechanism, Age-Friendly Saskatchewan and other municipalities to define approaches to becoming an Age-Friendly City; and**

3. **Coordinate the presentation of the Regina Age-Friendly Steering Committee's Age-Well Tool to City Council with a request to assist in publicizing the tool to the public and the media.**

MN20-21 Mayor and City Council: Creation of a Diversity, Equity, and Inclusion Advisory Committee

Councillor Andrew Stevens moved, seconded by Councillor Bob Hawkins that:

1. **City Council approve, in principle, the establishment of a Diversity, Equity, and Inclusion Advisory Committee;**
2. **The City of Regina undertake extensive consultations with Black, Indigenous, and other visible minority residents and representative organizations, including the LGBTQ+ community, to determine the mandate, goals and objectives of the Committee;**
3. **During public consultation, the City of Regina assess best practices for developing a Diversity, Equity, and Inclusion Advisory Committee combating racism from other Canadian cities that currently have committees dedicated to diversity and inclusion;**
4. **The City of Regina consult with visible minorities and new Canadians to ensure they are involved in the policy-making process to ensure an inclusive, intersectional and culturally responsive approach to the creation of principles, City policies, programs and practices; and**
5. **A report on the Advisory Committee be prepared for Executive Committee and City Council as soon as possible.**

Councillor Barbara Young	Yes
Councillor Bob Hawkins	Yes
Councillor Andrew Stevens	Yes
Councillor Lori Bresciani	Yes
Councillor John Findura	Yes
Councillor Joel Murray	Yes
Councillor Sharron Bryce	Yes
Councillor Mike O'Donnell	Yes
Councillor Jason Mancinelli	Yes
Councillor Jerry Flegel	Yes
Mayor Michael Fougere	Yes

The motion was put and declared CARRIED.

RECESS

Pursuant to the provisions of Section 33 (2.1) of City Council's Procedure Bylaw No. 9004, Mayor Fougere called for a 15 minute recess.

Council recessed at 3:00 p.m.

Council reconvened at 3:15 p.m.

MN20-22 Councillor Andrew Stevens and City Council: Mandatory Masks

Councillor Andrew Stevens moved, seconded by Councillor Bob Hawkins, that Administration prepare a report on a mandatory mask bylaw and protocol that:

- 1. Covers indoor public spaces;**
- 2. Provides an overview of the implications of a mandatory mask bylaw;**
- 3. Provides a voluntary compliance window of two weeks in advance of mandatory enforcement;**
- 4. Establishes enforcement protocols for residents who are unable to wear masks due to bona fide health and disabilities reasons;**
- 5. Provides an assessment of costs associated with providing masks to members of the public accessing municipal buildings and services where masks are required;**
- 6. Involves consultation with the Regina school boards and encourages schools to develop a clear policy on mask usage;**
- 7. Develops a communication strategy and enforcement strategy;**
- 8. Involves consultation with the Saskatchewan Health Authority and requests guidance on how to implement and enforce such a mask bylaw;**
- 9. Involves consultation with the provincial and federal governments and requests financial support to cover the costs of instituting such a bylaw.**

Mayor Fougere moved, seconded by Councillor Bryce, that this matter be tabled to a future meeting of City Council for a report to provide guidance on any implementation of a mask bylaw, after consultation with the Saskatchewan Health Authority and Chief Medical Officer.

The Clerk called for the vote on the tabling motion.

Mayor Michael Fougere	Yes
Councillor Jerry Flegel	No
Councillor Jason Mancinelli	No
Councillor Mike O'Donnell	No
Councillor Sharron Bryce	Yes
Councillor Joel Murray	Yes
Councillor John Findura	Yes
Councillor Andrew Stevens	No

Councillor Bob Hawkins Yes
Councillor Barbara Young Yes

The motion was put and declared CARRIED.

ADJOURNMENT

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

The meeting adjourned at 3:54 p.m.

Chairperson

Secretary

Supplemental Report - Council Remuneration

Date	September 30, 2020
To	City Council
From	City Clerk's Office
Service Area	Office of the City Clerk- Council Reports
Item No.	CM20-24

RECOMMENDATION

That City Council receive and file this report.

ISSUE

At its August 26, 2020 meeting, City Council approved *CR20-73: Report of the Elected Officials Compensation Review Commission*, which established a new salary schedule for the Mayor and City Councillors to take effect January 1, 2021.

The Commission's recommendation called for subsequent reviews to be undertaken in Year 3 of a new Council's term, with any adjustment taking effect in Year 1 of a subsequent new term of Council. While working to have these changes incorporated in the required bylaw, Administration realized that the timing and implementation of a new median salary arising from a review in Year 3 of a Council term creates a one year gap between when the information was collected from the comparable cities and the implementation date for the new median salary.

The recommendations in the report also instructed the City Solicitor to amend Bylaw 2020-35, being *The Elected Official Compensation Review Commission Bylaw*. While not referenced in the recommendations, Bylaw 2001-108, being *The Regina City Council Remuneration Bylaw, 2001* is also being amended as this is the Bylaw that contains the current formula for adjusting Council member remuneration.

BACKGROUND

The recommendation approved by Council on August 26, 2020 requires that a review of the median remuneration from comparable cities be done in the third year of the Council term with the new remuneration being implemented in the first year of the next Council term.

The recommended change would have the administrative review undertaken in Year 4 (the final year) of a Council term instead of Year 3.

IMPACTS

Financial Impact

There are no financial implications. The revised bylaw retains City Council's direction to have any adjustments arising from future year reviews take effect in Year 1 of a new Council's mandate.

Policy Impacts

Conducting the administrative review prior to the general election every four years ensures that any person considering running in the election is aware of adjustments to the Council remuneration and, if successful, the salary schedule upon assuming office.

COMMUNICATIONS

Public notice is required to be provided for Council to consider Council remuneration. The Report and Bylaw on Council remuneration were advertised on the City's website, public notice board and Leader Post on August 15, 2020.

DISCUSSION

This Report explains that the Bylaw being presented for approval is slightly different from what is stated in recommendation 8 from Report CR-20-73. Recommendation 8 stated that the review of the median remuneration of the comparable cities would be done in the third year but then the new remuneration would not be implemented until the first year of the next Council term.

Once the Administration began working on the Bylaw changes, it realized that recommendation 8 would not work in practice because it would leave a one year gap between when the information was collected from the comparable cities and the implementation date for the new median salary. This would not work as the new remuneration needs to be implemented immediately after the year the review is done to make sure the numbers are up to date and also because the new remuneration is based on the difference between the median and the remuneration from the previous year.

In order to ensure that the mechanism for reviewing the median remuneration from

comparable cities would work, and to provide the most straightforward means to address this, the Bylaw has been drafted so that the review will occur in the fourth year of the Council term with any median remuneration adjustments being implemented January 1st of the first year of a new Council term. This most clearly aligns with Council's objective that any salary adjustments arising from the scheduled administrative review only take effect on January 1st in the year following an election.

The Bylaw sets out that future remuneration will be set by a formula which uses remuneration from comparable cities which will automatically be adjusted so Council will not have to make any decisions related to this. This will avoid the political sensitivity surrounding Council members voting on their own remuneration as well as avoid the remuneration becoming out of step with comparable cities.

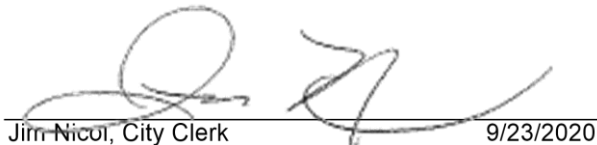
DECISION HISTORY

On August 26, 2020 City Council approved (through report CR20-73) principles and a methodology and formulae for future adjustments to Council member remuneration.

Bylaw amendments were instructed to come forward to the September 30, 2020 meeting.

This report explains the slight difference between the timing and implementation of the review set out in the Bylaw and what was set out in Report CR20-73.

Respectfully Submitted,


Jim Nicol, City Clerk 9/23/2020

Prepared by: Jim Nicol, City Clerk

Supplemental Report: Residential Short Term Accommodation (Homestay)

Date	September 30, 2020
To	City Council
From	City Solicitor's Office
Service Area	Office of the City Solicitor
Item No.	CM20-26

RECOMMENDATION

That this report and report CR20-79 be tabled to the October 28, 2020 meeting of City Council.

ISSUE

1. At the Executive Committee meeting on September 16, 2020, during consideration of report EX20-27 Residential Short Term Accommodation, the Committee introduced and approved the following two amendments to the report:

The percentage limit in a multi-unit dwelling be set at 35%; and
A cap on licenses if the vacancy rate drops below 3%.

Because these amendments introduce a limit on the number of businesses via a licensing scheme, *The Cities Act* requires the item to be publicly advertised before it can be considered by City Council. To provide sufficient time for public notice the report will need to be tabled to the October 28, 2020 meeting of City Council.

2. Following passage of the two motions, Administration has been asked for clarification on how implementation would occur and for further comment on the implications of these measures.
3. The Administration is recommending that Council approve an amended implementation date of July 1, 2021.

IMPACTS

Tabling the report will ensure compliance with section 101 of *The Cities Act* which requires public notice to be provided before Council considers a report regarding a licensing bylaw to impose a limit to the number of businesses in a particular class.

OTHER OPTIONS

There are no other recommended options.

COMMUNICATIONS

Public notice regarding the consideration of a cap on the number of licences will be advertised in the Leader-Post on October 17, 2020 as per the requirements of *The Cities Act*.

DISCUSSION

During consideration of report EX20-27, the Committee passed two amendments to limit the number of licences to be issued for Residential Short Term Accommodation. The purpose of this report is to recommend the item be tabled to allow time for public notice to be provided and to provide additional information on proposed implementation of the new policy directive given at Executive Committee.

1. Public Notice Requirement

The Cities Act (the “Act”) grants the City the power to “limit the number of businesses in a particular class of business that may operate”. However, unlike most other bylaw-making powers, the Act specifically requires that public notice be given in the prescribed manner before “initially considering any report respecting” the exercise of this power. Because the report from Executive Committee is now recommending these powers be exercised, public notice is required. In order to consider the report Administration asks that Council table the matter to the October 28, 2020 meeting of Council to allow time for advertising of the discussion of this matter, as is required by *The Cities Act*.

Note that typically Council is dealing with public notice requirements arising out of *The Planning and Development Act, 2007* which requires notice before the bylaw is considered. In the case of this report, the matter falls under *The Cities Act*, which requires public notice before the report is considered.

2. Implementation

The Administration has been asked to provide further information on how to implement the additional regulations recommended by the Executive Committee.

With respect to further comment on the impact of each of these measures and additional recommendations, each measure is discussed below.

The percentage limit in a multi-unit dwelling be set at 35%

When Saskatoon passed this amendment, the stated intention was to differentiate between short term homestay and hotel/hostel use, or to prevent apartment buildings from turning into hotels. Administration is not aware of other jurisdictions in Canada where a similar limit has been instituted. In keeping with the intention of the regulation, Administration is recommending that the limit be implemented in the following three ways for the following reasons:

- (a) Not apply to primary residences
 - Saskatoon's cap does not apply to primary residences;
 - since the intention is aimed at large business operations, exempting primary residences should eliminate unintended licence denials;
 - most residents who list their home or a room in their home either don't end up renting it at all or rent it for less than 30 nights per year. A limit that is too broad may result in these infrequent users obtaining all of the licences for their building (especially a smaller building).
- (b) Apply in Residential zones
 - residential short term accommodation and hotel/motel use is currently permitted in mixed use zones and some direct control districts;
 - this will continue to allow legal short term accommodations in mixed use zones and direct control districts that were developed prior to the licensing bylaw being implemented;
 - If Council were to implement the restriction in the zones where this use is already permitted, the Administration would need to provide further advice regarding the implications.
- (c) That multi-residential dwelling be defined as "stacked building with a common entryway and greater than 4 units"
 - if the intention is to address the use of parts of an apartment building in a hotel-like fashion then defining the building by its form would assist in limiting the scope of this measure to its intended purpose;
 - this terminology is consistent with *The Zoning Bylaw*: a stacked building contains at least one unit entirely or partially above another.

If Council decides to approve the limits introduced at the Executive Committee, Administration is recommending the implementation described above. Without these limits, Administration believes the policy will inadvertently limit many residents from obtaining a licence without addressing the intended objective.

Council should also be aware that the City does not currently keep a database of all multi-unit residential buildings in the City which would allow us to readily determine when a building has reached capacity. A manual record would need to be created for each building and monitored to ensure limits are not reached. Saskatoon has a software solution and database containing historical information on building sizes and are easily able to monitor

this requirement. Because renting on a short term basis may not occur consistently Administration would issue permits on an annual basis, assessing the 35% threshold on a first-come first-served basis.

A cap on licenses if the vacancy rate drops below 3%

When Saskatoon passed this amendment, the stated intention was to align with the City's existing moratorium on condominium conversions and to prioritize the long term housing stock when vacancy is low. Administration is not aware of other jurisdictions where a similar limit has been instituted. In keeping with the intention of the regulation, Administration is recommending that the limit be implemented in the following ways for the following reasons:

- (a) Not apply to primary residences
 - these dwellings are already occupied and would not be converted out of short term accommodation into long term rental housing;
 - Saskatoon's cap does not apply to primary residences;
 - people may rent out rooms to support their ability to own a home (and themselves leave the long term rental market);
- (b) Mirror the calculations described in the condo conversion policy
 - this will provide for consistency amongst the two policies.

If Council approves the limits introduced at the Executive Committee, Administration is recommending the implementation described above to prevent the policy from inadvertently limiting residents from obtaining a licence without addressing the intended objective.

If Council wishes to consider an alternative response, the Administration has instead recommended that the City address downward trends in vacancy rates more strategically by looking at the cause of the change in vacancy rate, various policy responses available and their effectiveness. Currently, the Administration presents an Annual Housing Report to keep Council up to date on trends in vacancy rates. Measures, such as limits on short term rentals seen in other jurisdictions, are typically in response to low vacancy in high tourist areas. High tourism is unlikely to be the cause of a long term rental shortage in Regina. Even in areas with high tourism, like Vancouver, an assessment found that only 15% of short term rentals that were shut down had been converted to the long term rental market.

3. Implementation Date

Administration is requesting that Council approve an adjusted effective date of July 1, 2021. This would be in line with the original project timeline that was impacted by Covid-19. The original schedule was to present the report to Executive Committee and Council in April 2020 and an implementation date of January 1, 2021. This will ensure appropriate time is available to communicate with the public, finalize the program, and ensure a suitable online process is in place for applications and system to maintain and store records.

DECISION HISTORY

Report EX20-27 was considered at the September 16, 2020 meeting of Executive Committee.

Respectfully Submitted,



Dawn Schikowski, Manager Licensing & Parking Services 9/23/2020

Respectfully Submitted,



Byron Werry, City Solicitor

9/23/2020

Prepared by: Chrystal Atchison, Legal Counsel and Dawn Schikowski, Manager, Licensing & Parking Services

Executive Committee: Residential Short Term Accommodation (Homestay)

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Executive Committee
Service Area	Office of the City Solicitor
Item #	CR20-79

RECOMMENDATION

That City Council:

1. Approve the following regulatory changes:
 - (a) amendments to *The Regina Zoning Bylaw, 2019*, effective January 1, 2021, to change Service Trade, Homestay from a discretionary use to a permitted use in all zones where it is currently discretionary and related amendments to facilitate the establishment of the licensing program as further described in this report;
 - (b) amendments to *The Licensing Bylaw* to establish a licensing and regulatory regime for all residential short term accommodations as further detailed in Appendix A of this report;
 - (c) an amendment to *The Regina Appeal Board Bylaw* to enable the Regina Appeal Board, which hears appeals related to business licences, to hear licensing appeals for short term accommodation licences.
2. Direct the City Solicitor to prepare the necessary bylaws to implement the licensing and regulatory scheme for residential short term accommodation and the amendments to *The Regina Zoning Bylaw, 2019* described in this report to the meeting of City Council one month following the approval of the recommendations described in this report.

3. That Administration report back to City Council on an annual basis on the operation of short term accommodation (Homestay).
4. Approve the percentage limit in a multi-unit dwelling be set at 35%.
5. Approve a cap on licenses if vacancy rate drops below 3% be applied.

HISTORY

At the September 16, 2020 meeting of the Executive Committee, the Committee considered the attached EX20-27 report from the City Solicitor's Office.

The following addressed the Committee:

- Tracy Fahlman, Regina Hotel Association
- Brett Ackerman
- Nathan Rotman, Airbnb


The Committee adopted a resolution to concur in the recommendations contained in the report after adding the following recommendation:

3. That Administration report back to City Council on an annual basis on the operation of Short Term Accommodation (Homestay).
4. That the percentage limit in a multi-unit dwelling be set at 35%.
5. That a cap on licenses if vacancy rate drops below 3% be applied.

Recommendation #6 and 7 do not require City Council approval.

Respectfully submitted,

EXECUTIVE COMMITTEE


Jim Nicol, City Clerk 9/24/2020

ATTACHMENTS

EX20-27 - Residential Short Term Accommodation (Homestay)
Appendix A Executive Committee Questions
Appendix B Zoning Map Permitted use

Appendix C Jurisdictional review

Appendix D Survey Results

Appendix E1 Saskatchewan Bed and Breakfast Association

Appendix E2 Regina Hotel Association

Appendix E3 Airbnb response

Appendix F STA Licence Program

Residential Short Term Accommodation (Homestay)

Date	September 16, 2020
To	Executive Committee
From	City Solicitor's Office
Service Area	Office of the City Solicitor
Item No.	EX20-27

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the following regulatory changes:
 - (a) amendments to *The Regina Zoning Bylaw, 2019*, effective January 1, 2021, to change Service Trade, Homestay from a discretionary use to a permitted use in all zones where it is currently discretionary and related amendments to facilitate the establishment of the licensing program as further described in this report;
 - (b) amendments to *The Licensing Bylaw* to establish a licensing and regulatory regime for all residential short term accommodations as further detailed in Appendix A of this report;
 - (c) an amendment to *The Regina Appeal Board Bylaw* to enable the Regina Appeal Board, which hears appeals related to business licences, to hear licensing appeals for short term accommodation licences.
2. Remove EX19-49 from the outstanding items list for the Executive Committee.
3. Direct the City Solicitor to prepare the necessary bylaws to implement the licensing and regulatory scheme for residential short term accommodation and the amendments to *The Regina Zoning Bylaw, 2019* described in this report to the meeting of City Council one month following the approval of the recommendations described in this report.

4. Approve these recommendations at the September 30, 2020 meeting of City Council.

ISSUE

At its meeting of September 24, 2018, Council passed a resolution in relation to report CR18-88 requesting that “Administration consult with interested parties to explore regulating the residential homestay industry”.

In response to the resolution, Administration conducted an online survey, requested feedback from interested parties, completed a jurisdictional review, interviewed internal staff and analyzed both market and Service Regina call data. This work revealed: a desire from survey respondents to offer short term accommodation in their homes; a high incidence of non-compliance with the current discretionary use process; and an interest in licensing residential short term accommodation.

Based on this work, on December 4, 2019 report EX19-39 was presented to Executive Committee which recommended moving from the current discretionary use approval process to a licensing process with short term accommodations being a permitted use in residential zones. That report was referred back to Administration requesting additional information regarding: “legal aspects of secondary properties, best practices, licensing fees, zoning, taxation, bylaw enforcement, cost of garbage and utilities, parking, safety, and human trafficking”.

The information contained in EX19-39 is presented below, with modifications to update some now outdated information and with an increased licensing fee recommendation. Answers to the specific questions posed on December 4, 2019 are included as Appendix A.

IMPACTS

Financial Impact

Where the benefits of a program or service are directly attributable to specific beneficiaries, the costs are to be paid by those beneficiaries through user fees or other similar charges. The licensing and inspection fees proposed in this report are intended to fully cover the cost of administration and enforcement of the program which is estimated at \$75,000 per year. A more detailed analysis of the calculations for cost recovery are included in Appendix A.

Strategic Impact

The recommendations contained within this report support the Community Priority of “Fostering Economic Prosperity”.

OTHER OPTIONS

The following table summarizes the options for regulating residential short term accommodation (STA) that were considered by Administration:

	Option 1 Licence & permitted use (recommended)	Option 2 Licence & permitted/ discretionary	Option 3 (status quo)	Option 4 De-regulate
Description	Move STA from discretionary use to permitted use and implement licensing	Retain discretionary use process if the home is not the applicant's primary residence, implement licensing	Discretionary use approval required in residential areas	Move STA from discretionary use to permitted use without any licensing requirements
Zoning Implications	Permitted use in Residential Zones; Permitted use in Mixed Use Zones	Permitted in Residential Zones if primary residence; Discretionary Use if not primary residence Permitted in Mixed Use Zones	Discretionary use in Residential Zones, Permitted in Mixed Use Zones	Permitted use in Residential Zones
Licensing Implications	All STA properties require licence	All STA properties require licence	Resident Business Licence if applicable	No licence required
Fees *all are full cost recovery	\$100 primary residence \$300 other than primary residence	\$100 primary residence \$300 + \$2500 other than primary residence	\$2500 for discretionary use application where required; \$225 for resident business licence if required	\$0

Each of the options not recommended are discussed in further detail below. The discussion section provides further context in terms of the objectives considered in arriving at the recommended option.

Option 2. Retain discretionary use process only where the property is not the primary residence of the applicant, licensing for all STA

This option differs from Option 1 in requiring a discretionary use approval if the proposed STA will be operated outside the primary residence of the operator. Council may wish to choose this option if it desires to exercise discretion on the basis of land use development.

This option is not recommended because it does not fully support the objective of allowing residents to operate short term accommodation due to the time, uncertainty and cost (\$2500) associated with the discretionary use process. Should all operators apply this could mean at least 148 discretionary use applications to be heard at committee and council to bring the current minimum number of anticipated secondary properties into compliance.

Option 3. Status Quo

Maintaining status quo does not meet any of the objectives in an effective way due to the high incidence of non-compliance with the current discretionary use approval process. Operating an STA in most residential areas requires a discretionary use approval which costs \$2500 and must be decided by City Council. This process and expense can be prohibitive for the majority of residents who are renting their homes on a part time basis. In the past 27 years, only 14 properties have been approved as a residential or bed and breakfast homestay, and none are currently licensed as residential businesses.

Option 4. Move STA from discretionary use to permitted use without any licensing requirements

This option would be the closest to a fully deregulated approach. It would be the least expensive option as it minimizes City involvement in the industry. Health and safety requirements, such as compliance with The National Building Code and *The Regina Fire Bylaw, 2018* would still exist. However, without any formal way of monitoring the industry, inspections would only take place on a complaint basis or if a building permit was taken out. Nuisance related issues, such as those related to noise and parking, would still be enforced under other relevant bylaws.

COMMUNICATIONS

Should a licensing approach be approved by Council, Administration will develop a plan to inform residents of the new licensing requirements.

DISCUSSION

With increasing numbers of residential short term accommodation, Council requested that Administration explore regulating the industry. This information was originally provided to Executive Committee on December 4, 2019. At the meeting several questions were posed to Administration and included in a referral motion for additional information. The additional information requested is provided in Appendix A.

Regina's Current Regulatory Environment

Zoning. The City regulates STA through *The Regina Zoning Bylaw, 2019* under the classification "Service Trade, Homestay". A Homestay is a dwelling unit where short term accommodation for less than 30 days is provided for a fee and includes both "Residential Homestay" and "Bed and Breakfast Homestay" from the previous Zoning Bylaw 9250. Service Trade, Homestay is a discretionary use in all Residential Zones and a permitted use in several other zones as indicated in the map in Appendix B.

Property Tax. The property tax classification of a property as residential, commercial or otherwise, is determined by the assessor in accordance with *The Cities Act* and regulations. A residential building being used as a short term accommodation will in most cases be classified as residential in accordance with provincial legislation. In order to change the current classification system an amendment to *The Cities Regulations* would have to be made by the Government of Saskatchewan. See Appendix A for a more detailed explanation.

Accommodation Tax. The City of Regina does not collect any accommodation or tourism taxes. In order to collect an accommodation tax an amendment to *The Cities Act* would have to be made by the Government of Saskatchewan.

Health and Safety. All dwelling units must comply with *The Uniform Building and Accessibility Standards Act*, National Building Code and *The Building Bylaw* at the time of construction, alteration or change in use. They must also meet the Fire Code and *The Regina Fire Bylaw, 2018* and *The Community Standards Bylaw. The Regina Fire Bylaw, 2018* contains additional requirements specifically for buildings not occupied by the owner, buildings with more than one dwelling unit and buildings where lodging is provided for a fee (excluding hotels). These requirements are:

- hard wired smoke alarms with battery backup

- inspection and testing by owner once every six months and with each new occupancy
- records required of each inspection/test where not owner occupied

Current Regina STA Market

Administration obtained third-party data for historical listings for Airbnb and VRBO (which is estimated to capture 95 per cent of the STA market). Many hotels, motels and traditional bed and breakfasts are listed on both platforms but were not included in the following analysis.

The data indicates that in the one-year period analyzed (ending November 2019) there were 947 listings, of which 516 were rented at least once during that time. A listing can be for all or part of a dwelling; therefore, one property can be listed multiple times. Of the listings rental of a whole home was more common than rental of a room:

Listings and rentals by type				
	Entire Unit		Room	
	Listed	Rented	Listed	Rented
Number of listings	530	317	417	199
% of total listings/rentals	56% of listings	61% of rentals	44% of listings	39% of rentals

Of the 947 listings, almost half were never rented and 7 per cent were rented for more than half of the year:

Listings by rental frequency					
	Never Rented	Less than 30 Nights	31-90 Nights	91-180 Nights	More than 180 Nights
Number of listings	431	185	161	108	62
% of total listings	46%	20%	17%	11%	7%

Information on number of listings per host was also analyzed. There was a total of 575 hosts with 883 listings on Airbnb (data for other platforms didn't include host information):

Listings by host			
	One listing	Multiple Listings of entire house	Multiple Listings of apartment units
Number of Hosts	448	52	12
% of Total Hosts	78%	9%	12%

Jurisdictional Review

Administration reviewed the regulatory approach of five Canadian cities that have recently reconsidered their approach to STA: Vancouver, Toronto, Ottawa, Calgary and Saskatoon.

A detailed breakdown of each city's approach is contained in Appendix C. Themes revealed in the jurisdictional review of these five cities are as follows:

- a licence is required for all types of STA operator
- most differentiate between primary residence/secondary property in some way, with Toronto, Ottawa and Vancouver prohibiting STA in secondary properties
- Toronto and Ottawa require the online platform to obtain a licence
- licence fees for primary residences are reduced in order to limit barriers to obtaining a licence, with fees typically \$50 to \$100
- except in Ottawa, hotels and motels are exempt
- enforcement is accomplished mainly by requiring operators to post their business licence number in any advertisement, allowing cities to spot non-compliant advertisements and to work with the Airbnb platform to request that unlicensed applicants be denied listings or that listings be removed
- requirements focus on obtaining a licence and complying with health & safety legislation through a system of random audits

Further study of other jurisdictions shows that a major focus is overcoming enforcement challenges (and costs) by creating a scheme that is effective yet simple to comply with (low cost, online registration).

Consultation

The City undertook consultation through an online survey and by requesting feedback from identified interested parties. In addition, Administration reviewed service requests received by the City over the past two years. All persons who contacted the City, including the identified interested parties, were invited to appear as a delegation upon Committee and Council's consideration of this report.

Survey. Results from the online survey are included in Appendix D. A total of 1,801 participants responded to the survey, providing the following information:

- A. Respondents indicated agreement that residents should be able to operate short term accommodations:
- 77 per cent of respondents agreed that residents should be able to **rent out their primary homes** on a short term basis (15 per cent disagreed)
 - 61 per cent of respondents agreed that residents should be able to rent out properties that are **not their primary home** on a short term basis (27 per cent disagreed)

- 77 per cent of respondents agreed that residents should be able to **rent rooms** in their primary home on a short term basis (15 per cent disagreed)
 - 60 per cent of respondents agreed that this is an important source of income (21 per cent disagreed)
- B. There is some concern about disruption of neighbourhoods with 31 per cent of respondents agreeing that STA led to noise and increased traffic (51 per cent disagreed).
- C. Respondents were split on whether or not the City should license STA with 33 per cent of respondents in favour of licensing all, 31 per cent of respondents in favour of licensing when it is not your primary residence and 31 per cent in favour of not requiring a licence.

Interested Parties. Written feedback was requested from the Regina Hotel Association, Regina Chamber of Commerce, Tourism Regina, the Saskatchewan Bed and Breakfast Association, Airbnb, Regina Downtown Business Improvement District and Regina Warehouse Business Improvement District. Feedback was received from three organizations and is attached as Appendix E and summarized below:

- The Saskatchewan Bed and Breakfast Association requested that all residential short term accommodations be treated the same and that the owner be required to reside in the home. The Association identified that it believes Bed and Breakfasts have worked hard to comply with City bylaws and that it is not fair that other residential short term accommodations have not complied.
- The Regina Hotel Association stated that it supports home-sharing in an owner's principal residence but desires that accommodation outside of an owner's principal residence be taxed and regulated, and that rental listing companies like Airbnb and Homeaway be required to obtain a business license.
- Airbnb did not suggest a specific approach, but suggested Regina consider its own circumstances surrounding travel trends and vacancy rates rather than follow what other cities have done. Their submission provided some explanation of measures their platform uses to facilitate the receipt of complaints from operators, guests and neighbours.

Service Requests. During the almost 2.5 year period from January 1, 2018 to June 10, 2020, the City received 22 service requests for complaints about an alleged "Airbnb," "homestay," or "short term rental". In comparison to the 16,627 bylaw related service requests the City received during the same time frame, the number of complaints specific to suspected STA was very small (0.13 per cent). The types of complaints included parking, noise, messy yards, numbers of people and vehicles. Without a licence system in place the City has no record of whether the property subject of the complaints was actually an STA. On some files, an investigation ruled out the operation of an STA at these properties.

Policy Objectives

The above information was used to establish five key objectives for proceeding with STA regulations:

1. Allow residents to rent out all or part of their home on a short term basis
2. Increase inspections for health and safety requirements imposed by other legislation
3. Encourage compliance and reduce enforcement costs by minimizing barriers and focussing enforcement efforts on secondary properties
4. Address concerns about nuisances in neighbourhoods

In order to meet the identified objectives, Administration recommends moving away from the current discretionary use approval process and establishing a licensing scheme. Recognizing the part-time nature of STA in a home-owner's primary residence and the regular presence of the home-owner at their primary residence, the proposed fees and inspection requirements are reduced for primary residences. Moving from discretionary to permitted use supports the desire of residents to operate STA and facilitates increased compliance through the substitution of a simpler and more affordable licensing process. The licensing requirement facilitates inspections and allows the City to keep better statistics on incidence of complaints and the ability to suspend or revoke a licence when persistent or serious infractions occur.

Licence Requirements

The proposed licensing program would include the following requirements, as further detailed in Appendix F:

- All licensees required to submit to an inspection at any time, upon request of the City
- Fire inspection for licensees in properties that are not a primary residence ("secondary properties") will be scheduled in the first year and every three years thereafter
- Property must be in compliance with all applicable laws
- Proof of permission of landlord for tenants wishing to operate an STA
- Cannot offer STA in accessory building, temporary building, vehicle or recreational trailer
- Licence number required to be included in all advertising and listings
- Platforms will be required to remove non-compliant listings upon request of the City
- Fines of \$1,000 for failure to licence or advertising without a valid licence number
- Should the licence holder be the subject of complaints or convictions an investigation would occur which, if substantiated, would result in suspension or revocation, depending on the nature and severity of the infraction. This would apply to any issue which may affect the suitability of the licence holder; such as bylaw, criminal or human rights code violations. Note that where the investigatory agency is not the City, we would defer to the findings of that body.

Licence Fees

Licence fees are intended to be cost recovery. Further detail on cost analysis is included in Schedule F. The estimated annual costs of the program are \$75,000. This amount has been re-

assessed and increased since this report initially went forward in December 2019. The Administration is proposing that residents renting their primary residence pay a reduced amount due to the likelihood that the use would be more infrequent and require less enforcement due to the involvement of the homeowner with the property. We are, therefore, recommending that primary residents pay a \$100 fee and secondary properties would cost \$300 per property. In comparison, the City's current fee for a residential business is \$225 and the City does not require a licence for a commercially zoned business such as a hotel or motel.

Below are several other licence fee scenarios that result in the same cost recovery values, along with licence fees charged by other major Cities. It should be noted that the fees charged by Calgary and Ottawa do not meet full cost recovery of their programs through licensing fees.

Licence Fee options and comparison								
	Recommended Option 1	Option 2	Option 3	Option 4	Vancouver	Calgary	Ottawa	Saskatoon
Fees paid	Annual	Annual	Annual	Annual	Annual	Annual	2 years	Annual
Primary Residence	\$100.00	\$75.00	\$50.00	\$150.00	\$99.00	\$100.00	\$100.00	\$85.00
Secondary Residence	\$300.00	\$375.00	\$450.00	\$150.00	\$99.00	\$172.00	\$100.00	\$85.00
Revenue	\$ 75,000.00	\$75,000.00	\$75,000.00	\$75,000.00				

Zoning Bylaw Amendments

The recommendations include amendments to *The Zoning Bylaw, 2019* to implement the licensing program. These additional amendments would include the following:

- (a) **Development Permit.** Currently a residential business licence serves as the development permit for a residential business. A similar process would be implemented for STA.
- (b) **Residential Business.** Residential businesses are limited to 25 per cent of the square footage of the home. Some residential businesses, such as daycares are exempt from this requirement. STA would be added as a further exemption.
- (c) **Landscaping.** Currently a Service Trade, Homestay requires that 10 per cent of the site be landscaped and that a landscaping plan be submitted to the City for review and approval. A residential business has no separate landscaping requirement from that of a Dwelling, Unit. An amendment would be made to place Service Trade, Homestay in the same category as residential business.

Implementation

Once the bylaw is in place, Administration will:

- begin working with Airbnb and other platforms to seek platform changes for the Regina market
- initiate procurement of an online licensing system (approved in the 2019 budget)

- provide information to residents on how to ensure their property is compliant with the bylaw and, where required, fire inspections can be scheduled.

An implementation date of January 2021 is recommended to allow time to complete the above implementation plan. This will provide the best opportunity for higher initial compliance and cost recovery, as well as providing a better customer service experience. The current computer system used for licensing programs does not have the ability to offer online registration or payment. Funding for a new licensing solution was approved in the 2019 budget and implementation will occur throughout 2020. Other municipalities have identified that an online registration portal is essential to ensure compliance.

In addition to internal technological upgrades, Airbnb has indicated it can work with Regina to add fields to listings which would assist us with enforcement. Given that we are a smaller centre and the number of cities currently working with Airbnb up to six months may be required to make necessary changes to the Airbnb Regina listing process.

DECISION HISTORY

Report CR18-88 from the September 24, 2018 meeting of City Council included the following resolution: "Administration consult with interested parties to explore regulating the residential homestay industry".

Report EX19-39 from the December 4, 2019 meeting of Executive Committee was referred back to Administration for further information.

Respectfully Submitted,



Dawn Schikowski, Manager Licensing & Parking Services 9/09/2020

Respectfully Submitted,



Byron Werry, City Solicitor

9/09/2020

Prepared by: Dawn Schikowski, Manager, Licensing & Parking Services and Chrystal Atchison, Legal Counsel

ATTACHMENTS

Appendix A Executive Committee Questions
Appendix B Zoning Map Permitted use
Appendix C Jurisdictional review
Appendix D Survey Results
Appendix E1 Saskatchewan Bed and Breakfast Association
Appendix E2 Regina Hotel Association
Appendix E3 Airbnb response
Appendix F STA Licence Program

Appendix A.
Response to Executive Committee Questions

Several questions arose during discussion of a proposed referral motion related to report EX19-39 regarding Residential Short Term Accommodations (STA). Below are the questions asked by the Committee and response by Administration.

Law Enforcement

Q. What are the impacts of STA on parking in neighbourhoods?

A. There is no known impact of STA on parking in Regina. In 2019 Parking Services received 10,628 service requests. No complaints were specific to short term rentals. When surveyed about perceptions of STAs, 31 per cent of Regina survey respondents indicated that they believed STAs contributed to traffic and noise in neighbourhoods.

Whether or not visitors to an STA will have more vehicles than a typical homeowner is not something that has been reliably studied. Each jurisdiction would experience a different impact depending on vehicle use/ownership in that community, availability of residential parking and the make-up of the local tourism economy. Factors such as method of travel, number of guests and whether or not someone, and how many people, ordinarily reside in the home will affect the number of vehicles at a home when used as an STA versus when resided in by its owners or a long term tenant.

To assist in compliance with existing parking bylaws, some cities have provided information bulletins to licenced STAs which are required to be provided to tenants. These bulletins can contain information on local bylaws, such as parking restrictions. Regina's proposed bylaw would require operators to share any information with tenants requested by the City.

Q. How can safety concerns such as occupational health and safety and public health be addressed? What is the City's role in addressing these concerns?

A. The City of Regina does not inspect or regulate occupational health and safety or matters of public health. However, enforcement agencies may request information from the City regarding licence holders which may assist in their investigations. If another enforcement agency identifies concerns with a licenced operator, this would be grounds to consider a suspension or cancellation of their City licence.

Q. How does human trafficking intersect with residential short term accommodation and how can human trafficking be addressed?

A. Administration has made further inquiries on how human trafficking is addressed in hotels and sought additional data and feedback from the Regina Police Service (RPS).

RPS is not able to provide statistics on their calls because whether or not a call is to a property that is an STA is generally unknown at the time of the call; however, the Vice unit has advised that they are seeing similar issues with suspected STAs and calls received

for/about hotels.

Both RPS and the Regina Hotel Association advise that there is not currently a formal program to address human trafficking in hotels and other short term accommodation. Hotel owners generally do not want illegal activities occurring in their property and therefore will work with police to prevent or address these issues. RPS has advised that the Vice unit does presentations to hotel staff and managers, with advice on what indicators to look for. RPS has indicated that the information that is currently shared with hotels regarding indicators of human trafficking could be shared with STA operators.

The RPS has suggested that a licensing system for STA would be of assistance to their enforcement because it will provide contact information for them for owners. RPS did not suggest any additional regulations to those currently proposed by Administration.

The licensing scheme proposed would assist in addressing human trafficking (and other criminal activity) in the following ways:

- provides a database allowing the City and RPS to identify a property as an STA
- provides contact information for the owner
- allows the City and RPS to distribute information to operators of STA
- provides for suspension or cancellation of the license in the event that criminal activity has occurred at the property.

Legislation

Q. Provide more information regarding the legislative restrictions on the City's authority regarding taxes and the raising of revenue through licensing and taxation.

A. *The Cities Act* prescribes the types of taxes and fees that can be charged by the City. These requirements are set by the provincial government; a legislative amendment would need to be requested to change or add new taxes or to expand the City's ability to raise revenue from licence fees.

Accommodation tax. *The Cities Act* does not permit the City to charge an accommodation tax. An accommodation tax is not levied on hotel stays in Saskatchewan. Fees charged by hotels to their guests, such as a destination fee, are charges implemented by hotels and are not required to be collected by the City or paid to the City.

Licence fees. The City's ability to charge a fee for a licence, inspection, permit or approval is limited to the cost to the City of:

- (a) administering and regulating the activity; and
- (b) enforcing payment of the licence fee.

Property tax. Property tax classifications are prescribed in *The Cities Regulations*. The *Regulations* set out each type of class, including residential and commercial. The City Assessor determines what class each property falls into by applying the *Regulations* based on the wording of the *Regulations* and case law interpreting those *Regulations*. Under the classification system, purpose built residential properties are assessed as residential when

being used for a residential purpose, long or short term (or when vacant). A house which is no longer used for a residential purpose, such as an art gallery or restaurant, is assessed as commercial. The City does not have legislative authority to change the classifications or pass bylaws to prescribe its own classification system or interpretation of the existing classification system. To prescribe that all short term residential rentals are to be taxed as commercial would require an amendment to *The Cities Regulations*.

Q. How are commercial hotels regulated by the City and how does this differ from what is being proposed for residential short term accommodation?

A. The City's current regulation of hotels and STA is with respect to their location only (zoning). The City enforces some provincial laws that relate to hotels and STA such as the Fire and Building Code. The recommendation in the report would have the City licensing and regulating STA, but not hotels.

The Zoning Bylaw permits hotels and STAs in the same zones: mixed use and downtown. In addition to these zones STA is discretionary in residential zones.

Zoning Regulation for Hotels and Residential Short Term Accommodation					
	Residential	Mixed: Lowrise Highrise Large market	Mixed: Office	Industrial (all)	Downtown Direct Control District
Hotel	x	Permitted	x	x	Permitted
STA	Discretionary	Permitted	x	x	Permitted

* The 7 other direct control districts are not captured in the above table.

The City does not licence commercial hotels or charge a business or accommodation tax to commercial hotels. The majority of the legislative requirements hotels follow on a day to day basis are imposed by provincial law such as:

The Saskatchewan Employment Act
Occupational Health and Safety Regulations
The Hotel Keepers Act
The Fire Safety Act
The Uniform Building Code and Accessibility Standards Act
The Public Health Act, 1994
The Consumer Protection Act.

Whether or not and how each of these provincial laws will apply to an STA depends on each piece of legislation and the enforcing authority's interpretation of that legislation.

Q. Provide more information about zoning, in particular, whether a commercial zone would be appropriate for this use and whether "house form commercial" could be used.

A. Commercial zones are now called “mixed use zones”. Currently an STA is permitted in mixed use zones and discretionary in residential zones. The Report recommends continuing to permit Homestay in mixed use zones and to change Homestay use from discretionary to permitted in residential zones along with the creation of a licencing program. Essentially what the report is recommending is regulating Homestay through a licensing regime instead of the discretionary use process which has extremely low compliance.

To allow the Homestay use only in mixed use zones would be more restrictive than today’s regulations and would for the most part not allow residents to rent out homes on a short term basis because most homes are not located in mixed use zones.

House Form Commercial/Residential Building was a defined term in Zoning Bylaw 9250 that referred to a combination of a building form (houses built prior to 1984) and use type in *Zoning Bylaw No. 9250*. This building/use was included only in the transition area (the area bordered by Broad, College, Victoria and Albert streets. This term has been discontinued in *Zoning Bylaw, 2019* and building forms and uses are no longer combined. Each land use can have regulations attached to it so changing the name of the STA use from “Homestay” to “House Form Commercial” does not have any practical effect.

Costs

Q. Provide further detail regarding the cost recovery analysis for the licensing fees.

A. Estimated total program costs for licensing and enforcement of short term accommodations is \$75,000 when 500 licences are issued. The cost per licence issued is calculated at 75 per cent of the cost for processing a residential business licence due to few requirements and documentation review (ie: no ISC documents or review of tax filings). Enforcement occurs on 2 per cent of current residential business licences and it is estimated that the same level of enforcement will be required for these licences. Overhead costs are calculated at 22 per cent of licensing and enforcement costs. Annual costs to obtain access to AirDNA reports used to conduct enforcement are \$5,000.

	500 Licences
Cost of Licensing	46,875
Cost of Enforcement	11,125
Overhead Costs	12,000
Data Collection Fees	5,000
Total Cost	\$ 75,000

Q. Is the cost of bylaw enforcement included in the licence fee?

A. Yes, the cost recovery analysis for licensing fees includes anticipated costs of enforcement personnel in the Licensing, Bylaw Enforcement and Zoning departments.

Q. Is the cost of garbage collection and utilities included in the licence fee?

A. No, garbage collection is funded by the home-owner's property taxes and utilities are billed to homeowners.

There was inquiry from Committee about the amount of waste that would be generated by an STA compared to another single family dwelling. The City has not studied STAs specifically but has studied waste composition of single-family residences. Given that the location of STAs is unknown to the City we cannot determine which homes are STA and which are not. We are not aware of any study of this nature.

Waste audits are conducted by collecting roll out carts from a sample of single family dwellings, sorting the contents by category and recording the volume by waste category. The City conducted waste audits over a period of three years (2016-2018) categorizing the waste into 86 material types. We can use this information to estimate the waste composition of a property when occupied by a temporary resident.

In looking at the percent of waste volume for various items, there are several items we would not expect to see in the waste of a person residing at a location for less than 30 days. This includes: phone books, shredded paper, computers, televisions, pet waste, tires, construction waste, yard waste, large items (ie. furniture), durable plastics (as opposed to disposable plastic items) and household hazardous wastes such as lightbulbs, paint and oil. These items make up 35 per cent of typical household waste (by weight).

With respect to other waste items we would still expect to see, these would include: paper, magazines, newspapers, packaging (cardboard, Styrofoam), food waste and packaging, hygiene items (including diapers) and textiles. If a household is smaller or larger than average then the waste generated would be expected to fluctuate accordingly. Given that the use and occupancy of STAs is variable in terms of vacancy rates, number of guests, and whether or not the rental is all or part of a home it would be very difficult to form a generalization about occupation density in a property that is used as an STA.

Rental Market

Q. What is the effect of residential short term accommodation on the long term rental market?

A. The vacancy rate in Regina has grown since 2011 and at the same time the popularity of STA also rose. CMHC indicates in their 2018 and 2019 reports for Regina, a continued increase in purpose built rental units accounting for rising vacancy rates. A Vancouver review found that only 15 per cent of the properties that were removed from STA for violation of their primary residence requirement were returned to the long term rental market.

CMHC Vacancy rates Regina primary rental market	
2014	3%

2015	5.4%
2016	5.5%
2017	7.0%
2018	7.7%
2019	7.8%

Q. What if the rental vacancy rate goes back down?

A. There are many policy responses cities can and do have to decreasing rental vacancy rates. Administration recommends that should the rental vacancy rate reach a very low number in the future, the City study the reason for the shortage and assess all options and their potential impact. At this time there is little evidence of the impact that STA has on the long term market compared to other measures such as incentivizing purpose built rentals. It is not recommended to create an automatic freeze on licenses according to a specific vacancy rate. There is no evidence that suspending STA licenses would have an impact on the vacancy rate without knowing the cause of increasing or decreasing vacancy rates.

Best Practices

Q. What are the best practices for regulating STA?

The regulation of the modern (internet/app-based) STA is relatively recent with Vancouver being one of the first Cities to regulate STAs in April 2018. Toronto's regulations came into force in November 2019 and Calgary's came into force on February 1, 2020. Some municipalities, like Regina, have regulations that apply to STA but predate the modern form and prevalence of the STA industry.

The regulatory schemes developed to date are aimed at overcoming challenges with identifying properties providing short term accommodation. This is necessary because listings do not provide complete addresses until a user books and it is not necessarily evident through observation that a property is being used as for short-term accommodations. To overcome this challenge, municipalities have focused on requiring licenses to be advertised in a listing. This means that homeowners are prosecuted for advertising without a licence, not for renting their home for less than 30 days.

Modern regulatory schemes include:

1. A requirement to register or obtain a licence for *anyone offering a room or property for rent for less than 30 days*; there is no exemption or threshold on the number of nights.

Although municipalities may only be concerned with those who rent their home more than a couple of weekends a year, exempting certain persons makes the licensing scheme difficult to apply and enforce.

2. A requirement to list your license/registration number in all advertisements.

This allows municipalities to audit advertisements for compliance and prosecute homeowners who list without a licence. Some online companies, such as Airbnb, have created a license field in their listings which do not allow a listing to be posted without a licence number.

3. A focus on voluntary compliance.

Licenses/registration is a simple and low-cost process. This approach accomplishes two goals: to provide good customer service and to lower enforcement costs to the City because the process leads to increased compliance rates.

4. Licenses can be reviewed, revoked or suspended if complaints warrant.

The establishment of a license database provides municipalities with a way to address complaints of other bylaw infractions at these locations. Most municipalities do not place a lot of unique requirements on STAs; they are simply required to follow existing municipal bylaws such as those pertaining to noise and nuisance. The STA license is another enforcement tool for these existing bylaw requirements.

The regulatory scheme recommended by the Administration includes all of the above features. The body of the report further details other requirements recommended by Administration, such as inspection of the home and a requirement to provide certain information to renters as requested by the City (ex. information on local parking and noise bylaws).

There are other regulatory requirements that some Cities have added, which the Administration has not recommended. These items are as follows:

1. Prohibiting the rental of a property in which the owner does not reside (ie. secondary property).

Some cities, such as Vancouver and Toronto, have limited STAs to only a primary residence. The reason cited in making this policy decision is an attempt to add stock to the struggling long-term rental market in these cities. Some question how effective this policy decision will be to support the long-term rental market given that STA are not generally purpose-built rentals. A November 2019 review found that 300 of the 2000 units (15 per cent) that were required to shut down in Vancouver were added to the long term rental market.

A limit on secondary properties is addressed in Option 2 in the Report: to have STA in secondary properties in residential zones remain as a discretionary use. A question was also asked at the December Executive Committee meeting regarding limiting number of secondary properties. It does not appear that other Canadian Cities limit the number of Licenses to a set number. Saskatoon has set a limit of no more than 35 per cent of any one multi-unit building.

2. Limits on number of guests, bookings, or frequency of rental

Number of Guests. Limits on the number of guests per property have been imposed

in some Cities. The platform does ask for a number of guests and therefore can reject visitors that exceed the limit. How many guests actually arrive at the location would be difficult to monitor and enforce.

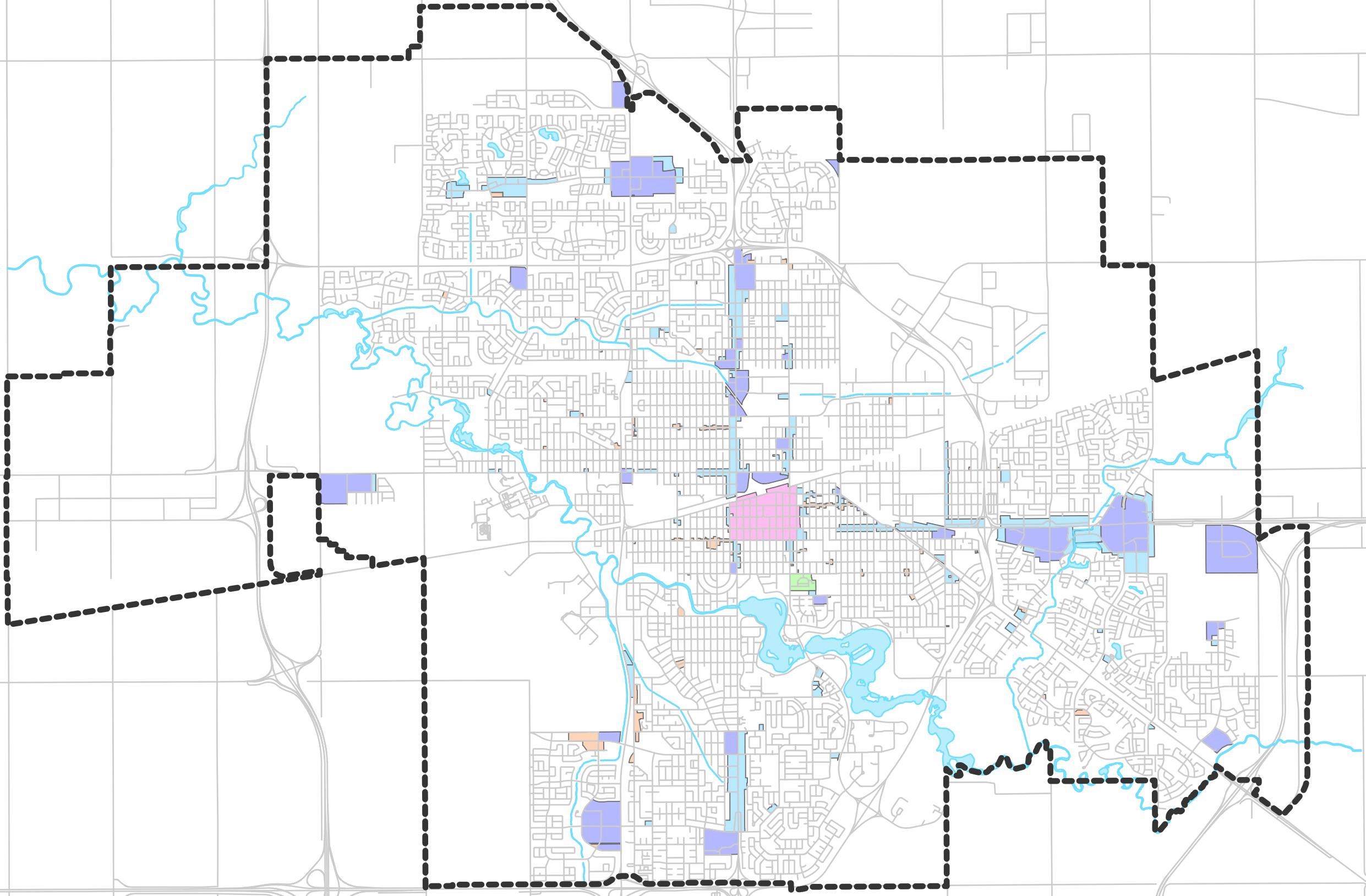
Number of Bookings. Some cities limit to one booking at a time. This appears to be more of a consumer protection measure; however, it would also limit the number of guests. This would prevent booking more than one room in your home at a time which may have some impact on bed and breakfasts (which are also a form of STA). Former Zoning Bylaw 9250 did limit the number of bookings for a bed and breakfast to 4 bedrooms; however this was not carried over into Zoning Bylaw, 2019.

Administration has not recommended limits on numbers of bookings, persons or rooms for several reasons:









- (a) There is no evidence that the limit is needed; the number of people in a home will vary regardless if it is an STA or a long term residence.
- (b) Different houses can accommodate different numbers of persons.
- (c) limits on the number of persons could unintentionally discriminate against large families
- (d) limits on the number of bookings or rooms is not consistent with the existing bed and breakfast market, which can have several rooms booked by different individuals at one time;
- (e) Limits on the number of rooms was removed from *The Zoning Bylaw* upon adoption of the 2019 Bylaw
- (f) Consideration was given to challenges and costs that would arise from regulation of items that are more difficult and costly to enforce.

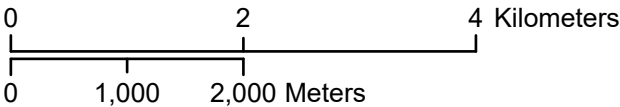
Should Council wish to regulate the number of persons, bookings or rooms, we would suggest considering the re-introduction of the limit on the number of rooms from Zoning Bylaw 9250 or limiting the number of bookings per home at one at a time. Regulating the number of persons is difficult to achieve in a way that accommodates families without discrimination.

APPENDIX B. Zoning Map Homestay permitted use zones



LEGEND

- | | |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
|  CITY BOUNDARY |  DCD-D |
|  ROADS |  DCD-QP |
|  WATERBODY |  MH |
| |  ML |
| |  MLM |



SERVICES TRADE,
HOMESTAY ZONE MAP

City of Regina



Appendix C Jurisdictional Review

City	CMHC long term rental vacancy rate 2019	Definition of short term accommodation	Zoning	Licensing	Unit types	Key licensing terms
Regina Current	7.8%	Zoning Bylaw: “a dwelling unit where short-term accommodation is provided” Short term is less than 30 days where a daily or weekly rate is charged.	Discretionary in residential, Laneway Housing Direct Control District and Former Diocese of Qu’Appelle Lands Low Density Residential Direct Control Districts. Permitted in Mixed Use Zones, and some direct control districts.	Residential Business License if applicable	No distinction between primary and secondary residence	N/A
Regina Proposed	7.8%	Licence required for: Provision of sleeping quarters in a dwelling unit for a fee for a period of less than 30 days. Excludes emergency shelters.	Permitted in residential in residential, Laneway Housing Direct Control District and Former Diocese of Qu’Appelle Lands Low Density Residential Direct Control Districts. Permitted in Mixed Use Zones, and direct control districts (unchanged).	Business licence required for host. \$100 Primary residence \$300 Other properties \$95 Fire inspection fee *as per <i>The Fire Bylaw</i>	No residency requirement.	<ul style="list-style-type: none"> • Cannot offer accommodation in dwelling unit that does not comply with applicable laws, accessory building, temporary structure, vehicle or trailer • Submit to inspection upon request of City • Provide information to guests as required by the City • Tenants can rent with permission of landlord • Must include business licence # in ads • must not market without a license • record keeping requirement

Appendix C Jurisdictional Review

City	CMHC long term rental vacancy rate 2019	Definition of short term accommodation	Zoning	Licensing	Unit types	Key licensing terms
Vancouver In Force September 1, 2018 *has one of the highest compliance rates in North America, estimated at 73%	1.1%	Rental of a home or room in a home for less than 30 days Does not include traditional B&B or hotel	Allowed in residential zones provided that a licence is obtained. In Vancouver this is called “conditional” use. This is not equivalent to discretionary use in Saskatchewan, but similar to a permitted use plus a licencing scheme, as recommended in the Report.	Business license required for host. \$99 *60% cost recovery Initial fee was \$49 and was increased in 2020 after achieving 73% compliance rate.	Primary residence requirement. Rental of secondary suites at a primary residence are permitted.	<ul style="list-style-type: none"> • No more than one booking at a time per unit • Tenants can rent with permission of landlord • Condo board permission required • Can rent all residential building types, except those developed under the City’s long term rental incentives program or condo properties registered with the City upon proof that their bylaws prohibit STA • Must include business licence # in ads • must not market without a license • record keeping requirement
Calgary In force February 1, 2020	3.9%	Temporary accommodation for compensation in a dwelling unit or portion of a dwelling unit for periods of up to 30 days Does not include holders of bed and	Zoning changes may be required but not addressed in Reports.	Business licence required for each property operated by the host. 1-4 rooms \$100 5+ rooms \$191 plus fire inspection \$104	No residency requirement. Can rent house and suite separately but will require a licence for each.	<ul style="list-style-type: none"> • No more than one booking at a time per unit • No more than 2 adults per bedroom • Tenants can rent with permission of landlord • Must provide emergency contact information for a person who can be reached 24 hours a day • Must include licence number in all ads

Appendix C Jurisdictional Review

City	CMHC long term rental vacancy rate 2019	Definition of short term accommodation	Zoning	Licensing	Unit types	Key licensing terms
		breakfast permit holders.				<ul style="list-style-type: none"> • Must keep records of all transactions
Toronto Currently being implemented	1.5%	Room or unit, less than 28 days; includes B&B, does not include hotels	Permitted in residential & mixed use	Registration required for host. \$50 License required for internet platform. \$5000	Primary residence requirement. Rental of secondary suite permitted only if the suite is your primary residence.	<ul style="list-style-type: none"> • No more than three rooms at a time per unit • No more than 180 nights per year • Submit to inspection on request of the City • Tenants can rent with permission of their landlord • Company must publicize complaint procedures • Company must not use arbitration clauses • Offence to advertise without a licence • Must include registration number in ad • Record keeping requirement
Ottawa Bylaws to be submitted to Council in late 2020 Requesting Provincial legislative	1.8%	Room or unit, less than 28 days; includes B&B, hotels and motels but exempts them from the primary residence requirement.	Permitted as a temporary use in residential areas.	Permit required for Host. \$100 for 2 years. Licence required for internet platform.	Primary residence requirement. Cottages and vacation homes may also be rented.	<ul style="list-style-type: none"> • Occupancy limits based on square footage in accordance with current Property Standards Bylaw • Submit to inspection on request of the City • provide information to guests as required by the City

Appendix C Jurisdictional Review

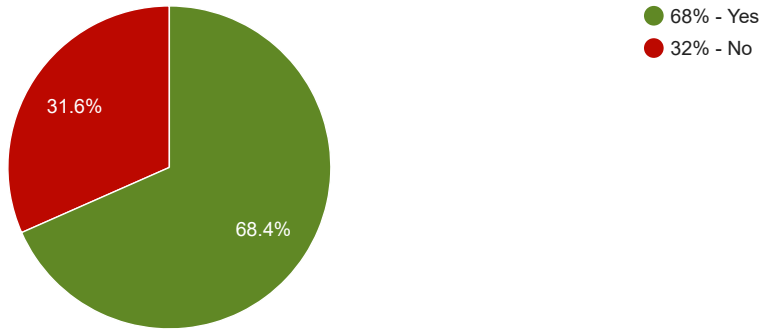
City	CMHC long term rental vacancy rate 2019	Definition of short term accommodation	Zoning	Licensing	Unit types	Key licensing terms
amendment to allow licencing of short term rentals.				\$4,000 *fees are under review		<ul style="list-style-type: none"> process for Condominium Corporations and Landlords to register prohibitions against short-term rentals in their buildings Companies required to submit data Must include registration number in ad Specialized enforcement team
Saskatoon Approved by City Council on August 31, 2020.	5.7%	All or part of a dwelling unit rented for less than 30 days.	<p>Divided into two uses:</p> <p>Primary Residence rentals are a permitted use.</p> <p>If a property is not a primary residence it is permitted unless it is in a low or medium density zone. Discretionary use approval is required in low and medium density zones.</p>	<p>Licence required.</p> <p>Exemption from licence requirement if a primary resident and only one guest.</p> <p>\$125</p>	No residence requirement; however, Secondary properties are discretionary use in some residential zones.	<ul style="list-style-type: none"> No more than 6 guests per home, 3 per secondary suite. No inspection but host to sign a declaration that their home is in compliance with life safety requirements such as smoke alarms Tenants can rent with permission of their landlord Condo board consent required for rentals in condos No more than 35% of units in a multi unit dwelling Cap on licenses if vacancy rate drops below 3%

APPENDIX D. Online Survey Results

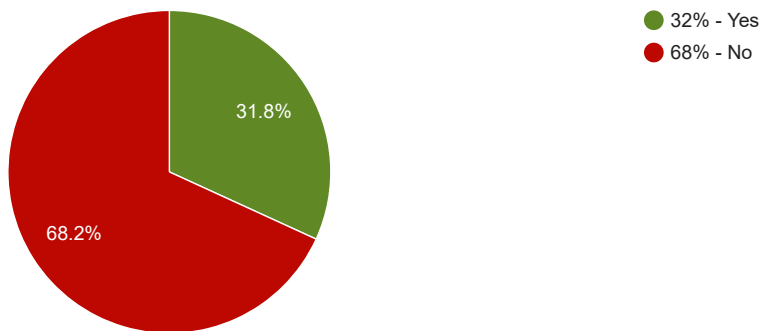
Short-Term Rental Survey

Status:	Closed	Partial completes:	183 (10.2%)
Start date:	2019-10-18	Screened out:	0 (0%)
End date:	2019-10-26	Reached end:	1,618 (89.8%)
Live:	9 days	Total responded:	1,801
Questions:	6		

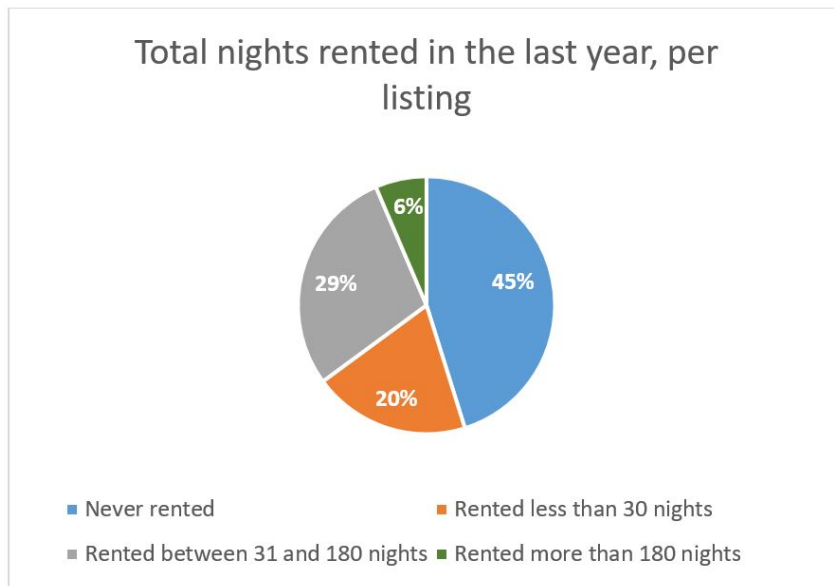
1. Have you ever used a short-term rental service such as Airbnb or VRBO?



2. Are you aware of any short-term rentals in your neighbourhood?



Short-term rentals may be used for various reasons including tourism, business, workers employed temporarily in Regina and billeting for major events. According to external data, there were 949 short-term rental listings in Regina advertised through Airbnb and VRBO in the past year, with usage data as shown in the following chart:



(abcimg://Short%20Term%20Rental%20Survey%20Chart.JPG)

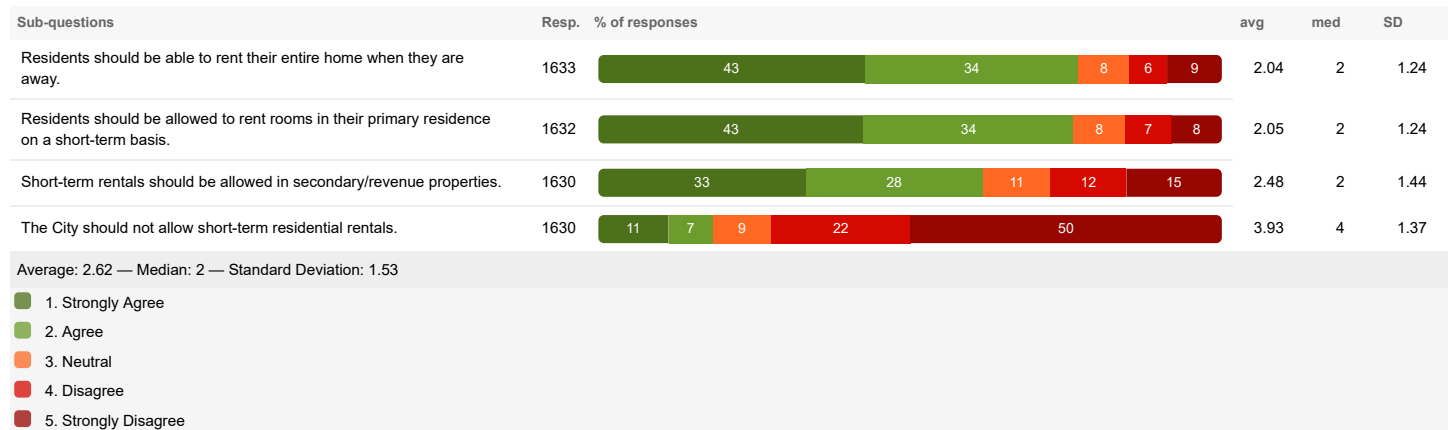
3. Please indicate your level of agreement with the following statements:

Sub-questions	Resp.	% of responses	avg	med	SD
Short-term rentals support tourism in Regina.	1629	<div> <div>42</div> <div>35</div> <div>9</div> <div>9</div> <div>5</div> </div>	2	2	1.14
Short-term rentals are an important source of income for homeowners.	1630	<div> <div>24</div> <div>36</div> <div>19</div> <div>12</div> <div>9</div> </div>	2.45	2	1.22
Short-term rentals create increased traffic and noise in local neighbourhoods.	1635	<div> <div>16</div> <div>15</div> <div>18</div> <div>29</div> <div>22</div> </div>	3.28	4	1.37
Short-term rentals make it harder for people to find long term accommodations in Regina.	1631	<div> <div>11</div> <div>12</div> <div>18</div> <div>29</div> <div>30</div> </div>	3.55	4	1.32
Average: 2.82 — Median: 3 — Standard Deviation: 1.41					
<div> <div>1. Strongly Agree</div> <div>2. Agree</div> <div>3. Neutral</div> <div>4. Disagree</div> <div>5. Strongly Disagree</div> </div>					

APPENDIX D. Online Survey Results

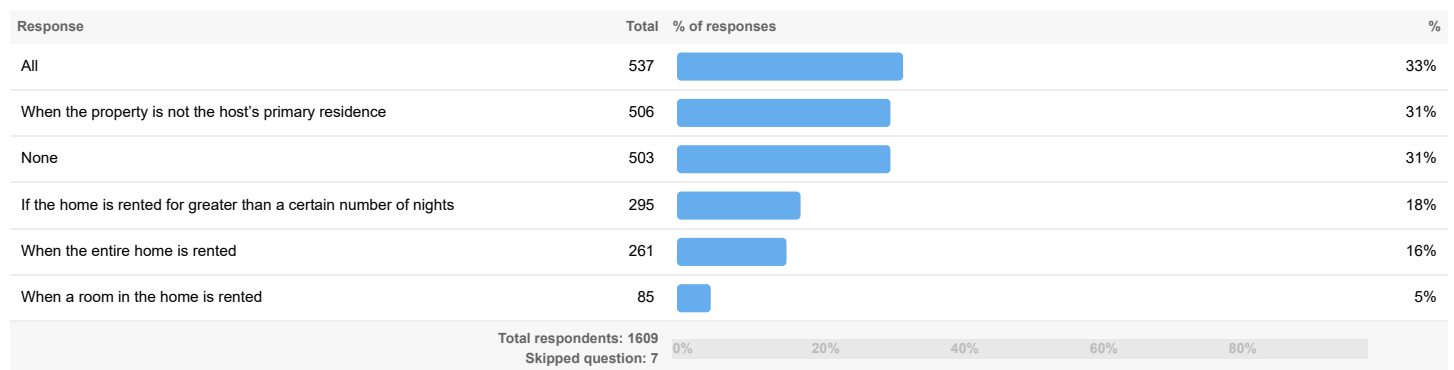
4. Some cities differentiate between short-term rentals operated in someone's primary residence and short-term rentals operated out of secondary/revenue properties. According to third-party data, roughly 77% of short-term rental property hosts in Regina have just one listing (listings can be a room or an entire dwelling).

Please indicate your level of agreement with the following statements:

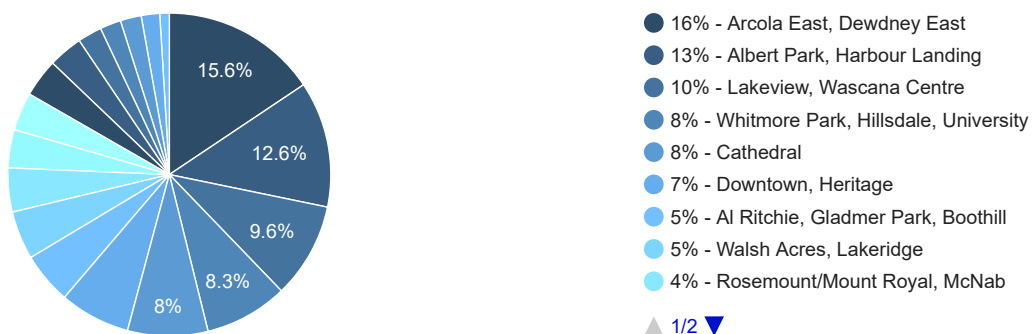


5. The City is exploring options to require a licence for all or some types of short-term rentals.

Which types of short-term rental do you believe should require a licence? Check all that apply:



6. Which Regina neighbourhood do you live in?



1/2

n=1569



Saskatchewan Bed and Breakfast Association Inc.

172 Cambridge Avenue, Regina SK S4N 0L2

Phone: (306) 789-3259

www.bbsask.ca; bbsask@gmail.com

Accredited Bed and Breakfasts - Rise and Shine With Us

October 21, 2019

Dawn Schikowski CPA, CMA
Manager, Licensing & Parking Services
Licences@regina.ca

Dear Ms. Schikowski,

Thank you for your emailed letter of October 11, 2019 regarding the regulation of short-term accommodations in residential units and specifically asking for feedback on two questions.

As a provincial organization of licensed, inspected and accredited bed and breakfast businesses, we have been concerned about the rise of Airbnb-type operations for many years. We have raised the issues of fairness and by-law compliance with the Cities of Regina and Saskatoon, and with the Ministry of Finance regarding PST. We have also spoken of the problems in our quarterly B&B newsletters, and have had feedback from many of our members saying how unfair the current situations are.

Your first question was how short-term rentals impact our organization and our members. The answer is that many of our members are very annoyed that after they have spent hundreds or thousands of dollars to comply with City regulations, the City seems unwilling or unable to enforce its own business license and discretionary use bylaws for Airbnb-type operations. This puts our members, and all legitimate law-abiding B&Bs at a competitive disadvantage.

As an organization, we have seen a decline in our membership numbers in the past few years. We suspect that this is connected to the growth of illegitimate operations, where operators can start up with impunity and without any commitment to establishing a legitimate long-term business.

Your second question was what we think should be the City's role in addressing that impact, and whether the role should differ based on frequency of rental and whether the owner lives in the home. Our primary thought is that whatever regulations the City develops, they should be the same for all businesses offering short-term accommodations, and the City must be proactive in enforcing their regulations.

Our understanding is that currently it is difficult for the City to find contact information for Airbnb-type operations, so regulation enforcement is difficult. The City must find a way to resolve this problem or regulations will continue to be ignored by people wanting to maximize profit and disregard the rules. Why would anyone follow the rules if they see hundreds of similar businesses ignoring the rules without any consequences?

Our understanding is that current B&B Homestay regulations say that the owner-operator must reside in the home. We believe that this regulation should continue since it provides good oversight for the business property and the neighbourhood. This maintains the reputation of bed and breakfast businesses being safe, clean and hospitable places to stay. We believe that reputation and quality-assurance are important qualities to maintain.

Thank you again for inviting our organization's input, listing us as an interested party and for letting us know about other opportunities for input from us and our members.

Yours truly,

Bryan G Tudor

Bryan Tudor
Executive Director



November 1, 2019

Dawn Schikowski
Manager Licensing & Parking Services
City of Regina
2476 Victoria Avenue PO Box 1790
Regina, SK. S4P 3C8

Dear Ms. Schikowski;

Re: Short Term Rentals

On behalf of Regina's hotel sector, thank you for the invitation and opportunity to provide input into the City of Regina's regulation review of short-term residential rentals of less than 30 days.

The Regina Hotel Association is requesting the City of Regina to consider the following:

1. Web-platform corporations, like Airbnb and HomeAway, be required to obtain a business license to operate in Regina and mandated to support City regulations and enforcement efforts.
2. Support true home-sharing in an owner's principal residence.
3. Operators renting their entire homes or multiple homes/condominiums that are not a principal residence should be treated as a commercial accommodation operation and taxed/regulated accordingly.

Regulation is occurring across Canada and we are pleased to share a jurisdictional scan of common reforms and municipal best practices. Please see the enclosed document, which contains our full response and recommendations.

Respectfully submitted;

Tracy Fahlman
President & CEO





Regina Leads the World in Airbnb Growth

With a 328% increase in short-term residential rentals this year, Airbnb has declared Regina the world's fastest growing market. As of October 31, 2019, there were approximately 327 short-term rentals listed online across two major homestay web-platforms with 224 (69%) operators offering entire homes. This accommodation supply equates to over 600 new guest rooms, the size of six (6) standard hotels entering the market.

The Regina Hotel Association (RHA) is not opposed to true home-sharing. We welcome innovation in the hospitality sector and recognize that it serves a unique and developing role in Regina. However, the City of Regina must take steps to address those who are operating a commercial business under the guise of home-sharing, whose activity is impacting communities and who are not currently subject to standard business laws and regulations. A consistent set of regulations, fairly enforced, is needed to support a safe and competitive short-term rental accommodation market.

In 2013, the City of Regina put regulations in place for Residential Homestays. Originally intended to facilitate the casual rental of an extra room from time to time, home-sharing has transformed into a sophisticated commercial operation taking advantage of gaps in these regulations.

In particular, multi-unit entire home rentals are the fastest growing segment on web-based platforms, like Airbnb, in terms of the number of hosts, listings and revenue generated. In Regina, commercial operators have converted one or more of their entire residential properties into ghost hotels generating \$2.3 million in revenues between January - September 2019. They are avoiding the normal costs of doing business and creating additional demands on municipal services such as waste removal, bylaw enforcement and policing. Taxpaying residents are subsidizing these businesses who pay residential property tax on their commercial enterprises.

It is our understanding that less than 1% of current operators have a valid City permit. The voluntary compliance mechanism and lack of enforcement have further led to an unfair playing field for hotels, and have created a risk to travelers and our neighbourhoods.

Overall, Regina's hotel market remains in a depressed state with 2019 expected to end the year at a 10-year historical low point. It is unlikely that Regina will see any new hotel builds over the next couple of years as revenue is expected to remain well below the historical peak in 2013, the point at which the last influx of new supply was being constructed and residential home-sharing entered the market.

Despite current market conditions, your city's hotels remain committed to the community we do business in. Through taxes, charitable support and growing the visitor economy, hotels in 2019 will contribute:

- \$4 million in municipal commercial property taxes;
- \$3 million in education and library taxes;
- \$2 million to help promote Regina, attract major events and build local event infrastructure;
- \$279,000 in direct funding to support Economic Development Regina;
- \$100,000 in levies to support our Downtown and Warehouse Business Improvement Districts;
- Over \$100,000 in donations to charities and community groups; and
- Employ almost 1,500 Regina residents in our hotels.

Commercial operators running multiple and entire homes on Airbnb and similar platforms are operating active businesses. We simply ask that everyone in the short-term accommodation business be treated fairly and subject to the same regulatory and tax obligations.

Recommendations

Regulation is already happening across Canada and based on a jurisdictional scan of reforms and best practices, the RHA is recommending the modernization of the Residential Homestay regulations and that enforcement be made a priority as follows:

- Web-platform corporations, like Airbnb and HomeAway, be required to obtain a business license to operate in Regina and mandated to support City regulations / enforcement efforts by deactivating illegal listings and submitting regular activity reports to assist City enforcement and police.
- Support true home-sharing in an owner's principal residence allowing them to occasionally rent out a room in their home by establishing a simple registration system with basic eligibility conditions including principal residence restriction and good neighbour practices (i.e. parking).
- Operators renting their entire homes or multiple homes/condominiums that are not a principal residence, should be treated as a commercial accommodation operation and taxed/regulated accordingly. The assessed value of these properties should be set using the same provincial percentage for commercial properties and taxed by the City at the same rate as hotels. Doing so will help the City recover lost revenue from hotels, whose assessed value will decline as our projected income decreases.

This proposal forms the basis of a modern short-term rental regime that allows for true home-sharing, ensures guest safety and fosters a fair and competitive commercial accommodation environment.

Jurisdictional Scan of Municipal Best Practices Web-Based Platforms

Airbnb is a \$30 million corporation and has shown an ability to accommodate bylaw requirements in other jurisdictions. Their model, like other disruptive technologies, has been to establish operations in new markets, challenge the regulatory model, and wait for local governments to react. The RHA believes this is an appropriate time to treat all web-based platforms (Airbnb, HomeAway, VBRO, etc.) doing business in Regina, the same as any other accommodation business.

Here's what we found happening in other jurisdictions:

Web-Based Platforms

Any accommodation business operating within Regina's hospitality industry is subject to the same rules and regulations

FEES:

- Application fee + annual permit/business license

REGULATIONS:

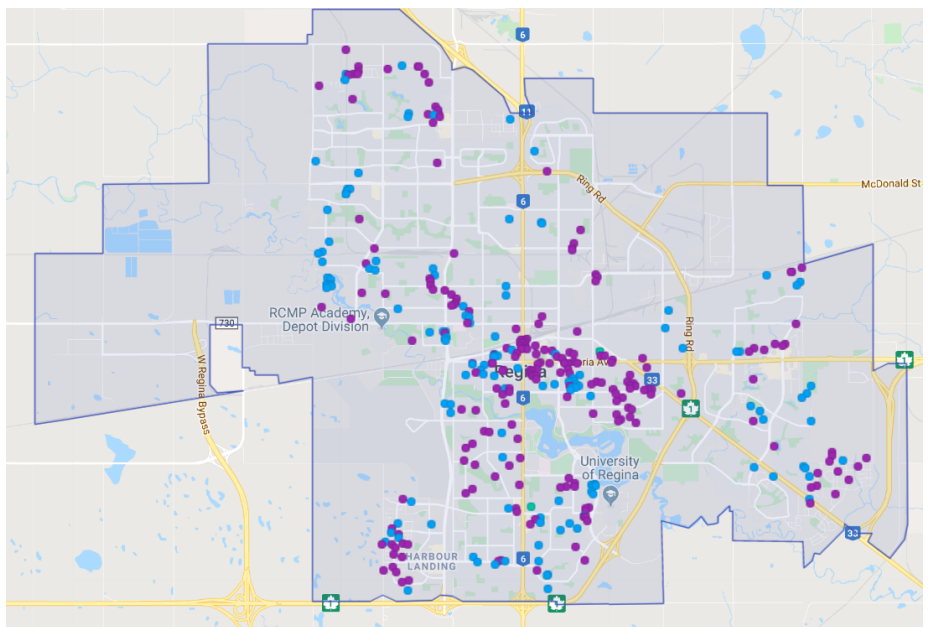
Enforcement Support:

- Mandatory fields on websites for license/registration numbers, as part of any listing
- A requirement for platforms to send a regular database to City enforcement containing all listings and pertinent information such as addresses
- A requirement for platforms to deactivate ineligible/illegal listings, following receipt of notification from City enforcement
- Fines for non-compliance

COMMUNITY:

- Contribute annual membership fees to Business Improvement Districts
- Financial contribution to support the ongoing work to attract events to cities and grow the Visitor Economy

Locations of Airbnb & HomeAway Operations in Regina



source: airdna.co



Jurisdictional Scan of Municipal Best Practices Short Term Residential Rental Operators

Cities have zoning application and bylaws in place to protect neighborhoods. People want to feel safe and know who their neighbours are. Limiting the establishment and operation of commercial accommodation businesses in the middle of neighbourhoods, helps minimize community disruptions and further ensures safety and security for everyone.

Here's what we found happening in other jurisdictions:

Private Room

Operators who occasionally rent out a room in their principal residence

FEES:

- Application fee & annual registration fee

REGULATIONS:

- Principal residence restriction (verifiable with valid government issued identification, such as a driver's license)
- Submission certifying appropriate insurance coverage

COMMUNITY:

- Self-declared good neighbor proclamation in place (parking, noise, waste management, etc.) on application and;
- If a condominium, certify that the Condominium Corporation bylaws and/or rules allow short term rentals

Commercial Operator

Operators who rent out one or more entire residential homes

FEES:

- Application fee & annual permit/business license
- Business Improvement District (BID) levy placed on property tax bill in BID zones
- Home inspection/fire inspection at cost to operator
- Commercial property taxation (shift from residential taxation)

REGULATIONS:

- Licensing: implement a mandatory short-term rental operator residential business license regime including:
 - Submission certifying insurance coverage
 - Documented permission from neighbours to operate
- Enforcement: fines issued for operators offering unlicensed listings
- Rental night cap to protect long-term housing availability

COMMUNITY:

- Limit the number of short-term rentals in neighbourhood
- Security & safety compliance at time of operator registration (submit an affidavit certifying compliances such as smoke alarms, fire extinguishers, etc.) to protect neighbouring homes
- Parking restrictions

From: Nathan Rotman <nathan.rotman@airbnb.com>

Date: October 23, 2019 at 4:09:20 PM CST

To: Dawn Schikowski <DSCHIKOW@regina.ca>

Subject: [External email] Re: City seeks public input on short-term rentals

Dear Dawn Schikowski,

Thank you for inviting Airbnb to provide feedback as part of the City of Regina's consultation on short-term rentals.

Across our country, tens of thousands of Canadians are engaging in home sharing to help make ends meet, share experiences with visitors and support neighbourhood small businesses. The money Airbnb hosts earn from home sharing is a much needed path to economic security. For many, earning money through home sharing is making it possible for them to afford to stay in their homes. In fact, Airbnb hosts report spending more than half the money they earn through the platform on expenses like mortgage payments and household bills. These hosts include retirees and empty nesters sharing the extra space in their home and young people and couples that rely on home sharing to help pay their mortgage, save for unexpected expenses or make necessary renovations.

Regina's 430 active listings (as of Oct 1, 2019) are make travelling to Regina more affordable and support small businesses across the city. The Regina short-term rental market is predominantly used by residents of Saskatchewan, visiting the city for medical appointments, services, shopping and to visit friends and family. 27% of all guest arrivals in the last year are visitors from elsewhere in Saskatchewan and likewise 19% are visitors from Alberta. This is corroborated by Tourism Saskatchewan's own statistics which report that visiting friends and relatives is the primary reason for travel to Regina, and is also the top choice for accommodation. This highlights the need to take a cautious approach to regulating what is a common activity for families from across the province.

Across Canada there is a diversity of regulatory regimes which work to regulate short-term rentals. We would like to suggest that each city not look at what others have done, but consider their own circumstances. After all, every city is unique and has unique tourism opportunities, convention attraction and short-term housing needs. Regina, for instance has one of Canada's higher housing vacancy rates at 7.7%. New construction has outpaced demand for rentals helping to increase the vacancy rate putting pressure on building owners in the city.

For example, the City of Calgary recently passed a very sensible by-law on short-term rentals. In that Calgary has a very unique housing and employment situation, we worked closely with city staff to share ideas and best practices. The by-laws introduced in Calgary are smart for Calgary's economy. They include an online registration system and some very general regulations to ensure the safety of guests and neighbourhoods.

Airbnb would welcome the opportunity to further discuss regulatory best practices with city officials to share our experiences from around the globe. Specifically, to your question about the city's role, we wanted to share our commitment to safe and healthy neighbourhoods with you. Our host community wants to do everything they can to be good neighbors in the places they call home, which is why we launched our Neighbour Tool. Anyone can go to airbnb.com/neighbors to share specific concerns they might have about a listing in their

community. Hosting is a big responsibility and those who fail to meet our standards and expectations will be subject to suspension or removal. We also have a new legal issues portal specifically for working with and supporting the work of local law enforcement and that can be found at airbnb.com/learn.

We also wanted to share some information about our **Trust and Safety priorities**. Our community's safety, both online and offline, is our priority. There have been more than 8.5 million guest arrivals in Airbnb Canada listings in the last year and negative incidents are extremely rare. Even so, we're constantly working to improve our platform, our policies, and our protections, because even one incident is one too many. In fact, Trust and Safety is its own department with offices spanning the globe in San Francisco, Seattle, Portland, Dublin, and Singapore. Our team is made up of engineers, 24/7 response agents, data scientists, product managers, designers, law-enforcement liaisons, crisis managers, and victim-advocacy specialists, in addition to policy, privacy, cybersecurity, insurance, and fraud experts—all working together to keep our community safe.

Safety features - the basics

-
- **Profiles:**
 - Each and every person on Airbnb has a profile page with important information about themselves. In order to book or host, you must provide us a full name, date of birth, phone number, email address, and payment information.
-
-
- **Secure Messaging:**
 - Through the Airbnb platform, we also have a safe and easy way for guests and hosts to get to know each other directly before requesting or approving a reservation. Our secure on-platform messaging tool is there for both sides to ask each other questions before
 - requesting or accepting a reservation and to set clear expectations — something we highly recommend doing. Additionally, our messaging tool helps hosts and guests stay in touch as needed throughout the trip to ensure everything goes well.
-
-
- **Reviews:**
 - Our review system enables you to see what other community members have said about a potential guest, host, or home. Guests and hosts
 - publicly review each other
 - and can only do so after the reservation is complete, so you know the feedback is based
 - on actual experiences.
-

Additional protection

-
- **24/7 Global**
- **Response & Assistance:** In the rare event that any issue should arise, Airbnb's global Customer
- Service and Trust and Safety teams are on call 24 hours a day, 7 days a week in 11 different languages to help make things right with rebooking assistance, as well as refunds, reimbursements, and support programs like our Host Guarantee and Host Protection
- Insurance. If, for instance, you arrive at a listing and it's not as advertised, all you need to do is reach out to our team and we are here to help.
-
-
- **Host Guarantee:**
 - Hosts are protected by our [Million](#)
 - [Dollar Host Guarantee](#), which covers listings for up to \$1,000,000 USD in damage --
 - and it's free for all hosts and every single booking.
-
-
- **Insurance:**
 - Our [Host](#)
 - [Protection Insurance](#) provides home sharing hosts with additional protection against
 - third party claims of property damage or bodily injury up to \$1,000,000 USD. Additionally,
 - [Experience](#)
 - [Protection Insurance](#) is primary liability insurance coverage for Experience hosts'
 - liability to a third party in the event a guest or other third-party suffers bodily injury or property damage during an Experience.
-

More information can be found on our Trust landing page (<https://www.airbnb.com/trust>) which covers much of what I listed above.

We would welcome the opportunity to discuss these issues and other priorities with the city of Regina.

Thank you,

Nathan Rotman
Airbnb Canada

Appendix F.

Proposed Short Term Accommodation Licence Program

Definitions

“Dwelling Unit” means a self contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and sleeping quarters.

“Market” or “Marketing” means offer for sale, solicit, advertise, or facilitate Short Term Accommodation, and includes listing, placing or posting advertisements physically or online, but does not include the provision of a location for such marketing in newspapers, bulletin boards, or online.

“Principal Residence” means the usual Dwelling Unit including any Suite thereof, where an individual lives, makes their home and conducts their daily affairs, including, without limitation, receiving bills and mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, health documentation, driver’s licenses, personal identification, vehicle registration and utility bills. No person shall have more than one Principal Residence.

“Reservation” means a booking or commitment to provide of a Short Term Accommodation.

“Secondary property” means any property that is not a “Principal Residence”.

“Suite” means Dwelling, Garden Suite; Dwelling, Laneway Suite; and Dwelling, Secondary Suite as defined in *The Regina Zoning Bylaw, 2019*.

“Short Term Accommodation” means the provision of sleeping quarters in a dwelling unit for a fee for a period of less than 30 days. (excludes emergency shelters)

“Short Term Accommodation Operator” means a person carrying on business providing Short Term Accommodation.

“Unit” means dwelling unit or legal Suite.

Requirements

All Short Term Accommodation

- Shall comply with all applicable laws including but not limited to *The Regina Zoning Bylaw, The Fire Prevention Act, The Fire Bylaw* and *The Uniform Building and Accessibility Standards Act*.
- Submit to any inspection by the City upon request to ensure compliance with this Bylaw prior to issuance of licence and at any time during validity period of licence
- If applicant is not the owner the applicant must provide written authorization from owner
- Must include City licence number in all Marketing, invoices, receipts
- Record keeping requirement – number of nights, what portion of unit rented
- Post in a conspicuous location any information required by the licence inspector to be displayed;
- Cannot offer accommodation in an accessory building, temporary structure, vehicle, recreational trailer, or if rental of the property would be in breach of a contract with the City;

- Cannot offer accommodation in a dwelling unit that does not comply with any law, including but not limited to *The Regina Zoning Bylaw*, *The Fire Bylaw* and *The Uniform Building and Accessibility Standards Act*.
- Platforms offering listings must remove listings from non-compliant operators upon request of the City within 7 days of being requested to do so.

Principal Residence special requirements

- Applicant must be an individual
- Every Operator shall be deemed to have only one Principal Residence
- Shall be required to provide evidence satisfactory to the licence inspector that the property is the primary residence of the applicant, at time of application and upon request
- Shall advise the City if at any time the applicant no longer resides primarily at the home

Secondary Property special requirements

- Fire inspection required prior to licence issuance (additional fee required as per *The Fire Bylaw*)

Offences

It is an offence to fail to comply with any requirement of this Bylaw.

No person shall Market or carry on business providing Short Term Accommodation without the applicable licence as required by this Bylaw.

No person shall Market Short Term Accommodation without including their City of Regina Short Term Accommodation licence number in a conspicuous place in any medium or material used to Market the Short Term Accommodation.

No person shall fail to remove a listing when requested to do so by the City.

Fine of \$1000 plus the applicable licence fee (\$1050 for primary residence, \$1225 for secondary unit)

Fees

Principal Residence Licence \$100

Secondary Property Licence \$300

Fire Inspection fee for secondary residence as per *The Fire Bylaw* (\$95)

Term of Licence

All licences will be valid for one year from date of issuance

Process

Application and supporting documentation must be submitted online or in person at City Hall and renewed each year

A licence is required for each Unit

Licence is non-transferrable and non-refundable

Can be revoked or suspended if applicant provides misleading or inaccurate information

Can be revoked or suspended if determined by the License Inspector to be unsuitable such as repeal bylaw conventions or violations of other laws.

Appeal to Regina Appeal Board (business licence appeals are heard by the RAB)

Record keeping requirement (paper or digital) – number of nights, what portion of unit rented

Regina Planning Commission: 5601 Parliament Avenue - Concept Plan Amendment/ Zoning Bylaw Amendment/ Discretionary Use - PL202000116

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR20-80

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve the application to amend the Harbour Landing Concept Plan to re-designate the property located at 5601 Parliament Avenue from High-Density Residential to Low-Density Residential, in accordance with the Concept Plan shown in Appendix A-3.1.
2. Approve the application to rezone the property located at 5601 Parliament Avenue, legally described as Block BB, Plan No. 102177503, from RH – Residential High-Rise Zone to RU – Residential Urban Zone.
3. Approve the discretionary use application for the proposed development of Building, Planned Group located at 5601 Parliament Avenue, being Block BB, Plan No. 102177503 in the Harbour Landing neighbourhood.
4. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall be generally consistent with the plans attached to this report as Appendix A-3.2, prepared by StreetSide Developments, dated June 18, 2020; and
 - b. The development shall comply with all applicable standards and regulations in

Regina Zoning Bylaw 2019-19.

5. Direct the City Solicitor to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.

HISTORY

At the September 9, 2020 meeting of Regina Planning Commission, the Commission considered the attached report RPC20-30 from the City Planning & Development Division.

Jonathon Osachuk, representing StreetSide Developments, addressed the Commission.

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

Recommendation #6 does not need City Council approval.

Respectfully submitted,
REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2020

ATTACHMENTS

RPC20-30 - 5601 Parliament Avenue - Zoning Bylaw Amendment.pdf

Appendix A-1

Appendix A-2

Appendix A-3.1

Appendix A-3.2

PL202000116 Appendix B

5601 Parliament Avenue - Concept Plan Amendment/ Zoning Bylaw Amendment/ Discretionary Use - PL202000116

Date	September 9, 2020
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC20-30

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve the application to amend the Harbour Landing Concept Plan to re-designate the property located at 5601 Parliament Avenue from High-Density Residential to Low-Density Residential, in accordance with the Concept Plan shown in Appendix A-3.1.
2. Approve the application to rezone the property located at 5601 Parliament Avenue, legally described as Block BB, Plan No. 102177503, from RH – Residential High-Rise Zone to RU – Residential Urban Zone.
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4. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall be generally consistent with the plans attached to this report as Appendix A-3.2, prepared by StreetSide Developments, dated June 18, 2020; and
 - b. The development shall comply with all applicable standards and regulations in *Regina Zoning Bylaw 2019-19*.

5. That the City Solicitor be directed to prepare the necessary bylaws to authorize the respective Zoning Bylaw amendment.
6. Approve these recommendations at its September 30, 2020 meeting, after giving the required public notice.

ISSUE

StreetSide Development Corporation (Applicant and Owner) proposes to develop 45 Building, Detached and five two-unit Building, Row buildings for a total of 55 dwelling units in a Planned Group (proposed development) on an undeveloped site within the Harbour Landing neighbourhood at 5601 Parliament Avenue (subject property).

This application is being considered pursuant to the *Planning and Development Act, 2007* (Act); *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and the Zoning Bylaw, including suitability based on the prescribed evaluation criteria for discretionary uses established in Part IE.3. The proposal has been assessed and complies with all applicable policies, regulations and standards.

Pursuant to subsection 56(3) of the *Planning & Development Act, 2007* (Act), City Council may establish conditions for discretionary uses based on the nature of the proposal (e.g. site, size, shape arrangement of buildings) and aspects of site design (e.g. landscaping, site access, parking, loading), but not including architectural details.

IMPACTS

Financial Impacts

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

Accessibility Impacts

The proposed development requires one accessible parking stall. While there are none marked, the development type means all provided parking can function as an accessible stall.

Policy/Strategic Impact

The proposed development does not conflict with any OCP policies and is consistent with the following OCP goals/ policies:

- Section D6, Goal 3, Policy 8.11: *Direct future growth as either intensification on or expansion into lands designated to accommodate a population of approximately 300,000, in accordance with Map 1 – Growth Plan.*

The surrounding area is a mix of high- and low-density development. The proposed development will offer a housing type unique to this part of Harbour Landing and promote housing diversity.

- Section D5, Goal 1, Policy 7.1 & 7.15: *Require that new neighbourhoods, new mixed-use neighbourhoods, intensification areas and built or approved neighbourhoods are planned and developed to include the following:*
 - *A diversity of housing types to support residents from a wider range of economic levels, backgrounds and stages of life, including those with specific needs.*

The development will contribute to diversity in housing forms and options in the neighbourhood.

OTHER OPTIONS

Alternative options would be:

1. Approve the application(s) with specific amendments to the plan.
2. Refer the application(s) back to Administration. If City Council has specific concerns with the proposal it may refer it back to Administration for further review. Referral of the report back to Administration will delay approval of the development until requested information has been gathered or changes to the proposal have been made.
3. Deny the application(s), and in the case of the application for discretionary use indicating the specific reasons for the denial.

COMMUNICATIONS

The applicant and other interested parties will receive a copy of the report and notification of their right to appear as a delegation at the Council meeting when the application will be considered. The Applicant will receive written notification of City Council's decision in accordance with *The Planning and Development Act, 2007*.

DISCUSSION

Proposal

The proposed development, if approved, will be comprised of 45 Building, Detached and five two-unit Building, Row buildings within this residential Building, Planned Group for a total of 55 dwelling units. All units will have front attached garages. The site is 26,864 square metres of land located within in the Harbour Landing neighbourhood. Access will be provided via Parliament Avenue and McKenna Road.

Currently, the property is identified as High Density residential in the approved Harbour

Landing Concept Plan and is zoned RH – Residential High-Rise Zone under *Regina Zoning Bylaw No. 2019-19* (Zoning Bylaw). The applicant is proposing to develop low density residential, which requires an amendment to the Harbour Landing Concept Plan (Appendix A-3.1). In addition, the applicant proposes to rezone the lands to RU – Residential Urban Zone. The proposed development consists of a Building, Planned Group, which is a Discretionary Use in the RU – Residential Urban Zone. Both a Building, Detached and Building, Row are permitted building types within the Building, Planned Group.

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

Land Use Details	Existing	Proposed
Zoning	RH – Residential High-Rise Zone	RU – Residential Urban Zone
Land Use	Vacant	Building, Planned Group
Building Area	Nil	8508 m ²

Zoning Analysis	Required	Proposed
Number of Parking Stalls	55	110
Min. Lot Area (m ²)	11650 m ²	26,864 m ²
Min. Lot Frontage (m)	7.5 m	82.3 m
Max. Building Height (m)	11 m	13.5 m
Max. Floor Area Ratio	0.85	0.26
Max. Coverage (%)	50%	35%
Communal Space	5%	5.1%

Considerations

Within the RU – Residential Urban Zone a Building, Planned Group is a Discretionary Use. Both the Building, Detached and Building, Row are permitted building types within the Building, Planned Group land use classification.

The proposed development requires 55 parking stalls (one parking stall per unit). The applicant has provided 100 parking stalls which exceed the minimum parking requirement. Additionally, there is potential for additional parking on the driveways on the individual units. Due to the amount of available parking, it is anticipated the proposed development has negligible impact on neighbouring properties.

The proposed development conforms with the Zoning Bylaw from a site design perspective and is deemed to be suitable for the location, as it has access to the Parliament Avenue (arterial roadway). Although the application represents a proposed density decrease, Administration does not anticipate conflict with Section C; Policy 2.11.2 of the OCP (requirement to achieve a minimum density of 50 people per hectare), as past trends in this neighbourhood resulted in density increase, relative to the original concept plan. The current estimated population for Harbour Landing is 11,891 in a net area of 238 ha. This results in a present density of 49.96/ha, before development of this site.

Community Engagement

In accordance with the public notice requirements of *The Planning and Development Act, 2007*, neighbouring property owners within 75 metres of the proposed development received written notice of the application and a sign was posted on the subject site. The Harbour Landing Community Association was contacted but did not respond. Comments from neighbouring properties are captured in Appendix B.

DECISION HISTORY

On July 28, 2014 City Council rezoned this property from UH – Urban Holding to R6 – Residential Multiple Housing (CR14-85). On April 27, 2015 City Council approved a Discretionary Use at this property for high-density residential development (CR15-53). The development never proceeded.

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

Respectfully Submitted,



Fred Scarle, Director, Planning & Development Services

Respectfully Submitted,



Diana Hawryluk, Executive Director, City Planning & Community Dev.

9/3/2020

Prepared by: Michael Sliva, City Planner II

ATTACHMENTS

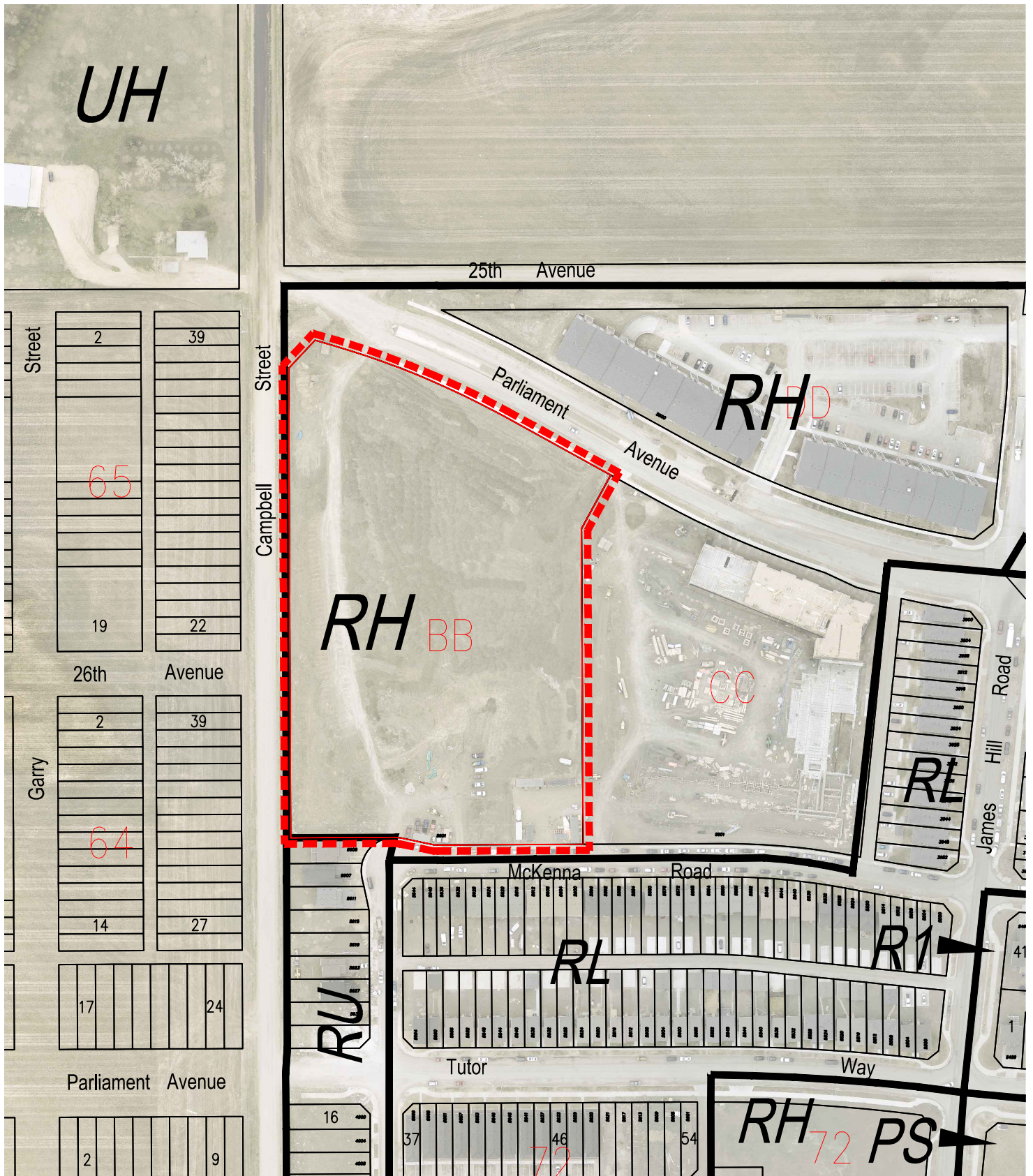
Appendix A-1

Appendix A-2

Appendix A-3.1

Appendix A-3.2

PL202000116 Appendix B



Subject Property

Date of Photography : 2018





1000

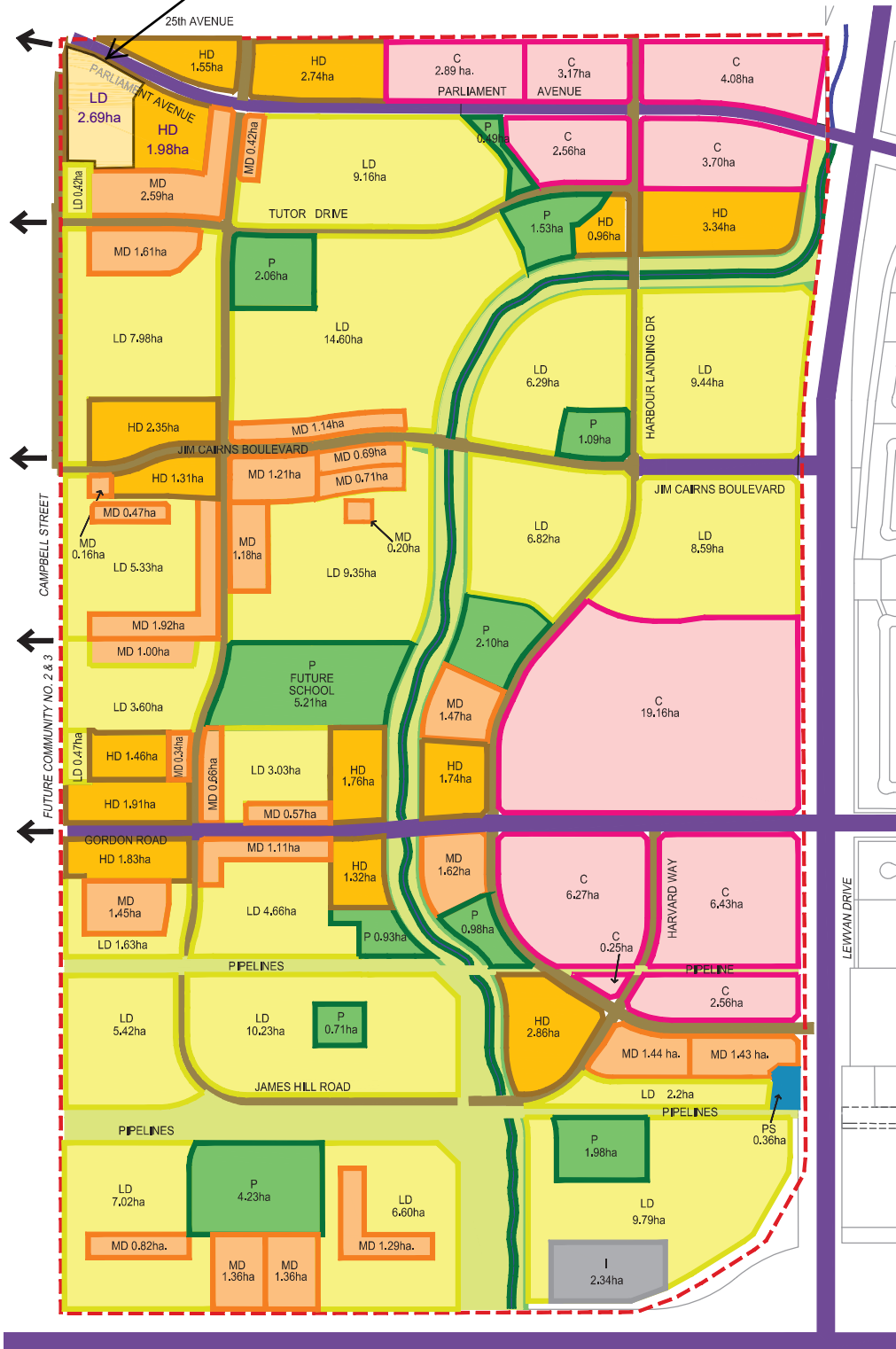
Subject Property

Civic Address/Subdivision

5601 Parliament Avenue

PROPOSED SITE TO AMEND 5601 PARLAIMENT AVENUE

Appendix A-3.1



LEGEND

1. LAND USE

PROPOSED

- LD Low Density Residential
Up To 25 U/ha
- MD Medium Density Residential
25-50 U/ha
- HD High Density Residential
Over 50 U/ha
- P Park Space/Storm Water
- C Commercial
- ER Environmental Reserve
Pipeline R.O.W.
Storm Channel
- AW Approval Withheld
- PS Public Service
- I Institutional

2. LINEAR AND STRUCTURAL ELEMENTS

- Arterial Roads
- Collector Roads
- Concept Plan Boundaries

3. DEMOGRAPHIC INFORMATION

a) Projected Population	13,079
b) Number of Dwelling Units	
Single Family	2,315
Multi Family	2,777
Total	5,092
c) Projected School Population	
Elementary	1,402
High School	469
Total	1,871

TRANS-CANADA HIGHWAY

SUBMITTED AUG. 13, 2019

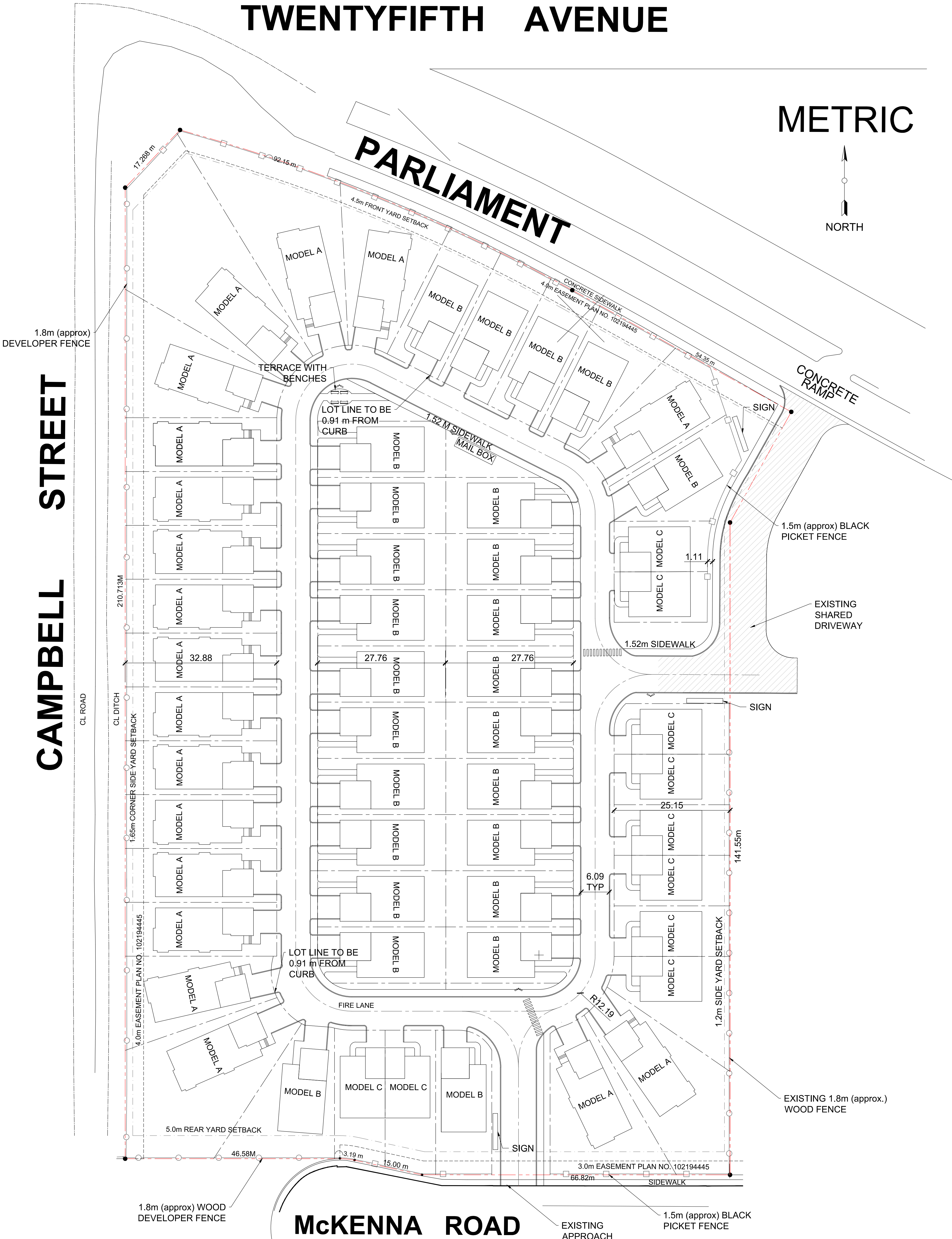
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REVISED AUG. 13, 2019



HARBOUR LANDING CONCEPT PLAN

CONCEPT PLAN



PROPOSED DEVELOPMENT
5601 PARLIAMENT AVENUE
REGINA, SASKATCHEWAN

LOT AREA
2.69 ha (26,864 m², 6.63 ac)

FLOOR AREA
7,060 (AS SHOWN)

FLOOR AREA RATIO
0.263

REQUIRED YARDS:
FRONT YARD: 4.5 m
CORNER YARD: 1.65m
SIDE YARD: 1.2m
REAR YARD: 5.0m

BUILDING SEPARATION:
2.44m (EXCLUDING PERMITTED PROJECTIONS)

COMMUNAL AREA
5% OF SITE AREA REQUIRED

AREA REQUIRED: 1343 m²
AREA PROVIDED: 1368 m²

- GENERAL NOTES:**
- TOTAL UNITS: 55 WITH A DENSITY OF 20.5 UNITS / HECTARE
 - PARKING SPACES: MINIMUM OF 110 GARAGE AND DRIVEWAY (PLAN EXCEEDS MINIMUM)
 - DRIVEWAY AND SIDEWALK TO BE CONCRETE.

SITE PLAN LEGEND

LED Street Light



STREETSIDE

DEVELOPMENTS

A QUALICO® Company

www.streetsidewinnipeg.com

5601 PARLIAMENT AVENUE

PROPOSED DEVELOPMENT PLAN

SITE PLAN

Project:	HARBOUR LANDING
Date:	06.18.20
Author:	SB

A-01

Scale: 1:400

Public Notice Comments

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>		
<i>Accept if many features were different</i>		
<i>Accept if one or two features were different</i>	1	- Not enough parking
<i>I support this proposal</i>	1	

1. Parking*Administration's Response:*

This development requires 55 parking stalls. The applicant proposes 100 parking stalls which exceeds the minimum parking requirements by 45 parking stalls. Additionally, every unit has a double-car driveway, enabling up to 200 vehicles to be parked within the site if vehicles are parked in tandem. Based on the foregoing, it is not expected parking will spill out onto adjacent streets and negatively impact neighbouring properties.

BYLAW NO. 2020-56

THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 18)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend *The Regina Zoning Bylaw, 2019* by re-zoning the subject lands from RH – Residential High-Rise Zone to RU – Residential Urban Zone to accommodate proposed development of a Building, Planned Group.
- 2 The authority for this Bylaw is section 46 of *The Planning and Development Act, 2007*.
- 3 Schedule “A” of *The Regina Zoning Bylaw, 2019* is amended in the manner set forth in this Bylaw.
- 4 Chapter 9 – Zoning Maps (Maps No. 2284(A), 2285(A) and 2484(A)) are amended by rezoning the lands described in this section as shown on the map attached as Appendix “A” as follows:

Civic Address: 5601 Parliament Avenue

Legal Land Description: Parcel BB, Plan 102177503

Current Zoning: RH – Residential High-Rise Zone

Proposed Zoning: RU – Residential Urban Zone

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

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

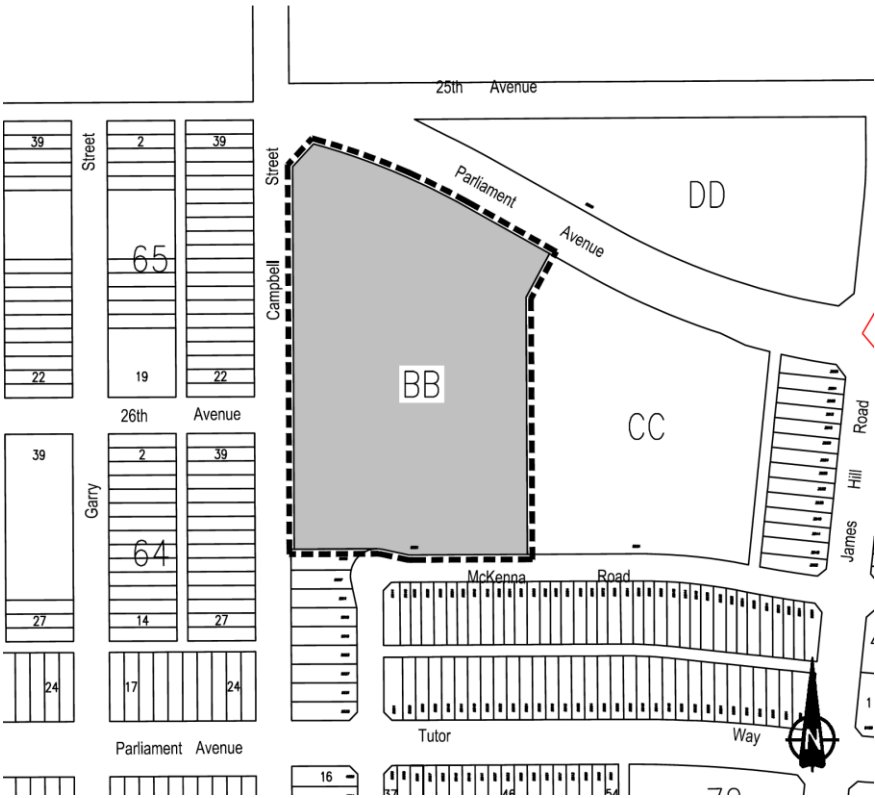
CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2020-56

THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 18)

PURPOSE:	The purpose of this Bylaw is to amend <i>The Regina Zoning Bylaw, 2019</i> by re-zoning the subject lands from RH – Residential High-Rise Zone to RU – Residential Urban Zone to accommodate a proposed development of a Building, Planned Group.
ABSTRACT:	The Bylaw amends <i>The Regina Zoning Bylaw, 2019</i> by rezoning the property located at 5601 Parliament Avenue from RH – Residential High-Rise Zone to RU – Residential Urban Zone.
STATUTORY AUTHORITY:	Section 46 of <i>The Planning and Development Act, 2007</i> .
MINISTER’S APPROVAL:	N/A
PUBLIC HEARING:	Required, pursuant to section 10 of <i>The Public Notice Policy Bylaw, 2020</i> .
PUBLIC NOTICE:	Required, pursuant to section 13 of <i>The Public Notice Policy Bylaw, 2020</i> .
REFERENCE:	Regina Planning Commission, September 9, 2020, RPC20-30.
AMENDS/REPEALS:	Amends <i>The Regina Zoning Bylaw, 2019</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2020-59

THE CAMERON & HEAP WHOLESALE GROCERY BUILDING
HERITAGE DESIGNATION BYLAW

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

Purpose

- 1 The purpose of this Bylaw is to designate as Municipal Heritage Property the real property and building known as the Cameron & Heap Wholesale Grocery Building located at 1938 Dewdney Avenue, Regina, Saskatchewan.

Authority

- 2 The authority for this Bylaw is sections 11 and 12 of *The Heritage Property Act*.

Designation

- 3 The real property described as:

Surface Parcel #107003450
Reference Land Description: Lot 16, Blk/Par 201 Plan No OLD33 Ext 0

Surface Parcel #107287061
Reference Land Description: Lot 17, Blk/Par 201 Plan No OLD33 Ext 0

Surface Parcel #107003449
Reference Land Description: Lot 18, Blk/Par 201 Plan No OLD33 Ext 0

Surface Parcel #107003438
Reference Land Description: Lot 19, Blk/Par 201 Plan No OLD33 Ext 0

Surface Parcel #111932557
Reference Land Description: Lot 20, Blk/Par 201 Plan No OLD33 Ext 28

including the building known as the Cameron & Heap Wholesale Grocery, the civic address of which is 1938 Dewdney Avenue, Regina, Saskatchewan, is hereby designated as Municipal Heritage Property.

Reasons for Designation

- 4 The property is designated for the following reasons:
- (a) The heritage value of the Cameron & Heap Wholesale Grocery building resides in its contribution to the historic integrity of Regina's Warehouse District. Constructed and prominently situated along the historic Dewdney

Avenue streetscape during the pre-First World War period, the property is one of the oldest remaining warehouse buildings in Regina's Old Warehouse District. Regina was one of the "instant towns" created by the railroad. Businessmen first erected false fronted wooden stores to serve local customers. At the turn of the twentieth century, Regina established itself as the major shipping and distribution centre for southern Saskatchewan and permanent distribution warehouses like Cameron & Heap Wholesale Grocery Building replaced the wooden stores. It is estimated that over 1000 people worked in these Dewdney Avenue warehouses.

- (b) The heritage value of the Cameron & Heap Wholesale Grocery building also lies in its architecture. Constructed in an era when the Old Warehouse District symbolized economic optimism, rapid population growth and prosperity, the building is a representative example of the pre-First World War warehouse design of the time. Built for the Cameron & Heap wholesale grocery firm by Storey and Van Egmond, one of Regina's most prolific architectural firms, the warehouse was efficient and functional while conveying an image of stability and strength. The building was designed in one of Storey and Van Egmond's favorite preFirst World War architectural styles -Chicago and Stripped classic- which is expressed through the property's flat roof, vertical lines of the façade, rectangular window pattern and conservative decoration patterns. Storey and Van Egmond designed more than 17 of the warehouses in the Old Warehouse District.

Character Defining Elements

5 The designation shall apply specifically to the exterior of the building and includes, but is not limited to, the following character defining elements which are considered to embody the heritage value of the property:

- (a) those elements which reflect its contribution to defining the character of the Old Warehouse district such as its four-storey height and prominent location on its original site along the historic Dewdney Avenue streetscape;
- (b) those elements which contribute to its contribution to the historic integrity of Regina's Old Warehouse District such as the building's construction date which establishes it as one of the oldest remaining warehouse buildings in the district and also includes historic building materials such as brick and Tyndall Stone;
- (c) those elements which reflect the Chicago and Stripped Classic architectural style, such as the flat roof, vertical lines of the façade, rectangular window pattern and conservative decorative patterns; and

- (d) those elements which reflect the building's original use such as the ghost sign on the east elevation.

Delegation of Authority

6 The Executive Director of City Planning and Community Development, or his/her delegate, is authorized to exercise all of the powers and duties of Council mentioned in section 23 of *The Heritage Property Act*, including the power to approve proposed alterations, repairs or restoral of the designated property, including as necessary replacement of building materials, in a fashion consistent with the existing architectural elements, appearance, colours and building materials, provided the same are consistent with the "Standards and Guidelines for the Conservation of Historic Places in Canada" as set forth in section D8 of *Design Regina: The Official Community Plan Bylaw No. 2013-48*.

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

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2020-59

THE CAMERON & HEAP WHOLESALE GROCERY BUILDING HERITAGE DESIGNATION BYLAW

PURPOSE:	To designate as Municipal Heritage Property the property known as Cameron & Heap Wholesale Grocery, located at 1938 Dewdney Avenue, Regina, Saskatchewan.
ABSTRACT:	The bylaw designates the property known as Cameron & Heap Wholesale Grocery, located at 1938 Dewdney Avenue, Regina, Saskatchewan, as Municipal Heritage Property and will apply specifically to the identified character defining elements of the exterior of the building.
STATUTORY AUTHORITY:	Section 11 and 12 of <i>The Heritage Property Act</i> .
MINISTER'S APPROVAL:	Not required.
PUBLIC HEARING:	Not required as no objections to the proposed designation were received pursuant to section 13 of <i>The Heritage Property Act</i> .
PUBLIC NOTICE:	Required, pursuant to subsection 11(2) of <i>The Heritage Property Act</i> .
REFERENCE:	Regina Planning Commission, August 13, 3030, RPC20-26. City Council Meetings August 31, 2020, CR20-77.
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning and Community Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2020-62

THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2020

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to provide for a method of calculating remuneration adjustments for the Mayor and Councillors.
- 2 The authority for this Bylaw is section 56 of *The Cities Act*.
- 3 Bylaw 2001-108, being *The Regina City Council Remuneration Bylaw, 2001* is amended in the manner set forth in this Bylaw.
- 4 The following section is added after section 1:

“Definitions

- 1.1 (a) **‘City’** means the municipal corporation of the City of Regina or where the context requires the geographical area within the city limits;
- (b) **‘comparator cities’** means the following cities:
 - (i) Abbotsford, British Columbia;
 - (ii) Burnaby, British Columbia;
 - (iii) Coquitlam, British Columbia;
 - (iv) Gatineau, Quebec;
 - (v) Greater Sudbury, Ontario;
 - (vi) Kelowna, British Columbia;
 - (vii) Kitchener, Ontario;
 - (viii) Lethbridge, Alberta;
 - (ix) London, Ontario;
 - (x) Red Deer, Alberta;
 - (xi) Richmond, British Columbia;

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

City Solicitor

- (xii) Saskatoon, Saskatchewan;
- (xiii) Windsor, Ontario.
- (c) **‘consumer price index’** means the all items Regina CMA geographic area consumer price index as released by Statistics Canada;
- (d) **‘Council’** means the Council of the City of Regina;
- (e) **‘Councillor’** means a member of Council other than the Mayor of the City;
- (f) **‘remuneration’** means the base amount paid to the Mayor or a Councillor for the performance of their duties as elected officials and does not include any benefits, or reimbursement or allowances for expenses or any stipends, commissions, bonuses or any additional amounts that they may be provided from time to time.”

5 Sections 2 and 2.1 are repealed and the following substituted:

“Remuneration for Mayor

2(1) As of January 1, 2021, the annual remuneration for the Mayor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made, which is \$148,163 for 2020;

CPI means the average of the percentage change of the previous year’s annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment which is calculated by subtracting the PBS from the median of the comparator cities, which for 2020 equals \$151,015, and dividing this number by 3.

- (2) As of January 1, 2022, the annual remuneration for the Mayor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with subsection (1) including the accumulated CPI adjustment from subsection (1).

- (3) As of January 1, 2023, the annual remuneration for the Mayor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with subsection (2) including the accumulated CPI adjustment from subsection (2).

- (4) As of January 1, 2024, the annual remuneration for the Mayor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth.

- (5) Every four years commencing on November 1, 2024, the annual base remuneration for the Mayor shall be reviewed and adjusted each year for the subsequent four year period based on the median of the comparator cities in accordance with the following:

- (a) where the percentage increase or decrease between the Mayor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the mayors in the comparator cities in the year the review is taking place is an amount equal to 5% or less, then the new annual base remuneration for each subsequent year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made including the accumulated CPI adjustment from the previous year;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

(b) where the percentage increase or decrease between the Mayor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the mayors in the comparator cities in the year the review is taking place is an amount equal to 10% or less but greater than 5% then:

(i) the median of the comparator cities is used as the annual base remuneration for the first year of the four year period in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the median of the annual base remuneration for the mayors in the comparator cities in the year the review is taking place;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

(ii) for the second, third and fourth years of the four year term the annual base remuneration is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made including the accumulated CPI adjustment from the previous year;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

- (c) where the percentage increase or decrease between the Mayor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the mayors in the comparator cities in the year the review is taking place is an amount greater than 10% then:

- (i) the new annual base remuneration for the first year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment which is calculated by subtracting the PBS from the median of the comparator cities and dividing this number by 3;

- (ii) the new annual base remuneration for the second year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with clause (5)(c)(i) including the accumulated CPI adjustment from clause (5)(c)(i);

- (iii) the new annual base remuneration for the third year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with clause (5)(c)(ii) including the accumulated CPI adjustment from clause (5)(c)(ii);

- (iv) the new annual base remuneration for the fourth year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for the Mayor for the year in which the adjustment is being made;

PBS means the annual base remuneration for the Mayor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

- (6) For the purposes of the formula in clause 5(c), if $(MI \times CPI)$ equals a negative amount, this amount shall be changed to a positive amount unless CPI is a negative amount.

Remuneration for Councillors

- 2.1(1) As of January 1, 2021, the annual remuneration for each Councillor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made, which is \$45,530 for 2020;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment which is calculated by subtracting the PBS from the median of the comparator cities, which for 2020 was \$57,660, and dividing this number by 3.

- (2) As of January 1, 2022, the annual remuneration for each Councillor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with subsection (1) including the accumulated CPI adjustment from subsection (1).

- (3) As of January 1, 2023, the annual remuneration for each Councillor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with subsection (2) including the accumulated CPI adjustment from subsection (2).

- (4) As of January 1, 2024, the annual remuneration for each Councillor shall be calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth.

- (5) Every four years commencing on November 1, 2024, the annual base remuneration for each Councillor shall be reviewed and adjusted each year for the subsequent four year period based on the median of the comparator cities in accordance with the following:

- (a) where the percentage increase or decrease between a Councillor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the councillors in the comparator cities in the year the review is taking place is an amount equal to 5% or less, then the new annual base remuneration for each year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being

made including the accumulated CPI adjustment from the previous year;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

(b) where the percentage increase or decrease between a Councillor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the councillors in the comparator cities in the year the review is taking place is an amount equal to 10% or less but greater than 5% then:

(i) the median of the comparator cities is used as the annual base remuneration for the first year of the four year period in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the median of the annual base remuneration for the councillors in the comparator cities in the year the review is taking place;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

(ii) for the second, third and fourth years of the four year term the annual base remuneration is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made including the accumulated CPI adjustment from the previous year;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

(c) where the percentage increase or decrease between a Councillor's annual remuneration in the year in which the review is taking place and the median of the annual base remuneration for the councillors in the comparator cities in the year the review is taking place is an amount greater than 10% then:

(i) the new annual base remuneration for the first year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment which is calculated by subtracting the PBS from the median of the comparator cities and dividing this number by 3;

- (ii) the new annual base remuneration for the second year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with clause (5)(c)(i) including the accumulated CPI adjustment from clause (5)(c)(i);

- (iii) the new annual base remuneration for the third year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS) + ((MI \times CPI) + MI)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to

October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth;

MI means the median increment calculated in accordance with clause (5)(c)(ii) including the accumulated CPI adjustment from clause (5)(c)(ii);

- (iv) the new annual base remuneration for the fourth year of the four year term is calculated in accordance with the following formula:

$$ABS = ((PBS \times CPI) + PBS)$$

Where:

ABS means the annual base remuneration for a Councillor for the year in which the adjustment is being made;

PBS means the annual base remuneration for a Councillor from the year immediately preceding the year in which the adjustment is being made;

CPI means the average of the percentage change of the previous year's annual increases or decreases to the consumer price index as reported each month from November to October, rounded to the nearest hundredth, divided by 100 with the resulting amount rounded to the nearest thousandth.

- (6) For the purposes of the formula in clause 5(c), if (MI x CPI) equals a negative amount, this amount shall be changed to a positive amount unless CPI is a negative amount.

New remuneration effective January 1st

- 2.2 Where an adjustment is required for the remuneration calculated in sections 2 and 2.1, the new remuneration is effective as of the first day in January.

Rounding

- 2.3 Where there are dollar amounts used in the formulae in sections 2 and 2.1, the amounts shall be rounded to the nearest whole dollar.

Benefits

- 2.4(1) The Mayor and Councillors may elect to receive medical and dental benefits comparable to the current benefits of City Out of Scope staff.

- (2) If the Mayor or a Councillor elects to receive medical and dental benefits, the associated annual costs for medical (100% employer funded) and dental benefits (50/50 employee/employer cost shared) be funded from the Mayor's Office Budget and Council Office Budget, respectively."
- 6 Bylaw 2020-35 being *The Elected Official Compensation Review Commission Bylaw, 2020* is repealed.
- 7 This Bylaw comes into force on January 1, 2021.

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

ABSTRACT

BYLAW NO. 2020-62

THE REGINA CITY COUNCIL REMUNERATION AMENDMENT BYLAW, 2020

PURPOSE:	The purpose of this Bylaw is to amend Bylaw 2001-108 to provide for a method of calculating remuneration adjustments for the Mayor and other members of Council that are based on the median of comparator cities and are also adjusted by an amount consistent with the consumer price index. This Bylaw also repeals Bylaw 2020-35 as that bylaw is no longer needed because Bylaw 2001-108 provides a mechanism for a review of the remuneration every four years.
ABSTRACT:	This Bylaw sets out the formulae to be applied to adjust the Mayor and Councillors' remuneration based on the median of a number of comparator cities as well as the all items Regina CMA geographic area consumer price index as released by Statistics Canada. The Bylaw sets out the formulae for the remuneration for 2021, 2022, 2023 and 2024 and then for 2025 sets up a mechanism and formulae for determining future remuneration based on the median of comparator cities. These formulae and mechanisms were recommended by the Elected Official Compensation Review Commission in its final report that was issued in August 2020. The mechanism and formula for future adjustments allows the adjustments to be automatically made instead of having Council initiate a review to determine the amounts.
STATUTORY AUTHORITY:	Section 56 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	Clause 101(1)(o) and subsection 101(2) require that public notice be provided prior to Council considering Council member remuneration. Public notice was provided on August

15, 2020 in the Leader Post, on the City's website and public notice board.

REFERENCE: Report CR20-73 from the August 26, 2020 City Council meeting and Report CM20-24 from the September 30, 2020 City Council meeting.

AMENDS/REPEALS: Amends Bylaw 2001-108 and repeals Bylaw 2020-35

CLASSIFICATION: Administrative

INITIATING DIVISION: City Manager's Office

INITIATING DEPARTMENT: City Clerk's Office

Lynda Schofield

It is a pleasure to take this opportunity to say thank-you in advance to this Council and Administration, for a positive outcome on the vote before you tonight. Such bylaw votes, having gone through Committee and come before you are pretty routine – but far from routine to those who will benefit from them.

I have been appearing here about off-leash spaces for 16 years, often to express disappointment or concerns so it seems only right that I also take time to say thank-you for a positive outcome this time.

The development of the Mt Pleasant off-leash park area has been accomplished much faster than such initiatives have moved in the past and your vote tonight will hopefully result in another much-needed , fully-fenced off-leash park available before year-end. Many who usually travel in the winter will not be doing so this year; now more than ever, having this additional outdoor space for people to walk their dogs , exercise, and build and connect with community is important.

You are also voting for the bylaw change allowing an off-leash space at the Regent Par 3 development, but of course that is no guarantee of completion of the planned off-leash space next year. Even though the City is facing unprecedented challenges around budgets as we move forward., I hope that development of all aspects of the Regent Par 3 space remains a priority with the incoming Council and the Administration, and it will continue to completion just as efficiently next year, including the off-leash areas included in the plan.

Thank you again.

Lynda Schofield

Community and Protective Services Committee: Animal Bylaw Update – Off-Leash Dog Park

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Community & Protective Services
Service Area	Parks, Recreation & Cultural Services
Item #	CR20-81

RECOMMENDATION

That City Council:

1. Approve the amendments to *The Regina Animal Bylaw, 2009, Bylaw No. 2009-44* as identified in this report.
2. Direct the City Solicitor to prepare the required amending bylaw. Authorize the amendments to *The Regina Animal Bylaw, 2009, Bylaw No.2009-44* that will come into effect on the dates outlined in the Issue section of this report.

HISTORY

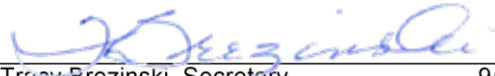
At the September 9, 2020 meeting of the Community and Protective Services Committee, the Committee considered the attached CPS20-12 report from the City Planning & Community Development Division.

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

Recommendation #3 does not require City Council approval.

Respectfully submitted,

COMMUNITY AND PROTECTIVE SERVICES COMMITTEE



Tracy Brezinski, Secretary

9/24/2020.

ATTACHMENTS

CPS20-12 - Animal Bylaw Update – Off-Leash Dog Park.pdf

Appendix A - Off Leash Maps

Animal Bylaw Update – Off-Leash Dog Park

Date	September 9, 2020
To	Community and Protective Services Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	CPS20-12

RECOMMENDATION

The Community and Protective Services Committee recommends that City Council:

1. Approve the amendments to *The Regina Animal Bylaw, 2009, Bylaw No. 2009-44* as identified in this report.
2. Direct the City Solicitor to prepare the required amending bylaw. Authorize the amendments to *The Regina Animal Bylaw, 2009, Bylaw No.2009-44* that will come into effect on the dates outlined in the Issue section of this report.
3. Approve these recommendations at its meeting on September 30, 2020.

ISSUE

Administration is currently developing off-leash dog parks in Mount Pleasant and at the former Regent Par-3 site. The Mount Pleasant dog park is expected to open in fall, 2020; the Regent Park dog park – which will include an area for all dogs as well as an area for small dogs only – is expected to open in 2021. In preparation for the opening of these parks, Schedule B of *The Regina Animal Bylaw, 2009 No. 2009-44* (Bylaw) needs to be updated to designate these new areas as locations where dogs can be allowed off-leash without contravening section 12. (1) of the Bylaw. While the timing of reopening is dependent on construction progress, Administration is recommending that the Bylaw reflect the following opening dates, with an understanding that the actual opening date may vary due to construction schedules:

- Mount Pleasant Park: October 31, 2020
- Regent Par 3: September 30, 2021

Maps, which illustrate the designated off leash areas, are provided in Appendix A.

IMPACTS

There are no financial, environmental or accessibility impacts with this bylaw revision report.

OTHER OPTIONS

None

COMMUNICATIONS

In preparation for the development of the Regent Par 3 and Mount Pleasant off-leash areas, Administration consulted with user-groups and Community Associations, held multiple consultation sessions for neighbours who live adjacent to the proposed locations and consulted the general public using online and in-person methods. Signage will be installed at each site to outline expectations for those using the off-leash areas, along with contact information for issues that may arise on site.

DISCUSSION

City Council approved the development of a neighbourhood off-leash areas, including a space for all dogs as well as a designated space for small dogs, as part of the Regent Par 3 Redevelopment Project in June 2019. Subsequently, in November 2019, Council approved development of a municipal off-leash area in Mount Pleasant. These decisions were followed by the allocation of funding for Regent Par 3 and Mount Pleasant in the 2020 budget. Construction of the Mount Pleasant off-leash park is anticipated to be complete by the end of October 2020, while Regent Par 3 off-leash parks will be constructed in 2021.

For the parks to be opened to users once complete, *The Regina Animal Bylaw, 2009 No. 2009-44*, Schedule B must be updated to include these areas as permitted areas for dogs to be off leash. Failure to update the Bylaw would result in off-leash dogs in these areas being considered 'At Large' in accordance with the Bylaw and their owners subject to fines of up to \$300 per occurrence in accordance with Schedule C of the Bylaw.

It should be noted that Council has also directed Administration to establish an off-leash area in Harding Park to serve the east area of the City. Consultations are still underway with respect to this site; as a result, a report dealing with the east dog park will be brought to Council at a later date.

DECISION HISTORY

CR19-62 – Council approval of the recreation program for the redevelopment of the Regent Par 3 Golf Course including two neighbourhood level off-leash areas.

CR19-99 – Council approved the development of the Mount Pleasant, Harding Park and A.E. Wilson Park Off-Leash dog parks, subject to confirmation through public consultation.

CM19-15 - 2020 General and Utility Operating Budget and 2020 - 2024 General and Utility Capital Plan – Council approved \$380,000 in capital funding in 2020 for the development of off-leash dog areas at Mount Pleasant and Harding Park and capital funds for the redevelopment of the Regent Par 3 Golf Course including the development of two neighbourhood level off-leash dog parks.

Respectfully submitted,



Director, Parks, Recreation & Cultural
Services

Respectfully submitted,

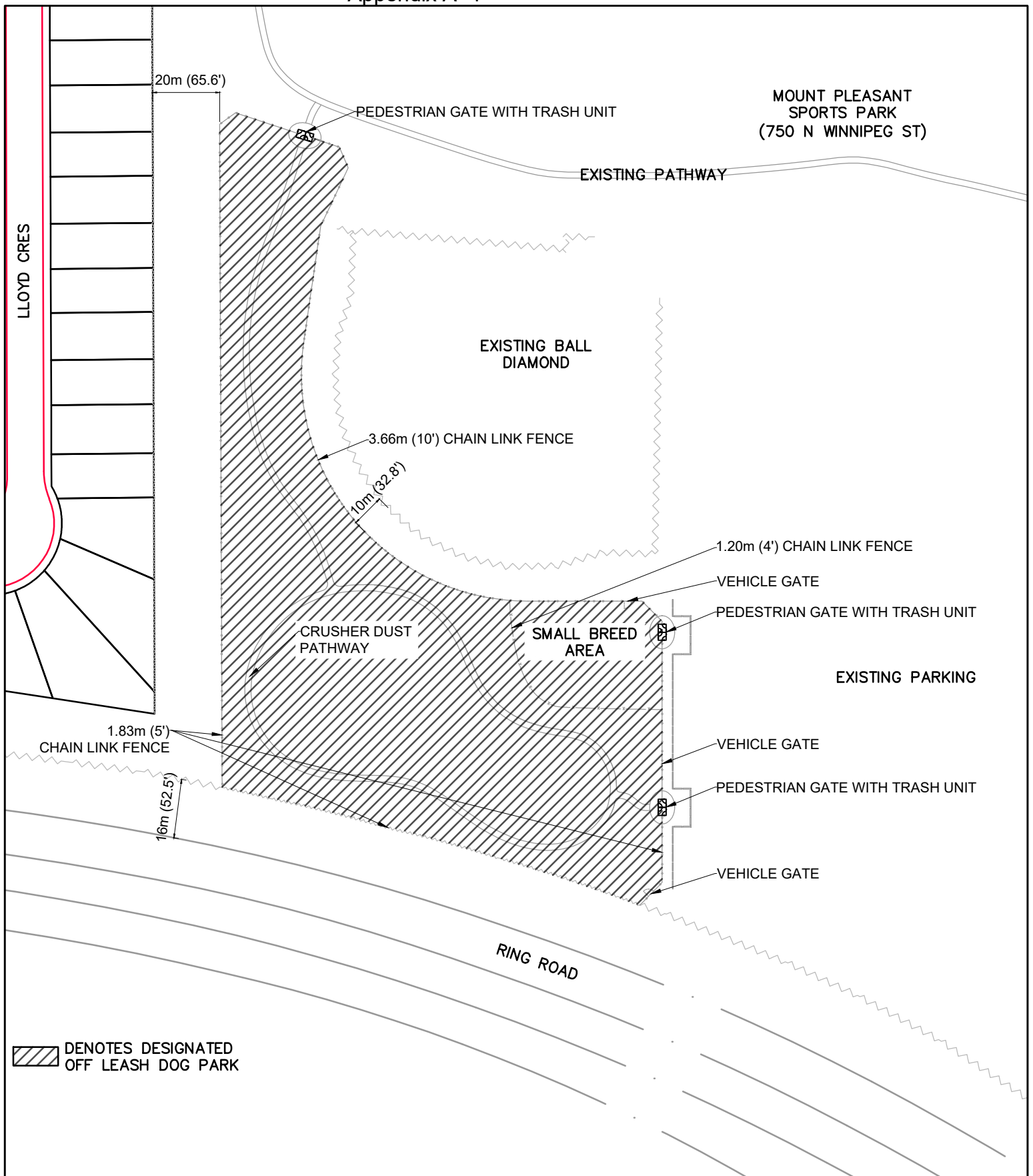


Executive Director, City Planning & Community
Development

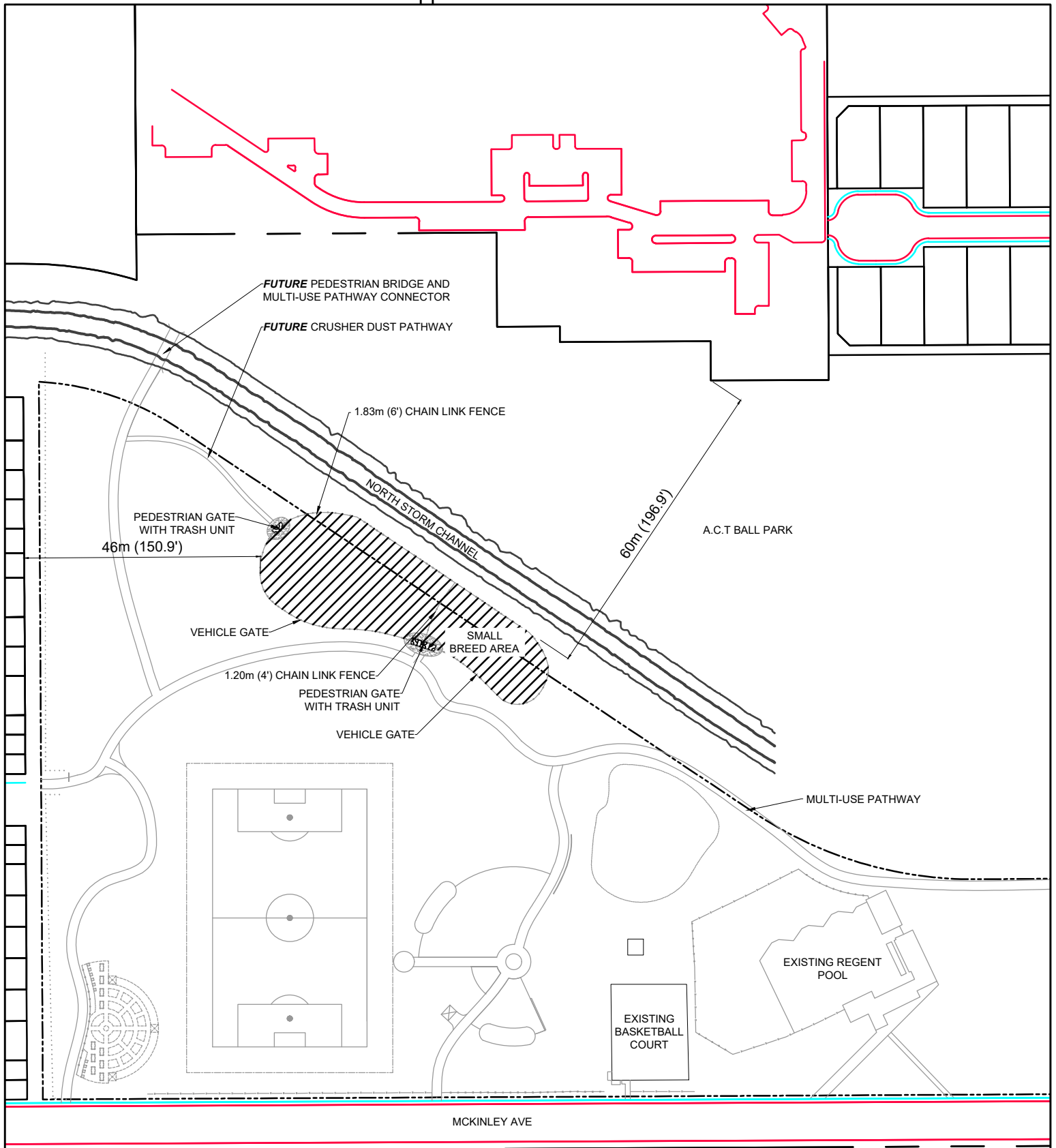
Prepared by: Chris Sale, Senior Planner

ATTACHMENTS

Appendix A - Off Leash Maps



Date	Revisions	By	<div>  CITY OF REGINA Infinite Horizons </div>			MOUNT PLEASANT OFF LEASH DOG PARK - SCHEDULE B		
			<div>  CITY OF REGINA Infinite Horizons </div>			Approval / Stamping:		
						File Information:		
						MOUNT PLEASANT OFF-LEASH AREA-WOKING DR		
						Date: July 20, 2020		
			<div>  CITY OF REGINA Infinite Horizons </div>			Scale: 1:1500		
						Category:		
			<div>  CITY OF REGINA Infinite Horizons </div>			Sheet Number: 1 of 1		
						Sheet Number: 1 of 1		



Date	Revisions	By	<div>  <div> City of Regina <div> REGINA Infinite Horizons </div> </div> </div>			<div> REGENT OFF LEASH DOG PARK SCHEDULE B </div>		
						Approval / Stamping:		
						File Information:		
						REGENT PARK FINAL DESIGN.DWG		
						Date:	July 22, 2020	Scale:
						Category:		
						Sheet Number: 1 of 1		

September 24, 2020

Re: 4801 E. Victoria Avenue – Discretionary Use and Removal of Holding Overlay Zone
Application (PL202000117)

Good afternoon Your Worship and City Councillors,

My name is Chad Jedlic. I am the vice president of development with Forster Harvard Development Corp. With me on the phone is Blair Forster, President of Forster Harvard Development Corp.

We are excited to be here with the conceptual plan for the next phase of development at Aurora. Aurora is a master planned, regional shopping center that serves customers from across the city and across southern Saskatchewan.

The application before you is part of the required process to move forward with the next phase of development. The application aligns with the previously approved neighbourhood plan, concept plan, zoning and the original vision for the project.

The discretionary use application is complimentary to the regional nature of the development, and provides us the flexibility to do a deal with a tenant larger than 60,000 sq ft. We do not have such a tenant, but this approval will provide us the ability to react quickly to tenant interest.

We thank you for your time and are available to answer questions if there are any.

Yours truly,

FORSTER HARVARD DEVELOPMENT CORP.



Chad Jedlic, B.Sc., MBA

Vice President, Development

(306) 551-7669

Chad@ForsterHarvard.ca

**Regina Planning Commission: 4801 E. Victoria Avenue -
Discretionary Use and Removal of Holding Overlay Zone Application
(PL202000117)**

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR20-82

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve the application to rezone the property located at 4801 E. Victoria Avenue, as shown in Appendix A-1, by removing the H – Holding Overlay Zone from the MLM – Mixed Large Market Zone for the property.
2. Approve the discretionary use application to allow a proposed “Retail Trade, Shop,” greater than 6,000 square meters located at 4801 E. Victoria Avenue as shown in Appendix A-2.
3. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall generally be consistent with the plans attached to this report as Appendix A-2 inclusive, prepared by P3A and dated April 8, 2020.
 - b. The applicant will be required to fully execute the servicing agreement and obtain an executed subdivision plan prior to the issuance of a development permit.
 - c. Parking shall not be allowed along the drive aisle abutting Optimist Drive.
 - d. The development shall comply with all applicable standards and regulations in *the Regina Zoning Bylaw 2019-19*.

4. Direct the City Solicitor to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.

HISTORY

At the September 9, 2020 meeting of Regina Planning Commission, the Commission considered the attached report RPC20-29 from the City Planning & Development Division.

Chad Jedlic and Blair Forster, representing Forster Harvard Development Corp., addressed the Commission.

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

Recommendation #5 does not need City Council approval.

Respectfully submitted,
REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2020

ATTACHMENTS

RPC20-29 - 4801 E VICTORIA AVENUE - Discretionary Use.pdf
Appendix A-1 (Aerial Map)
Appendix A-2 (Proposed Site Plan)
Appendix A-3 (Proposed Subdivision Plan)
Appendix A-4 (Approved Concept Plan)
Appendix A-5 (Landscape Buffer Schematic)

4801 E. Victoria Avenue - Discretionary Use and Removal of Holding Overlay Zone Application (PL202000117)

Date	September 9, 2020
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC20-29

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve the application to rezone the property located at 4801 E. Victoria Avenue, as shown in Appendix A-1, by removing the H – Holding Overlay Zone from the MLM – Mixed Large Market Zone for the property.
2. Approve the discretionary use application to allow a proposed “Retail Trade, Shop,” greater than 6,000 square meters located at 4801 E. Victoria Avenue as shown in Appendix A-2.
3. Direct the Development Officer to issue a development permit subject to the following conditions:
 - a. The development shall generally be consistent with the plans attached to this report as Appendix A-2 inclusive, prepared by P3A and dated April 8, 2020.
 - b. The applicant will be required to fully execute the servicing agreement and obtain an executed subdivision plan prior to the issuance of a development permit.
 - c. Parking shall not be allowed along the drive aisle abutting Optimist Drive.
 - d. The development shall comply with all applicable standards and regulations in *the Regina Zoning Bylaw 2019-19*.

4. Direct the City Solicitor to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.
5. Approve these recommendations at its September 30, 2020 meeting, following the required public notice.

ISSUE

The applicant Aurora Retail Corp. proposes a “Retail Trade, Shop,” which is a discretionary use if greater than 6,000 square metres per unit in this location and identified as buildings E4, E5, and E6 in Appendix A-2. The subject property is zoned MLM (H) - Mixed Large Market Zone with a H - Holding Overlay Zone. Removal of the H – Holding Overlay Zone requires City Council approval in accordance with Section 71 of *The Planning & Development Act, 2007*. The proposal supports the goals and objective of *Design Regina: The Official Community Plan Bylaw 2013-48* (OCP).

IMPACTS

Financial Impacts

The applicant will be responsible for the cost of any additional infrastructure or changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements. The applicant will be responsible for payment of any applicable levies.

Accessibility Impacts

The proposed development provides eight accessible parking stalls, which exceeds the minimum requirement of three accessible parking stalls.

Transit Impacts:

The proposed development is located in near proximity to the proposed Transit Center identified within the OCP Part B.16 Southeast Regina Neighbourhood Plan. The development of other commercial services within Aurora has increased demand for transit service to the area; however, the existing development has not yet created sufficient demand to extend service to the area.

Policy / Strategic Impacts

The proposed development supports the following OCP goals/policies:

- Section D5, Goal 3, policy 7.17 – “Require new large-format retail to be located on Urban Corridors or within identified Urban Centres and designed.”
- Southeast Regina Neighbourhood Plan (OCP Part B.16);
 - Policy 4.9(b): “The Urban Centre should be comprehensively planned to integrate”:
 - Small, medium, and large format retail uses
 - Medium to high density residential developments
 - An amenity space

- A transit hub
- Policy 4.9(g) “Residential and commercial development shall be appropriately integrated within the Urban Centre, providing compatible interfaces and transitions between uses”.

OTHER OPTIONS

Administration recommends approval to remove the H - Holding Overlay Zone and the discretionary use application to accommodate “Retail Trade, Shop,” with area greater than 6,000 square meters.

Alternatives options would be:

1. Approve the application with specific amendments to the plan.
2. If City Council has specific concerns with the proposal, it may be referred back to Administration for further review. Referral of the report back to Administration will delay approval of the development until requested information is gathered or changes to the proposal have been made.
3. Deny the application. Development of “Retail Trade, Shop,” land use will not proceed on the subject property if City Council denies the application.

COMMUNICATIONS

The applicant and other interested parties will receive a copy of the report and notification of their right to appear as delegation at the Council meeting when the application will be considered. The applicant will receive written notification of City Council's decision in accordance with *The Planning and Development Act, 2007*.

DISCUSSION

Applicant's Proposal

The applicant (Aurora Retail Corp.) proposes to develop a “Retail Trade, Shop,” with a combined floor area of 12,367 square metres on the subject property shown in Appendix A-1 and identified as building areas E4, E5, and E6 on the plans shown in Appendix A-2. *The Regina Zoning Bylaw 2019-19* defines “Retail Trade, Shop” as an indoor land use intended for the sale or lease of food, beverages, goods, products, merchandise, articles or things to members of the general public but used or consumed off-site”.

The Buildings identified as E1, E2, and E3 are not part of this application and would be processed as separate development permits.

Zoning and Land Use

The subject property is zoned MLM (H) - Mixed Large Market Zone with an H – Holding Zone designation. A Retail Trade, Shop exceeding 6,000 square metres is a discretionary

use in the MLM Zone. The Holding Overlay Zone was applied to the site at the time of rezoning of the broader area. The intent of the Holding Overlay Zone is to allow for rezoning of a site, but to withhold approval of specific developments until a servicing agreement is executed and the property subdivided. Administration recommends removal of the H - Holding Overlay Zone as subdivision and servicing of the site is being reviewed by the Administration consistent with the plan of proposed subdivision (Appendix A-3). The applicant will be required to fully execute the serving agreement and obtain an executed subdivision plan prior to the issuance of a development permit. This process is running concurrently with the consideration of the discretionary use application.

The land use and zoning details of this report are summarized in the following tables:

Land Use Details	Existing	Proposed
Zoning	MLM-Mixed Large Market with Holding Overlay Zone	MLM- Mixed Large Market
Land Use	Vacant	Retail Trade, Shop

Zoning Analysis	Required	Proposed
Min. Lot Area	1,500 m ²	46,553 m ²
Building Area E1-E3 (Combined)	6,000 m ²	1,291 m ² (Permitted)
Building E4-E6 (Combined)	6,000 m ²	12,367 m ² (Discretionary)
Number of Parking Stalls	155	430
Loading Stalls	2	3
Min. Lot Area (m ²)	1,500 m ²	46,553 m ²
Min. Lot Frontage (m)	22.5m	223 m
Max. Building Height (m)	30m	8.5 m
Max. Floor Area Ratio	1.5	0.29
Max. Coverage (%)	65%	29.3 %
Minimum total site landscaping area	10% (4,653 M ²)	17% (7,945m ²)

The landscaping shown in Appendix A-2 complies with *the Regina Zoning Bylaw 2019-19* that any lot in the Mixed Large Market Zone requires a minimum total site landscaping area of 10 per cent. The proposed development provides 17 per cent site landscaping which exceeds the minimum requirement.

This application is being considered pursuant to the *Planning and Development Act 2007* (Act); *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) and for suitability based on the prescribed evaluation criteria for discretionary uses established in Sub Part IE.3 of The Zoning Bylaw. The proposal has been assessed and is deemed to comply with all applicable policies, regulations and standards.

Aurora Concept Plan

The proposed development aligns with the approved Aurora Concept Plan (Appendix A-4) which identifies the subject property for commercial use. The surrounding land uses are Retail Trade, Shop (Costco) and Aurora Boulevard to the east; Anaquod Road and multi-

use commercial currently under development to the north (Landmark Cinema); and undeveloped lands to the south and west. A landscape buffer will be provided along the south property line to reduce visual impact to the future residential development to the south (Appendix A-5).

Community Engagement

In accordance with the public notice requirements of *The Planning and Development Act, 2007*, neighbouring property owners within 75 metres of the proposed development received written notice of the application and a sign was posted on the subject site. No comments were received from the community through the process.

DECISION HISTORY

On October 17, 2016, City Council approved the rezoning of the development area from UH - Urban Holding to MAC - Major Arterial Commercial and MAC (H) - Major Arterial Commercial (Holding Overlay) Zone (CR16-123).

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

Respectfully Submitted,



Fred Scarle, Director, Planning & Development Services

Respectfully Submitted,



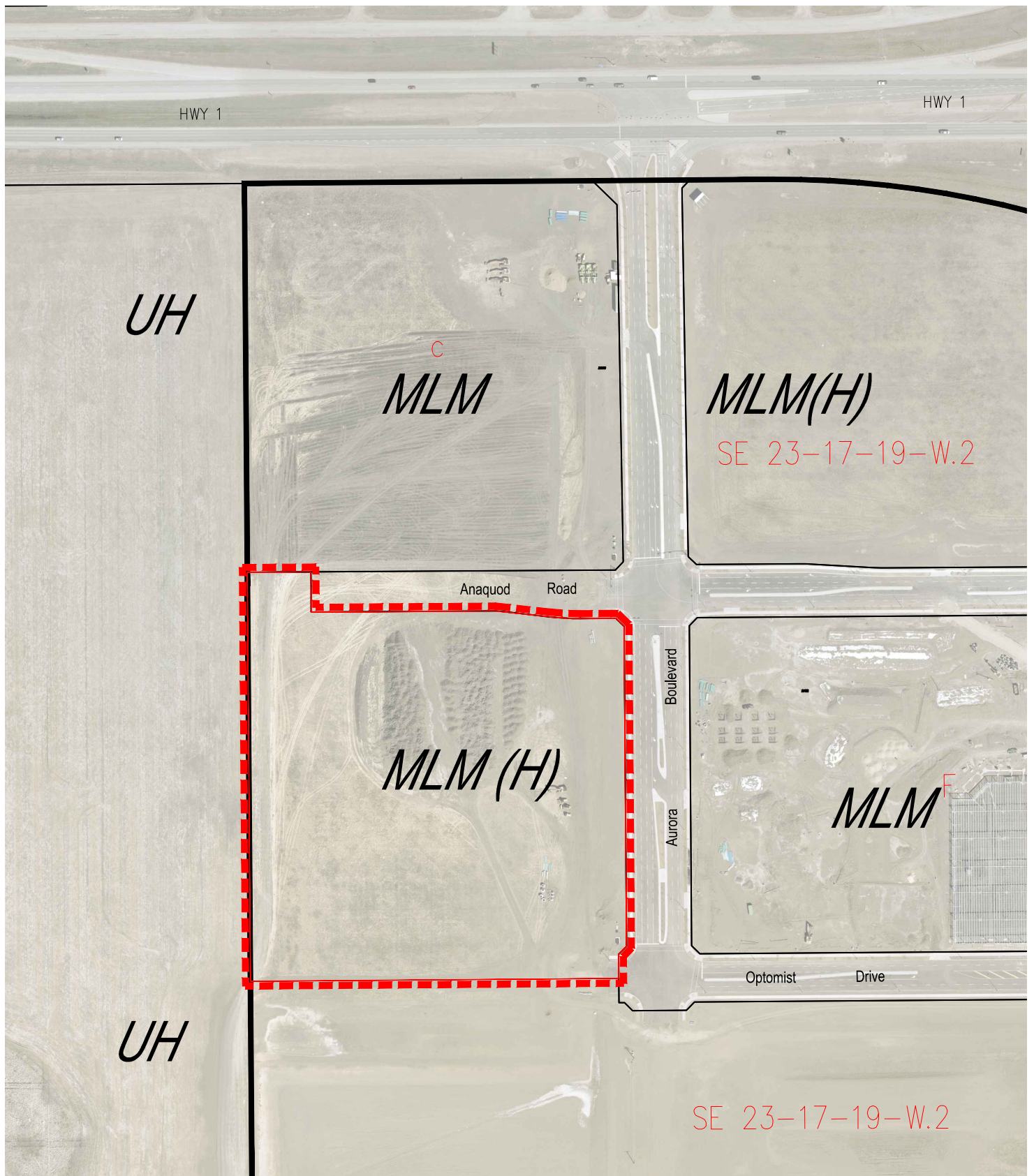
Diana Hawryluk, Executive Director, City Planning & Community Dev.

9/2/2020

Prepared by: Binod Poudyal, City Planner II

ATTACHMENTS

Appendix A-1 (Aerial Map)
Appendix A-2 (Proposed Site Plan)
Appendix A-3 (Proposed Subdivision Plan)
Appendix A-4 (Approved Concept Plan)
Appendix A-5 (Landscape Buffer Schematic)



Date of Photography : 2018



Subject Property



Appendix A-2



ZONING BYLAW 2019-19 REVIEW DATA

ZONE - MLM

CHAPTER 4 MIXED USE ZONES (MLM)
RESTAURANT - PERMITTED
RETAIL - PERMITTED
RETAIL - DISCRETIONARY - LOCATED INSIDE OF URBAN CORRIDOR WITH GROSS FLOOR AREA GREATER THAN 6,000m²
MINIMUM LOT FRONTAGE - 22.5m

MINIMUM PROPERTY LINE SETBACKS
FROM ACTIVE WALL - NIL
PORTION OF BUILDING AT 13m IN HEIGHT - 9.0m
PORTION OF BUILDING BETWEEN 8m - 13m IN HEIGHT - 7.5m
PORTION OF BUILDING UNDER 8m IN HEIGHT - 6.0m

MAXIMUM LOT COVERAGE - 65%
MAXIMUM FLOOR AREA RATIO - 1.5
MAXIMUM BUILDING HEIGHT - 15m

PARKING
FOR PORTION IN EXCESS OF THE FIRST 150m² IN TOTAL FLOOR AREA, ONE PARKING STALL IS REQUIRED PER 75m² OF TOTAL FLOOR AREA.

STALL SIZE: 5500mm x 2730mm
ACCESSIBLE: 5500mm x 3900mm

LANDSCAPING
TOTAL SITE LANDSCAPING AREA: 10% OF PROPERTY AREA
1 TREE PER 40 m² OF REQUIRED SITE LANDSCAPING AREA
1 TREE FOR EVERY 10m ABUTTING A PUBLIC STREET
1 SHRUB PER 20m² OF REQUIRED SITE LANDSCAPING

PARCEL E AURORA - BUILDINGS E4, E5, & E6

PROPERTY AREA: 38,937m²
BUILDING AREA: 12,367m² (COMBINED)
SITE COVERAGE: 31.7%

PARKING COUNT:
Standard 142 Req'd / 376 Provided
Accessible 3 Req'd / 8 Provided
Bicycle (Short-Term) 15 Req'd / 15 Provided
Loading Stalls 2 Req'd / 3 Provided

Note: Parking stalls sized 5500mm X 2730mm unless noted otherwise

LANDSCAPING:
10% OF PROPERTY AREA
REQUIRED: 38,937m² X 10% = 3,894m²
PROVIDED: 4,931m²

TREES REQUIRED: 98 Req'd 98 Provided
SHRUBS REQUIRED: 195 Req'd 195 Provided

PARCEL E AURORA - BUILDINGS E1, E2, & E3

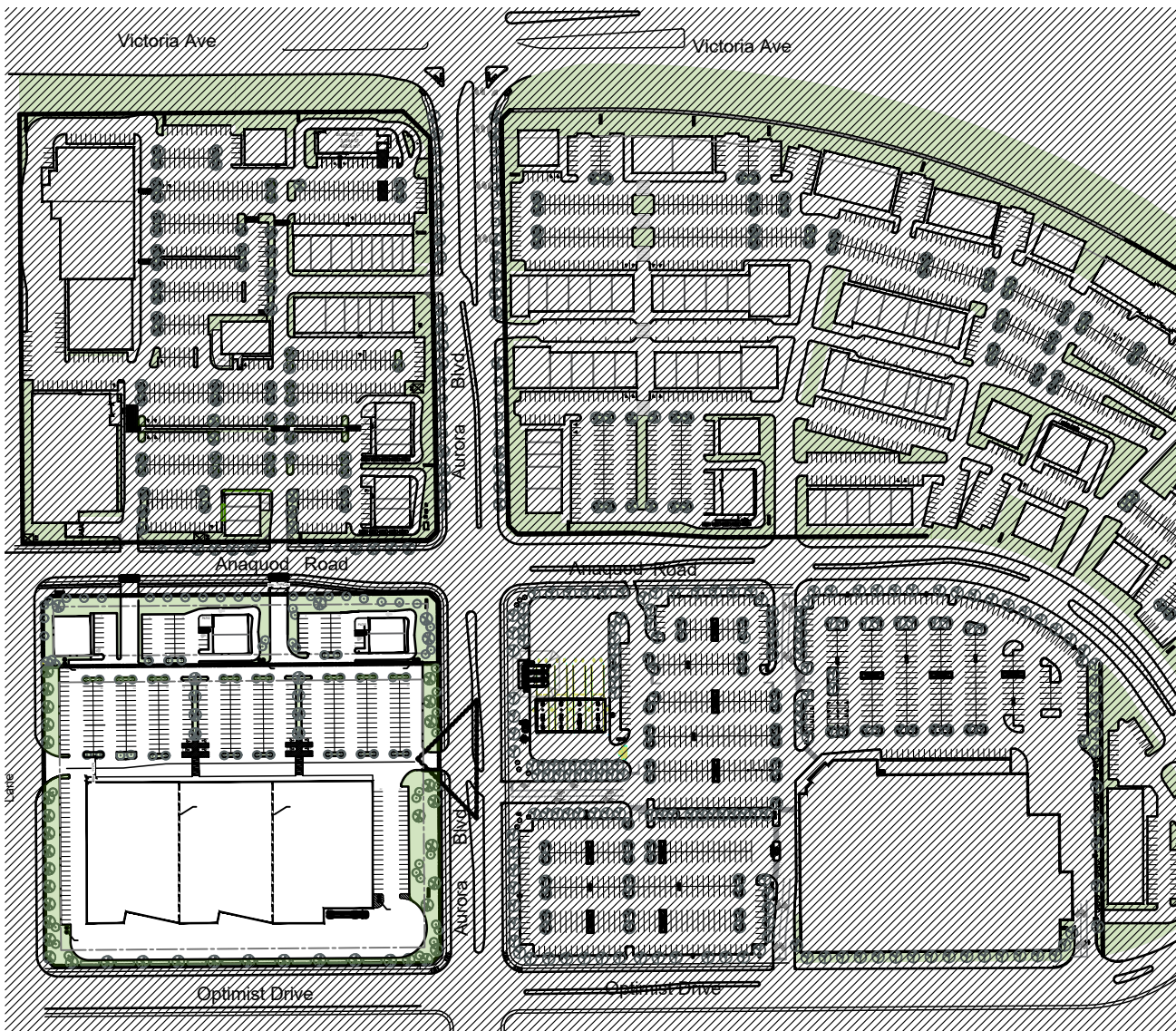
PROPERTY AREA: 7,616m²
BUILDING AREA: 1,291m² (COMBINED)
SITE COVERAGE: 17.0%

PARKING COUNT:
Standard Bldg E1: 5 Req'd / 8 Provided
Bldg E2: 4 Req'd / 27 Provided
Bldg E3: 4 Req'd / 25 Provided
Accessible 1 Req'd / (1) Provided
1 Req'd / (1) Provided
1 Req'd / (1) Provided
Bicycle (Short-Term) 1 Req'd / (1) Provided
1 Req'd / (1) Provided
1 Req'd / (1) Provided

Note: Parking stalls sized 5500mm X 2730mm unless noted otherwise

LANDSCAPING:
10% OF PROPERTY AREA
REQUIRED: 7,616m² X 10% = 762m²
PROVIDED: 3,014m²

TREES REQUIRED: 20 Req'd 20 Provided
SHRUBS REQUIRED: 39 Req'd 39 Provided



PRELIMINARY
NOT FOR CONSTRUCTION

NO.	DATE	REVISION	ITEM	BY
1	2020-06-23	REVISION 1		

REVISIONS

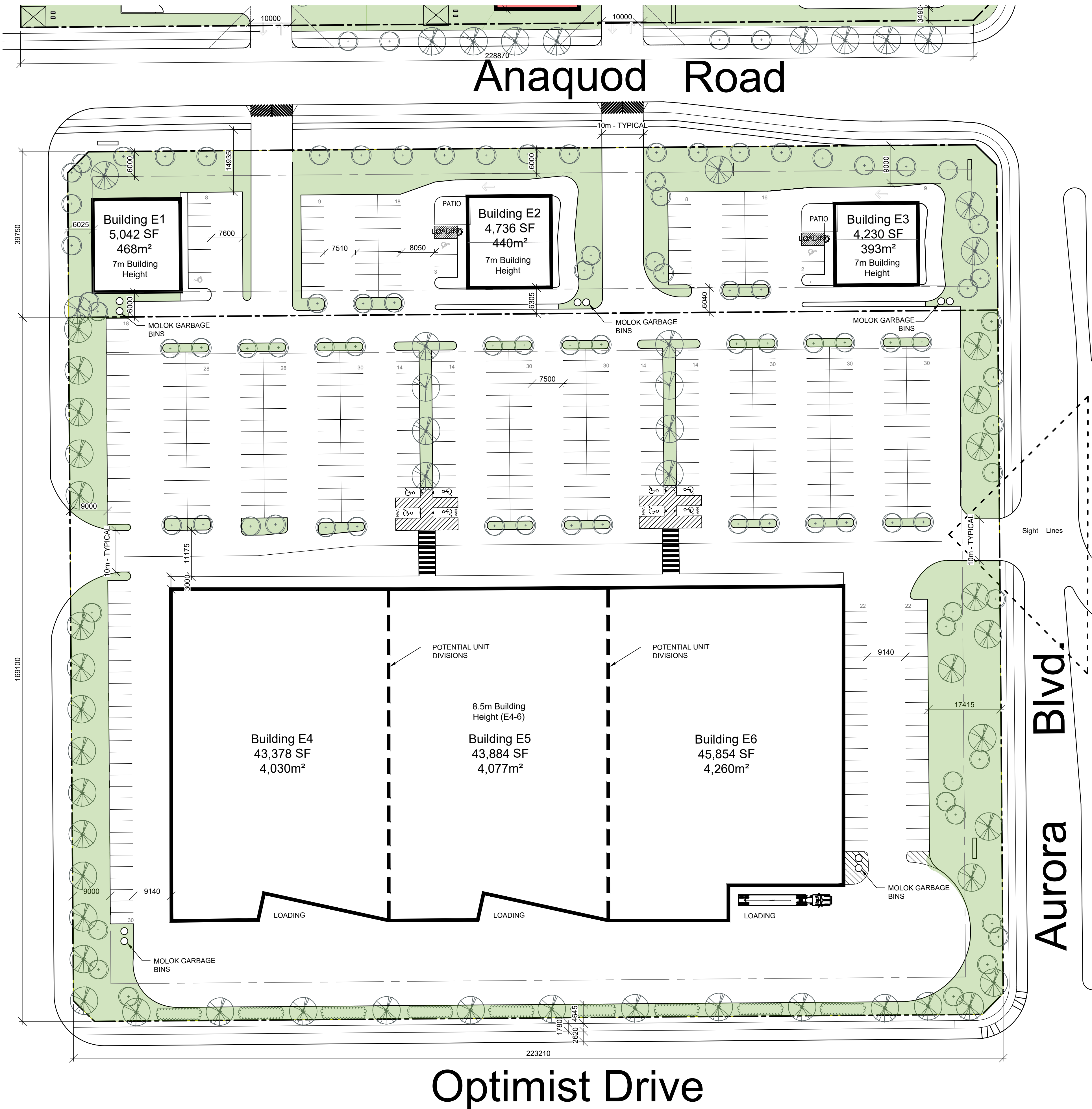
PROJECT



SHEET TITLE

PARCEL E SITE
OVERALL SITE PLAN
- OPTION A

DESIGN BY	-
DRAWN BY	-
CHECKED	-
APPROVED	-
OWNER	AURORA RETAIL CORP.
SCALE	AS NOTED
DATE	2020-04-08
FILE NO.	DRAWING NO.
1812	DU1.1
Number of Sheets	



1 SITE PLAN
DU1.1 NTS



2 SITE KEYPLAN
DU1.1 NTS

Proj Name: Jul 21, 2020 - 5:17pm
03/2018 Project: 2018-12 Aurora Site Plan/Preliminary/Consultation Use (Prelim) Parcel E (Option A) Aurora Retail Corp. 2292 Dowdney Avenue Regina, Saskatchewan S4R 1H3 306-757-1669
Rev: 1
Project: 2017-12 Aurora Site Plan/Preliminary/Consultation Use (Prelim) Parcel E (Option A) Aurora Retail Corp. 2292 Dowdney Avenue Regina, Saskatchewan S4R 1H3 306-757-1669
Project: 2017-12 Aurora Site Plan/Preliminary/Consultation Use (Prelim) Parcel E (Option A) Aurora Retail Corp. 2292 Dowdney Avenue Regina, Saskatchewan S4R 1H3 306-757-1669

Appendix A-3



Aurora

Phase 1 Stage 3

Plan Showing
PROPOSED SUBDIVISION
of Part of S.E. 1/4 Sec.23
Twp.17 Rge.19 W.2 Mer.
Regina, Saskatchewan
2020
Scale 1:2000

Notes

Measurements are in metres and decimals thereof.
Area to be approved is outlined with a heavy dashed line and contains approximately 5.763 hectares (14.24 Ac.).
Dimensions are approximate and are subject to changes up to $\pm 2.000\text{m}$ at the time of legal survey.
Parcel dimensions will not go below the minimum allowed by zoning.

Dated at Regina in the
Province of Saskatchewan
This 9th day of June, 2020.

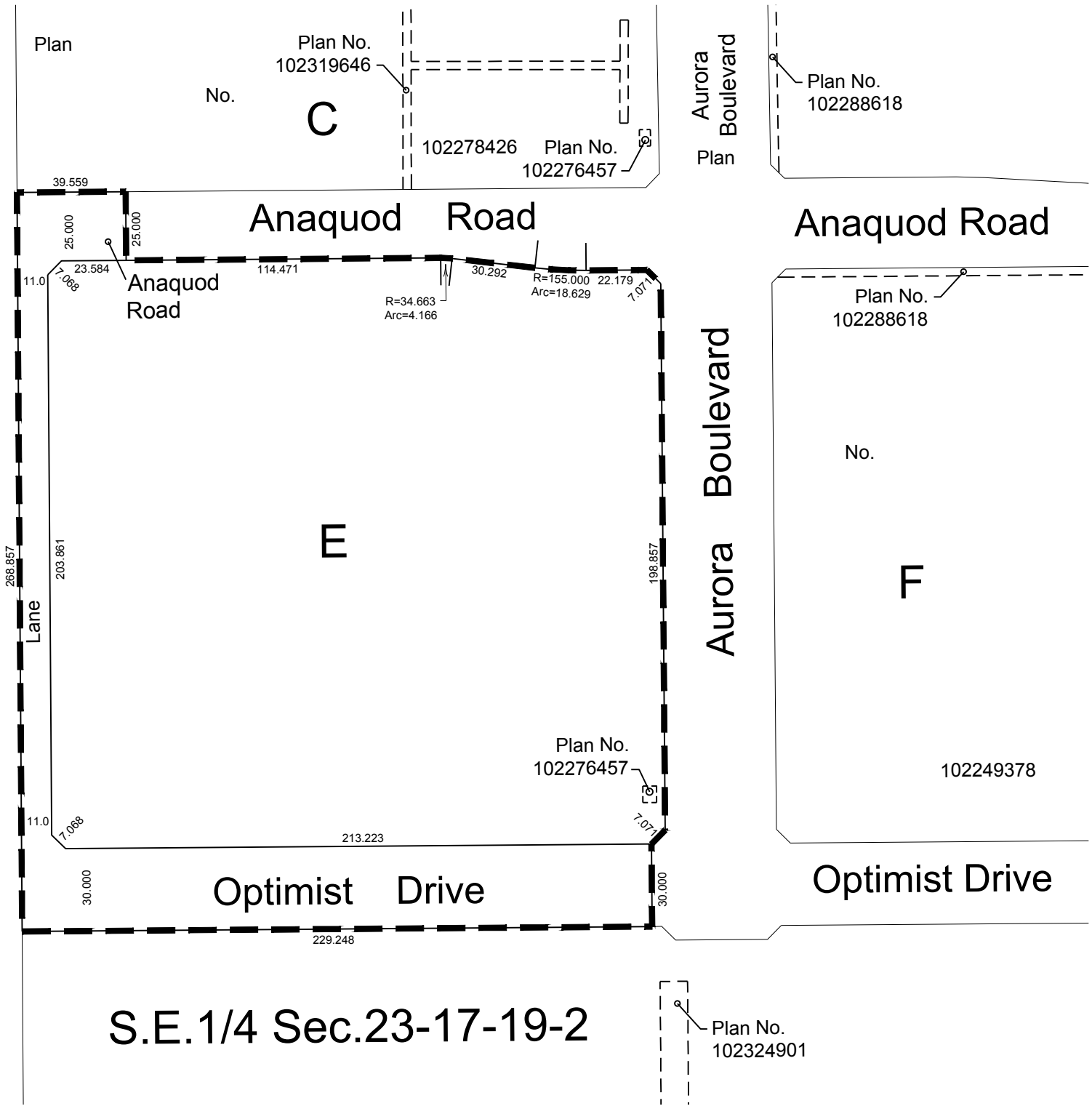



Scott L. Colvin, S.L.S.
Saskatchewan Land Surveyor

Owner:

Aurora Retail Corp.

S.W.1/4 Sec.23-17-19-2



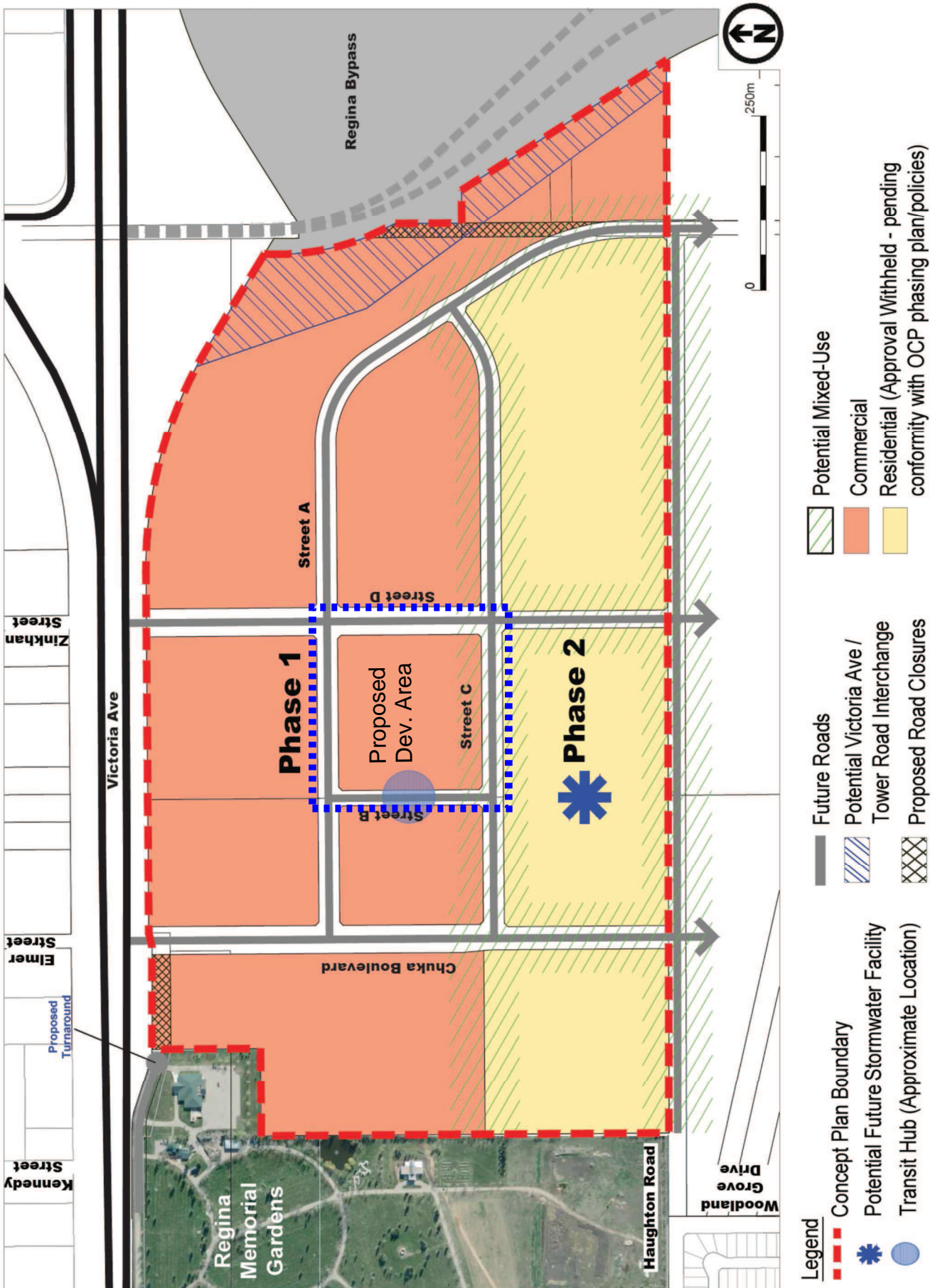
APPROVAL : The City of Regina
Approval under the provisions of Bylaw No. 7748 of the
City of Regina this ____ day of _____, 20__.

City Clerk

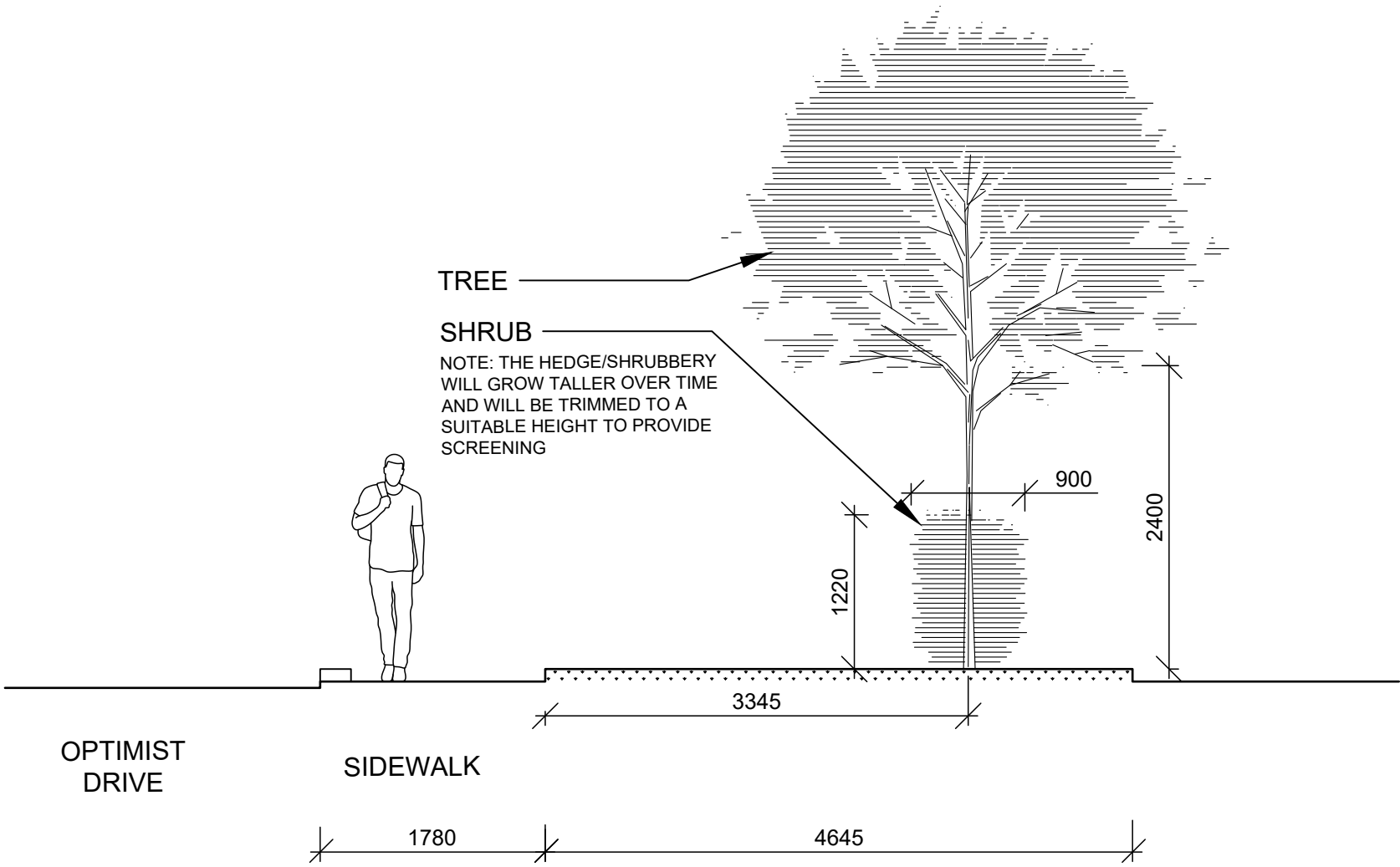
Seal



East Victoria Concept Plan – Land-Use



*Not for construction purposes



PROJECT AURORA - PARCEL E

DRAWN BY LL

DRAWING NO.

TITLE SIDEWALK CROSS SECTION

SCALE 1:50

DATE 04-23-2020

DU2.1

FILE NO. 2018-12



BRIEF SUBMITTED ON BEHALF OF MAGNETIC CAPITAL GROUP INC.

By virtue of the Court Order (attached hereto as Appendix "A") the Court of Queen's Bench Judicial Centre of Regina granted a Fiat approving the sale of the following Property that being:

Lot 50 Blk/Par 342 Plan No 102032255 Extension 0

to Magnetic Capital Group Inc.

By virtue of the Order a portion of funds are payable to the first charge lender and the remaining to the City of Regina for back taxes.

Appendix "B" is the offer approved by the Court. Possession date was scheduled for September 1, 2020. A condition of the offer was that a temporary parking permit be granted.

After initial inquiries were made to the City as to what information was required to obtain a parking permit. On June 2, 2020 the application for the same was filed with the City (attached hereto as Appendix "C").

On September 4, 2020, notice was given to the applicant that the matter was proceeding to the Planning Commission with a recommendation to approve the rezoning of the Capital Pointe site and to allow for a temporary parking permit. Shortly thereafter, the applicant gave clarification that a second entrance would not be required therefore, a center median on Albert Street would not be required. On September 9 we appeared before the Planning Commission to request the granting of a temporary parking permit as recommended by City Administration. At the Planning Commission the report was tabled to March of 2021 so as to await the parking report on downtown.

We were not advised of the tabling motion, nor were we advised as to what had happened at the meeting until we received the Leader Post the next morning. If we had remained on the call to hear the deliberations we would have made the Commission aware that we needed a decision that day and that tabling the matter was an unacceptable result.

As such we wrote to the City Clerk requesting that City Council review the matter as time was of an essence in this matter. (Appendix "D").

On September 17, 2020, the City Clerk ruled that a procedural error had occurred and that this matter should be referred to City Council (attached hereto as Appendix "E").

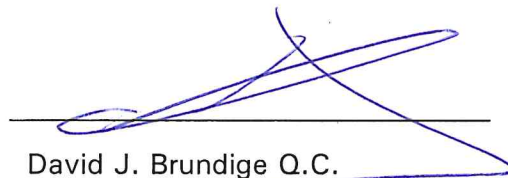
Submission:

The applicants supports the submission by administration except as noted above. This has been a long and arduous process in getting to this stage. Magnetic Capital Group Inc. holds the third charge mortgage interest on this Property and has been involved in the project for almost 4 years. It initially got involved because it believed then – and still believes, that it is important for a Capital City to have a beautiful building at the corner of Albert and Victoria. It sees this location as being the cornerstone of the City – the gateway to downtown. It has been meeting with City Officials for the past 18 months as this matter wound its way through the courts and was pleased to obtain the final court order in May of this year.

The Applicant is somewhat frustrated with the delays it has faced and thanks City Council for hearing this matter this evening. Our request is simple – we need approval of a temporary parking permit forthwith as it is a condition of the offer that Magnetic has made on the Property. Magnetic is not a developer – it is a financial company and therefore is bringing capital to the project. The development partners it is bringing to the table all want to ensure that the project is viable- hence the request for temporary parking permit so that it can cover City Taxes in 2021.

If council does not approve this request then the Applicant cannot remove this condition and frankly it is likely that the offer would fail. What that means for the site is unclear but it likely would not be purchasing the same, and the City will not be getting its back taxes paid by it in 2020. So we are here today to ask you to approve the Administrations report and grant us a temporary parking permit.

All of which is respectfully submitted this 24 day of September, 2020.



David J. Brundige Q.C.
Willows Wellsch Orr & Brundige LLP
1916 Dewdney Ave.
Regina, SK S4R 1G9
(On behalf of Magnetic Capital Group Inc.)

~~DUPLICATE ORIGINAL~~

APPENDIX "A"

COURT FILE NUMBER Q.B. No. 2952 of 2018

COURT OF QUEEN'S BENCH FOR SASKATCHEWAN

JUDICIAL CENTRE Regina

PLAINTIFF KEB Hana Bank of Canada
(formerly Korea Exchange Bank of Canada)

DEFENDANTS Westgate Properties Ltd., Nexera Law Group Professional Corporation, Olympia Trust Company, Fortress Capital Pointe 2013 Inc., JYR Investment Management Inc. and Double Star Drilling (1998) Ltd. and Computershare Trust Company of Canada

Order Confirming Sale

Form 10-47E | Subrule 10-47(5)

Before the Honourable Madam Justice M. D. Tochor, a Judge of the Court of Queen's Bench for Saskatchewan in chambers the 7th day of May, 2020.

On the application of the Plaintiff, and on reading the Order Nisi for Sale by Real Estate Listing with Proof of Service, Affidavit of Francis Bast, and on hearing:

The Court Orders That:

1. The sale of the mortgaged land namely:

- a. Surface Parcel #164962570, Lot 50 Blk/Par 342 Plan 102032255 Ext 0
- b. Mineral Parcel #111369067, Lot 44 Blk/Par 342 Plan 00RA12095 Ext 7
- c. Mineral Parcel #111369089, Lot 45 Blk/Par 342 Plan 00RA12095 Ext 8

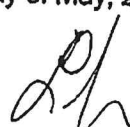
to Magnetic Capital Group Inc. by Francis Bast as Selling Officer appointed by the Court under the Order Nisi for Sale by Real Estate Listing dated March 4, 2019 for the sum of \$2,937,116.46 plus additional property taxes and penalties as provided in the Offer to Purchase and Agreement for Sale dated March 4, 2020 is confirmed.

2. The Registrar of Titles shall accept an application to set up new titles to the mortgaged land in the name of Magnetic Capital Group Inc. as the Purchaser (the "Purchaser") subject, however, to the following encumbrances as to Surface Parcel #164962570:
 - a. CNV Easement – Interest Register #100006861
 - b. CNV Easement – Interest Register #100650484
 - c. CNV Common Law Easement – Interest Register #100650507
 - d. Miscellaneous Interest – Interest Register #110384209
 - e. Public Utility Easement – Interest Register #120485370
 - f. Planning and Development Act, 2007 Development Agreement – Interest Register #122498084
 - g. City of Regina Tax Lien – Interest Register #123409964
3. The proceeds of the sale shall be paid to the solicitors for the Plaintiff, and shall be disbursed in the following order of priority:
 - a. In payment of the outstanding property taxes owing to the City of Regina;
 - b. In payment of the amount due to the selling officer in the amount of \$195,612.00;
 - c. The balance to the Plaintiff to be applied on account of the subject mortgage.
4. The Defendant, Westgate Properties Ltd., and all persons claiming through or under it in possession of the mortgaged land and bound by the Order Nisi for Sale by Real Estate Listing, do deliver up possession to the Purchaser upon service on them of a copy of this order provided that the Purchaser shall not be entitled to take such possession until it has first closed the transaction to purchase the mortgaged land
5. If the Purchasers fail to complete the sale transaction approved by this order, or if the Plaintiff and/or Selling Officer requires further direction in order to complete the sale, the Plaintiff and/or the Selling Officer shall have leave to apply to this Court for further directions.

6. A copy of this Order is to be served:
- a. On counsel for all Defendants having filed Demands for Notice by fax or email to their respective solicitors; and
 - b. On any other Defendants or persons who appear from the copies of the titles to have an interest in the said lands subsequent to the mortgage in favour of the Plaintiff, by ordinary prepaid registered mail addressed to them at their respective addresses shown on the said titles.
7. The Plaintiff shall have its costs of this application on a solicitor – client basis as against the Defendant, Westgate Properties Ltd.
8. The Plaintiff need not comply with Queen's Bench Rule 10-4(2) before issuing this order.

ISSUED at Regina, Saskatchewan this 12 day of May, 2020.

(seal)


(Deputy) Local Registrar

NOTICE

Take notice that, unless the order is consented to by the respondent or a person affected by the order or unless otherwise authorized by law, every order made without notice to the respondent or a person affected by the order may be set aside or varied on application to the Court. You should consult your lawyer as to your rights.

CONTACT INFORMATION AND ADDRESS FOR SERVICE

Name of Firm: **CUELENAERE LLP**, Name of Lawyer in charge of file: Grant Richards; Address: Suite #200, 450 – 2nd Avenue North, Saskatoon, Saskatchewan, S7K 2C3; Telephone Number: (306) 653-5000; Facsimile Number: (306) 652-4171; Email Address: grichards@cuelenaere.com; Our File: 131367-001-GAR



City of Regina

Clear Form

Print Form

Do you intend to
apply for any City
Housing Incentives?
(check all that apply)

☐ Tax Incentive

☐ Capital Grant

FOR OFFICE USE ONLY

Application #: _____

Date Fee Paid: _____

Pymt Amount: _____

Contract Zoning Application

Applicant

☐ Registered Owner

☒ Representative of Owner

☐ Option to Buy
Name: David J. Brundige Q.CCompany: Willows Wellsch Orr & Brundige LLPAddress: 401-1916 Dewdney AveCity: ReginaProvince: SKPostal Code: S4R 1G9Phone Number: () 306-525-2191E-Mail: dbrundige@wwoblpl.com

Present Owner (if different from Applicant)

Name: Westgate Properties Ltd., Nexco Law Group Professional Corporation, Olympia Trust Company, Fortress Capital Private 2013 Inc., JVR Investment Management Inc. and Double Star Drilling (1998) Ltd. and Computershare Trust Company of Canada

Company: _____

Address: 1500 - 1874 SCARTH STREETCity: ReginaProvince: SKPostal Code: S4P 4E9

Phone Number: () _____

E-Mail: _____

Subject Property

Address: 1971 Albert Street; Regina, SaskatchewanLot(s): 50Block: 342Plan No: 102032255

1/4: _____

Sec: _____

Tp: _____

Rg: _____

W 2nd Meridian: _____Agent/Engineer/Architect/Contractor Francis Bast AS COURT APPOINTED SELLING OFFICER

Present Use of Buildings and Property (be specific)

Bare Land

Proposed Use of Buildings and Property (be specific)

On-site parking

Reasons for this Request

Purchasing property to rezone

Proposed Terms of Contract (i.e. conditions to be included)

Parking license until September 2021

Please check here if you intend to apply for condominium approval ☐

Please ensure you have attached

☒ Application Fee ☒ Property titles ☒ Required plans ☒ JPG copies of plans

Signature of Applicant

David J. Brundige Q.C

Name

May 29, 2020

Date

Signature of Owner (if different from applicant)

Francis Bast

Name (printed)

Date

MAY 29 / 2020

WILLOWS WELLSCH ORR & BRUNDIGE LLP

BARRISTERS, SOLICITORS & NOTARIES

#401 - 1916 DEWDNEY AVENUE • REGINA, SASKATCHEWAN • S4R 1G9 • TELEPHONE: (306) 525-2191 • FAX: (306) 757-8138

G. Gregory Willows, Q.C.
B.A., J.D.

Hal B. Wellsch
B.A., LL.B.

Donald G. Orr
B.Admin., LL.B.

David J. Brundige, Q.C.
B.A. (Hons.), J.D.

J. Paul Malone
B.A., LL.B.

Scott A. Mazinke *
B.Admin., LL.B.

Louis A. Browne
B.A. (Hons.), LL.B. (Dist.)

Matt M. Sirois
B.A. (Hons.), LL.B.

Monte L. Stewart
B.Admin., LL.B.

Timothy J. Beler
B.A., LL.B.

Alexander R. Deacon *
B.A., J.D.

Travis C. Avery
J.D., B.Comm

Sean P. Watson
J.D.

Lindsay N. Hjorth
B.A., J.D.

Lucas M. K. Richards
Student-At-Law

Member of Collaborative *
Lawyers of Saskatchewan

Robert D. McCrank (Inactive)

Richard P. Rendek, Q.C. (Retired)

Nicholas A. Kaufman, Q.C. (Retired)

Stewart D. Orr (1989-2015)

REGINA OFFICE:
TELEPHONE: (306) 525-2191
FAX: (306) 757-8138

GRENFELL BRANCH OFFICE:
BOX 175, GRENFELL, SK, S0G 2B0
TELEPHONE / FAX: (306) 697-2500

September 10, 2020

Via Fax: 306-777-6809

City of Regina
Office of the City Clerk
PO BOX 1790
2476 Victoria Ave.
Regina, Saskatchewan S4P 3C8

Attention: JIM NICOL

Dear Sir:

RE: 1971 Albert Street, Regina, SK
Contract Zone Application (PL202000118)
Item # RPC20-31
Our File # 72053 DJB

Our office represents Magnetic Capital Group Inc. The Applicant in item # RPC 20-31 which was heard yesterday by the Regina Planning Commission.

After our virtual presentation, we left the call and were not aware the Commission was considering referring the matter back to the Administrator to come forward with a parking report next March.

Had we been aware that that option was being considered we would have made the Commission aware that the original possession date was September 1, 2020 and has been delayed because we have to attain a temporary Parking Permit. We would have also made them aware that this was a condition of the March 2, 2020 accepted offer and of the May 7, 2020 Order of Sale to our client and that we have been working on getting the permit for four months.

Since it is a condition of the offer, we cannot move forward until this condition is met.

Unfortunately, this delay likely puts the project into jeopardy. It will be a full year since the Court Order granted and my client does not believe



its investors will be patient and allow us to continue to pursue the project. Nor are we certain that the Vendor will wait for its monies. Additionally, the amount of costs and penalties due to the City will likely make the project not financially viable, as the numbers were tight to start with.

We therefore, are requesting the City of Regina put forward to Regina City Council the simple question of whether a temporary parking permit will be granted. We appreciate that the decision rests with the City but we believe that this is an issue of sufficient importance and that elected officials should make the decision – not an appointed body. Furthermore, had the Commission known that the referral would have killed the project, perhaps they would have made a decision rather than referred it back to the Administration.

In any event the decision as it stands the likely effect of the existing Order will be that Magnetic Capital Group Inc. may have to withdraw its offer. The City can then take title of the Property for the back taxes that are owed.

I look forward to a prompt response.

Yours truly,

WILLOWS WELLSCH ORR & BRUNDIGE LLP

Per:



David J. Brundige, Q.C.

/rn

APPENDIX "E"

From: Jim Nicol [<mailto:JNICOL@regina.ca>]
Sent: September 17, 2020 2:49 PM
To: Reception <Reception@wwobllp.com>
Cc: Elaine Gohlke <EGOHLKE@regina.ca>; Amber Ackerman <AACKERMA@regina.ca>
Subject: 1971 Albert Street - ATTENTION: David Brundige

Good afternoon. I am writing further to the recommendation made at the September 8, 2020 meeting of the Regina Planning Commission respecting your Contract Zone Application and in response to your letter to me dated September 10, 2020.

Notwithstanding the Commission's decision last week to table this matter until such time as a separate report on temporary parking lots returns to City Council in early 2021, I have ruled that this is procedurally out-of-order. **As a result, the original report to Regina Planning Commission respecting your application will be placed on the City Council agenda for Wednesday, September 30, 2020.**

Similar to your presentation at the Commission, you may attend the meeting via teleconference. To attend, you must provide my office with the telephone number you will be using to call in. This can be done by email to clerks@regina.ca or by calling 306-777-7262 **no later than 12 p.m. on Tuesday, September 29, 2020.** You will receive meeting details and instructions after you have confirmed your attendance for the meeting.

If you wish to address Council at this meeting, **you must provide a written submission by 1 p.m. on Thursday, September 24, 2020.** Details on what should be included in your written submission are available on Regina.ca or by calling the Office of the City Clerk at 306-777-7262.

Jim Nicol
City Clerk
City of Regina
2476 Victoria Avenue
Regina, SK S4P 3C8

DISCLAIMER: The information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. If you received this in error, please contact the sender and delete or destroy this message and any copies.

Regina Planning Commission: 1971 Albert Street Contract Zone Application (PL202000118)

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Regina Planning Commission
Service Area	City Planning & Community Development
Item #	CR20-83

RECOMMENDATION

Regina Planning Commission recommends that City Council:

Table this report until such time as Regina Planning Commission has an opportunity to review the report on MN20-19, the Temporary Parking Lot Policy.

HISTORY

At the September 9, 2020 meeting of Regina Planning Commission, the Commission considered the attached report RPC20-31 from the City Planning & Development Division.

The following addressed the Commission:

- Thomas Le, Butz & Company, representing Gus Kolitsas, RB3 Properties Inc.; and
- Dave Brundige, Willows Wellsch Orr and Brundige LLC, representing Magnetic Capital Corp.

The Commission adopted a resolution to table this report until such time as Regina Planning Commission has an opportunity to review the report on MN20-19, the Temporary Parking Lot Policy.

Owing to the urgency of the application, as advanced by the applicant, and in light of the fact that Regina Planning Commission does not have delegated authority with respect to the

final decision to be taken by City Council, the City Clerk determined that this matter should appropriately be considered by City Council at its meeting on September 30, 2020.

Respectfully submitted,
REGINA PLANNING COMMISSION


Elaine Gohlke, Secretary 9/25/2020

ATTACHMENTS

RPC20-31 - 1971 Albert Street-Contract Zone Application.pdf
Appendix A-1 (Aerial Map)
Appendix A-2 (Site Plan)
Appendix B

1971 Albert Street Contract Zone Application (PL202000118)

Date	September 9, 2020
To	Regina Planning Commission
From	City Planning & Community Development
Service Area	Planning & Development Services
Item No.	RPC20-31

RECOMMENDATION

Regina Planning Commission recommends that City Council:

1. Approve the application to rezone the property located at 1971 Albert Street, Lot 50, Blk/Par 342, Plan 102032255 from DCD-D – Downtown Direct Control District Zone to Contract Zone.
2. Approve execution of a contract zone agreement between the City of Regina and the applicant/owner of the subject properties, which shall include the following terms:
 - i. The agreement shall allow for the carrying out of a specific proposal on the lands described as a temporary “Transportation, Parking Lot” lot a period of one year from the date of execution of the Contract Zone agreement.
 - ii. That issuance of development permits and the execution of the contract zone agreement shall be conditional on the applicant being confirmed as the registered owner of the property or the consent of the owner being obtained.
 - iii. That construction of a centre median along Albert Street shall be required to permit the optional right-in-right-out access.
 - iv. The parking lot shall meet all standards for “Transportation, Parking Lot” except that:
 - a. Surface may be minimum 150 mm densely packed gravel or asphalt planings with a dust inhibitor to the satisfaction of the Director of Planning and Development Services;
 - b. The parking lot must meet the requirements of the City of Regina Standard for Drainage from Building Site and Parking Lot Developments in order to obtain a building permit.
 - v. The development shall generally conform to the attached plans as labelled

- Appendix A-2 of this report, prepared by Property Development Support Services Inc. and dated May 12, 2020.
- vi. Signage on the subject property shall comply with the development standards for the DCD-D Downtown Direct Control District Zone.
 - vii. Any zoning-related detail not specifically addressed in the contract zone agreement shall be subject to applicable provisions of the *Regina Zoning Bylaw 2019-19*.
 - viii. The agreement shall be registered in the City's interest at the applicant's cost pursuant to Section 69 of *The Planning and Development Act, 2007*.
3. Direct the City Solicitor to prepare the necessary bylaw to authorize the respective Zoning Bylaw amendment.
 4. Approve these recommendations at its September 30, 2020 meeting, and consider the proposed bylaw at a succeeding meeting after giving the required public notice.

ISSUE

The applicant, being the prospective purchaser of the subject property pursuant to a court ordered sale, proposes a Contract Zone to accommodate "Transportation, Parking Lot" as a temporary use for a one-year term on the property located at 1971 Albert Street, Lot 50, Blk/Par 342, Plan 102032255. The subject property is currently zoned DCD-D – Downtown Direct Control District Zone in which "Transportation, Parking Lot" is not permitted.

IMPACTS

Financial Impact

The applicant will be responsible for the cost of any additional or changes to existing infrastructure that may be required to directly or indirectly support the development, in accordance with City standards and applicable legal requirements.

The proposal will not have an effect on the assessment of the property, nor would the taxes change, unless there is a physical structure developed on the site.

Policy/Strategic Impacts

The DCD-D – Downtown Direct Control District Zone does not permit surface parking lots as a principal use. A surface parking lot would be permitted only if buffered from the street by an active use. Part B.4: Regina Downtown Neighbourhood Plan, of *Design Regina: The Official Community Plan Bylaw No. 2013-48* (OCP) also contains the following policies with respect to:

- Section D5, Goal 2, Policy 7.7 Collaborate with stakeholders to enhance the CITY CENTRE, as depicted on Map 1 – Growth Plan, by:
 - 7.7.7 Implementing the Regina Downtown Neighbourhood Plan.
- OCP Part B.4, Policy 34: THAT the City of Regina will incorporate parking standards and restrictions in the zoning bylaw to ensure development decisions result in an

active and animated public realm and limits the amount of visible parking from the street.

- “Transportation, Parking Lot” is not a permitted use under table 6A.T2 of *The Regina Zoning Bylaw, 2019*, Part 6A DCD-D – Downtown Direct Control District Zone

However, the development is intended as an interim use to facilitate further plans for future development of the site. The proposal is supported by OCP Section E, Goal 8, policy 14.42 regarding contact application, at Council’s discretion, to development proposals that do not conform with existing zoning requirements (e.g. use of land, site, development or servicing standards, etc.), or that require special regulatory control to ensure compatibility with adjacent development, with the provision that the proposed development:

- 14.42.1 Conforms with the general intent of this Plan or any applicable concept plan; and
- 14.42.2 Is compatible with existing adjacent development and, where applicable, contributes beneficially to the adjacent public realm.

OTHER OPTIONS

Administration recommends approval to rezone the property to contract zone to accommodate “Transportation, Parking Lot”.

Alternative options would be:

1. Approve the application with specific amendments to the site plan.
2. Refer the proposal back to Administration. If City Council has specific concerns with the proposal it may refer it back to Administration for further review. Referral of the report back to Administration will delay approval of the development until requested information has been gathered or changes to the proposal have been made.
3. Deny the application. Development of “Transportation, Parking Lot” land use will not proceed on the subject property if City Council denies the application.

COMMUNICATIONS

The applicant and other interested parties will receive a copy of the report and notification of their right to appear as delegation at the Council meeting when the application will be considered. Public notice of Council’s intention to consider the proposed zoning bylaw amendment will also be given and the applicant will receive written notification of City Council’s decision in accordance with *The Planning and Development Act, 2007*.

DISCUSSION

The applicant, a prospective purchaser of the property pursuant to a court ordered sale, proposes a Contract Zone to accommodate development of a temporary “Transportation,

Parking Lot” for a period of one year for the subject property located at 1971 Albert Street, as shown in Appendix A-1. The subject property is zoned DCD-D – Downtown Direct Control District Zone in which “Transportation, Parking Lot” are not permitted and rezoning to Contract Zone is necessary to allow the development to proceed. “Transportation, Parking Lot” is defined by *The Regina Zoning Bylaw, 2019* as:

“An outdoor land use where motor vehicles that are registered, insured and in working order are parked outdoors or in primarily unenclosed areas for temporary intervals. “

The applicant has indicated that this proposal is a necessary step in pursuit of a larger redevelopment plan for this site in the future and would be an interim measure use as future plans are developed. The Contract Zone is proposed to have a one-year term. After the term expiration, the property would revert back to the DCD-D – Downtown Direct Control District Zone, or the contract could be discharged if a development proposal is approved prior to that date.

The applicant is proposing a total of 87 surface parking stalls along with eight stalls for motorcycle parking and bicycle parking as depicted on Appendix A-2. The proposed development will be fenced, gated and will be using the existing alley located to the north to access the site. A proposed optional right-in right-out access on Albert Street will be allowed only if the applicant completes the installation of a median on Albert Street to the satisfaction of the City of Regina to prevent direct left-turn movements into the site by south bound vehicles on Albert Street.

The issuance of development permits and the execution of the contract zone agreement shall be conditional on the applicant being confirmed as the registered owner of the property or the consent of the owner being obtained. Given the length of the term and that this is an interim measure to assist the applicant with their development plan, Administration is recommending approval of a one-year term for the Contract Zone.

The applicant has indicated that they have explored various development plans over the last 18 months. The applicant is anticipating a timeline of between 12 - 24 months to complete the requisite steps in the predevelopment process and 24 - 30 months to build on site. The applicant has made the following statement in their application submission:

“The ability to park vehicles on site during the predevelopment phase will ensure municipal taxes are maintained throughout that time without the need to levy the property with additional debt that could stall or inhibit the building process. Rejection of this application may force them to revisit their financial approach to the project and a potential obstacle in formalizing the partnership between the ownership group and the intended development partner. The project will still be viable without the parking concession; however, it will impact the predevelopment phase on the timeline”.

The Planning and Development Act, 2007, in conjunction with *Design Regina: The Official Community Plan Bylaw No. 2013-48* and *The Regina Zoning Bylaw, 2019*, authorize Council to rezone an area of land to a Contract Zone to permit the carrying out of a specified proposal through entering into a contract zone agreement.

The proposal is consistent with the purpose and intent of Contract Zone under *the Regina*

Zoning Bylaw, 2019 Regulation 7A.1 to accommodate proposed development that represents a unique development opportunity that does not conform to the zoning requirements, on a site-specific basis.

The application was circulated to neighbouring properties, and the Regina Downtown Business Improvement District (RDBID) for review and comment. RDBID provided the following comments with regard to the application:

“Regina Downtown Business Improvement District offers tentative support for the temporary parking lot for a period of no more than one year. We support the Regina Downtown Neighbourhood Plan (RDNP) recommendation that no new surface parking be allowed; however, we also recognize the realities of current market conditions. Private investment and development should be encouraged in Downtown Regina. As this is an important entry into downtown, we ask that the applicant be required to provide enhanced landscaping, as a buffer, along the edges of the parking lot. It is our hope that the applicant will soon be able to develop a project that recognizes and celebrates the gateway into our Downtown”.

Administration recommends keeping the existing chain link fence as the term of contract is for a period of only one year, after which time the site would be restored to its current state. Given the term of the contract, it would be preferable to minimize disturbance to the site rather than construct a temporary fence that provides visual screening. Although the chain link fence does not provide visual screening of the parking lot, it assists to secure and delineate the site from public realm and is appropriate for the one-year term of contract. Recognizing the site as a Primary Gateway to the Downtown, visual screening and landscaping may be negotiated should the applicant pursue a longer term or permanent development of the site through a separate approval process. Further summary of the feedback is attached to this report in Appendix B.

In addition to the partial support from the RDBID for this application, a motion MN20-14 was approved at the City Council meeting held on August 31, 2020. The motion directs Administration to “conduct a review of surface parking lot restrictions as outlined in the Regina Downtown Neighbourhood Plan and in The Regina Zoning Bylaw, Bylaw No. 2019-19 and prepare a report on a temporary parking lot policy” and report back to the Regina Planning Commission by January 31, 2021.

The surrounding land uses include commercial to the south (gas station), commercial to the west (office building), commercial to the north (Bregg’s Cleaners) and an office tower to the east.

DECISION HISTORY

1. On September 21, 2009, City Council approved CR09-146- a discretionary use application for a proposed hotel and high-rise apartment building.
2. On December 16, 2013, City Council approved CR13-190 - a discretionary use application for a proposed hotel and high-rise apartment building.

3. On May 27, 2019, City Council approved CM19-6 -1971 Albert Street - Capital Pointe Construction Site, to award a contract to backfill the site.

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

Respectfully Submitted,



Fred Scarle, Director, Planning & Development Services

Respectfully Submitted,



Diana Hawryluk, Executive Director, City Planning & Community Dev.

9/3/2020

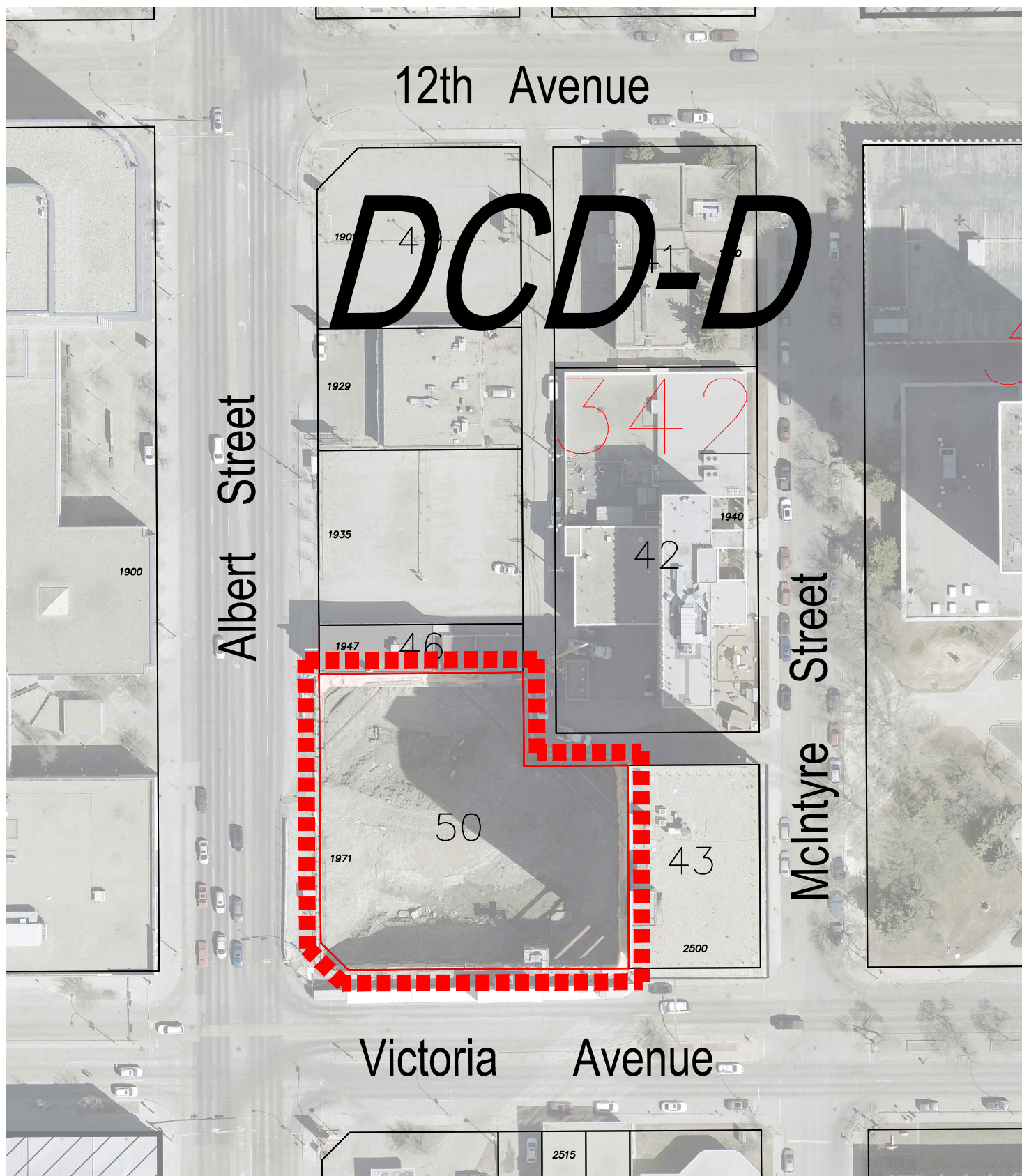
Prepared by: Binod Poudyal, City Planner II

ATTACHMENTS

Appendix A-1 (Aerial Map)

Appendix A-2 (Site Plan)

Appendix B



Subject Property



Heritage

Date of Photography : 2018



Project PL202000118

Civic Address/Subdivision

1971 Albert Street
Lot 50-Blk/Par 342-Plan 102032255 Ext 0

ALBERT STREET

Right IN (OPTIONAL)

ONE STOREY BLDG.

YWCA BLDG.

Appendix A-2

CLIENT
Magnetic Capital Group Inc.



Consultants



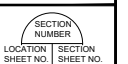
VICTORIA AVE.

R1	ISSUED FOR REVIEW	12 / 06 / 20
R0	ISSUED FOR REVIEW	11 / 06 / 20
REV.	DESCRIPTION	DY / MN / YR

Temporary Parking
Albert St. & Victoria Ave.
Regina, SK.

DRAWING TITLE
-Parking Plan

CLIENT	
Magnetic Capital Group Inc.	



DRAWN RAZ	CHECKED ---	SCALE as noted	DATE MAY 2020
PROJECT NO. 20014		DRAWING NO. CS1.1	REVISION R1

Public Consultation Summary

Response	Number of Responses	Issues Identified
<i>Completely opposed</i>	4	<ul style="list-style-type: none"> - more parking stalls available means more loss to existing parking lot owners and their operators - A parking lot is inappropriate and contrary to the Zoning Bylaw, OCP, and Downtown Plan. - We do not need another parking lot especially on that major corner. - There should be trees planted and shrubs on the south and west sides as buffer.
<i>Accept if many features were different</i>		-
<i>Accept if one or more features were different</i>		-
<i>I support this proposal</i>	1	<ul style="list-style-type: none"> - It is temporary
<i>Other</i>	1	<ul style="list-style-type: none"> - The back alley has been destroyed because of the construction in the past. - With the added vehicles through this application, I would inquire about the potential of fixing the alley.

1. Issue: Increase in surface parking lot within downtown will financially impact other operators.

Administration's Response:

- Administration is supportive as a temporary use under the Contract Zone provisions.
- Administration will be conducting further analysis of downtown parking in follow up to MN20-14 in Q1 of 2021. The motion will consider policy and regulatory aspects of surface parking with options.
- Administration is not aware of any such documents to elaborate on this impact.

2. Issue: A parking lot is inappropriate and contrary to the Zoning Bylaw, OCP, and Downtown Plan.

Administration's Response:

- There is no policy support for surface parking lot however Administration views this proposal as a step towards a redevelopment of this site.
- Administration is prepared to support a one-year term based on the rationale provided by the applicant and the response we received from RDBID.

3. Issue: We do not need another parking lot on that major corner.

Administration's Response:

- The operation of parking lot, if approved by the City Council will be valid for one year from the day of the approval and is considered temporary.
- Administration is aware of the importance and prominence of this intersection. Design standards and regulation from the DCD – Downtown Control District Zone in the Zoning Bylaw will ensure that subsequent development will provide appropriate design conditions at street level and building form.

4. **Issue: Landscaping shall be provided to buffer the site.**

Administration's Response:

- The parking lot is temporary in nature and would not include permanent landscape features given the length of the proposed contract. The existing fence on site shall be maintained for physical separation of the parking and from the public realm and security.

5. **Issue: Damage to the alley due to added traffic volume.**

Administration's Response:

Any damages due to the construction will be the responsibility of the developer and regular wear and tear would be managed through neighbourhood renewal process.



July 24, 2020

Binod Poudyal
City Planner II
Planning and Development Services Department
City of Regina

Re: Application for Contract Zoning Approval (PL202000118) – Temporary Parking Lot – 1971 Albert Street

Dear Mr. Poudyal:

Thank you for the opportunity to comment on this application on behalf of Regina Downtown Business Improvement District (RDBID).

Regina Downtown Business Improvement District offers tentative support for the temporary parking lot for a period of **no more than one year**. We support the Regina Downtown Neighbourhood Plan (RDNP) recommendation that no new surface parking be allowed, however, we also recognize the realities of current market conditions. Private investment and development should be encouraged in Downtown Regina. As this is an important entry into downtown, we ask that the applicant be required to provide enhanced landscaping, as a buffer, along the edges of the parking lot. It is our hope that the applicant will soon be able to develop a project that recognizes and celebrates the gateway into our Downtown.

As these requests for temporary parking lots increase, RDBID further request the 2014 Current Parking Program Assessment and Downtown and Vicinity Parking Strategy be reviewed immediately and recommendations updated to reflect the realities of the current economy. An updated parking strategy will help guide future decisions with respect to off-street parking in the future.

Should you have any questions, please do not hesitate to contact me at 306.359.7573.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Judith Veresuk".

Judith Veresuk
Executive Director
Regina Downtown Business Improvement District



REGINADOWNTOWN.CA



1822 SCARTH ST. 2ND FLOOR
REGINA, SK S4P 2G3
T 306.359.7541
E INFO@REGINADOWNTOWN.CA



September 24, 2020

Office of the City Clerk
Attention: Elaine Gohlke

RE: Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan – 2019 Annual Report

Schedule A of Bylaw No. 8589, Section 15.7 of the City of Regina states that "in each Fiscal Year, submit to the Council a financial statement showing the business of the Plan for that year in such form as may be required." In accordance with the Bylaw, attached for information is the 2019 Annual Report for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan to be submitted for an upcoming meeting of the Regina City Council. Included in the Annual Report are the audited financial statements for the year ended December 31, 2019, which were approved by the Administrative Board for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan at its meeting of June 2, 2020.

Janie Markewich (Director, Corporate Services) and Carina Chow (Financial Reporting & Policy Advisor) will be attending the meeting on behalf of Möbius Benefit Administrators.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators Inc.

Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan 2019 Annual Report

Date	September 30, 2020
To	City Council
From	Citizen Experience, Innovation & Performance
Service Area	People & Organizational Culture
Item No.	CM20-27

RECOMMENDATION

That City Council receive and file this report.

ISSUE

Mobius Benefit Administrators Inc. (Mobius) has provided the 2019 Annual Report for the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan, attached as Appendix A. This annual report has been prepared based on the requirements defined in *The City of Regina Concerning a Plan for Certain Employees and Elected Officials Bylaw No. 8589 (Bylaw No. 8589), Schedule A*.

IMPACTS

Based on the information contained within the annual report, the plan is holding \$14.1M in net assets available for benefits.

There are no environmental, policy, strategic or accessibility implications associated with this report.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DISCUSSION

The Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan has been established for Elected Officials who wish to join and City of Regina casual employees within the jurisdiction of CUPE Local 21, who meet the eligibility requirement. The plan is intended to provide eligible members with retirement income based on their contributions, the employer's contributions and the earnings associated with those contributions.

The Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan is governed by an Administrative Board that consists of three members appointed by the City Manager and one member of City Council. The Administrative Board's responsibilities include compliance, strategy and stewardship.

In 2019, Mobius administered this plan in accordance with *Bylaw No. 8589* on behalf of the Administrative Board. Industrial Alliance provides custodial, record-keeping and investment management services and the City employee benefits team manages day-to-day administration of the membership. This annual report has been prepared by Mobius based on the requirements defined in the Bylaw and has been forwarded to City Administration to inform City Council.

As outlined within Schedule A of *Bylaw No. 8589*, Section 15.7, in each fiscal year, the Board shall submit to Council a financial statement showing the business of the plan for that year. Appendix A is a copy of the 2019 Annual Report, which includes the following information:

- An overview of the plan status, its membership and governance.
- Management of investments, including investment results.
- Audited financial statements for the period ending December 31, 2019.

A report containing the 2018 Annual Report was forwarded to City Council on September 30, 2019. Highlights captured within this 2019 report in comparison to that reported in the 2018 Annual Report are:

- Total invested assets in the plan are \$14.1M in 2019, up from \$12.1M in 2018.
- Overall fund return 15.1 per cent in 2019, up from -1.1 per cent in 2018. 2019 returns were a result of strong markets worldwide including double digit returns from both global and domestic equity markets as well as long bonds.
- Average member balance \$12,102 up from \$10,560.

DECISION HISTORY

In accordance with *Bylaw No. 8589*, the annual report, including an overview of the plan status, investment results and financial statements, is provided to City Council for information.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MD', followed by a long horizontal line.

Marco Deiana, Acting Director,
People & Organizational Culture

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Louise Folk', followed by a long horizontal line.

Louise Folk, Executive Director,
Citizen Experience, Innovation & Performance

ATTACHMENTS

Appendix A



July 13, 2020

People, Organization & Culture
Attention: Marco Deiana

RE: Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan – 2019 Annual Report

Schedule A of Bylaw No. 8589, Section 15.7 of the City of Regina states that "in each Fiscal Year, submit to the Council a financial statement showing the business of the Plan for that year in such form as may be required." In accordance with the Bylaw, attached for information is the 2019 Annual Report for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan to be submitted for an upcoming meeting of the Executive Committee & Regina City Council. Included in the Annual Report are the audited financial statements for the year ended December 31, 2019, which were approved by the Administrative Board for the Casual Employees' Superannuation and Elected Officials Money Purchase Pension Plan at its meeting of June 2, 2020.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators Inc.



Casual Employees'
Superannuation
& Elected Officials'
Money Purchase
Pension Plan



ANNUAL REPORT 2019

Administered by

möbius
BENEFIT ADMINISTRATORS INC.

ANNUAL REPORT

CASUAL EMPLOYEES' SUPERANNUATION & ELECTED OFFICIALS MONEY PURCHASE PENSION PLAN

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Investments	13
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Independent Auditors' Report	18
Statement of Financial Position	20
Statement of Changes in Net Assets Available for Benefits	21
Notes to the Financial Statements	22

Administered by:



Mail	Web www.mobiusbenefits.ca
B101,2055 Albert St.	E-mail pensions@mobiusbenefits.ca
Regina, SK	Phone (306) 777-7402
S4P 2T8	Fax (306) 777-6912

MESSAGE FROM THE CHAIRPERSON

On behalf of the Board it gives me great pleasure to share with you the Annual Report for the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan for the year 2019.

The Casual Employees' Superannuation & Elective Officials Money Purchase Pension Plan provides eligible employees, who may not have access to other retirement vehicles, with a cost effective method to save for retirement. From that perspective, 2019 was a very good year for the Plan and Members. We were fortunate enough to benefit from strong investment returns in a relatively calm world.

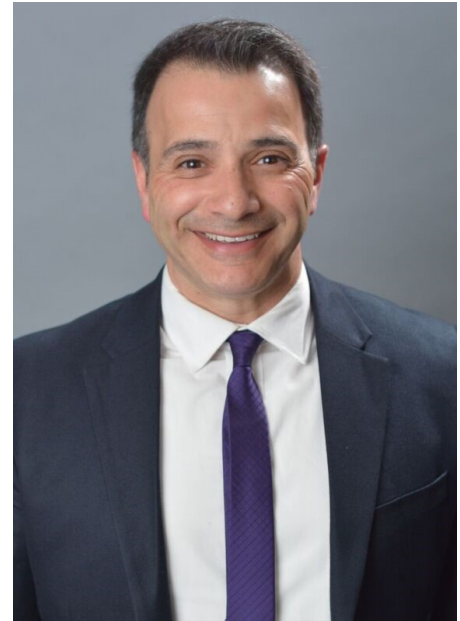
Our Annual Report is a reflection upon the last year. Contained within the report you will find important and useful information regarding:

- membership, enrolment and demographics;
- who is on the Administrative Board, governance of the plan and the role of the trustee;
- how the Board conducts its business and fulfils its responsibilities and commitment to the members of the Plan;
- investment of the fund assets and overall performance of the plan for 2019, as well as year by year comparators of Plan performance; and
- the annual financial statements for the Plan, audited by KPMG.

On behalf of the Board I would like to share our appreciation of the team of professionals at Möbius for exceptional service they provide us and take this opportunity to thank the members of the Administrative Board for their contribution and valued work throughout the year.

Marco Deiana

CHAIRPERSON,
ADMINISTRATIVE BOARD



‘On behalf of the Board I would like to share our appreciation of the team of professionals at Möbius for the exceptional service they provide us’

2019 PLAN HIGHLIGHTS

YEAR AT A GLANCE

Net Assets Available for Benefits

\$14.1 Million

New Enrollments

51 *down from 71 in 2018*

Average Member Balance

\$12,102

Pension Refunds

53 *up from 52 in 2018*

Total Membership

1,181 *up from 1,147 in 2018*

Total Inactive Members

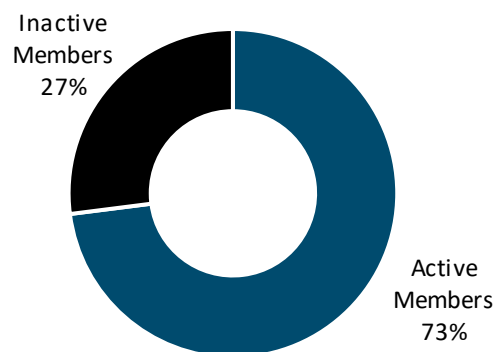
319 *up from 310 in 2018*

Summary of Financial Position

As at December 31, 2019

(thousands)	2019	2018
Net Assets Available for Benefits	\$ 14,075	\$ 12,112

Member Demographics



2019 Revenues and Expenses

Investment Returns
\$1,776
thousand

Administration Expenses
\$35
thousand

Contributions
\$728
thousand

Pension Refund Payments
\$506
thousand

Active Members

854 Active CUPE Local 21 Members

8 Active Elected Official Members

862 Total Active Members—up from 837 in 2018

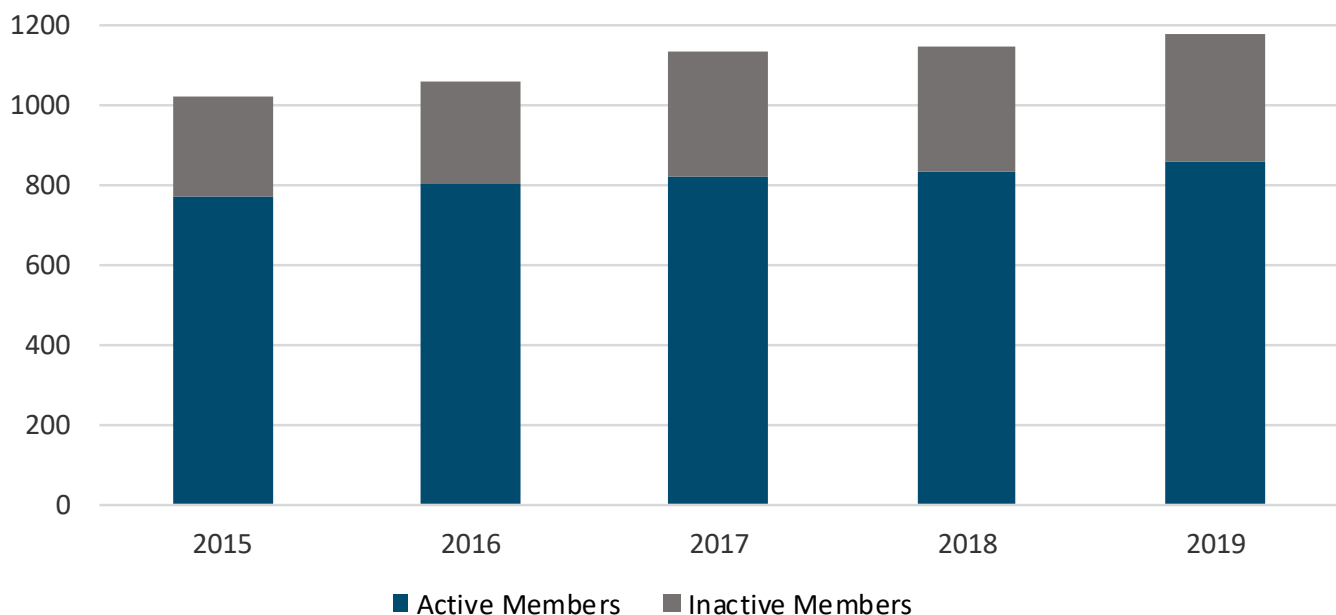
Non-active Members

316 Non-Active CUPE Local 21 Members

3 Non-Active Elected Official Members

319 Up from 310 in 2018

5 Year Member Demographics





ABOUT THE PLAN

DEFINED CONTRIBUTION PLAN

The Plan provides eligible members with retirement income based on the accumulated total of member and employer contributions, plus the earnings associated with those contributions

IMMEDIATE VESTING

Vesting means members are entitled to keep the employer's contributions plus earnings to date upon leaving the Plan.

IMMEDIATE LOCKING-IN

Locked in refers to the fact that both member contributions and the matching employer's contributions are immediately locked-in upon joining the Plan. Those funds cannot be taken as a cash withdrawal when a member leaves the Plan. They must be transferred to a locked-in account with no withdrawals until age 55.

PORTABILITY

Funds may be transferred to other registered retirement accounts or pension plans upon termination.

SURVIVOR BENEFITS

The member's account balance is payable to a designated beneficiary.

The Plan includes:

- Elected Officials of the City of Regina who elect to join the plan; and
- All employees who have acquired seniority (accumulated 2,069 hours of service) in accordance with the Collective Agreement between the City of Regina and the Canadian Union of Public Employees (CUPE) Local No. 21.

CUPE Local No. 21 employees contribute 3% of pensionable earnings to the Plan, and the City contributes an equal amount. City of Regina Elected Officials contribute 6.95% of pensionable earnings to the Plan, and the City contributes an equal amount.

The member's contributions and those paid by the City on behalf of the member are credited to an account established at the time the employee becomes a member of the Plan. These amounts, together with interest credited at regular intervals, comprise the member's individual account.

Upon termination a member may transfer the individual account balance to a locked-in retirement account, another registered pension plan, a registered retirement savings plan (RRSP), or an insurance company to purchase a deferred annuity.

PLAN GOVERNANCE

ADMINISTRATIVE BOARD

PLAN TEXT

The Plan was established December 25, 1985 under Schedule “A” and Schedule “B” of Bylaw No. 8589.

Plan governance is outlined in these documents, which are available online at www.mobiusbenefits.ca.

These governing documents, together with Pension, Income Tax and other federal and provincial legislation, determine how the Plan operates and how members’ benefits are calculated and paid.

The Plan is governed by an Administrative Board made up of four voting members; three persons to be appointed by the City Manager, and one member of City Council appointed by the Finance and Administration Committee of the City of Regina.

A Pension Advisory Committee, as specified under *The Pension Benefits Act, 1992 (Saskatchewan)*, appointed by the Executive of the Canadian Union of Public Employees Local No. 21, is also invited to attend all regular and special meetings of the Board.

A pension plan represents the combined retirement assets of its membership. The value of the benefit earned is often the largest financial asset belonging to any given member and forms the basis of their livelihood in retirement. As a result, plan beneficiaries and the law demand that those charged with administering a pension plan conduct their affairs to the highest standards.

The Administrative Board is required to meet at least quarterly, and quorum is three members. The board met 4 times during 2019.

Board meeting attendance for each Member was as follows:

Member	Number of Meetings Attended
Marco Deiana	4
Curtis Smith	4
Councillor Sharron Bryce	4
Brent Rostad	4
Advisory Committee	
Hugh Bigler	2
Tyler Hutchinson*	3

*Tyler Hutchinson was appointed to the Board in June of 2019

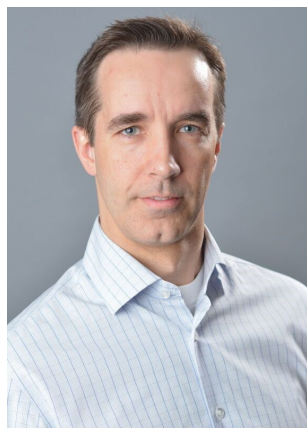
ADMINISTRATIVE BOARD MEMBERS



Marco Deiana

Chairperson

Mr. Deiana has been employed by the City of Regina since 1999 and was appointed to the Board by the City Manager in 2010. He currently holds the position of Manager, Workplace Health & Safety.



Curtis Smith

Vice-Chairperson

Mr. Smith was appointed by the City Manager in 2012. He has been employed by the City of Regina since 2008 and currently holds the position of Manager, Policy and Risk Management. Mr. Smith is a Chartered Professional Accountant (CPA-CA) and Certified Internal Auditor (CIA), and has a Bachelor degree in Business Administration from the University of Regina.



Councillor Sharron Bryce

Councillor Bryce was appointed by the Finance and Audit Committee in 2017. She is sitting for her fifth term as a member of Regina City Council, representing the residents of Ward 7 and is a Registered Nurse.



Brent Rostad

Mr. Rostad was appointed by the City Manager in 2012. He has worked for the City of Regina since 1998 and has had the opportunity to work in a number of areas including the Wastewater Plant, Sewage & Draining and Landfill. Mr. Rostad currently holds the position of Manager, Operational Services & Business Support.

Members of the Administrative Board are appointed as set out in Article 15.1 of Schedule A and of Schedule B of Bylaw 8589.

15.1 The City of Regina shall establish an Administrative Board comprised of:

- (a) Three persons to be appointed by the City Manager; and
- (b) A member of the City Council of the City of Regina appointed by the Finance and Administration Committee of the City of Regina.

15.1.1 The appointment of the members of the Administrative Board established pursuant to clause 15.1 shall be confirmed by resolution of City Council.

BOARD RESPONSIBILITIES

COMPLIANCE

STRATEGY

STEWARDSHIP

The Board's key duties include:

Compliance with Legislation	The Board ensures the Plan is administered in compliance with all appropriate legislation and benefits are paid appropriately to members. The Plan must comply with legislation under <i>The Pension Benefits Act, 1992 (Saskatchewan)</i> , <i>The Pension Benefits Regulations, 1993 (Saskatchewan)</i> , and the <i>Income Tax Act</i> .
Pension Administration	The Board has engaged Möbius Benefit Administrators Inc. to provide pension administration services on behalf of the Plan. The Board reviews the performance of Möbius on an ongoing basis and ensures that reports provided to the Board are appropriate and adequate to meet their fiduciary duties. Möbius reports to the Board on all aspects of Plan administration.
Annual Financial Statements	The Board ensures that the annual financial statements for the Plan are prepared, an annual audit of the financial statements is conducted, and the results are filed with the regulatory authorities. The current auditors for the Plan are KPMG LLP and the statements audited by them are included in this report. In addition, Annual Returns must be filed with the Superintendent of Pensions and Canada Revenue Agency.
Custody of Plan Assets	The Board must ensure all monies due to the Fund are kept separate and apart from other funds of the employers. This is accomplished by hiring a fund custodian to ensure the money is kept separate from the employer's funds and is only used for pension purposes. In addition to holding the Plan's securities, the custodian is required to verify that any transfer requested by those involved with the Plan complies with the Plan's rules and governing legislation. The current custodian is Industrial Alliance Financial Group.
Fund Management	The Board is responsible for making investments in accordance with the investment requirements contained in <i>The Pension Benefits Act, 1992 (Saskatchewan)</i> and other relevant legislation. The activities the Board performs to fulfil this responsibility include regular reviewing of investment activities, ensuring compliance with the Statement of Investment Policies & Procedures, monitoring investment results and meeting with the Plan's fund managers.
Performance Measurement	The Board ensures the various investment managers are managing the fund assets in an appropriate manner and in compliance with the Statement of Investment Policies & Procedures.
Policy Documents	To support the objectives of the Plan the Board has adopted the following policies: · Procedural Rules · Statement of Investment Policies & Procedures · Trustee Education Policy



EDUCATION AND TRAINING

The Administrative Board of the Casual Employees' Superannuation & Elected Officials Money Purchase Pension Plan recognizes the importance of education to the successful fulfillment of the fiduciary duty to the members of the Plan.

To that end, the Board has developed the Trustee Education Policy based on the following principles:

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

Minimum Annual Training Requirements

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

- new Trustees must attend a minimum of 60 hours of educational opportunities over a rolling 3 year period; and
- senior Trustees must attend a minimum of 60 hours of educational opportunities over a 2 year rolling period.



Total number of hours spent by Board Members in Education and Training during 2019—*excluding Board meetings*.

The following table provides the details of Administrative Board Conferences and Seminars. The total cost of Board Member Travel, Education and Training for the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan was borne by the City of Regina and totalled \$11,255.

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Marco Deiana	Trustee Education Workshop	May 1	Regina	8	
				8	\$ 102
Curtis Smith	Trustee Education Workshop	Dec 5	Regina	7	
				7	\$ 1,000
Sharron Bryce	Trustee Education Workshop	May 2	Regina	10	
	FTMS Challenge Exam	Oct 31	Regina	5	
	Advanced Trust Management Standards	Nov 23 to 24	San Francisco	15	
	Annual Canadian Employee Benefits Conference	Nov 24 to 27	San Francisco	22	
				52	\$ 4,660
Brent Rostad	Trustee Education Workshop	May 1	Regina	8	
	Annual Canadian Employee Benefits Conference	Nov 24 to 27	San Francisco	22	
	Trustee Education Workshop	Dec 5	Regina	7	
				37	\$ 5,493
2019 Total				104	\$ 11,255

RECORDKEEPING

FULL MEMBER SERVICE



Member Experience

The Board may engage service providers to provide administrative services to the Plan. Industrial Alliance Financial Group (iA) provides custodial, recordkeeping and investment management services for the Plan.

As a service provider, iA consistently aims for simplicity, efficiency and innovation. For our plan members, this means:

- Simple, easy-to-use tools and reports
- Proactive administration and record keeping
- Continuous improvement team to fuel the evolution of their service offering

Member engagement is a top priority and in order to accomplish this iA has simplified plan enrolment, developed user-friendly, decision-making tools and designed simple investment solutions.

Member Services

iA provides a secure website (My Client Space) which allows members to monitor their account and manage it in real time.

My Client Space also features a Retirement Simulator to help members plan for retirement.

Available tools:

Retirement planning website

iA Retirement App

YouTube Videos

INVESTMENTS

BALANCING RISK AND RETURN



The Administrative Board of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan oversees the investments of the Plan in accordance with the Statement of Investment Policies & Procedures.

The Statement of Investment Policies & Procedures addresses such issues as investment objectives, risk tolerance, asset allocation, permissible asset classes, investment diversification, liquidity requirements, expected rates of return and other issues relevant to the investment process, thereby establishing a framework within which all the investment managers must operate. The primary objective of the investment policy is to maximize the returns of the Plan members without incurring undue risk.

The Statement of Investment Policies & Procedures is reviewed annually and updated when necessary to ensure that it continues to meet legal standards and the investment requirements of the membership.

The Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan measures investment performance against a custom benchmark consisting of the indices that best represent each asset class.

ASSET CLASS TARGET MIX

The Statement of Investment Policies & Procedures includes the following asset class target mix:

Asset Class	Long-Term Target Mix
Canadian Equities	20%
Global Equities	40%
Fixed Income	40%
Total	100%

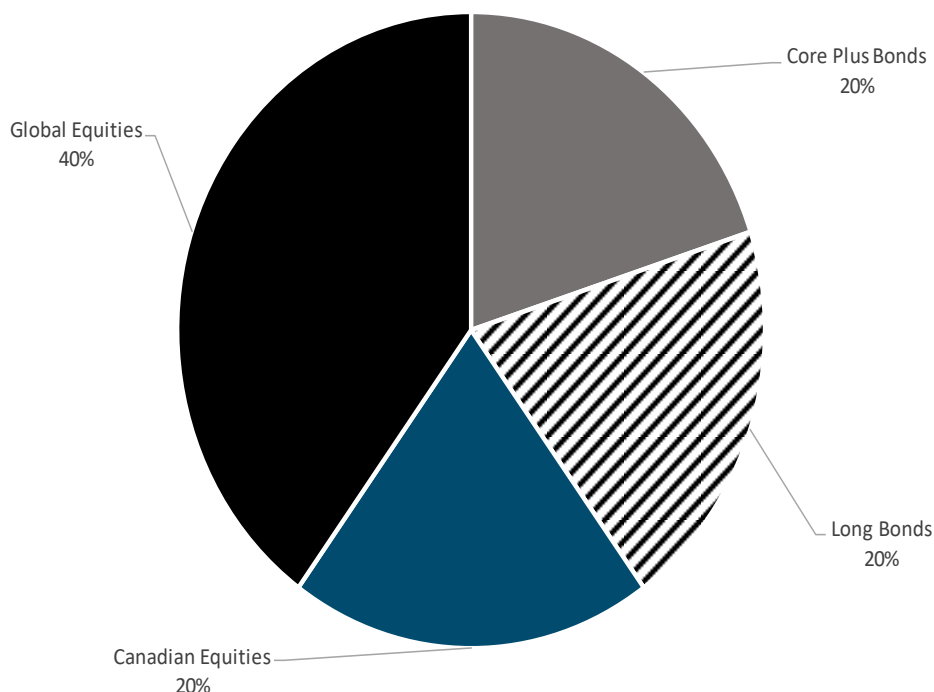
The Plan does not manage currency within the portfolios, preferring to take a longer term approach that currencies will fluctuate in the short term, but will achieve some equilibrium over time.

\$14.1 Million

Total Invested Assets
of the Plan,
December 31, 2019

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

Asset Allocation



Asset Class	Total Fund Benchmark	Actual % Allocation	Minimum %	Target %	Maximum %
Equities					
Canadian	S&P/TSX 300 Index	20	15	20	25
Global	MSCI World GD	40	35	40	45
		60		60	
Fixed Income					
Long Bonds	FTSE TMX Canada Long Term Overall Bond Index	20	15	20	25
Core Plus	FTSE TMX Canada Universe Bond Index	20	15	20	25
		40		40	
Total Fund		100		100	

MANAGEMENT OF INVESTMENTS

MANAGER SELECTION, MONITORING AND REBALANCING

Professional investment management services are obtained through competitive procurement processes. The Board performs regular performance reviews on all managers, ensuring they are meeting objective targets as set out in the Statement of Investment Policies & Procedures.

Industrial Alliance Financial Group offers over 80 funds from 25 unique investment managers. The Board elected to invest in the funds available on the Industrial Alliance platform outlined below based on the plan's current investment policy.

As the performance of individual managers and markets move the assets in the Fund away from the normal strategic positions, the assets are rebalanced to bring the Fund back within the parameters of the current strategic asset allocation policy set by the Administrative Board. Such rebalancing is achieved through directed cash flow or by actively transferring funds among managers when specified trigger points are reached. The actual management and asset allocation structure of the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan as at December 31, 2019 is shown below:

Asset Class	Fund Manager	Start Date	Amount* (thousands)	% of Holdings
Equities				
Canadian	QV	2016	2,832	20
Global	Mawer	2016	2,812	20
	Hexavest	2016	2,815	20
			\$ 8,459	60
Fixed Income				
Long Bonds	Industrial Alliance	2016	2,796	20
Core Plus Bonds	Phillips Hager & North	2016	2,820	20
			\$ 5,616	40
Total Fund			\$14,075	100

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

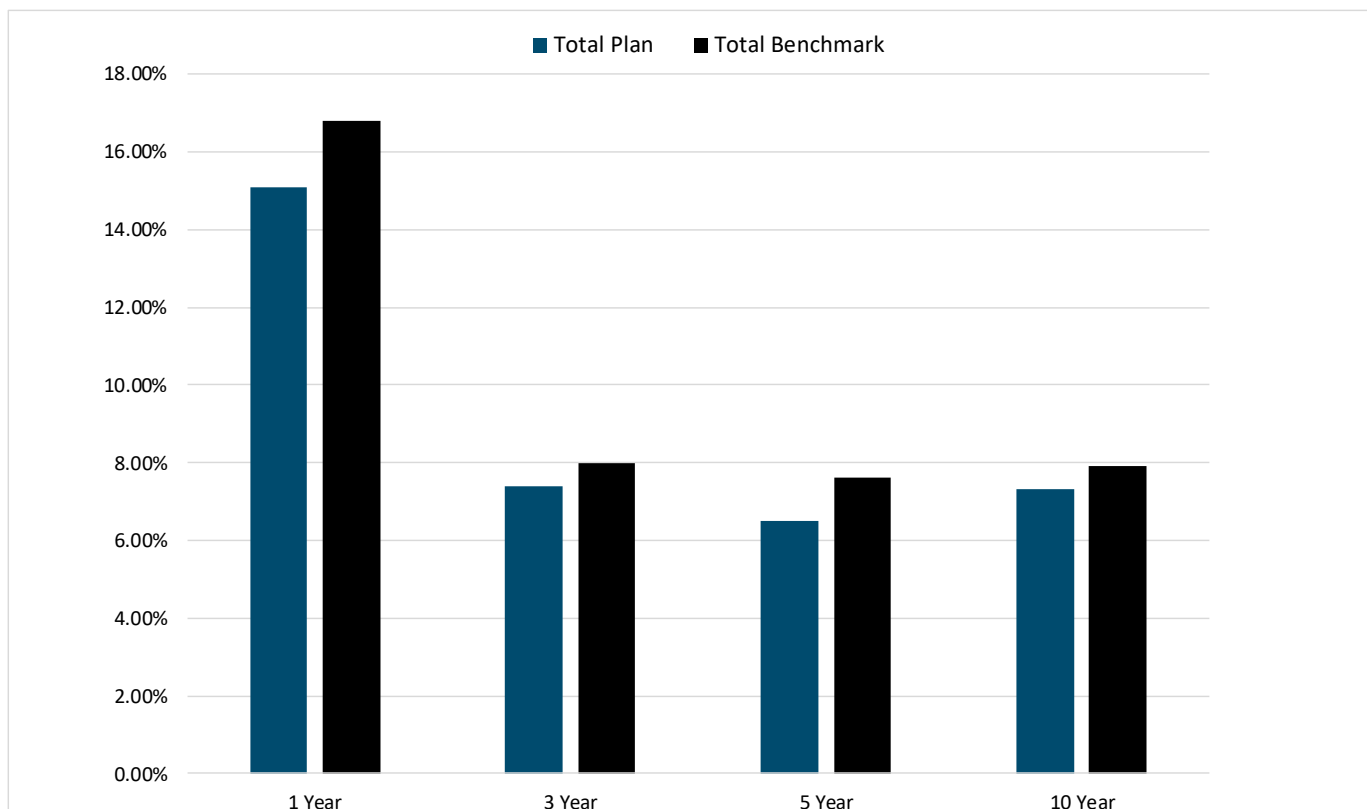
INVESTMENT RESULTS

ACTUAL VERSUS TARGET

**Overall fund
return 15.1%**

On a total fund basis the 2019 return of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan was 15.1%, falling short of the custom benchmark by 1.7%. 2019 returns were a result of a strong markets world wide including double digit returns from both global and domestic equity markets as well as long bonds.

OBJECTIVE	1 Year	3 Year	5 Year	10 Year
Earn a rate of return that exceeds the benchmark portfolio				
Total Plan Return	15.1	7.4	6.5	7.3
Total Plan Benchmark Return	16.8	8.0	7.6	7.9
Excess Return	-1.7	-0.6	-1.1	-0.6



INVESTMENT RESULTS

ACTUAL VERSUS TARGET—Continued

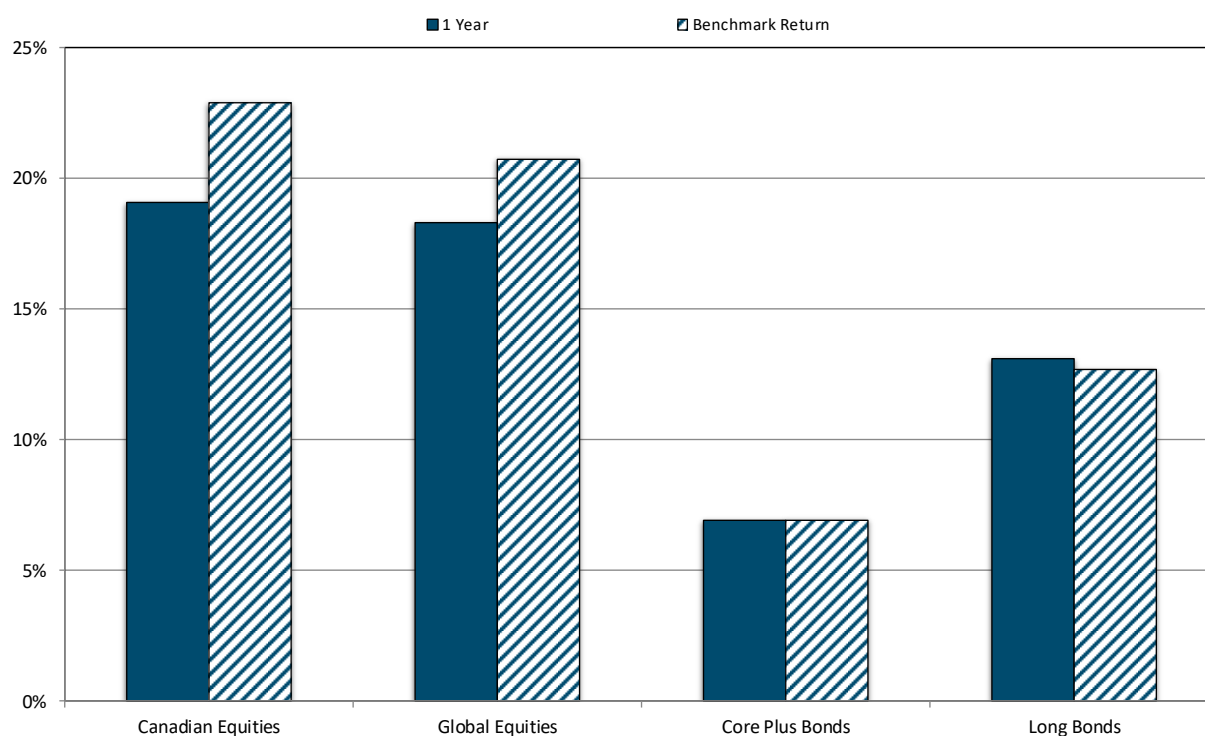
OBJECTIVE

1 Year

Earn a rate of return that exceeds a comparable benchmark return for each asset class

Canadian Equity	19.1
Excess Return (>22.9%)	-3.8
Global Equity	18.3
Excess Return (>20.7%)	-2.4
Core Plus Bonds	6.9
Excess Return (>6.9%)	0.0
Long Bonds	13.1
Excess Return (>12.7%)	0.4

2019 Asset Class Returns





KPMG LLP
Hill Centre Tower II
1881 Scarth Street, 20th Floor Regina Saskatchewan S4P 4K9
Canada
Telephone (306) 791-1200
Fax (306) 757-4703

INDEPENDENT AUDITORS' REPORT

To the Administrative Board of the Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan

Opinion

We have audited the financial statements of Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan (the Plan), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of changes in net assets available for benefits for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Casual Employees' Superannuation and Elected Officials' Money Purchase Pension Plan as at December 31, 2019, and its changes in net assets available for benefits for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Other Information

Management is responsible for the other information. Other information comprises the 2019 Annual Report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statement or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the 2019 Annual Report document as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Plan's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Plan's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

June 2, 2020
Regina, Canada

AUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

(in thousands of dollars)

As at December 31

	2019	2018
ASSETS		
Investments—Note 4	\$ 14,075	\$ 12,112
Subsequent Events—Note 9		
Net Assets Available for Benefits	\$ 14,075	\$ 12,112

See accompanying notes.

APPROVED BY:

 Board Member

 Board Member

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

(in thousands of dollars)

For the Year Ended December 31

	2019	2018
INCREASE IN NET ASSETS		
Increase in Fair Value of Investments		
Unrealized Gains	\$ 1,611	\$ -
Net Realized Gains	165	101
Contributions		
Members	364	343
Employer	364	343
	2,504	787
DECREASE IN NET ASSETS		
Decrease in Fair Value of Investments		
Unrealized Losses	-	296
Pension Refunds	506	564
Administration Expenses—Note 8	35	21
	541	881
Net Increase (Decrease) for the Year	1,963	(94)
Net Assets Available for Benefits, Beginning of Year	12,112	12,206
Net Assets Available for Benefits, End of Year	\$ 14,075	\$ 12,112

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

1. Description of Plan

The Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan (the "Plan") is a defined contribution plan. Casual employees of the City of Regina who acquire and maintain seniority under the provisions of the Collective Agreement between the City of Regina and the Canadian Union of Public Employees, Local No. 21, are required to join the Plan as contributing members. Elected Officials of the City of Regina may also join the Plan. The following description is a summary only. For more complete information, reference should be made to the respective Plan texts.

a) Contributions

Casual employee members contribute 3% of salary. Elected Officials members contribute 6.95% of salary. The City of Regina matches members' contributions to the Plan.

b) Benefits

The Plan provides eligible members with retirement income based on the accumulated total of the member and employer contributions, plus the earnings associated with those contributions.

Deferred and survivor benefits are also available under the Plan. Where a deferred pensioner becomes a contributing member of the Regina Civic Employees' Superannuation and Benefit Plan (RCESP), the Plan permits a transfer of up to the accumulated total of the member and employer contributions to the RCESP.

c) Retirement

The normal retirement age is 65. A Casual employee member may retire on the first day of any month prior to their normal retirement date if the member has attained the age of 55 or has completed 35 years of pensionable service. An Elected Official member may retire on the first day of any month prior to their normal retirement date if the member has attained the age of 55.

d) Income Taxes

The Plan is a registered pension plan as defined in the *Income Tax Act* and is not subject to income taxes.

2. Basis of Preparation

a) Statement of Compliance

The financial statements have been prepared in accordance with Canadian accounting standards for pension plans as outlined in Part IV of the CPA Canada Handbook Section 4600, Pension Plans. For matters not addressed in Section 4600, International Financial Reporting Standards (IFRS) guidance has been implemented.

The financial statements were authorized and issued by the Plan's Administrative Board (the Board) on June 2, 2020.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

2. Basis of Preparation (continued)

b) Basis of Measurement

The financial statements have been prepared using the historical cost basis except for financial instruments which have been measured at fair value.

These financial statements are prepared to assist Plan members and others in reviewing the activities of the Plan for the fiscal period, but they do not portray the funding requirements of the Plan or the benefit security of individual Plan members.

c) Functional and Presentation Currency

These financial statements are presented in Canadian dollars, which is the Plan's functional currency and are rounded to the nearest thousand unless otherwise noted.

3. Summary of Significant Accounting Policies

The following policies are considered to be significant:

a) Investments

Investments in pooled funds are recorded at fair value on a trade date basis. Fair value is determined based on the net asset value per unit determined by the investment manager with reference to the underlying investments' year-end prices.

b) Investment Income and Transaction Costs

Investment income consists of distributions earned from investments in pooled funds and is recorded when a distribution is declared, realized gains and losses on investments when the investment has been sold and unrealized gains and losses based on the change in market value of the investments held. Transaction costs are recognized in the statement of net assets available for benefits in the period incurred.

c) Foreign Exchange

All year end balances for investments denominated in foreign currency are converted into Canadian dollars at the exchange rate prevailing at year end. Gains and losses due to translation are included in the change in fair value of investments for the period. Revenue and expenses are translated at the exchange rate on the date of the transaction.

d) Contributions

Contributions from members and the employer are accounted for on the accrual basis.

The employer of members is responsible for the accuracy and completeness of members' contributions remitted and employee payroll information. Contributions are made by both the employee and employer in accordance with the Plan text.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

3. Summary of Significant Accounting Policies (continued)

e) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for pension plans requires management to make estimates and use assumptions that affect the reported amounts of asset and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of investments (note 4). Actual results could differ from those estimates.

4. Investments

The investment objectives of the Plan are to earn a rate of return that exceeds the rate of return earned on a benchmark portfolio. Due to the long-term horizon of the Plan's benefits, the Plan takes a long-term investment perspective. The Plan has the following investments:

INVESTMENTS	2019	2018
Pooled Funds:		
Fixed Income	\$ 5,616	\$ 4,811
Canadian Equities	2,832	2,432
Global Equities	5,627	4,869
Total Investments	\$ 14,075	\$ 12,112

Investment concentration in any one investee or related group of investees within a pooled fund is limited to no more than 10% of the total book value of the Plan's assets or no more than 30% of the votes that may be cast to elect the directors of the investee.

To achieve its long term investment goal, the Board has adopted the following target asset mix which includes equity for returns and a well-diversified portfolio of assets.

		Min Weight	Benchmark Weight	Max Weight
Asset Class		(%)	(%)	(%)
Equities	Canadian	15	20	25
	Global	35	40	45
Fixed Income	Long Bonds	15	20	25
	Core Plus Bonds	15	20	25
Total		100		

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

4. Investments (continued)

The Plan's assets may be invested through in-house investment activities or through external investment managers including without limitation, mutual funds, pooled funds, segregated funds, unit trusts, limited partnerships, and similar vehicles.

The Plan's Statement of Investment Policies and Procedures (SIP&P) permits investments in cash and short-term investments which consist of cash on hand, Canadian and US money market securities, such as treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, commercial paper, term deposits and contracts with life insurance companies.

The Plan may invest in bonds, notes and other debt instruments of Canadian and foreign issuers whether denominated and payable in Canadian dollars or a foreign currency, including mortgage-backed securities guaranteed under *The National Housing Act (Canada)*, term deposits and guaranteed investment certificates. The SIP&P also permits investment in private placements of bonds that are rated by a recognized rating agency. Additionally, the SIP&P states that a minimum of 80% of fixed income must be invested in investment grade as rated by a recognized credit rating service.

The Plan may invest in equity securities, and equity substitutes that are convertible into equity securities, which are listed and traded on recognized exchanges, and unlisted equity securities, such as private placement equity, where the investment manager determines the security will become eligible for trading on a recognized exchange within a reasonable and defined timeframe, not to exceed six months, and the issuing company is publicly listed on a recognized exchange.

Pooled Funds

The Plan owns units in Canadian fixed income, as well as Canadian and global pooled equity funds. These pooled funds have no fixed distribution rate. Fund returns are based on the success of the fund managers.

Fair Value of Investments

Fair value is best evidenced by an independent quoted market price for the same instrument in an active market. An active market is one where quoted prices are readily available, representing regularly occurring transactions. The determination of fair value requires judgement and is based on market information where available and appropriate. Fair value measurements are categorized into levels within a fair value hierarchy based on the nature of the inputs used in the valuation.

Level 1 – where quoted prices are readily available from an active market.

Level 2 – inputs other than quoted prices included in Level 1 that are observable for the investment, either directly (for example, as prices) or indirectly (for example, derived from prices).

Level 3 – inputs for the investment that are not based on observable market data.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

4. Investments (continued)

The following table illustrates the classification of the Plan's investments within the fair value hierarchy as at December 31.

2019				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 8,459	\$ -	\$ 8,459
Fixed Income Pooled Funds	-	5,616	-	5,616
Total Investments	\$ -	\$ 14,075	\$ -	\$ 14,075

2018				
Asset Class	Level 1	Level 2	Level 3	Total
Equity Pooled Funds	\$ -	\$ 7,301	\$ -	\$ 7,301
Fixed Income Pooled Funds	-	4,811	-	4,811
Total Investments	\$ -	\$ 12,112	\$ -	\$ 12,112

There were no investments transferred between levels during 2019 or 2018.

5. Capital Management

The Plan defines its capital as consisting of net assets available for benefits, which consists primarily of investments. The objective of managing the Plan's capital is to ensure future obligations to members are met.

The Plan receives new capital from member and employer contributions. The Plan also benefits from income and market value increases on its invested capital. The Plan's capital is invested in a number of asset classes including bonds and equities through pooled fund investments. The Board has delegated the operational investment decisions to an investment management firm through a number of different investment mandates as defined in the Plan's SIP&P.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

6. Investment Risk Management

Investment risk management relates to the understanding and active management of risks associated with invested assets. Investments are primarily exposed to market risk, credit risk, interest rate risk, and foreign currency risk. They may also be subject to liquidity risk. The Plan maintains a SIP&P that establishes an asset mix among equity and fixed income investments; requires diversification of investments within categories; and sets limits on the size of exposure to individual investments. The Board reviews and approves the SIP&P annually.

Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. The Plan's policy is to invest in a diversified portfolio of investments, based on criteria established in the SIP&P. The target asset mix is described in Note 4. The Plan also uses investment managers employing differing investment styles to address Plan risk.

Credit Risk

Credit risk refers to the potential for counterparties to default on their contractual obligations to the Plan. Credit risk is mitigated by entering into contracts with counterparties that are considered high quality. Quality is determined via the following credit rating agencies: DBRS, Standard and Poor's and Moody's Investor Service.

The maximum credit risk is limited to the carrying value of fixed income investments totalling \$5,616 (2018 - \$4,811).

Interest Rate Risk

Interest rate risk refers to the effect on the market value of the Plan's investments due to fluctuation of interest rates. The risk arises from the potential variation in the timing and amount of cash flows related to the Plan's assets. Asset values are affected by equity markets and short-term changes in interest rates. The Plan's fixed income portfolio has guidelines on duration and distribution which are designed to mitigate the risk of interest rate volatility.

At December 31, 2019 a 1% increase/decrease in interest rates would result in a \$667 (2018 - \$539) change in the value of the Plan's fixed income portfolio.

Foreign Currency Risk

Foreign currency exposure arises from the Plan holding investments denominated in currencies other than the Canadian Dollar. Fluctuations in the relative value of the Canadian Dollar against these foreign currencies can result in a positive or negative effect on the fair value of the investments. The Plan manages foreign currency risk by limiting investment in foreign securities. The Board has adopted a non-hedge policy benchmark.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

6. Investment Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Plan maintains an adequate amount of liquid assets with varying maturities in order to ensure that the Plan can meet all of its financial obligations as they fall due. Liquidity risk is managed by limiting the Plan's exposure to illiquid assets and through positive net cash inflows from contributions.

7. Related Party Transactions

The Plan had the following transactions with related parties. These transactions are in the normal course of operations and are recorded at the exchange amount, which is the amount of the consideration established and agreed to by the related parties.

During the year, \$130 (2018 - \$173) of other administration expenses, including \$59 (2018 - \$113) to Möbius Benefit Administrators Inc., were borne by the City of Regina on behalf of the Plan. These expenses are not recorded in the financial statements of the Plan.

The City of Regina is a related party being the employer and given its ability to appoint individuals to the Board. Möbius Benefit Administrators Inc. is a related party as the Plan is a shareholder of the corporation.

8. Administration Expenses

All other administration expenses, including 75% of total administrative services, are paid by the City of Regina on behalf of the Plan.

	2019	2018
Administrative services paid by the Plan	\$ 35	\$ 21
Total	\$ 35	\$ 21

9. Subsequent Events

Subsequent to December 31, 2019 the COVID-19 outbreak was declared a pandemic by the World Health Organization. The pandemic has negatively impacted financial markets and, in turn, the value of investments held by the Plan. The duration and impact of the COVID-19 pandemic is unknown at this time, as is the effectiveness of government interventions. Consequently, it is difficult to measure the impact this uncertainty may have on future financial results of the Plan.



September 24, 2020

Office of the City Clerk
Attention: Elaine Gohlke

RE: The Regina Civic Employees' Long-Term Disability Plan 2019 Annual Report

Schedule A of Bylaw No. 9566, Section 9.4(3) of the City of Regina states that 'The Board shall annually report to Council on the operation of the Plan'. In accordance with the Bylaw, attached for information is the 2019 Annual Report for the Regina Civic Employees' Long-Term Disability Plan to be submitted for an upcoming meeting of Regina City Council. Included in the Annual Report are the audited financial statements for the year ended December 31, 2019, which were approved by the Administrative Board at its meeting of May 27, 2020.

Janie Markewich (Director, Corporate Services) and Carina Chow (Financial Reporting & Policy Advisor) will be attending on behalf of Möbius Benefit Administrators.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators, Inc.

Regina Civic Employees' Long-Term Disability Plan 2019 Annual Report

Date	September 30, 2020
To	City Council
From	Citizen Experience, Innovation & Performance
Service Area	People & Organizational Culture
Item No.	CM20-28

RECOMMENDATION

That City Council receive and file this report.

ISSUE

Mobius Benefit Administrators Inc. (Mobius) has provided the 2019 Annual Report for the Regina Civic Employees' Long-Term Disability Plan, attached as Appendix A. This Annual Report has been prepared based on the requirements defined in *The Regina Civic Employees' Long Term Disability Plan 1992, Bylaw No. 9566 (Bylaw No. 9566) Schedule A*.

IMPACTS

Based on the information contained within this report, the plan is solvent reporting a \$31.5M surplus and a funding status of 261 per cent.

There are no environmental, policy, strategic or accessibility implications associated with this report.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

None with respect to this report.

DISCUSSION

The Regina Civic Employees' Long-Term Disability Plan is a multi-employer plan with contributing members from City of Regina, Saskatchewan Health Authority, Regina Board of Education (non-teaching staff), Regina Public Library, Buffalo Pound Water Administration Board and Mobius Benefit Administrators Inc. The plan is intended to provide eligible members with protection against loss of income when experiencing illness or injury.

The Regina Civic Employees' Long-Term Disability Plan is governed by an Administrative Board that consists of members appointed by City Council and the Civic Employees' Pension and Benefits Committee in accordance with the terms of *Bylaw No. 9566*. Representation on the board mirrors the Administrative Board of the Regina Civic Employees' Superannuation and Benefit Plan and is approximately representative of the employee groups in the plan. The Administrative Board's responsibilities include compliance, strategy and stewardship.

Mobius administers this plan in accordance with *Bylaw No. 9566* on behalf of the Administrative Board. Manulife Insurance provides adjudication and administrative services to support Mobius. This annual report has been prepared based on the requirements defined in Schedule A of the Bylaw and has been forwarded to City Administration for the purpose of ensuring City Council is informed.

As outlined within Schedule A of *Bylaw No. 9566*, Section 9.4(3), the Board shall annually report to Council on the operation of the Plan. Appendix A is a copy of the 2019 Annual Report, which includes the following information:

- An overview of the plan status, its governance and claims management.
- Management of investments, including investment results.
- Audited financial statements for the period ending December 31, 2019.

A report containing the 2018 Annual Report was forwarded to City Council on September 30, 2019. Highlights captured within this 2019 report in comparison to that reported within the 2018 annual report are:

- Net assets available for Benefits \$51.1M in 2019, up from \$49.2M in 2018.
- Disability Obligations \$19.6M in 2019, up from \$17.2M in 2018.
- Surplus \$31.5M in 2019, down from \$32.1M in 2018.
- Funding Status 261 per cent in 2019, down from 287 per cent in 2018 (Target Funding Status of 136 per cent).
- Investment Returns \$4.0M in 2019, up from \$(1.1)M in 2018.
- Administration expenses \$1.0M in 2019, up from \$0.9M in 2018.
- Disability Benefit Payments \$3.5M in 2019, up from \$2.9M in 2018.

DECISION HISTORY

In accordance with *Bylaw No. 9566*, the annual report, including an overview of the plan status, investment results and financial statements, is provided to City Council for information.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MD', followed by a long horizontal line.

Marco Deiana, Acting Director,
People & Organizational Culture

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Louise Folk', followed by a long horizontal line.

Louise Folk, Executive Director,
Citizen Experience, Innovation & Performance

ATTACHMENTS

Appendix A



July 13, 2020

People, Organization & Culture
Attention: Marco Deiana

RE: The Regina Civic Employees' Long-Term Disability Plan 2019 Annual Report

Schedule A of Bylaw No. 9566, Section 9.4(3) of the City of Regina states that 'The Board shall annually report to Council on the operation of the Plan'. In accordance with the Bylaw, attached for information is the 2019 Annual Report for the Regina Civic Employees' Long-Term Disability Plan to be submitted for an upcoming meeting of Executive Committee & Regina City Council. Included in the Annual Report are the audited financial statements for the year ended December 31, 2019, which were approved by the Administrative Board at its meeting of May 27, 2020.

Regards,

Colyn Lowenberger, President & CEO
Möbius Benefit Administrators, Inc.



Regina Civic
Employees'
Long Term
Disability Plan



ANNUAL REPORT 2019

Administered by

möbius
BENEFIT ADMINISTRATORS INC.

ANNUAL REPORT

REGINA CIVIC EMPLOYEES' LONG TERM DISABILITY PLAN

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Administered by:



Mail	Web www.mobiusbenefits.ca
B101,2055 Albert St.	E-mail pensions@mobiusbenefits.ca
Regina, SK	Phone (306) 777-7402
S4P 2T8	Fax (306) 777-6912

MESSAGE FROM THE CHAIRPERSON

On behalf of the Board of Trustees for the Regina Civic Employees' Long Term Disability Plan, I am pleased to provide the Annual Report for 2019.

In 2019, we welcomed four new trustees to the Board. Darren Wilcox and Sandra Maximchuk were appointed as non-voting alternates, and Debra Burnett and Ken Kosolofski were appointed as voting members of the Board. We welcome them and their fresh perspectives. Barbara March-Burwell resigned from the Board late in 2019. We are thankful for her contributions during her time on the Board and wish her well in the future.

The goal of the long term disability plan is to support members who are medically confirmed to be totally disabled with wage loss benefits. The Plan supports access to structured rehabilitative programs directed and focused on early intervention and are return to work oriented. For members that are deemed to be permanently disabled, the Plan provided members with a sense of security by ensuring wage loss benefits until they turn 65, retire or pass away. The Board and the administrative staff should take pride in the support provided to Plan members in assisting them in during challenging times.

To my fellow Board members, I express my sincere appreciation for your commitment and duty to all Plan members. On behalf of the Board, I extend a sincere recognition and appreciation to the entire team at Mobius Benefit Administrators for their continued commitment and professional service in the administration of the Plan.

Brian Smith

CHAIRPERSON,
ADMINISTRATIVE BOARD



“To my fellow Board members, I express my sincere appreciation for your commitment and duty to all Plan members”

2019 PLAN HIGHLIGHTS

YEAR AT A GLANCE

Net Assets Available for Benefits

\$51.1 Million

Disability Obligations (current and future disability benefits)

\$19.6 Million

Surplus

\$31.5 Million



Funding Status

261%

Target Funding Status of 136%

Total Membership

4,035

Contribution Rate

(percentage of basic earnings)

Members

0.46%

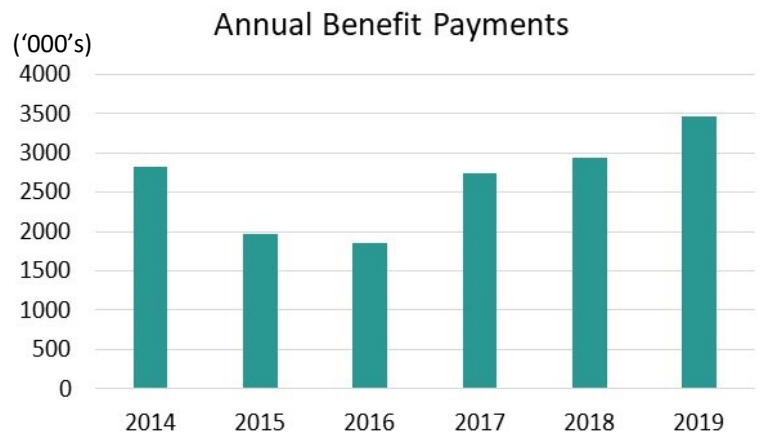
Employers

0.46%

Summary of Financial Position

As at December 31, 2019

(thousands)	2019	2018
Net Assets Available for Benefits	\$ 51,109	\$ 49,241
Disability Obligations	19,607	17,154
Surplus	\$ 31,502	\$ 32,087



2019 Revenues and Expenses

Investment
Returns

\$4.0
Million

Administration
Expenses

\$1.0
Million

Contributions

\$2.3
Million

Disability Benefit
Payments

\$3.5
Million

Active Claims

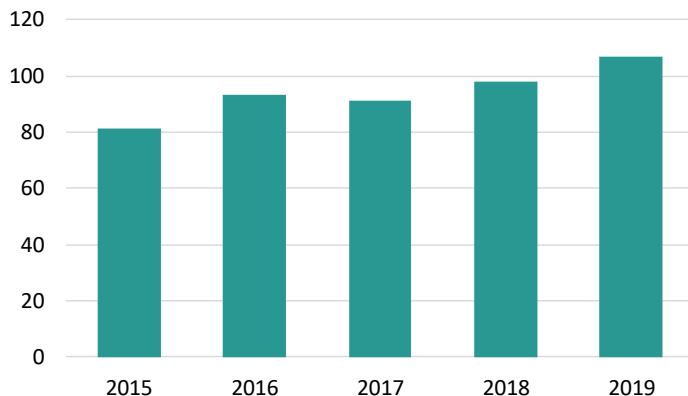
At December 31

107 Up from 98 at the end of 2018

\$3,332 Average Monthly benefit before offsets, down from \$3,447 in 2018

4.2
Years Average Duration of Disablement, down from 4.3 in 2018

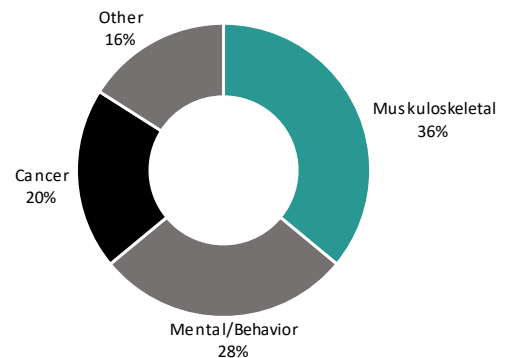
Active Claimants by Year



New Claims

75 Up from 74 during 2018

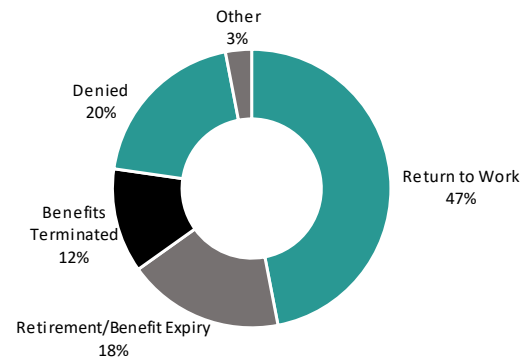
New Claims by Disability Type



Resolved Claims

66 Down from 72 in 2018

Resolved Claims by Disability Type





ABOUT THE PLAN

INCOME PROTECTION

The Plan provides eligible members with protection against the potential loss of income in the event they become ill or accidentally injured. Benefits include:

MONTHLY DISABILITY BENEFITS

Equal to 75% of pre-disability salary

Coverage for Recurrent Disabilities

Early Access

To diagnostics and surgeries

REHABILITATION

- Access to therapy, conditioning and rehabilitation
- Access to return to work programs including cross-jurisdictional placement, split shifts and work from home programs.

COORDINATION WITH OTHER BENEFITS

The Plan is designed to :

- complement the members' sick leave plans; and
- to integrate with government disability programs.

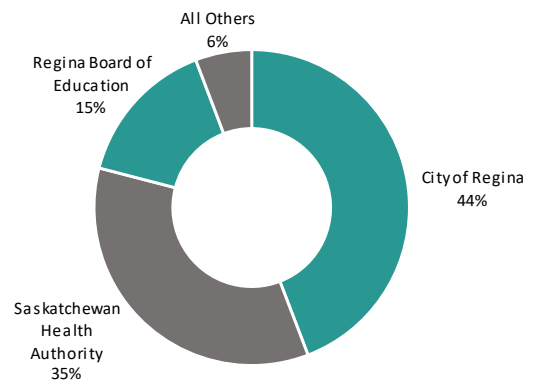
HIGH QUALITY CLAIMS ADMINISTRATION

Two Year Any Occupation

The Plan provides benefits to members from six employers:

- City of Regina;
- Saskatchewan Health Authority;
- Regina Board of Education (non-teaching staff);
- Regina Public Library;
- Buffalo Pound Water Administration Board; and
- Möbius Benefit Administrators Inc.

Members by Employer



PLAN GOVERNANCE

ADMINISTRATIVE BOARD

PLAN TEXT—SCHEDULE A—BYLAW NO. 9566

The Plan is sponsored by the City of Regina and the Civic Pension and Benefits Committee, which consists of representatives of each of the employee groups in the Plan.

Plan governance is outlined in the Plan Text which was established January 1, 1992 under Schedule A of Bylaw No. 9566. The Plan Text establishes the Administrative Board as the Administrator for the Plan. The Administrative Board consists of twelve voting members, six representing the employers and six representing the employee groups. Two of the employer representatives are appointed by the City Manager, and four others are appointed by City of Regina City Council, one of which must be from the Saskatchewan Health Authority. The employee representatives are elected annually by the membership.

The Administrative Board has adopted a number of policy documents. These policy documents and the Plan text are available online at www.mobiusbenefits.ca.

These governing documents, together with Canada Pension Plan, Income Tax and other federal and provincial legislation, determine how the Plan operates and how members' benefits are calculated and paid.

The Administrative Board is required to meet at least quarterly, and quorum is eight members. Under the terms of the Plan, an affirmative vote of at least eight members is required for the passing of any motion relating to:

- Management of the fund;
- An amendment to an existing policy; and
- Adoption of a new policy relating to the fund.

The Board met 4 times during 2019. Board meeting attendance for each Member was as follows:

Member	Number of Meetings Attended
Debra Burnett	4
Deb Cooney	4
John Gangl	4
Jo-ann Hincks	3
Colin Jensen— Vice-Chairperson	4
Ken Kosolofski	4
Tanya Lestage	3
Kathy Lewis	2
Barbara March-Burwell*	2
John McCormick	3
Brian Seidlik	2
Brian Smith-Chairperson	4
Darren Wilcox (alternate)	4
Sandra Maximchuk (alternate)	4
Glenn Polivka (alternate)	4

* Barbara March-Burwell resigned from her position on the Board effective November 17, 2019.

ADMINISTRATIVE BOARD MEMBERS

EMPLOYEE AND EMPLOYER REPRESENTATIVES

Brian Smith—Chairperson

Employer Representative since 2011

Mr. Smith was appointed by the City Manager in 2009. Mr. Smith had been employed by the Government of Saskatchewan for 27 years and was serving in the role of Assistant Deputy Minister, Saskatchewan Finance, in the Public Employee Benefits Agency until his retirement. Mr. Smith is an Honorary Life Member of the Canadian Pension & Benefits Institute and a Fellow of the Life Management Institute.

Colin Jensen—Vice-Chairperson

Employee Representative since 2011

His background includes accounting and information technology (specializing in financial systems and databases).

Debra Burnett

Employer Representative since 2019

Ms. Burnett was with the Regina Public School Board for 35 years; holding the position of Deputy Director, Division Services/Secretary- Treasurer for the last 25 years. In that position, she was responsible for the areas of Human Resources, Payroll, Employee Health & Wellness, Accounting, Facilities, Information Governance & Reporting and Transportation. In addition, Ms. Burnett served on a number of provincial committees including the Education Equity Working Advisory Group, the Infrastructure Advisory Committee and the Saskatchewan School Boards Association Group Insurance Plan Working Advisory Group.

Ms. Burnett previously served as an Employer Representative on the Civic Pension Administrative Board and the Civic Employee's Long Term Disability Board for the period 1998 to 2010.

Deb Cooney

Employee Representative since 2011

Ms. Cooney was elected by the plan members in 2011. She joined the City of Regina in 1999 as a Business Analyst and has worked in numerous areas. She has also served as an Employee Representative on the Civic Pension & Benefits Committee since 2006.

John Gangl

Employee Representative since 2006

Mr. Gangl retired in 2012 after 33.5 years with the City of Regina overseeing the Sewer maintenance operations, supervising 30 employees in the last position he held, Supervisor of Sewage Collection. He was a member of the Civic Pension & Benefits Committee since the early 1990's until he retired. He was also very active in his union, CUPE Local 21, for over 25 years and the Secretary Treasurer for the last 17 years. He also represented Saskatchewan CUPE members on CUPE National's National Advisory Committee on Pension.

Jo-ann Hincks

Employee Representative since 2009

Ms. Hincks has been employed with the Regina Public School Board commencing September 3, 1974 and entered the Civic Pension Plan on that date. Ms. Hincks has been a payroll officer with the Public School Board since October 1976 and has also been an Employee Representative on the Civic Pension & Benefits Committee continuously since 1975.

Ken Kosolofski

Employer Representative since 2019

Mr. Kosolofski retired in 2017 after almost 17 years in the credit union system, with the last 7 plus years as President and CEO of Concentra Bank, a credit union owned federally regulated bank. During his years in the credit union system, he served on and supported a number of credit union owned Boards and Management Committees. He also served on the Regina Food Bank Board including a term as the Chair of the Board.

Prior to joining the credit union system, Mr. Kosolofski spent over 15 years in various senior management roles with the City of Regina.

Today, Mr. Kosolofski serves on a number of Board and Committees and also does some consulting work.

Tanya Lestage

Employer Representative since 2015

Ms. Lestage was appointed by City Council in 2015 as nominated by the Saskatchewan Health Authority. She has been employed for 17 years with the Saskatchewan Health Authority, currently in the position of Manager, Financial Support. She holds a degree from the University of Regina and is a professionally designated accountant. She also serves on the board of directors for the Financial Management Institute – Regina Chapter.

Kathy Lewis

Employer Representative since 2013

Ms. Lewis was appointed by City Council in 2013 as nominated by the Saskatchewan Health Authority. She has been employed for 16 years with the Saskatchewan Health Authority and has been in the position of Director of Payroll and Benefits for the past number of years. Ms. Lewis also serves on the 3SHealth Employee Benefits Committee in a fiduciary role as well as other oversight committees.

John McCormick

Employee Representative since 2007

Mr. McCormick retired from his position as Transit Operator with the City of Regina after 31 years of service and held the position of President of the Amalgamated Transit Union Local 588 for 18 years. Mr. McCormick was appointed to the Labour Relations Board in July of 2002 as member representing employees and continues in that role today. Also, He was formerly a ATU Canadian Council Executive Board Member for 9 years representing Western Canadian ATU Locals and was the Pension Committee Chair for 3 years.

ADMINISTRATIVE BOARD MEMBERS

EMPLOYEE AND EMPLOYER REPRESENTATIVES

Barbara March-Burwell

Employee Representative since 2015

Ms. March-Burwell was appointed to represent the Regina Public Library in 2015. She has been a member of the Board of Directors of the Regina Public Library since 2014, and is the current Board Vice Chair, and the Chair of the Audit and Finance Committee. Ms. March-Burwell is a Certified Financial Planner and Investment and Wealth Advisor with RBC Dominion Securities. Her other current board position is Executive Committee Member and Audit and Finance Chair for the South Saskatchewan Community Association.

Brian Seidlik

Employee Representative since 2012

Mr. Seidlik was elected by the plan members in 2012. Mr. Seidlik joined the City of Regina in 1983 and is a retired Captain with the Regina Fire Department as of October 2018.

EMPLOYEE ALTERNATES

Sandra Maximchuk

Employee Representative since 2019

Ms. Maximchuk is presently working at the Pasqua hospital as an ECG Technologist. She held many CUPE union positions over the years including Facility Rep. and sat on many union committees including committees with the Sask. Federation of Labour and the CUPE Sask. Division.

Glenn Polivka

Employee Representative since 2017

Mr. Polivka has been employed by the Transit Department of the City of Regina for the past 10 years. He has been an active member of his union and the Civic Pension and Benefits Committee during his tenure at the City.

Darren Wilcox

Employee Representative since 2019

Mr. Wilcox was appointed by the City of Regina as an alternate trustee in 2019. He was a member of the Regina Police Service and served on the administrative board of The Regina Police Pension Plan until his retirement in 2015. Mr. Wilcox has remained active in the community by servicing as the Past Chair and security consultant for Sask Sport and Sask Lotteries.

Employee and Employer representatives are appointed as set out in Section 9.1 of Schedule A—Bylaw No. 9566

9.1 (ii) The Board shall consist of the following:

(a) six (6) employer representatives consisting of:

(1) two persons to be appointed by the City Manager; and

(2) four (4) persons to be appointed by Council of whom one shall be a person nominated by the Regina Health District Board; and

(b) six (6) employee representatives elected annually at a meeting of all Members of the Plan who shall hold office for a term of two years of whom one shall be an employee of the Regina Health District working at the Regina General Hospital.

BOARD RESPONSIBILITIES

COMPLIANCE

STRATEGY

STEWARDSHIP

The Board's key duties include:

Compliance with Plan Provisions	The Board ensures the Plan is administered in compliance with the Plan document and benefits are paid appropriately to members.
Disability Administration	The Board has engaged Möbius Benefit Administrators Inc. to provide disability administration services on behalf of the Plan. The Board reviews the performance of Möbius on an ongoing basis and ensures that reports provided to the Board are appropriate and adequate to meet their fiduciary duties. Möbius reports to the Board on all aspects of Plan administration. The Board has engaged Manulife to provide claims adjudication services on behalf of the Board.
Annual Financial Statements	The Board ensures that the annual financial statements for the Plan are prepared and an annual audit of the financial statements is conducted. The current auditors for the Plan are KPMG LLP and the statements audited by them are included in this report. In addition, Annual Returns must be filed with the Canada Revenue Agency.
Plan Funding and Valuations	The Board must ensure the Plan is able to meet the long term disability obligations as they occur and ensure the long-term solvency of the Plan. In order to accomplish this, the Plan Text requires that a valuation of the Plan be completed every three years. The purpose of the valuation is to provide an actuarial estimate of the present value of the Plan's liabilities and assets plus determine whether the assets are adequate to meet the obligations or a contribution increase is required. The Plan's current actuary is Aon.
Custody of Plan Assets	The Board must ensure all monies due to the Fund are kept separate and apart from other funds of the employers. This is accomplished by hiring a fund custodian to ensure the money is kept separate from the employer's funds and is only used for disability purposes. In addition to holding the Plan's securities, the custodian is required to verify that any transfer requested by those involved with the Plan complies with the Plan's rules and governing legislation. The current custodian is Northern Trust, Institutional and Investor Services.
Fund Management	The Board is responsible for establishing the investment strategy and ensures it is executed by establishing the Plan's Statement of Investment Policies & Procedures. The activities the Board performs to fulfil this responsibility include regular reviewing of investment activities, ensuring compliance with the Statement of Investment Policies & Procedures, monitoring investment results and meeting with the Plan's fund managers.
Risk Management	The Board defines risk and outlines appropriate risk management practices. The Board works with Möbius Benefit Administrators to identify the principal risks to the Plan and set an overall risk budget. The Board provides direction with regards to risk objectives and approach to risk management through its policies, and provides guiding principles for risk tolerance.
Performance Measurement	The Board ensures the various investment managers are managing the fund assets in an appropriate manner and in compliance with the Statement of Investment Policies & Procedures.
Policy Documents	<p>To support the objectives of the Plan the Board has adopted the following policies:</p> <ul style="list-style-type: none">· Administration Policy · Code of Conduct · Communication Plan · Disability Management Policy· Funding Policy · Privacy Policy · Procedural Rules · Purchasing Policy · Risk Management Framework · Statement of Investment Policies & Procedures · Statement of Investment Beliefs· Travel Policy · Trustee Education Policy



EDUCATION AND TRAINING

The Administrative Board of the Regina Civic Employees' Long Term Disability Plan recognizes the importance of education to the successful fulfillment of the fiduciary duty to the members of the Plan.

To that end, the Board has developed the Trustee Education Policy based on the following principles:

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

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

Minimum Annual Training Requirements

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

- new Trustees must attend a minimum of 60 hours of educational opportunities on an triannual basis; and
- senior Trustees must attend a minimum of 60 hours of educational opportunities on an biannual basis.



Total number of hours spent by Board Members in Education and Training during 2019—*excluding Board meetings.*

The following table provides the details of Administrative Board Conferences and Seminars. Where board members serve on the board of more than one Plan, costs are shared with those other Plans. The total cost of Board Member Travel, Education, Membership Fees and Training for the Regina Civic Employees' Long Term Disability Plan for 2019 was **\$11,436**.

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Colin Jensen	Global Perspectives: The Collapse of Intellectual Property	Jan 17	Regina	2	
	Life and Disability: a claims perspective	Feb 14	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Trends in Human Resources	May 16	Regina	2	
	2019 Pension Education Session	May 30	Regina	2	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	ACPM National Conference	Sep 10 to 12	Vancouver	33	
	Pension Trends	Oct 17	Regina	2	
	Industry Pooling for High Cost Drugs	Nov 14	Regina	2	
	Finance & Stress: Can Plan Sponsors & Administrators Ease the Pain	Nov 19	Regina	2	
	Trustee Education Workshop	Dec 5	Regina	7	
				88	\$ 5,981
Brian Smith	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Trustee Education Workshop	Dec 5	Regina	7	
				17	\$ 1,102
Debra Burnett	Rise of Real Assets	Mar 14	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	Pension Trends	Oct 17	Regina	2	
	Industry Pooling for High Cost Drugs	Nov 14	Regina	2	
	Finance & Stress: Can Plan Sponsors & Administrators Ease the Pain?	Nov 19	Regina	2	
				42	\$ 2,111

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Deb Cooney	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	Trustee Education Workshop	Dec 5	Regina	7	
				19	\$ 1,165
John Gangl	Public Funds Summit	Jan 9 to 11	Scottsdale	28	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Finance & Stress: Can Plan Sponsors & Administrators Ease the Pain?	Nov 19	Regina	2	
	Trustee Education Workshop	Dec 5	Regina	7	
				47	\$ 3,714
Jo-ann Hincks	Global Perspectives: the collapse of Intellectual Property	Jan 17	Regina	2	
	Life & Disability: a claims perspective	Feb 14	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	Trends in Human Resources	May 16	Regina	2	
	2019 Pension Education Session	May 30	Regina	2	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	Advanced Trust Management Standards	Jul 26 to 27	Halifax	15	
	Pension Trends	Oct 17	Regina	2	
	Industry Pooling for High Cost Drugs	Nov 14	Regina	2	
	Finance & Stress: Can Plan Sponsors & Administrators Ease the Pain?	Nov 19	Regina	2	
				63	\$ 3,780
Ken Kosolofski	Warning signs that your board may be at risk	Jan 16	Regina	1	
	Not for profit boards role in risk oversight	Jan 23	Regina	1	
	Overview of Sustainability Trends and Reporting Frameworks	Mar 19	Regina	1	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Lessons Learned from the 2018 Crop of Corporate Crises	Apr 25	Regina	1	

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Ken Kosolofski	Cybersecurity Risk	Apr 30	Regina	1	
	Trustee Education Workshop	May 1	Regina	8	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	Manager Fees and the Value of Money Equation	Sept 26	Regina	1	
	Pension Trends	Oct 17	Regina	2	
	Finance & Stress: Can Plan Sponsors & Administrators Ease the Pain?	Nov 19	Regina	2	
	Foundations of Trust Management Standards	Nov 22 to 24	San Francisco	19	
	Annual Canadian Employee Benefit Conference	Nov 24 to 27	San Francisco	22	
	Trustee Education Workshop	Dec 5	Regina	7	
				70	\$ 7,997
Tanya Lestage	Trustee Education Workshop	May 1	Regina	8	
	Annual Canadian Employee Benefits Conference	Nov 24 to 27	San Francisco	22	
				30	\$ 6,123
Kathy Lewis	Canadian Alternative Investment for Pensions East Conference	Apr 8 to 10	Niagra-on-the-Lake	25	
	Trustee Education Workshop	Dec 5	Regina	7	
				32	\$ 2,800
Barb March-Burwell	Rise of Real Assets	Mar 14	Regina	2	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	6	
	Financial & Retirement Literacy	Jun 4	Regina	2	
				12	\$ 205
John McCormick	Trustee Education Workshop	May 1	Regina	8	
	CPBI Forum	June 17 to 19	Vancouver	26	
	Trustee Education Workshop	Dec 5	Regina	7	
				41	\$ 3,076
Brian Seidlik	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	Trustee Education Workshop	May 1	Regina	8	
	Trustee Education Workshop	Dec 5	Regina	7	
				37	\$ 1,820

Trustee	Conference or Seminar	Date	Location	Hours	Amount
Sandra Maximchuk	Training for Union Pension Trustees and Advisory Committee Members	Jan 15 to 18	Ottawa	20	
	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	Trustee Education Workshop	May 1	Regina	8	
	Foundations of Trust Management Standards	Nov 22 to 24	San Francisco	19	
	Annual Canadian Employee Benefits Conference	Nov 24 to 27	San Francisco	22	
	Trustee Education Workshop	Dec 5	Regina	7	
				98	\$ 8,673
Glenn Polivka	Review of Macro Economic Environment and Global Equity Markets	Jan 10	Regina	2	
	Global Perspectives: the collapse of intellectual property	Jan 17	Regina	2	
	Legislative Trends in Benefits: Year in Review and Look Ahead	Jan 22	Regina	2	
	Biosimilars: to switch or not to switch	Jan 31	Regina	1	
	Life and Disability: a claims perspective	Feb 14	Regina	2	
	10 Steps to Ensure Group Retirement Plan Success	May 2	Regina	10	
	The Rise of Real Assets	Mar 14	Regina	2	
	CPBI Saskatchewan Regional Conference	Apr 9 to 11	Saskatoon	22	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Workshop	May 1	Regina	8	
	2019 Pension Education Session	May 30	Regina	1	
	Mid-Year Forecast: Review of Macroeconomic Environment and of the Global Equity Markets	July 11	Regina	1	
	Advanced Trust Management Standards A	July 26 to 27	Halifax	15	
	Pension Trends	Oct 17	Regina	2	
	Trustee Education Workshop	Dec 5	Regina	7	
				79	\$ 6,006
Darren Wilcox	The Rise of Real Assets	Mar 14	Regina	2	
	TD Greystone Sharing of Knowledge	Apr 17	Regina	2	
	Trustee Education Session	May 1	Regina	8	
	Franklin Templeton Global Investment Forum	May 13 to 15	San Francisco	23	
	Financial & Retirement Literacy	Jun 4	Regina	2	
	Finance & Stress: Can Plan Sponsors and Administrators Ease the Pain?	Nov 19	Regina	2	
	Trustee Education Workshop	Dec 5	Regina	7	
				46	\$ 2,625
2019 Total				714	\$ 57,178



CLAIMS MANAGEMENT

PROFESSIONAL ADJUDICATION
AND ADMINISTRATIVE SERVICES

The Board engages the services of Manulife to provide adjudication and administration services for the Plan.

The operational activities of the Plan are performed by Möbius Benefit Administrators Inc. Staff of Möbius provide assistance to members regarding their individual benefit entitlements.

The following table illustrates the flow through of claims managed during 2019:

Active Claims as of December 31, 2018	98
New Claim Applications	75
Claims withdrawn prior to Adjudication	-
Claims Resolved and Denied	(66)
Active Claims as of December 31, 2019	107

CLAIMS ADJUDICATION

Benefits are payable subject to the provision of medical evidence supporting disability, and the approval of the Plan adjudicator.

A member may not receive disability benefits while in receipt of sick leave benefits or ongoing vacation leave payments.

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

Definition of a Disability

Under the terms of the Plan, the Definition of a Disability varies depending upon the length of time from the date of disability.

Within Two Years:

Disability benefits are payable to a member who suffers any physical or mental condition which, based on medical evidence, is **so severe that he/she is prevented from performing the duties of their own occupation** during the 120 calendar day qualifying period and the first twenty four (24) months immediately following the qualifying period.

After Two Years:

Thereafter, benefits may continue, if the condition continues to limit the member from engaging in **any gainful occupation or employment for remuneration or profit, for which he/she is reasonably well qualified by education, training or experience.**

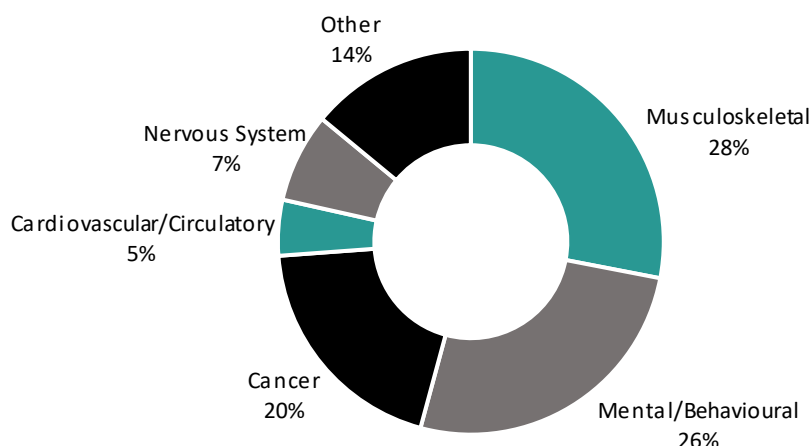
Determination of Benefit Amount

The total disability payment is based on 75% (65% prior to July 1, 2017) of the current salary rate at the date of disability or the date the disability payments become effective, whichever is greater. After having received total disability benefits for a period of twenty four (24) months, partial disability payments may be payable if the medical evidence indicates that the member is not totally disabled from employment but a permanent medical impairment does exist.

Disability Type

The chart below provides a breakdown of the most prevalent types of disability, as at December 31, 2019. The most significant changes in 2019 saw Cardiovascular/Circulatory cases decrease from 11% of claims in 2018 to 5% in 2019, while the percentage of Cancer related claims increased from 13% to 20% in 2019. All other claim types remained relatively stable.

Claims by Disability Type



**Other includes: Gastrointestinal, Endocrine Illness and Chronic Pain.*

ACTUARIAL VALUATIONS

MEASURING AND PLANNING TO FUND BENEFITS



ONE OF THE MOST IMPORTANT FUNCTIONS OF THE BOARD IS TO ENSURE THAT ACTUARIAL VALUATIONS ARE CARRIED OUT.

The Board must ensure the Plan is able to meet the disability obligations as they occur and ensure the long term solvency of the Plan.

There is no legislative requirement for a long term disability plan to carry out actuarial valuations. In 2019, the Board approved changing to a three-year valuation cycle from a two-year cycle as a result of the continued solid funded position of the Plan. The change also aligns with the minimum regulatory valuation cycle of pension plans.

The Plan's actuary is chosen through a competitive process as outlined in the Board's Purchasing Policy. Aon was selected for a five year term beginning with the 2014 valuation.

SURPLUS

The purpose of an actuarial valuation is to provide an actuarial estimate of the present value of the Plan's liabilities and assets—and then determine whether the assets are adequate to meet the obligations.

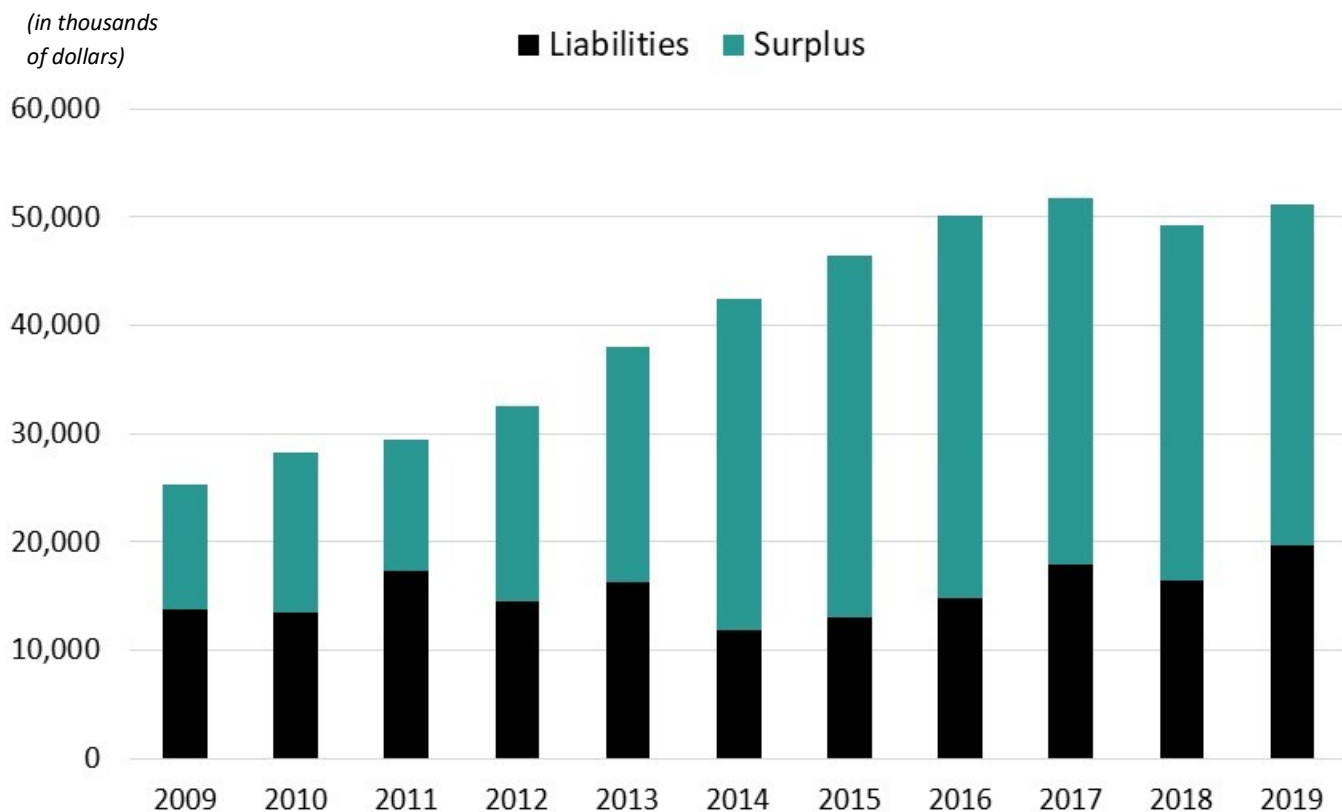
When liabilities exceed assets, the Plan has an unfunded liability, which indicates a contribution increase or change in benefits is required.

A plan is considered **solvent** when the present value of the assets exceed the actuarial estimate of the Plan's liabilities.

The Regina Civic Employees' Long Term Disability Plan has been in a surplus position for several years. Following the completion of the 2014 Actuarial Valuation, which indicated the Plan had a surplus exceeding \$30 million dollars, the Board established a Working Group consisting of representatives of the Plan sponsors, with support from Möbius Benefit Administrators Inc., to carry out a review of the Plan and develop changes to the Plan to address the surplus. The plan changes developed became effective July 1, 2017.

ACTUARIAL SURPLUS

POSITIVE TREND



The chart above illustrates the 10 year trend, with the actuarial liability for disability obligations steady or declining slightly while assets continue to grow. The measurement of disability obligations is based on actuarial valuations as they are carried out, with extrapolations prepared for financial statement purposes for years between the full actuarial valuations.

$$\begin{array}{|c|} \hline \text{Plan} \\ \text{Assets} \\ \hline \end{array} - \begin{array}{|c|} \hline \text{Actuarial} \\ \text{Liability} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{Surplus} \\ \hline \end{array}$$

INVESTMENTS

BALANCING RISK AND RETURN



The Administrative Board oversees the investments of the Long Term Disability Plan in accordance with the Statement of Investment Policies & Procedures (SIP&P) which is reviewed annually, and whenever a change is required.

The SIP&P provides general policy guidelines for the management and investment of the assets of the Plan and sets out the Board's investment beliefs and risk philosophy, the asset mix and diversification policy, and permitted investments.

The primary investment objectives are:

1. Earn a minimum inflation-adjusted return of 1.8%;
2. Earn a rate of return that exceeds the benchmark portfolio;
3. Earn rates of return that exceed the returns earned on the relevant market index over rolling 4-year periods (active mandates) or rates of return within 15 basis points of the returns earned on the relevant market index over rolling 4-year periods (passive mandates).

ASSET CLASS TARGET MIX

The assets of the Plan are separated into two portfolios: The Return Seeking Portfolio and the Liability Matching Portfolio.

Assets held in the Return Seeking Portfolio are intended to earn a market return as outlined in the SIP&P.

Assets held in the Liability Matching Portfolio are meant to fluctuate in correlation with the value of the liabilities of the plan.

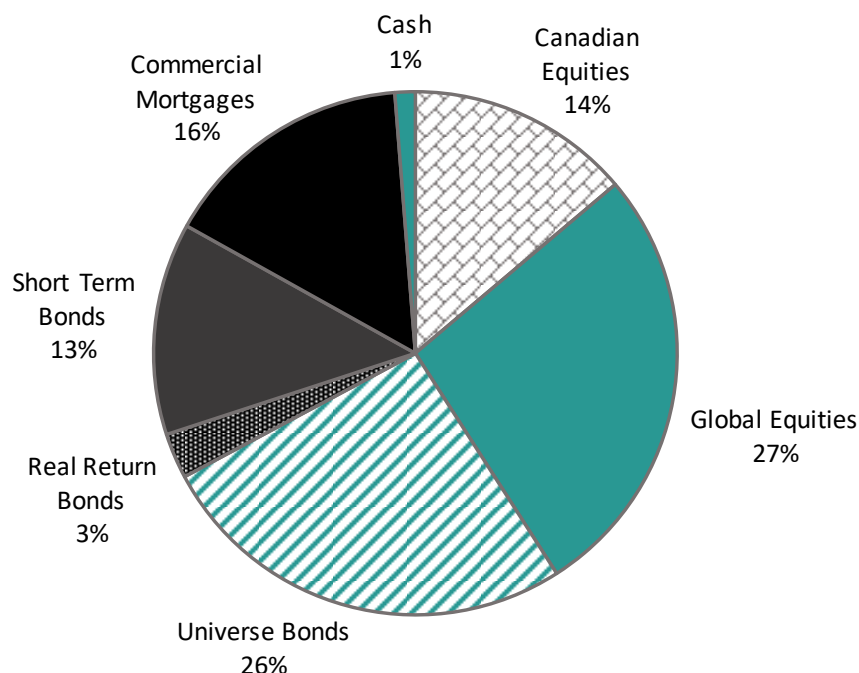
The Plan does not manage currency within the portfolios, preferring to take a longer term approach that currencies will fluctuate in the short term, but will achieve some equilibrium over time.

\$51.0 Million

Total Invested Assets
of the Plan,
December 31, 2019

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

Asset Allocation



Asset Class		Actual % Allocation	Minimum %	Target %	Maximum %
Return Seeking Portfolio					
Equities					
Canadian	S&P/TSX 300 Index	20.2	15	20	25
Global	MSCI World GD	39.6	35	40	45
		59.8		60	
Fixed Income					
Universe Bonds	FTSE TMX Canada Universe Bond Index	38.4	30	40	50
Cash	n/a	1.8		-	
Total Return Seeking Portfolio		100.00		100	
Liability Matching Portfolio					
Fixed Income					
Real Return Bonds	FTSE Canada Real Return Bond Index	8.9	8	12	16
Short-Term Bonds	FTSE Canada Short-Term Overall Bond Index	41.5	38	43	48
Commercial Mortgages	FTSE Canada Short-Term Bond Index +1%	49.6	40	45	50
Total Liability Matching Portfolio		100.00		100	

MANAGEMENT OF INVESTMENTS

MANAGER SELECTION, MONITORING AND REBALANCING

Professional investment management services are obtained through competitive procurement processes. The Board performs regular performance reviews on all managers, ensuring they are meeting objective targets as set out in the SIP&P.

As the performance of individual managers and markets move the assets in the Fund away from the normal strategic positions, the assets are rebalanced to bring the Fund back within the parameters of the current strategic asset allocation policy set by the Administrative Board. Such rebalancing is achieved through directed cash flow or by actively transferring funds among managers when specified trigger points are reached. The actual management and asset allocation structure of the Regina Civic Employees' Long Term Disability Plan as at December 31, 2019 is shown below:

Asset Class	Manager	Start Date	Amount* (thousands)	% of Holdings
Return Seeking Portfolio				
Equities				
Canadian	QV Investors Inc.	2014	7,052	13.8
Global	Franklin Templeton Investments Corp.	1998	13,808	27.1
			\$ 20,860	40.9
Fixed Income				
Universe Bonds	TD Asset Management	2004	13,384	26.3
Cash		n/a	640	1.2
Total Return Seeking Portfolio			\$ 34,884	68.4
Liability Matching Portfolio				
Fixed Income				
Real Return Bonds	Internal	n/a	1,424	2.8
Short-Term Bonds	TD Asset Management	2010	6,688	13.1
Commercial Mortgages	Addenda Capital Inc.	2010	7,977	15.7
Total Liability Matching Portfolio			\$ 16,089	31.6
Total Fund			\$ 50,973	100.00

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

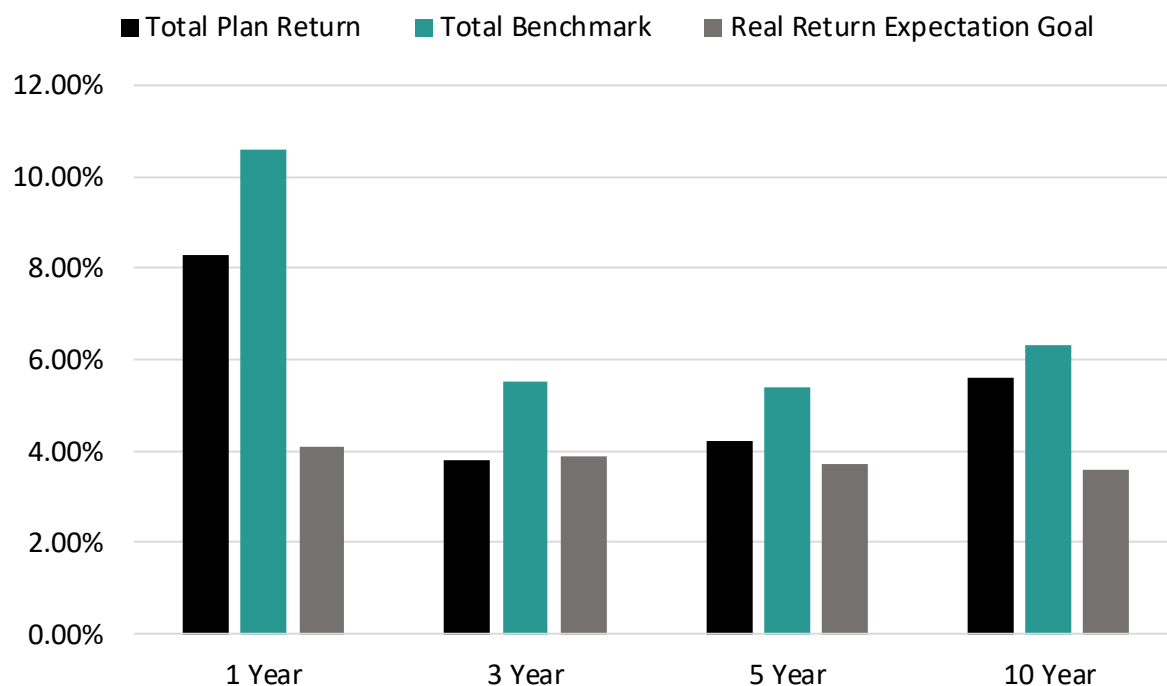
INVESTMENT RESULTS

ACTUAL VERSUS TARGET

**Overall fund
return 8.3%**

On a total fund basis the 2019 return of the Regina Civic Employees' Long Term Disability Plan was 8.3%, underperforming the custom benchmark by 2.3%. The 2019 return was driven by strong equity markets worldwide as well as positive fixed income and commercial mortgage returns. The Plan exceeded the real return expectation goal by 4.2%.

OBJECTIVE	1 Year	3 Year	5 Year	10 Year
Earn a minimum inflation-adjusted investment return of 1.8%				
Total Plan Return	8.3	3.8	4.2	5.6
Real Return Expectation Goal (CPI+1.8%)	4.1	3.9	3.7	3.6
Excess Return	4.2	-0.1	0.5	2.0
Earn a rate of return that exceeds the benchmark portfolio				
Total Plan Return	8.3	3.8	4.2	5.6
Total Plan Benchmark Return	10.6	5.5	5.4	6.3
Excess Return	-2.3	-1.7	-1.2	-0.7



INVESTMENT RESULTS

ACTUAL VERSUS TARGET—Continued

OBJECTIVE: Earn rate of return that exceeds the returns earned on the relevant market index over rolling 4-year periods (Actively managed investments) for the years ended December 31

	2019	2018	2017	2016	2015	2014
Canadian Equity	7.0	1.0	7.7	11.1	8.0	5.1
Benchmark	10.3	2.5	7.6	8.5	5.3	5.2
Excess Return	-3.3	-1.5	0.1	2.6	2.7	-0.1
Global Equity	4.5	5.9	10.3	17.9	23.0	15.4
Benchmark	10.0	9.5	13.4	18.3	21.0	15.1
Excess Return	-5.5	-3.6	-3.1	-0.4	2.0	0.3
Mortgages	3.4	3.3	3.7	4.0	4.3	4.9
Benchmark	3.8	4.2	6.2	5.2	5.7	7.2
Excess Return	-0.4	-0.9	-2.5	-1.2	-1.4	-2.3
Short-Term Bonds	1.5	1.2	1.0	1.1	1.1	1.2
Benchmark	1.5	1.4	1.7	2.1	2.4	2.9
Excess Return	0.0	-0.2	-0.7	-1.0	-1.3	-1.7

OBJECTIVE: Earn rates of return within 0.15% of the returns earned on the relevant market index over rolling 4-year periods (Passively Managed Investments) for the years ended December 31

Universe Bonds	3.10	2.30	4.06	3.07	3.56	4.88
Benchmark	3.09	2.27	4.09	3.13	3.62	5.13
Excess Return	0.01	0.03	-0.03	-0.06	-0.06	-0.25
Real Return Bonds	2.13	1.52	3.94	0.85	1.24	4.64
Benchmark	2.84	1.57	4.78	0.99	0.99	4.61
Excess Return	-0.71	-0.05	-0.84	-0.14	0.25	0.03

DISABILITY PLAN EXPENSES

DETAIL BY VENDOR AND EXPENSE TYPE

Description	Amount* (thousands)
Actuarial Services	
Aon	29
Audit Services	
KPMG LLP	10
Custodial and Performance Management Fees	
Northern Trust Corporation	38
Investment Management Fees	
Addenda Capital Inc.	40
Franklin Templeton Investments Corp.	97
QV Investors Inc.	22
TD Asset Management	5
	164
Legal Services	
McDougall Gauley	5
Other Administrative Expenses	
Möbius Benefit Administrators Inc.	487
Medical and Rehabilitation Services	126
Manulife	100
Conferences, Seminars & Travel	10
Other	4
	727
Total	\$973



KPMG LLP
Hill Centre Tower II
1881 Scarth Street, 20th Floor Regina Saskatchewan S4P 4K9
Canada
Telephone (306) 791-1200
Fax (306) 757-4703

INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the financial statements of Regina Civic Employees' Long Term Disability Plan (the Plan), which comprise:

- the statement of financial position as at December 31, 2019
- the statement of changes in net assets available for benefits for the year then ended
- the statement of changes in disability obligations for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies (Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Regina Civic Employees' Long Term Disability Plan as at December 31, 2019, and its changes in net assets available for benefits and its changes in disability obligations for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Other Information

Management is responsible for the other information. Other information comprises the 2019 Annual Report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statement or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

We obtained the information, other than the financial statements and the auditors' report thereon, included in the 2019 Annual Report document as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

In preparing the financial statements, management is responsible for assessing the Plan's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Plan's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Regina, Canada

May 27, 2020

AUDITED FINANCIAL STATEMENTS

STATEMENT OF FINANCIAL POSITION

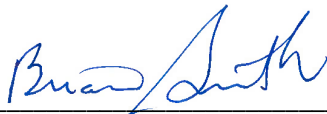
(in thousands of dollars)

As at December 31

	2019	2018
ASSETS		
Investments—Note 4	\$ 50,973	\$ 49,238
Prepaid Expenses	163	112
Contributions Receivable		
Members	47	42
Employers	47	42
Accounts Receivable	26	3
Accrued Investment Income Receivable	3	3
	51,259	49,440
LIABILITIES		
Accounts Payable	150	199
Net Assets Available for Benefits	51,109	49,241
Disability Obligations—Note 5	19,607	17,154
Subsequent Events—Note 12		
Surplus	\$ 31,502	\$ 32,087

See accompanying notes.

APPROVED BY:



Board Member



Board Member

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS

(in thousands of dollars)

For the Year Ended December 31

	2019	2018
INCREASE IN NET ASSETS		
Investment Income—Note 6	\$ 1,654	\$ 3,590
Increase in Fair Value of Investments		
Unrealized Gains	2,353	-
Net Realized Gains	-	449
Contributions		
Members	1,155	1,178
Employers	1,152	1,179
	6,314	6,396
DECREASE IN NET ASSETS		
Decrease in Fair Value of Investments		
Unrealized Losses	-	5,164
Disability Payments	3,473	2,933
Administration Expenses—Note 10	973	865
	4,446	8,962
Net Increase (Decrease) for the Year	1,868	(2,566)
Net Assets Available for Benefits, Beginning of Year	49,241	51,807
Net Assets Available for Benefits, End of Year	\$ 51,109	\$ 49,241

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

STATEMENT OF CHANGES IN DISABILITY OBLIGATIONS

(in thousands of dollars)

For the Year Ended December 31

	2019	2018
INCREASE IN DISABILITY OBLIGATIONS		
Accrual of Disability Benefits	\$ 4,302	\$ 5,883
Interest Accrued on Benefits	307	417
Actuarial Loss—Note 5	1,286	-
Change in Assumptions—Note 5	135	-
	6,030	6,300
DECREASE IN DISABILITY OBLIGATIONS		
Disability Payments	3,577	3,021
Change in Assumptions—Note 5	-	29
Actuarial Gain—Note 5	-	3,963
	3,577	7,013
Net Increase (Decrease) for the Year	2,453	(713)
Disability Obligations, Beginning of Year	17,154	17,867
Disability Obligations, End of Year	\$ 19,607	\$ 17,154

See accompanying notes.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

1. Description of Plan

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

a) Contributions

Member contributions are 0.46% of salary. The employer matches the members' contributions to the Plan.

b) Benefits

Disability benefits are based on 75% of the member's salary. Benefits will be paid either throughout the duration of the disability, until the member elects voluntary early retirement, reaches age 65 or upon death, whichever occurs first.

c) Income Taxes

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

2. Basis of Preparation

a) Statement of Compliance

The financial statements have been prepared in accordance with Canadian accounting standards for pension plans as outlined in Part IV of the CPA Canada Handbook Section 4600, Pension Plans. For matters not addressed in Section 4600, International Financial Reporting Standards (IFRS) guidance has been implemented.

The financial statements were authorized and issued by the Plan's Administrative Board (the Board) on May 27, 2020.

b) Basis of Measurement

The financial statements have been prepared using the historical cost basis except for financial instruments which have been measured at fair value.

These financial statements are prepared to assist Plan members and others in reviewing the activities of the Plan for the fiscal period, but they do not portray the funding requirements of the Plan or the benefit security of individual Plan members.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

2. Basis of Preparation (continued)

c) Functional and Presentation Currency

These financial statements are presented in Canadian dollars, which is the Plan's functional currency and are rounded to the nearest thousand unless otherwise noted.

3. Summary of Significant Accounting Policies

The following policies are considered to be significant:

a) Investments

All investments are recorded at fair value on a trade date basis. The fair value of cash and short-term investments is based on cost, which approximates fair value due to the immediate or short-term nature of these investments. The fair value of bonds is based on model pricing techniques that effectively discount prospective cash flows to present value taking into account duration, credit quality and liquidity. The fair value of pooled funds is based on the net asset value per unit determined by the investment manager with reference to the underlying investments' year-end market prices.

b) Investment Income and Transaction Costs

The Plan recognizes interest income as earned and pooled fund revenue when a distribution is declared, realized gains and losses on investments when the investment has been sold and unrealized gains and losses based on the changes in the market value of the investments held. Interest is generally receivable on a semi-annual basis. Realized gains and losses represent the difference between the amounts received through the sale of investments and their respective cost base. Transaction costs are recognized in the Statement of Changes in Net Assets Available for Benefits in the period incurred.

c) Financial Instruments

Contributions receivable, accounts receivable and accrued investment income receivable are classified and measured at amortized cost. As they are short term in nature, their carrying value approximates fair value.

d) Foreign Exchange

Foreign investment purchases, sales and income are recorded in Canadian dollars at exchange rates in effect at the transaction date. Foreign denominated investments and accrued income are translated at year end exchange rates. The unrealized gains and losses arising from the transaction are included in the Statement of Changes in Net Assets Available for Benefits as part of the change in fair value of investments.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

3. Summary of Significant Accounting Policies (continued)

e) Contributions

Contributions from members and employers are accounted for on the accrual basis.

The employer of members is responsible for the accuracy and completeness of members' contributions remitted and of employee payroll information on which benefit payments are determined. Contributions are made by both the employee and employer in accordance with the Plan text.

f) Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for pension plans requires management to make estimates and use assumptions that affect the reported amounts of asset and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the valuation of investments (note 4) and disability obligations (note 5). Actual results could differ from those estimates.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

4. Investments

The investment objectives of the Plan are to ensure the Plan has sufficient assets to optimize the risk/return relationship of the Plan and to generate sufficient cash flows to meet disability benefits payments. The Plan has the following investments:

INVESTMENTS	2019	2018
Cash	\$ 640	\$ 731
Canadian Bonds	1,424	1,383
Pooled Funds:		
Short-Term	6,688	6,553
Fixed Income	21,361	21,626
Canadian Equities	7,052	6,113
Global Equities	13,808	12,832
Total Investments	\$ 50,973	\$ 49,238

Investment concentration in any one investee or related group of investees individually or within a pooled fund is limited to no more than 10% of the total book value of the Plan's assets or no more than 30% of the votes that may be cast to elect the directors of the investee.

To achieve its long term investment goal, the Board has adopted the following target asset mix which includes equity for returns and a well-diversified portfolio of assets. The Plan is moving towards these targets.

		Min Weight	Benchmark Weight	Max Weight
Asset Class		(%)	(%)	(%)
Equities	Canadian	15	20	25
	Global	35	40	45
Fixed Income	Canadian Bonds	30	40	50
	Real Return Bonds	8	12	16
	Short-Term Bonds	38	43	48
	Commercial Mortgages	40	45	50
Total		100		

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

4. Investments (continued)

The Plan's assets may be invested through in-house investment activities or through external investment managers including without limitation, mutual funds, pooled funds, segregated funds, unit trusts, limited partnerships, and similar vehicles.

Cash and Short-Term Investments

The Plan's Statement of Investment Policies and Procedures (SIP&P) permits investments in cash and short-term investments which consist of cash on hand, Canadian and US money market securities, such as treasury bills issued by the federal and provincial governments and their agencies, obligations of trust companies and Canadian and foreign banks chartered to operate in Canada, including bankers' acceptances, commercial paper, term deposits and contracts with life insurance companies.

Canadian Bonds

The Plan's SIP&P permits investment in bonds, notes and other debt instruments of Canadian issuers whether denominated and payable in Canadian dollars or a foreign currency, including mortgage-backed securities guaranteed under *The National Housing Act (Canada)*, term deposits and guaranteed investment certificates. The SIP&P also permits investment in private placement of bonds that are rated by a recognized rating agency.

The Plan holds Government of Canada bonds with a carrying value of \$1,424 (2018 - \$1,383). The bonds have a term to maturity greater than five years and an average effective interest rate of 2.16% (2018 – 3.07%).

Pooled Funds

The Plan's SIP&P permits investments in equity securities, and equity substitutes that are convertible into equity securities, which are listed and traded on recognized exchanges, and unlisted equity securities, such as private placement equity, where the investment manager determines the security will become eligible for trading on a recognized exchange within a reasonable and defined timeframe, not to exceed six months, and the issuing company is publicly listed on a recognized exchange.

The SIP&P also permits investments in mortgages through an open-end pool, closed-end pool, segregated fund or direct mortgage loans.

The Plan owns units in Canadian and global pooled equity funds, as well as Canadian bonds and unit trust mortgage funds. These pooled funds have no fixed distribution rate. Fund returns are based on the success of the fund managers.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

4. Investments (continued)

Fair Value of Investments

Fair value is best evidenced by an independent quoted market price for the same instrument in an active market. An active market is one where quoted prices are readily available, representing regularly occurring transactions. The determination of fair value requires judgement and is based on market information where available and appropriate. Fair value measurements are categorized into levels within a fair value hierarchy based on the nature of the inputs used in the valuation.

Level 1 – where quoted prices are readily available from an active market.

Level 2 – inputs other than quoted prices included in Level 1 that are observable for the investment, either directly (for example, as prices) or indirectly (for example, derived from prices).

Level 3 – inputs for the investment that are not based on observable market data.

The following table illustrates the classification of the Plan's investments within the fair value hierarchy as at December 31:

2019				
Asset Class	Level 1	Level 2	Level 3	Total
Cash	\$ 640	\$ -	\$ -	\$ 640
Short-Term Investments	-	6,688	-	6,688
Canadian Bonds	1,424	-	-	1,424
Fixed Income Pooled Funds	-	21,361	-	21,361
Equity Pooled Funds	-	20,860	-	20,860
Total Investments	\$ 2,064	\$ 48,909	\$ -	\$ 50,973

2018				
Asset Class	Level 1	Level 2	Level 3	Total
Cash	\$ 731	\$ -	\$ -	\$ 731
Short-Term Investments	-	6,553	-	6,553
Canadian Bonds	1,383	-	-	1,383
Fixed Income Pooled Funds	-	21,626	-	21,626
Equity Pooled Funds	-	18,945	-	18,945
Total Investments	\$ 2,114	\$ 47,124	\$ -	\$ 49,238

There were no investments transferred between levels during 2019 or 2018.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

5. Disability Obligations

There is no external legislative requirement for actuarial valuations to be performed for disability plans. Schedule A of Bylaw 9566 requires that actuarial valuations for the Plan are carried at a minimum every three years to determine the funding requirements. On an annual basis, the Board reviews the Plan's activities to determine whether a valuation is required. The last valuation was carried out as of December 31, 2018. Aon is the appointed actuary of the Plan. The actuarial value of disability obligations as of December 31, 2019 has been determined by extrapolating the figures from December 31, 2018, the date of the last actuarial valuation.

The assumptions used in the valuation were developed by reference to expected long term market conditions. Significant long term assumptions used in the valuation were:

Assumption	2019 Rate (%)	2018 Rate (%)
Inflation Rate	2.2	2.2
Discount Rate	2.0	1.8
Retirement Age	65	65
Rehabilitation Earnings Increase	2.2	2.2
Continuing in Year Claims Expense	3.0	3.0
Termination Rates	2009-2015 LTD termination study conducted by the Canadian Institute of Actuaries	2004-2008 LTD termination study conducted by the Canadian Institute of Actuaries

The disability obligation is sensitive to changes in the inflation rate and the discount rate, which impacts future claims benefits and the assumed real rate of return on Plan assets. A change in the following assumptions (with no other change in other assumptions) would have the following approximate effects on the disability obligations:

50 Basis Point Decrease/Increase	Approximate Effect on Disability Obligations	
	\$	%
Discount Rate	+595/-558	+3.0/-2.8
Inflation	-299/+308	-1.5/+1.6

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

6. Investment Income

	2019	2018
Cash and Short-Term Investments	\$ 148	\$ 138
Bond Interest	41	40
Pooled Bond Fund Distributions	695	697
Pooled Equity Fund Distributions	770	2,715
Total	\$ 1,654	\$ 3,590

7. Capital Management

The Plan defines its capital as consisting of net assets available for benefits, which consists primarily of investments. Investments are managed to fund future disability obligations. The extent that net assets available for benefits are greater than disability obligations is reflected as a surplus or deficit. The objective of managing the Plan's capital is to ensure that the Plan is fully funded to pay the Plan's benefits over time.

The Plan receives new capital from member and employer contributions. The Plan also benefits from investment income and market value increases on its invested capital. The Plan's capital is invested in a number of asset classes including short-term investments, bonds, and pooled funds. The Board has delegated the operational investment decisions to a number of different investment management firms through a number of different investment mandates as defined in the Plan's SIP&P.

8. Investment Risk Management

Investment risk management relates to the understanding and active management of risks associated with invested assets. Investments are primarily exposed to market risk, credit risk, interest rate risk and foreign currency risk. They may also be subject to liquidity risk. The Plan maintains a SIP&P that establishes an asset mix among equity and fixed income investments; requires diversification of investments within categories; and sets limits on the size of exposure to individual investments. The Board reviews and approves the SIP&P annually.

Market Risk

Market risk is the risk that the value of an investment will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual investment, or factors affecting all securities traded in the market. The Plan's policy is to invest in a diversified portfolio of investments, based on criteria established in the SIP&P. The target asset mix is described in Note 4. The Plan also uses investment managers employing differing investment styles to address Plan risk.

The impact on the net assets of the Plan due to a 10% increase/decrease in the respective benchmark stock index using a three year historical measure of the sensitivity of the returns relative to the returns of the benchmark stock index, as of December 31, 2019 would result in a 9.3% (2018 – 9.7%) change in the value of the portfolio.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

8. Investment Risk Management (continued)

Credit Risk

Credit risk refers to the potential for counterparties to default on their contractual obligations to the Plan. The Plan's credit risk arises primarily from certain investments. Credit risk is mitigated by entering into contracts with counterparties that are considered high quality. Quality is determined via the following credit rating agencies: DBRS, Standard and Poor's and Moody's Investor Service. The maximum credit risk to which it is exposed at December 31, 2019 is limited to the carrying value of the financial assets summarized as follows:

Asset Class	2019	2018
Fixed Income Pooled Funds	\$ 21,361	\$ 21,626
Short-Term Investments	6,688	6,553
Canadian Bonds	1,424	1,383
Cash	640	731
Contributions Receivable	94	84
Accounts Receivable	26	3
Accrued Investment Income Receivable	3	3
Total	\$ 30,236	\$ 30,383

The Plan may invest in cash and short-term investments with a credit rating of at least R1 or equivalent. The Plan's Canadian bonds consist of Government of Canada bonds rated AAA. The Plan also invests in a Canadian bond pooled fund which may invest in Canadian bonds with a minimum credit rating of BBB or equivalent.

Interest Rate Risk

Interest rate risk refers to the effect on the market value of the Plan's investments due to fluctuation of interest rates. The risk arises from the potential variation in the timing and amount of cash flows related to the Plan's assets and liabilities. Disability obligations are relatively short term. Asset values are affected by equity markets and short-term changes in interest rates. The fixed income portfolio has guidelines on duration and distribution which are designed to mitigate the risk of interest rate volatility.

At December 31, 2019 a 1% increase/decrease in interest rates would result in a \$1,378 (2018 – \$1,342) change in the value of the Plan's fixed income portfolio.

Foreign Currency Risk

Foreign currency exposure arises from the Plan holding investments denominated in currencies other than the Canadian Dollar. Fluctuations in the relative value of the Canadian Dollar against these foreign currencies can result in a positive or negative effect on the fair value of the investments. The Plan manages foreign currency risk by limiting investment in foreign securities. The Board has adopted a non-hedge policy benchmark.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

8. Investment Risk Management (continued)

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Plan maintains an adequate amount of liquid assets with varying maturities in order to ensure that the Plan can meet all of its financial obligations as they fall due. Liquidity risk is managed by limiting the Plan's exposure to illiquid assets and through positive net cash inflows from contributions.

9. Related Party Transactions

The Plan had the following transactions with related parties. These transactions are in the normal course of operations and are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties. The following transactions with related parties are included in the financial statements:

Related Party Transactions	2019	2018
Prepaid Expenses includes the following amount:		
Möbius Benefit Administrators Inc.	\$ 163	\$ 112
Accounts Payable includes the following amounts:		
Möbius Benefit Administrators Inc.	\$ 32	\$ 73
Regina Civic Employees' Superannuation and Benefit Plan (RCESP)	1	2
City of Regina	1	1
	\$ 34	\$ 76
Administrative Services from Möbius Benefit Administrators Inc.	\$ 487	\$ 394

Möbius Benefit Administrators Inc. is a related party as the Plan is a shareholder of the corporation. The RCESP is a related party as the RCESP and the Plan are under common significant influence of the City of Regina.

AUDITED FINANCIAL STATEMENTS

NOTES TO THE FINANCIAL STATEMENTS

(in thousands of dollars)

For the Year Ended December 31, 2019

10. Administration Expenses

Administration Expenses	2019	2018
Administrative Services	\$ 487	\$ 394
Investment Manager Fees	164	170
Medical & Rehabilitation Services	126	121
Adjudication Services	100	89
Custodial and Portfolio Measurement Fees	38	37
Actuarial Services	29	4
Other Administrative Expenses	14	16
Audit Services	10	10
Legal Services	5	24
Total	\$ 973	\$ 865

11. Comparative Information

Certain comparative information have been reclassified to conform with the current year's presentation.

12. Subsequent Events

Subsequent to December 31, 2019 the COVID-19 outbreak was declared a pandemic by the World Health Organization. The pandemic has negatively impacted financial markets and, in turn, the value of investments held by the Plan. The duration and impact of the COVID-19 pandemic is unknown at this time, as is the effectiveness of government interventions. Consequently, it is difficult to measure the impact this uncertainty may have on future financial results of the Plan.

To the members of Regina City Council and Mayor Michael Fougere:

I am writing to express my concerns in regards to the negative impact of vehicle related noise levels residential properties who back onto the ring road contend with.

My residential property is located at 1416 Grosvenor Street. My property not only backs onto the ring road, it backs onto the Dewdney Avenue Ring Road North ramp. The vehicle related noises include tire, exhaust, transmission, and engine noises. These noise components are forever changing in intensity, fluctuating up and down as vehicles come and go or as gears shift up or down. *muffler noises R terrible*

Vehicle related noise has a detrimental impact on the quality of life of citizens of Regina. Vehicle related noise levels are often an interference with relaxing on the back deck, gardening, visiting with family and friends, and is also a sleep disturbance at times. Noise pollution often affects both health and behavior. Unwanted sound (noise) can damage physiological and psychological health. Noise pollution can cause annoyance and aggression, hypertension, high stress levels, tinnitus, hearing loss, sleep disturbances, and other harmful effects. We also deal with an abundance of dust and exhaust from the ring road.

About 23 years ago city council members promised that trees would be planted to help reduce noise levels. To-date, a few trees have been planted but not nearly enough to reduce noise levels. *by the way, no trees behind me & South open air*

Residential properties in the newer areas with a rear or side lot adjacent to high traffic roadways are having sound attenuation walls installed. Why are existing properties not being taken into consideration?

As the City of Regina grows, traffic volumes and noise levels also increase. I recommend that city staff monitor, measure, and evaluate the traffic noise on the ring road as well as on the ramps. This evaluation may help the city design a noise attenuation program for those residential areas affected by high vehicle related noise levels. A noise attenuation program may consist of built up earth mounds, or concrete walls or fences, with or without landscaping. Barriers may reduce roadway traffic noise levels by up to 10-15 dBA immediately behind the barrier.

I urge the City of Regina to be supportive in reducing the negative impacts of vehicle related noise residential properties backing onto the ring road contend with.

I look forward to a response from the city in regards to this matter.

Sincerely,

Wayne and Gloria Erhardt

Henry Lunn

City Council Members
Queen Elizabeth II Court
2476 Victoria Avenue
Regina, SK Canada
S4P 3C8

Dear Council Members,

My name is **Henry Lunn**, I am a resident on **Grosvenor Street**. I am writing to you today on behalf of the residents of Glen Elm/Glencairn in hopes that you can address the noise problem that the Glen Elm/ Glencairn community has been experiencing with Ring Road. I have been a homeowner in Glencairn for 48 years and the noise on Ring Road has been escalating over the years to the point where it's detrimental to not only our physical health but to our mental well being as well.

Despite repeated phone requests over the last 30 years nothing has been done by the city of Regina. I find this unacceptable, not only for me but also for the rest of the community, all of whom deal with this disturbance. Ring Road is elevated for the Dewdney Avenue overpass which makes the noise that much worse for the homeowners in this area. I went for a walk last night and to my surprise you can still hear the normal, everyday traffic of Ring Road 3 and 4 blocks into Glencairn. Being a homeowner with Ring Road in my back yard can be deafening at the best of times then add the semi traffic, motorcycles and cars stunting we are unable to sit in our backyards, have our windows open, hear the TV in the evening nor generally enjoy our home.

Therefore, I am requesting assistance in addressing this problem in order to provide a conflict-free, noise-free, and safe environment for all the homeowners in this area.

Solutions that may be helpful

- Reduce the speed limit to 70 km from the on ramp at Victoria Ave to Ross Street
- Police the noisy vehicles (blitz, speed cameras)

- Noise barrier, many area's have noise barriers, unfortunately this part of Ring Road has none

Thank you,

Respectfully,

Henry Lunn

MOTION

September 30, 2020

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Re: Noise Attenuation on Ring Road

WHEREAS the City of Regina has a Roadway Noise Attenuation Policy;

WHEREAS City Council at its meeting held on April 29, 2019 considered item CR19-44 – Noise Attenuation;

WHEREAS item CR19-44 states that the City of Regina's existing Roadway Noise Attenuation Policy was adopted in 1990 and is nearly 30 years old, and Administration concluded a review is required to modernize the policy;

WHEREAS the City commissioned Golder Associates Ltd. to conduct a roadway noise mitigation study and concluded that the Ring Road adjacent to Dewdney Avenue exceeds the current policy limits for noise;

WHEREAS property owners situated along the Ring Road between the Glen Elm and Glencairn neighbourhoods, adjacent to Dewdney Avenue, have expressed concerns related to excessive noise, lack of noise barriers and the associated health implications;

THEREFORE BE IT RESOLVED that

1. Administration be directed to include the area along the Ring Road between the Glen Elm and Glencairn neighbourhoods adjacent to Dewdney Avenue as a priority, in the event that an action plan to address exceeded noise limits within the City of Regina is adopted after consideration or in conjunction with the Roadway Noise Attenuation Policy that will be reviewed by the Public Works and Infrastructure Committee in Q1 of 2021; and

2. If a phased in action plan is adopted by City Council, that this area be addressed in the first phase.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Findura", written in a cursive style.

John Findura
Councillor - Ward 5

Brief of**Age Friendly Regina****for presentation to Regina City Council meeting September 30, 2020****re: Age-Friendly City motion****submitted by Angelina Beveridge****on behalf of the Age Friendly Regina Steering Committee****Introduction**

Good afternoon, Mr. Mayor and members of Regina City Council. Thank you for this opportunity to speak with you regarding the request outlined in the Motion before you and the Notice of Motion which was submitted by Councillors Young, Stevens and Bresciani. My name is Angelina Beveridge and I am co-chair of the steering committee. I am accompanied in this meeting by Robert Wuschenny, a member of the steering committee.

Background and Age Friendly Regina

Age Friendly Regina (AFR) was started in February 2018. AFR was initiated by the Saskatchewan Seniors Mechanism, following the Global Age-Friendly Cities Project (2007) of the World Health Organization (WHO) and the subsequent Canadian connection through the Public Health Agency of Canada. The Steering Committee includes members of City of Regina Community Services, representatives of other provincial and community organizations and individuals (see the attached document: Age Friendly Community Survey Report, Age Friendly Regina Steering Committee, June 15, 2020).

The first task AFR engaged in was to “assess your community” using the categories used by the WHO and a survey model used in Thunder Bay, ON. The results are summarized on the attached infographic, “Age Friendly Regina 2019 Survey Results.” Results show the top four priorities to be Health and Community Services, Housing, Safety and Transportation. You will notice that concerns often relate to transportation, sidewalks and access.

Noting the expressed need for more information and a guide to existing resources and services, AFR produced the resource guide, *Age Well Regina*, also referred to as “the tool.” It features three of the four priority areas identified: housing, mental health/mental wealth, and crime prevention and safety. The housing section, for example, details how to navigate the housing options based on level of care needed from Independent to Total Assist.

Next steps coming from the survey include:

- sharing the survey findings and distributing the Age Well Regina tool,
- dealing with several transportation and access issues for which the City is responsible
- raising awareness of needs for more affordable and diverse housing for senior adults.

Requests

As stated in the Motion we are requesting the assistance or cooperation of the City in three areas.

First, as stated in Motion item 3 and of most immediate concern we request assistance in publicizing our Age Well Regina guide to the public and the media. This resource tool currently focusses on three priority areas: housing, mental health, and crime prevention and safety.

Second, as stated in the Motion item 1, we are requesting the cooperation of the City in developing a partnership proposal which could assist the City in using the AFR steering committee's survey and future assessments to consider age-friendly measures in future policies and planning, such as transportation. This proposal should consider costs of sustaining the partnership and possible funding sources.

And third, as stated in Motion item 2, we are requesting the City to investigate approaches to becoming a city with Age-Friendly City status by engaging with other municipalities such as Saskatoon (declared an Age-Friendly City) and Moose Jaw (in process), Age-Friendly Saskatchewan (<https://agefriendlysk.ca/>) and the Saskatchewan Seniors Mechanism (<https://skseniorsmechanism.ca/>). The end goal would be to have Regina adopt a resolution to become an Age-Friendly City.

Closing

AFR wishes to acknowledge the interest and support of the three City Councillors and the City Community Services staff who participate in the AFR steering committee and looks forward to their continued involvement.

I thank you for your attention to our submission. Robert and I now would welcome any questions or comments you might have.

Angelina Beveridge,
Regina, SK

Cc Robert Wuschenny,
Regina, SK

Attached:

Age Friendly Regina 2019 Survey Results (infographic, 1 page)
Age Friendly Community Survey Report, June 15, 2020 (25 pages)

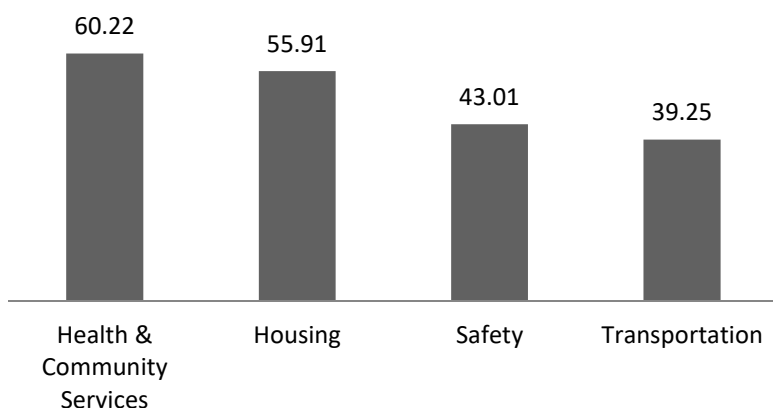
Provided separately: Age Well Regina Guide ("the tool," 58 pages).

Age Friendly Regina 2019 Survey Results



~ 375 older adults responded

Top Priorities



Goal

To make Regina a more age friendly community for people of all ages.

What is going well:

- Older adults feel respected
- Older adults feel safe during the day in their community
- Older adults feel they can access physician/nurse practitioner services



Concerns

- Conditions of sidewalks
- Snow removal
- Housing affordability, availability and wait times
- Bus routes don't go to places older adults frequent
- Access to bus stops and accessible parking
- Paratransit.



Next Steps:

- Share the findings
- Develop and distribute Age Well Regina tool to increase awareness of housing and mental health resources
- Raise awareness of the needs for more affordable and diverse housing for older adults
- Improve safety and connectivity to bus stops
- Improved snow removal and sidewalks for safety
- Improve wait times for paratransit
- Improve bus routes to key locations such as hospitals

Many older adults are not aware of services or resources available to them.



Age Friendly Community Survey Report

6/15/2020



About Age Friendly Regina

Age Friendly Regina believes in a community where all people of all ages can live safely, enjoy good health and stay involved. Regina will be a community where structures and policies promote active aging. This will be achieved through the leadership of the age friendly committee. The age friendly committee is an invested group of individuals and organizations that aim to identify improvements towards an age friendly community. The age friendly Regina committee is working toward the steps to become an age friendly city.

Age Friendly Regina Members

Members

Angelina Beveridge (Chair), *Community Representative*

Charles Keple (Co-chair), *Community Representative*

Ryan Bahan, *Eden Care Communities*

Janine Beahm, *Centre on Aging and Health, University of Regina*

Cindy Covey, *Regina Senior Citizens' Centre Inc.*

Cathy Theriault, *Regina Senior Citizens' Centre Inc.*

Ritu Kalra, *Regina Immigrant Women's Centre*

Tracy Sanden, Health Promotion, Regina Area, *Saskatchewan Health Authority*

Hayley Schnell, *City of Regina*

Dave Slater, *City of Regina*

Jon Turner, *Regina Police Services*

Robert Wuschenny, *Community Representative*

Brittany Zulyniak, *Regina Police Services*

Michelle Zulyniak, *Eden Care Communities*

Saskatchewan Seniors Mechanism Liaison

Linda Pratt

Brian Harris

Regina City Councillors

Lori Bresciani

Andrew Stevens

Barbara Young

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Executive Summary

Age Friendly Regina started in February 2018 with Saskatchewan Seniors Mechanism bringing together people and organizations in Regina with a vested interest in ensuring Regina is a community that is inclusive for people of all ages and abilities. To be an age friendly community in Saskatchewan, four steps must be achieved.

This report focuses in on step 3 and 4.

Age Friendly Regina used the same domains as World Health Organization and adapted an assessment tool used in Manitoba and Thunder Bay, Ontario to assess the community. The domains assessed include: information and advocacy, health and community services, transportation, outdoor spaces and buildings, housing, respect and social inclusion, community and workforce participation, safety, social participation and recreation. The survey was administered between January 2019-June 2019 as both an online and paper copy survey. The survey was advertised through the connections with Age Friendly Regina members and was a snapshot of older adult's opinions in Regina. The survey respondents totaled 385 from across Regina with the majority of respondents being over the age of 65 years.

Steps to becoming an Age Friendly Community in Saskatchewan:

1. Form an age friendly committee
2. Secure municipal government support
3. Assess your community
4. Develop and implement an action plan

Major findings are summarized on an infographic "Age Friendly Regina 2019 Survey Results."

Age Friendly Regina recognizes that further community engagement is likely needed to get a representative sampling of needs and concerns of older adults; however survey results indicate that priority areas such as health & community services, housing, transportation and safety are important. Age Friendly Regina also acknowledged the need to provide further information on services available as many answers within the survey were "I don't knows". The large number of 'I don't knows' could be due to the people who filled in the survey are not yet needing these services and therefore, are unaware of what services are available within Regina. This was an area that Age Friendly Regina felt could be addressed without further engagement. At the time of publication of this report, a resource guide or tool called "Age Well Regina" – a guide for navigating support services in Regina was developed. This tool helps to navigate housing options, mental health resources and crime and safety resources in Regina.

Condition of sidewalks and transportation require further discussions with other stakeholders. Age Friendly Regina has started conversations with city of Regina around survey results, sidewalks, transportation and ongoing engagement of older adults. Age Friendly Regina plans to next take this information to council in fall 2020 with an end goal of Regina adapting a

resolution to become an age friendly city. Age Friendly Regina plans to continue to meet and share these findings.

Action Plan:

1. Share final report with other organizations within the community.
2. Develop and distribute Age Well Regina tool.
3. Raise awareness of needs for more affordable and diverse housing needs for older adults throughout the city.
4. Decrease falls risk by:
 - a. Improved safety and connectivity to bus stops
 - i. Improved snow and ice removal at bus stops
 - ii. Improved snow and ice removal to get to and from bus stops
 - iii. Improved sidewalks (cracks and unevenness) to access bus stops
 - b. Improved safety and connectivity of sidewalks to places older adults visit
 - i. Improved snow and ice removal
 - ii. Improved cracks and unevenness to access these spaces
5. Improved wait times for paratransit
6. Improved bus routes to key locations such as hospitals

Age Friendly Regina

Age Friendly Regina developed to help Regina become an age friendly community. The committee formed in February 2018 through the initiation of Saskatchewan Senior's Mechanism as part of a global movement of the World Health Organization's (WHO).

To become an age friendly community in Saskatchewan, the following 4 steps must be achieved.

1. Form an age friendly committee
2. Secure municipal government support
3. Assess your community
4. Develop and implement an action plan

This report highlights the results from (step 3) the assessment completed in the city.

Process:

Tools gathered from across Canada and Saskatchewan were used to develop a survey for Regina. The survey included the 9 domains identified by the WHO that affect the quality of life of older adults in their communities. These domains are:

- outdoor spaces and buildings;
- transportation;
- housing;
- social participation;
- respect and social inclusion;
- civic participation and employment;
- communication and information;
- safety; and
- community support and health services.

The survey tool used was adapted from Thunder Bay and Manitoba. The community support and health services section was developed in guidance from primary health care, Regina area, Saskatchewan Health Authority (SHA).

An online version of the survey was administered via survey monkey and paper copies were administered through the networks of the committee. The survey was available from January 2019-June 2019. Paper copies were entered by Saskatchewan Health Authority (SHA) staff and analyzed with support from the Centre on Aging and Health, University of Regina. Numerical data was exported from the system into excel spreadsheets and is presented in the report as descriptive statistics. Qualitative data from the comments were grouped according to common themes. Results were presented to the Age Friendly Regina committee and discussion on action items ensued.

Sample Size and Demographics:

A total of 385 individuals filled out the survey. 89.6% of those who replied classified themselves as older adults, 13% as a caregiver to a family member.

Note: Not all of the respondents completed all of the answers on the survey, therefore, not all of the answers will add up to the total number of respondents (385). The number of responses per question range from 375-385. Percentages are based on the number of people who responded to the specific question and not the total number of survey respondents (385). Percentages also may not add up to 100% based on rounding to nearest whole number.

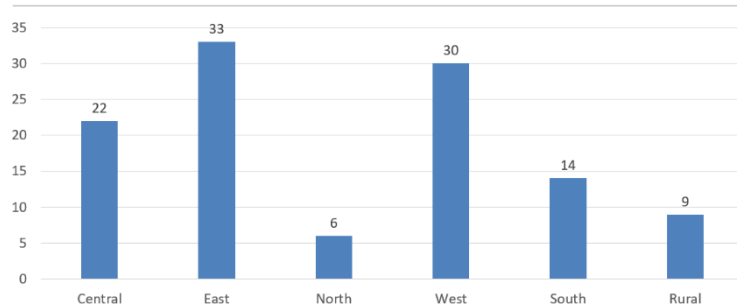
Proportion of respondents by age

Age	Number of Respondents (N)
Under 55	34 (9%)
55-64	63 (17%)
65-74	146 (40)
75 and older	135 (36%)

Proportion of respondents by city zone

City Zone	Number of Respondents
Central	22
East	33
North	6
West	30
South	14
Rural	9

Which neighbourhood do you live in?



Results/ Findings:

The results will be presented by domain as determined by the nine age friendly domains identified by the WHO.

1. Transportation

Transportation <i>In my opinion...</i>	Yes	No	Don't Know
The transit service to shopping, medical services, community centres, religious events, cultural events, and so forth is convenient in Regina.	25.33%	28.46%	46.21%
The bus stops in Regina are convenient; for e.g. location, there is a bench, snow is cleared.	29.58%	29.32%	41.10%
The transportation that is available for individuals with disabilities (e.g., Para Transit) is sufficient in Regina.	17.15%	26.65%	56.20%
Public transportation (including Para Transit) in Regina is affordable for older adults.	25.98%	17.06%	56.96%
There are volunteer drivers or an informal network (neighbour, family, friends) of drivers available for older adults who need transportation in Regina	14.32%	17.19%	68.49%
There are enough parking spaces close to services and stores in Regina.	39.53%	46.07%	14.40%
There are enough "accessible" parking spaces close to services and stores in Regina.	37.96%	40.05%	21.99%
There is affordable formal accessible transportation available in Regina (ex. taxi, private car services)	32.03%	29.17%	38.80%

Transportation: Common Themes from Comments:

- I. There is a need for more, particularly accessible and affordable, parking at hospitals, doctors' offices, and downtown. There is a need for parking specifically for older adults. *(15 comments)*
- II. Bus stops are inaccessible (walking distance and snow removal are issues). Bus routes are not convenient (should go to hospitals and other places older adults congregate). Bus wait times are long. The elimination of STC is a "crisis" for older adults. *(18 comments)*
- III. Cost is an issue, particularly for taxis. *(7 Comments)*
- IV. There are issues with Paratransit, such as: *(6 Comments)*
 - a. Lack of accessibility. There needs to be more Paratransit available. Paratransit is not accessible for all groups of people, particularly young people with disabilities. A panel needs to confirm your need for it. Booking from a care home is "hit or miss" unless you have a strong advocate.

- b. There are issues with booking and dependability (e.g., it can be hard to book, there are specific times you can take it, long wait times, hard to book on the weekend).
- V. Many respondents did not feel that this issue applies to them because they are still driving. There tends to be a belief that public transit is something you use once you can no longer drive. *(29 Comments)*
- VI. There is a need for more communication/information to know what transportation options are available. *(4 Comments)*

2. Housing

Housing <i>In my opinion...</i>	Yes	No	Don't Know
There is enough housing that meets the needs of older adults in Regina.	16.09%	42.74%	41.16%
If I am no longer able to live independently, do I know what my housing options are?	33.16%	43.85%	22.99%
Housing for older adults is affordable in Regina.	7.94%	55.29%	36.77%
There is enough subsidized housing for low-income older adults in Regina.	5.08%	48.40%	46.52%
The waiting times are reasonable to access housing that provides supports to older adults (e.g., assisted living, long term care homes, group home, personal care homes).	7.98%	45.48%	46.54%

Housing: Common Themes from Comments:

- I. There is a need for more long term care, assisted living homes, etc. and particularly affordable ones. *(12 Comments)*
- II. Concerns about long wait times. *(7 Comments)*
- III. Lack of affordable and available housing leads to lengthened hospital stays. *(3 Comments)*
- IV. There is a need for more available and affordable housing for older adults (in general). Housing is only affordable for some (with higher incomes/adequate resources). The government/city should invest more into housing for older adults. *(12 Comments)*
- V. Satisfied with the housing available and affordability. *(2 Comments)*
- VI. Respondents do not feel like this issue applies to them because they still live in their own home. *(6 Comments)*
- VII. There is a need for more available information. Fears because of lack of information. *(3 Comments)*
- VIII. Older adults would live at home if they felt safe. *(1 Comment)*

3. Safety

Safety <i>In my opinion...</i>	Yes	No	Don't Know
Crime and vandalism are a problem in my neighbourhood.	23.75%	65.17%	11.08%
Older adults feel safe when out and about alone during the day in my neighbourhood.	77.55%	10.97%	11.49%
Older adults feel safe when out and about alone during the night in my neighbourhood.	32.55%	41.99%	25.46%
Street lighting is adequate in my neighbourhood.	75.33%	19.69%	4.99%

Safety: Common Themes from Comments:

- I. Street lighting is inadequate. There is a need to replace burnt out lights quicker. *(13 Comments)*
- II. Other issues (e.g., tree trimming, crosswalk lights, snow removal, and sidewalk conditions) are causing safety issues. *(6 Comments)*
- III. Respondents generally feel safe in the day, but they do not feel safe at night. Some comments suggest that it is never safe in Regina and that older adults avoid going out at night. *(13 Comments)*
- IV. Respondents feel safe/have adequate lighting and safety measures. *(3 Comments)*
- V. Crime is a problem. However, sometimes it comes in waves. *(6 comments)*
- VI. Respondents live on an acreage/farm and don't have street lighting. *(3 Comments)*

4. Outdoor spaces and buildings

Outdoor spaces & buildings <i>In my opinion...</i>	Yes	No	Don't Know
The road signs in Regina are easy to read and large enough for older drivers.	52.28%	41.55%	6.17%
Sidewalks in most or all areas of my neighbourhood are well maintained (even surfaces or paved, not a lot of cracks).	33.07%	64.55%	2.38%
Snow clearing in my neighbourhood is done in a timely manner so walking and driving is safe.	40.43%	54.52%	5.05%
There is enough time to safely cross the streets in Regina.	63.10%	29.41%	7.49%
The public washrooms signage easily visible.	47.61%	31.91%	20.48%
There are enough public washrooms in key areas of Regina.	32.09%	41.18%	26.74%
There are enough accessible public washrooms in Regina.	20.37%	34.39%	45.24%
Most or all businesses and public buildings in Regina are easily accessible to everybody (e.g., have wheelchair ramps, automatic doors).	40.85%	20.95%	38.20%

There are walkways linking residences and essential services in most or all areas of my neighbourhood.	47.18%	31.37%	21.45%
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Outdoor Spaces & Buildings: Common Themes from Comments:

- I. There are problems with sidewalks, which creates fears of falling and/or causes older adults to stay home. *(19 Comments)*
- II. Snow removal is inadequate (particularly in residential areas). *(8 Comments)*
- III. There are street sign visibility/traffic light issues. *(10 Comments)*
- IV. There are issues with doors (e.g., there is a need for more automatic doors, doors are too heavy or open the wrong way). *(6 Comments)*
- V. There is a need for more inclusive and accessible public washroom spaces and clearer signage for washrooms (particularly in parks and at outdoor events). There is also a lack of washrooms in smaller stores, downtown, and strip malls. *(12 Comments)*
- VI. Respondents live in an area with a lot of nice pathways or parks. *(3 Comments)*
- VII. Respondents do not have essential services in their neighbourhood. *(2 Comments)*

5. Respect and Social Inclusion

Respect & social inclusion <i>In my opinion...</i>	Yes	No	Don't Know
Older adults in Regina are generally treated with respect.	69.68%	15.43%	14.89%
Community engagement and planning processes in Regina include older adults.	28.31%	18.25%	53.44%

Respect and Social Inclusion: Common Themes from Comments:

- I. Yes! Older adults feel treated with respect. *(5 Comments)*
- II. Comments suggesting that the degree to which older adults are respected/included depends on context (e.g., depending on where you go, some groups treat older adults better than others). *(5 Comments)*
- III. No! Older adults are not treated with respect or included at all (such as in city planning). *(8 comments)*
- IV. Older adults may be included in the planning process, but they are not actually taken seriously and/or the plans are not implemented. Lack of internet access prevents inclusion in planning. *(4 Comments)*
- V. Ideas for Improvement/Things that are currently appreciated
 - i. \$30 monthly pass for seniors is appreciated.
 - ii. There should be some city meetings held at seniors' homes and/or churches

6. Information & Advocacy

Information & advocacy <i>In my opinion...</i>	Yes	No	Don't Know
Public service telephone menus or automated answering services are easy to use.	22.64%	51.48%	25.88%
There is enough assistance available for completing official forms (e.g., help with filling out government or income tax forms).	21.87%	36.00%	42.13%
There are enough older adult's advocacy services available in Regina (e.g., an ombudsman to inform others of seniors' needs).	10.43%	30.21%	59.36%
I am able to access information about events, programs and services in Regina	73.50%	16.12%	10.38%

How do you currently hear about services or events in your community? <i>(Respondents could select more than one category)</i>	Number of Respondents
Facebook	78
Email	83
Mail	79
Poster	73
Friends/family	179
Newsletter	114
Newspaper	37
Television (mostly the news)	23
Public Service Announcement	1
Internet	65
Radio	9
Library Magazine	1
Signs	3
Regina seniors centre	1
LLC	1
Instagram	1
Phone apps	1

How would you like to hear about services or events in your community? <i>(Respondents could select more than one category)</i>	Number of Respondents
Friends/family	79
Mail	110
Newsletter	104
Daily newspaper	18
Email	120
Poster	77
Public service announcement	1
Facebook	76
Library meeting	2
News/Television	15
Leisure guide (paper copy)	1
Signs	1
Internet	5
Radio (CBC)	7

Information and Advocacy: Common Themes from Comments:

- I. Technology creates access barriers to information, events, and services. The online leisure guide should be in print and not only available for access online. The city's website is hard to navigate. *(12 Comments)*
- II. Respondents dislike automated phone messaging systems (believe they are frustrating and challenging) and would prefer to talk to a person. *(7 Comments)*
- III. Respondents feel like they can access programs and services in Regina (this is typically when they have access to internet). However, they also recognize information would not be available to older adults if they did not have access to technology. *(6 Comments)*
- IV. Respondents don't know where to find information. *(6 Comments)*
- V. Assistance is available, but it is expensive and often difficult to navigate to enroll in assistance programs. Could use a "senior's advocate" and more programs for older adults. *(7 Comments)*

7. Community & Workforce Planning

Community & workforce planning <i>In my opinion...</i>	Yes	No	Don't Know
There are enough volunteer opportunities for older adults in Regina.	52.29%	7.55%	38.27%
There are enough paid job opportunities for older adults in Regina that accommodate the needs of older adults (e.g., part-time work is available)	9.36%	22.46%	63.64%

Community and Workforce Planning: Common Themes from Comments:

- I. Yes, there are enough opportunities and/or this is not an issue personally. (3 Comments)
- II. There may be job opportunities but information on them is hard to find. There is a need to better advertise opportunities. (5 Comments)
- III. Not sure, but do not think there are enough job opportunities for older adults. (6 Comments)

8. Social participation & Recreation

Social participation & recreation <i>In my opinion...</i>	Yes	No	Don't Know
My neighbourhood has enough pleasant places for walking (e.g., walking trails, parks, well-treed streets).	77.11%	20.00%	2.89%
Local parks or walking trails in my neighbourhood are accessible and easy to use for older adults (e.g., paths with even surfaces).	67.47%	21.07%	11.20%
There are enough resting areas with benches along paths or trails in my neighbourhood.	38.93%	44.53%	16.00%
There are enough exercise opportunities specifically for older adults in Regina.	58.31%	17.41%	22.69%
There are enough recreation programs specifically for older adults in Regina (e.g., card games, arts, crafts).	50.80%	10.64%	35.90%
There are enough lifelong learning programs specifically for older adults in Regina (e.g., learning new things such as the use of computers).	50.53%	13.16%	33.42%
There are enough events or programs in Regina that bring people of all ages together (e.g., school reading programs, children spending time with seniors).	31.83%	22.81%	41.91%
Recreational activities, such as exercise and other recreational programs, are generally affordable for older adults in Regina.	51.06%	20.90%	26.19%
Isolated older adults (e.g., those who don't have anybody) are contacted, visited or taken to activities in Regina or are able to access opportunities from their home.	3.44%	28.84%	61.90%

Social Participation and Recreation – Common Themes from Comments:

- I. Affordability and transportation are major issues that produce barriers to social participation and neighbourhood/community activities. The YMCA is expensive and should have senior membership rates. (13 Comments)
- II. There is a need for better sidewalks/more walking paths. (9 Comments)
- III. There is a need for more informational awareness of programs. (5 Comments)

- IV. There are activities available for older adults (e.g., Forever in Motion, Life-Long Learning Centre, programs at the public library, the Lawson Centre, SUG, Seniors' Centre, Fieldhouse). *(11 Comments)*
- V. There are activities available but there are not diverse enough and do not meet the needs of older adults. *(3 Comments)*
- VI. Ideas/Suggestions:
 - I. Recreation centres should offer "seniors' day" activities or early evening activities.
 - II. There should be benches put in dog parks for older adults.

9. Health & Community Services

Health & community service <i>In my opinion...</i>	Yes	No	Don't Know
Are you able to see a physician or nurse practitioner when needed?	88.39%	10.03%	1.58%
The services that help older adults around the home (e.g., snow removal, lawn care, garbage brought to the street) are sufficient in Regina.	14.78%	27.97%	55.94%
The meal programs available (e.g. lunch at a recreation or senior centre) are sufficient in Regina.	10.05%	14.55%	73.54%
The meal delivery services that bring meals to older adults' homes are sufficient in Regina.	10.55%	10.29%	77.57%
When sad, lonely, depressed or anxious, there is a place for me to go for help or someone to talk to.	31.56%	19.10%	48.01%
Worry about falling affects my ability to participate in activities of daily living?	23.73%	64.27%	10.93%
Lab services are accessible when I need them.	86.70%	5.59%	7.71%

Health and Community Service: Common Themes from Comments:

- I. There is a need for more medical and mental health practitioners and services. *(7 Comments)*
- II. Older adults have difficulty getting to appointments because of travel/scheduling issues (e.g., online scheduling and long wait times). *(9 Comments)*
- III. Affordability is an issue. *(3 Comments)*
- IV. Respondents believe that health and community services are not an issue because they haven't needed services or still drive/have family that drives to get them to needed services. *(5 Comments)*
- V. Snow removal and lawn services are an issue (unless you can hire private help). *(7 Comments)*
- VI. Services are somewhat available (depending on the service and location) if you can access them. *(4 Comments)*
- VII. Ideas/Suggestions:
 - a. Lab services that come to older adults' houses.

- b. Host large events that allow for volunteers.
- c. Everyone should be able to belong to a community clinic.

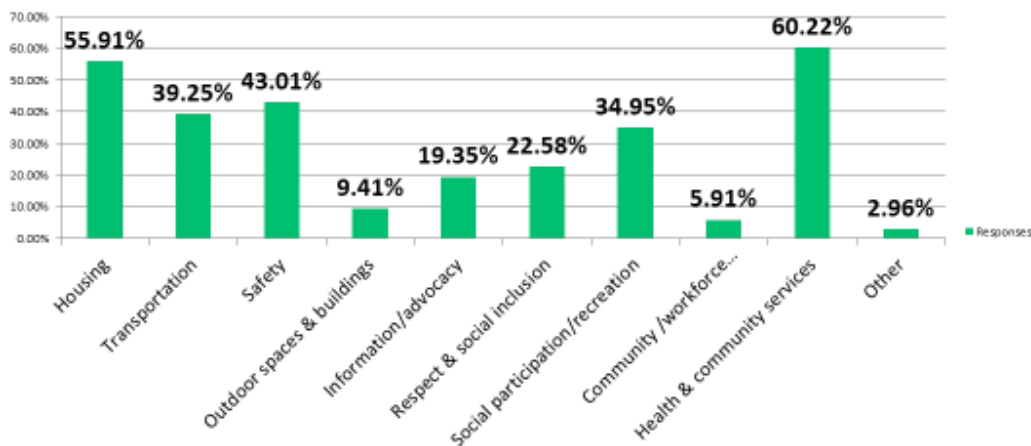
General Questions

Considering the age friendly aspects listed in this survey: What does Regina do well?

- I. Regina has good programs and services. *(50 Comments)*
- II. Nothing/Don't Know/No Comment. *(26 Comments)*
- III. Negative comments - Raise Taxes/Waste Money on Things We Don't Need/Cut Programs. *(15 Comments)*
- IV. Upkeep of Parks/Walking Paths/Clean. *(17 Comments)*
- V. Transit. *(7 Comments)*
- VI. Community Events and Activities. *(12 Comments)*
- VII. Friendly Community/Shows Respect/Good Volunteers/Inclusive. *(8 Comments)*
- VIII. Medical and Health Care Services. *(3 Comments)*
- IX. Providing information. *(4 Comments)*

Out of the 9 age friendly domains, what would be your top priorities? Choose 3.

What would be your top priorities?
Choose 3.



Limitations

Some general limitations of this survey include the following:

- The survey only allowed for yes/no/don't know responses, which limited the types of responses that could be provided.

- The survey had a relatively small sample size. Nonetheless, it provides evidence of whether residents of Regina perceive the city to be age friendly.
- The survey questions were very general and did not allow for information on specific contexts in many cases.
- Certain neighbourhoods were underrepresented.
- The survey was limited in terms of gathering demographic information (e.g., ethnicity, gender, etc.).

Discussion:

Overall, the responses received were from older adults throughout Regina. Age Friendly Regina acknowledges that there are gaps in information from a diversity of people and that because of the methods used to distribute the survey it was likely reflects the views of more engaged older adults. While this survey is a snapshot, it still supports information found in other stakeholder engagement documents around challenges with being aware of what resources are available within the community such as housing and transportation. This survey is one more example of where sidewalks arise as a common concern running the gamut in almost all sections of the survey.

Age Friendly Regina recognizes that further community engagement is likely needed to get a representative sampling of needs and concerns of older adults, however agree that priority areas such as health & community services, housing, transportation and safety are important. Age Friendly Regina also acknowledged the need to provide further information on services available as many answers within the survey were “I don’t knows”. The large number of ‘I don’t knows” could be due to the people who filled in the survey not yet needing these services and therefore, are unaware of what services are available within Regina. This was an area that Age Friendly Regina felt that could be addressed without further engagement and that the condition of sidewalks and transportation required further discussions with other stakeholders.

Action Plan:

1. Share final report with other organizations within the community.
 - a. Members of the Age Friendly Regina will support the circulation of the report on websites, newsletters and email to members.
2. Develop and distribute Age Well Regina tool.
 - a. Student from College of Kinesiology, University of Regina will support initial development through guidance from Health Promotion, Regina area, SHA and Age Friendly Regina.
 - b. Distribute and share the age friendly tool.

3. Raise awareness of needs for more affordable and diverse housing needs for older adults throughout the city.
4. Decrease falls risk by:
 - a. Improved safety and connectivity to bus stops.
 - i. Improved snow and ice removal at bus stops
 - ii. Improved snow and ice removal to get to and from bus stops
 - iii. Improved sidewalks (cracks and unevenness) to access bus stops
 - b. Improved safety and connectivity of sidewalks to places older adults visit.
 - i. Improved snow and ice removal
 - ii. Improved cracks and unevenness to access these spaces
5. Improved wait times for paratransit.
6. Improved bus routes to key locations such as hospitals.
7. Present to council asking for Regina to become an Age Friendly Community.

Appendix A: Age Friendly Regina Survey

The Age Friendly Regina Committee would like your thoughts on the strengths and gaps of age friendliness in your neighbourhood and in the city. An age friendly community is one that provides support for older adults to “age actively” – that is to live in security, enjoy good health and continue to participate fully in society.

The answers to the survey will be summarized and shared with the community. All individual responses will be kept confidential. Participants will never be identified individually. This survey should take about 20-30 minutes to complete. For more information on the survey, please contact Tracy Sanden at 306.766.7283 or tracy.sanden@saskhealthauthority.ca.

If you would like to fill the survey out online: <https://www.surveymonkey.com/r/SXVLJDJ>

1. Transportation - in my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
The transit service to shopping, medical services, community centres, religious events, cultural events, and so forth is convenient in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The bus stops in Regina are convenient; e.g. location, there is a bench, snow is cleared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The transportation that is available for individuals with disabilities (e.g. Para Transit) is sufficient in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public transportation (including Para Transit) in Regina is affordable for older adults.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are volunteer drivers or an informal network (neighbour, family, friends) of drivers available for older adults who need transportation in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough parking spaces close to services and stores in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough “accessible” parking spaces close to services and stores in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is affordable formal accessible transportation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

available in Regina (e.g. taxi, private car services)

Comments:

2. Housing - in my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
There is enough housing that meets the needs of older adults in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If I am no longer able to live independently, do I know what my housing options are?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Housing for older adults is affordable in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is enough subsidized housing for low-income older adults in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The waiting times are reasonable to access housing that provides supports to older adults (e.g. assisted living, long term care homes, group home, personal care homes).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

3. Safety - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I don't know
Crime and vandalism are a problem in my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Older adults feel safe when out and about alone during the day in my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Older adults feel safe when out and about alone during the night in my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Street lighting is adequate in my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

4. Outdoor Spaces and Buildings - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I don't Know
The road signs in Regina are easy to read and large enough for older drivers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sidewalks in most or all areas of my neighbourhood are well maintained (even surfaces or paved, not a lot of cracks).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Snow clearing in my neighbourhood is done in a timely manner so walking and driving is safe.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is enough time to safely cross the streets in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The public washrooms signage is easily visible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough public washrooms in key areas of Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough accessible public washrooms in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Most or all businesses and public buildings in Regina are easily accessible to everybody (e.g., have wheelchair ramps, automatic doors).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are walkways linking residences and essential services in most or all areas of my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:			

5. Respect and Social Inclusion - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
Older adults in Regina are generally treated with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community consultations and planning processes in Regina include older adults.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

6. Information/Advocacy - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
Public service telephone menus or automated answering services are easy to use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is enough assistance available for completing official forms (e.g., help with filling out government or income tax forms).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough older adult's advocacy services available in Regina (e.g. an ombudsman).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am able to access information about events, programs and services in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

7. How do you currently hear about services or events in your community?

- | | | |
|---------------------------------------|--------------------------------------|----------------------------------|
| <input type="radio"/> Facebook | <input type="radio"/> Email | <input type="radio"/> Mail |
| <input type="radio"/> Poster | <input type="radio"/> Friends/Family | <input type="radio"/> Newsletter |
| <input type="radio"/> Internet search | <input type="radio"/> Other: _____ | |

8. How would you like to hear about services or events in your community?

- | | | |
|------------------------------------|--------------------------------------|----------------------------------|
| <input type="radio"/> Facebook | <input type="radio"/> Email | <input type="radio"/> Mail |
| <input type="radio"/> Poster | <input type="radio"/> Friends/Family | <input type="radio"/> Newsletter |
| <input type="radio"/> Other: _____ | | |

9. Community/Work Force Participation - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
There are enough volunteer opportunities for older adults in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough paid job opportunities for older adults in Regina that accommodate the needs of older adults (e.g., part-time work is available).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

10. Social Participation/Recreation - In my opinion...	Check the box that most closely fits with your opinion		
	Yes	No	I Don't Know
My neighbourhood has enough pleasant places for walking (e.g. walking trails, parks, well-treed streets).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local parks or walking trails in my neighbourhood are accessible and easy to use for older adults (e.g. paths with even surfaces).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough resting areas with benches along paths or trails in my neighbourhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough exercise opportunities specifically for older adults in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough recreation programs specifically for older adults in Regina (e.g. card games, arts, crafts).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough lifelong learning programs specifically for older adults in Regina (e.g., learning new things such as the use of computers).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There are enough events or programs in Regina that bring people of all age's together.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreational activities, such as exercise and other recreational programs, are generally affordable for older adults in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Isolated older adults (e.g. those who don't have anybody) are contacted, visited, taken to activities in Regina or are able to access opportunities from their home.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

11. Health and Community Services - In my opinion...	Check the box that most closely fits with		
------------------------------------------------------	-------------------------------------------	--	--

	your opinion		
	Yes	No	I Don't Know
Are you able to see a physician or nurse practitioner when needed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The services that help older adults around the home (e.g., snow removal, lawn care, garbage brought to the street) are sufficient in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meal programs available (e.g. lunch at a recreation or senior centre) are sufficient in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The meal delivery services that bring meals to older adults' homes are sufficient in Regina.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When sad, lonely, depressed or anxious, there is a place for me to go for help or someone to talk to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Worry about falling affects my ability to participate in activities of daily living?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lab services are accessible when I need them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

Considering the age friendly aspects listed in this survey:

12. What does Regina do well?

13. What would be your top priorities? Choose 3.

- | | | |
|-------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------|
| <input type="radio"/> Housing | <input type="radio"/> Transportation | <input type="radio"/> Safety |
| <input type="radio"/> Outdoor spaces & Buildings | <input type="radio"/> Information/advocacy | <input type="radio"/> Respect & social inclusion |
| <input type="radio"/> Social participation/recreation | <input type="radio"/> Community/workforce participation | <input type="radio"/> Health & community services |
| <input type="radio"/> Other: _____ | | |

14. Is there anything else you would like to tell us?

15. Which neighbourhood do you live in?

- | | | |
|-----------------------------------------------|----------------------------------|---------------------------------------|
| <input type="radio"/> Argyle Park / Englewood | <input type="radio"/> Al Ritchie | <input type="radio"/> Coronation Park |
|-----------------------------------------------|----------------------------------|---------------------------------------|

- | | | |
|-------------------------------------------|-----------------------------------------------|----------------------------------------------|
| <input type="radio"/> Cathedral | <input type="radio"/> Uplands | <input type="radio"/> Downtown |
| <input type="radio"/> Eastview | <input type="radio"/> Arcola East | <input type="radio"/> Gladmer Park |
| <input type="radio"/> Boothill | <input type="radio"/> Heritage | <input type="radio"/> Dewdney East |
| <input type="radio"/> North Central | <input type="radio"/> Albert Park | <input type="radio"/> Dieppe |
| <input type="radio"/> Hillsdale | <input type="radio"/> McNab | <input type="radio"/> Lakeview |
| <input type="radio"/> Normanview | <input type="radio"/> Whitmore Park | <input type="radio"/> Normanview West |
| <input type="radio"/> Sherwood / McCarthy | <input type="radio"/> Walsh Acres / Lakeridge | <input type="radio"/> Rosemont / Mount Royal |
| <input type="radio"/> Regent Park | <input type="radio"/> Prairie View | <input type="radio"/> Twin Lakes |
| <input type="radio"/> Other: _____ | | |

16. Which of the following best describes you? Please check as many as apply

- ☐ Older Adult
- ☐ Caregiver to a family member or friend who is a senior
- ☐ Service provider
- ☐ Representative of a governmental organization
- ☐ Representative of a non-governmental organization
- ☐ Representative of municipal organization
- ☐ Business person/merchant

17. I fall under the following age category:

- | | | | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------------|
| <input type="radio"/> 18-24 | <input type="radio"/> 35-39 | <input type="radio"/> 50-54 | <input type="radio"/> 65-69 | <input type="radio"/> 80-84 | <input type="radio"/> 95-99 |
| <input type="radio"/> 25-29 | <input type="radio"/> 40-44 | <input type="radio"/> 55-59 | <input type="radio"/> 70-74 | <input type="radio"/> 85-89 | <input type="radio"/> 100 or older |
| <input type="radio"/> 30-34 | <input type="radio"/> 45-49 | <input type="radio"/> 60-64 | <input type="radio"/> 75-79 | <input type="radio"/> 90-94 | |

If interested in getting more involved with Age Friendly Regina contact Angelina at 306.584.5487.

MOTION

September 30, 2020

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Re: Age-Friendly City

WHEREAS the City of Regina vision statement is to be Canada's most vibrant, INCLUSIVE, attractive, sustainable community where people live in harmony and thrive in opportunity;

WHEREAS Canadian seniors are the fastest growing population and it is projected by 2050 there will be more older people than children for the first time in the world's history;

WHEREAS the Age-Friendly Regina project initiated through the support of the Saskatchewan Seniors Mechanism has explored strategies to create a community where people of all ages can live safely, enjoy good health and stay involved;

WHEREAS the Age-Friendly Regina Steering Committee is an invested group of organizations and individuals whose aim is to identify improvements where all people of all ages can live safely, enjoy good health and stay involved;

WHEREAS members of City of Regina Community Services and several Councillors have been attending Age-Friendly Steering Committee meetings, along with representatives from other Provincial and Community organizations and individuals, to offer assistance as the group initiated an Age Well Tool, a community survey and are working toward an action plan to identify a path toward creating an age-friendly community; and

WHEREAS Age-Friendly Regina has developed a resource tool to support age-friendly communities;

THEREFORE BE IT RESOLVED that the City of Regina Administration:

1. Work with the Regina Age-Friendly Steering Committee to consider an Age-Friendly partnership proposal to present to City Council in Q1, 2021. The proposal to include:

- a. How the Regina Age-Friendly Steering Committee's community survey and future community assessments can act as an age-friendly lens to assist the City with future policies and planning;
 - b. The costs of creating and sustaining the partnership; and
 - c. The availability of funding or grants from governments or organizations;
2. Be directed to engage with Seniors Mechanism, Age-Friendly Saskatchewan and other municipalities to define approaches to becoming an Age-Friendly City; and
3. Coordinate the presentation of the Regina Age-Friendly Steering Committee's Age-Well Tool to City Council with a request to assist in publicizing the tool to the public and the media.

Respectfully submitted,



Barbara Young
Councillor - Ward 1



Andrew Stevens
Councillor - Ward 3



Lori Bresciani
Councillor - Ward 4

BYLAW NO. 2020-57

THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 19)

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend *The Regina Zoning Bylaw, 2019* by re-zoning the subject lands to remove the Holding Overlay Zone.
- 2 The authority for this Bylaw is section 71 of *The Planning and Development Act, 2007*.
- 3 Schedule “A” of *The Regina Zoning Bylaw, 2019* is amended in the manner set forth in this Bylaw.
- 4 Chapter 9 – Zoning Maps (Map No. 3487B) is amended by re-zoning the lands described in this section as shown on the map attached as Appendix “A” as follows:

Legal Description: SE 23-17-19-2

Civic Address: 4801 E. Victoria Avenue

Current Zoning: MLM – Mixed Large Market Zone (Holding Overlay Zone)

Proposed Zoning: MLM – Mixed Large Market Zone

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

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

APPENDIX “A”



ABSTRACT

BYLAW NO. 2020-57

THE REGINA ZONING AMENDMENT BYLAW, 2020 (No. 19)

PURPOSE:	To amend <i>The Regina Zoning Bylaw, 2019</i> to remove the Holding Overlay Zone designation from the subject lands at 4801 E. Victoria Avenue.
ABSTRACT:	The proposed amendment rezones the subject lands at 4801 E. Victoria Avenue by removing the Holding Overlay Zone.
STATUTORY AUTHORITY:	Sections 46 and 71 of <i>The Planning and Development Act, 2007</i>
MINISTER'S APPROVAL:	Not required
PUBLIC HEARING:	Not required
PUBLIC NOTICE:	Not required
REFERENCE:	Regina Planning Commission, September 9, 2020, RPC20-29.
AMENDS/REPEALS:	Amends <i>The Regina Zoning Bylaw, 2019</i> .
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Planning & Development Services

BYLAW NO. 2020-58

THE REGINA ANIMAL AMENDMENT BYLAW, 2020

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to amend Bylaw 2009-44, being *The Regina Animal Bylaw, 2009*, to create two new off leash dog parks.
- 2 The authority for this Bylaw is Subsections 8(1), 8(2) and 8(3) of *The Cities Act*.
- 3 Schedule "B" of Bylaw 2009-44 is amended by adding map entitled "Mount Pleasant Off Leash Dog Park", attached as Appendix "A".
- 4 Schedule "B" of Bylaw 2009-44 is amended by adding map entitled "Regent Off Leash Dog Park", attached as Appendix "B".
- 5 Section 3 of this Bylaw comes into force on October 31, 2020. Section 4 of this Bylaw comes into force on September 30, 2021.

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

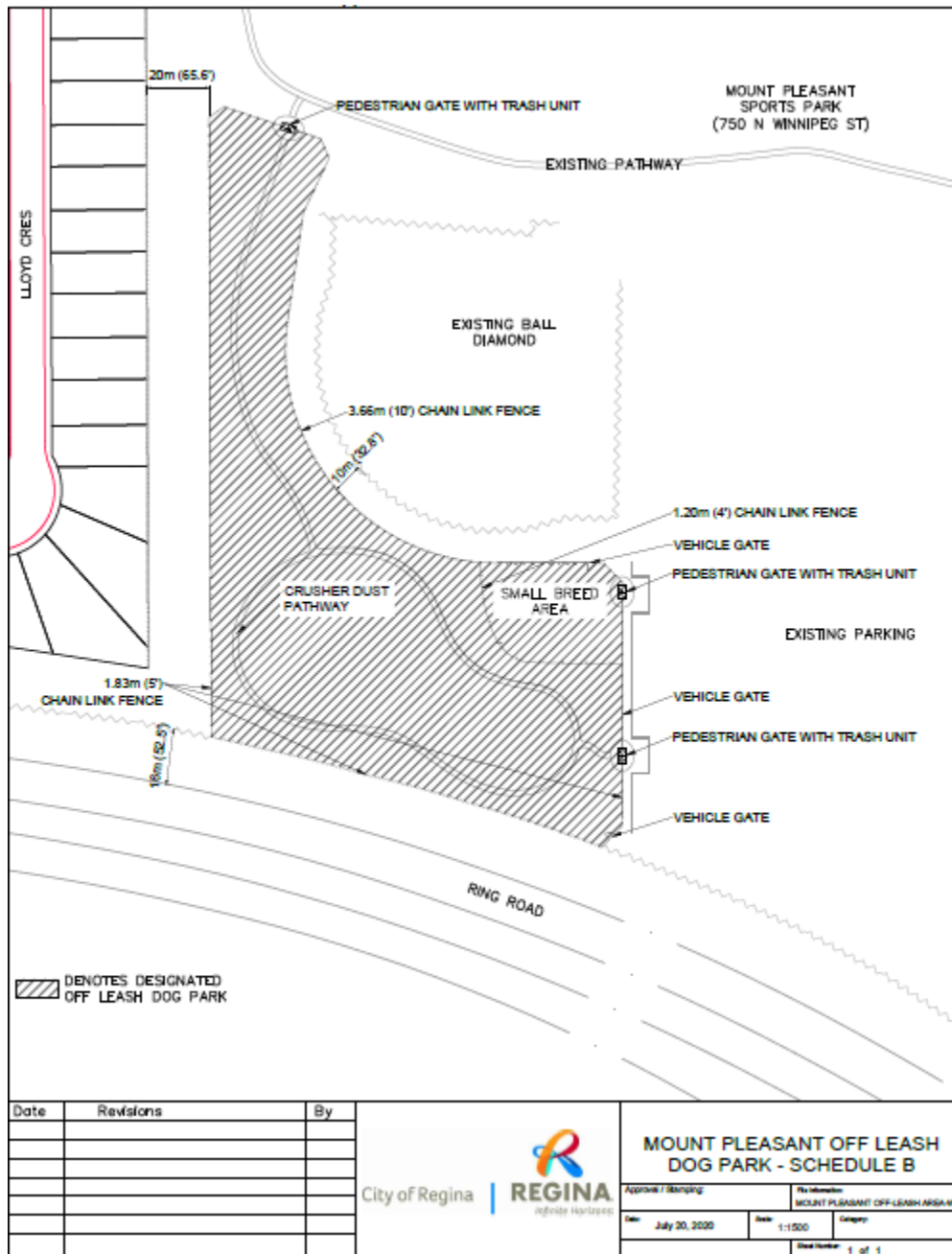
CERTIFIED A TRUE COPY

City Clerk

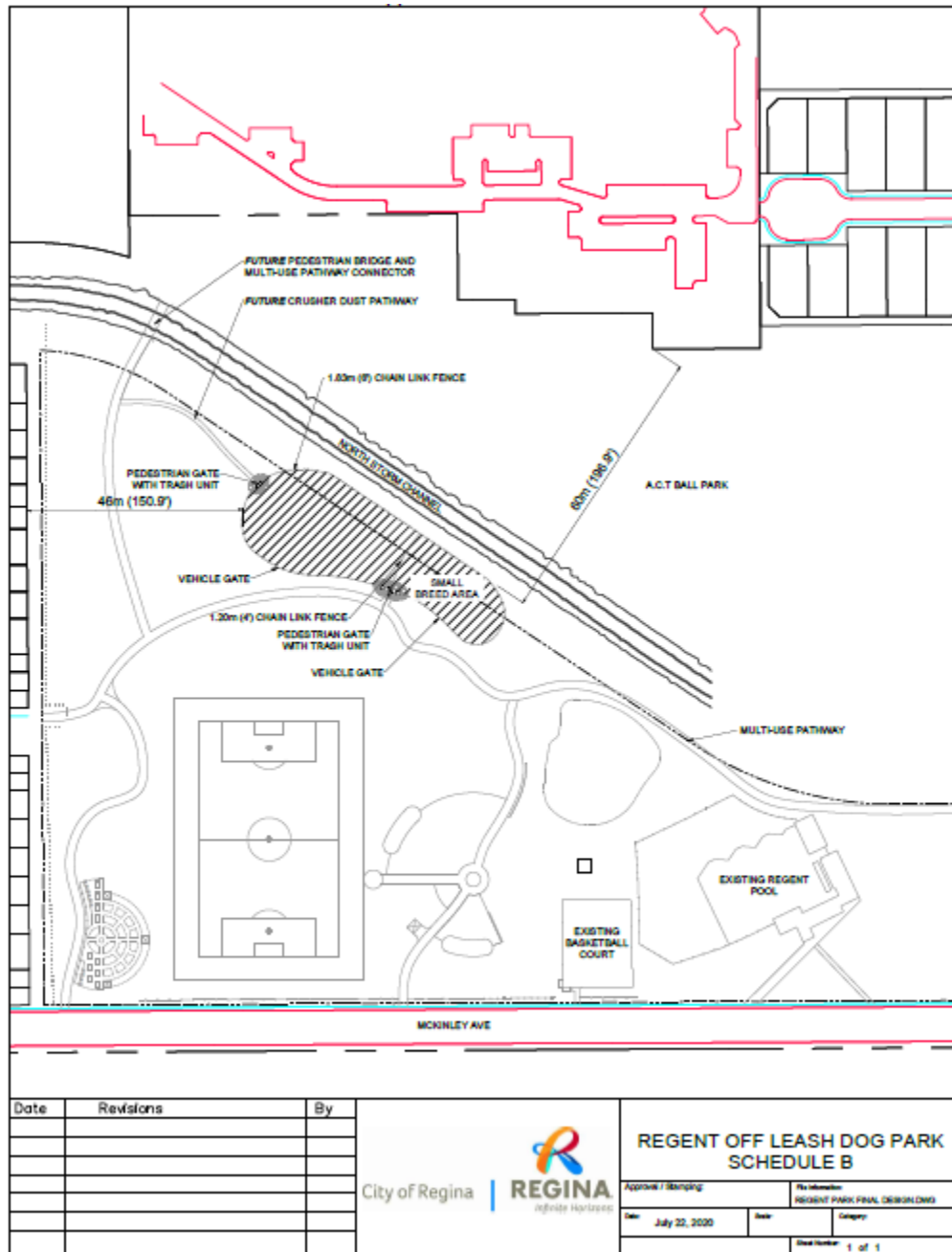
Approved as to form this _____ day of _____, 20____.

City Solicitor

Appendix "A"
Mount Pleasant Off Leash Dog Park



Appendix "B"
Regent Off Leash Dog Park



ABSTRACT

BYLAW NO. 2020-58

THE REGINA ANIMAL AMENDMENT BYLAW, 2020

PURPOSE:	The purpose of this Bylaw is to add two new off leash dog parks.
ABSTRACT:	This Bylaw creates two new off leash dog parks.
STATUTORY AUTHORITY:	Subsections 8(1), 8(2) and 8(3) of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	CPS20-12 from the September 9, 2020 Community and Protective Services Committee meeting
AMENDS/REPEALS:	Amends Bylaw 2009-44
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	City Planning & Community Development
INITIATING DEPARTMENT:	Parks, Recreation & Cultural Services

Board of Police Commissioners - Increased Membership

Date	September 30, 2020
To	City Council
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	CM20-25

RECOMMENDATION

That City Council:

1. Revise the composition of the Board of Police Commissioners as follows:
 - a. Increase the membership of the Board of Police Commissioners from five to seven members;
 - b. Designate the revised Board composition to consist of the following members:
 - i. The Mayor;
 - ii. Two members of Council appointed annually; and
 - iii. Four citizen members appointed annually, at least one of whom is of Indigenous ancestry; and
2. Direct the City Solicitor to prepare the necessary bylaw to amend Bylaw No. 8261, *A Bylaw of The City of Regina to Continue The Board of Police Commissioners For the City of Regina*.

ISSUE

The Police Act, 1990 specifies that the Board of Police Commissioners (BPC) consist of at least three members appointed annually by City Council. The current membership is set at five members: the Mayor, two Councillors and two citizen members.

In light of the increasing complexities respecting the oversight of police services, there have been requests from the community to increase both the size of the board and the number of

citizen members to more closely align with Police Commissions across similar-sized municipalities.

IMPACTS

Financial Impact

There is limited financial impact as a result of the recommendation to increase the citizen membership on the BPC, as there is no change being recommended with respect to the remuneration policy.

All members receive a monthly honorarium of \$90 per month; the honorarium rate where board travel is involved is \$100 per day. In addition, members' expenses are reimbursed when attending board-related conferences or training.

The total expenses incurred in 2019 were \$15,383.

Policy/Strategic Impact

The provision of police services is one of the most important and critical services provided for by a municipality. In Regina, this is overseen by the Board of Police Commissioners.

An increased board membership, particularly with an increased citizen membership component, would increase and enhance public oversight. It is anticipated that some newly appointed members will include individuals with a community safety/policing background as well as experience in the cultural community will be actively sought.

Legal Impact

Section 27 of *The Police Act, 1990* provides that the Board of Police Commissioners consist of a minimum of three members appointed annually by City Council, specifically:

- Where the board consists of three members:
 - The Mayor
 - A City Councillor
 - A citizen member
- Where the board consists of more than three members:
 - The Mayor
 - Two City Councillors
 - Two or more citizen members

In addition to these requirements, Bylaw No. 8291 stipulates that one of the citizen members must be of Indigenous ancestry.

There are no accessibility or environmental implications or considerations.

OTHER OPTIONS

Apart from the recommendation, there are three alternate options available:

1. Increase the membership on the Board of Police Commissioners by more than two additional citizen members (i.e., 4, 6, etc.);
2. Increase the membership and request the provincial government to appoint one or more of the citizen members, as done in some other provinces;
3. Retain the current membership at five.

COMMUNICATIONS

The Office of the City Clerk will work with the Communications Branch to ensure that advertising in September 2020 for the 2021 appointments to the Board of Police Commissioners highlights the increased membership as well as the preferred skill set of prospective nominations (as outlined on Appendix A).

DISCUSSION

At its meeting on Monday, November 25, 2019, City Council approved the following motion:

That Administration prepare a report for Executive Committee in Q2 of 2020 on the following:

1. *The process for expanding the membership on the Board of Police Commissioners;*
2. *A comparison with other major Western Canadian cities respecting:*
 - a. *The ratio of citizen members to elected members on Board of Police Commissioners;*
 - b. *Of criteria that aligns with City Council's Policy Statement respecting "Strengthening Eligibility and Diversity Requirements" which represents our community*
 - c. *How members are appointed and by whom; and*
 - d. *The number of consecutive terms a member can serve on the Board.*
3. *That the Board of Police Commissioners be consulted as part of this review.*

Expanding Board membership

The Cities Act provides authority to City Council to establish the size and composition of the Board of Police Commissioners. The Act requires the Board to be comprised of a minimum of three members; there is no limit as to the size of the Board.

The current composition of the Board is established by *The Board of Police Commissioners Bylaw, Bylaw No. 8261*. The bylaw would be amended in accordance with the decision of City Council.

Number of Terms

All members of the Board of Police Commissioners are appointed annually for one-year terms, as specified in *The Police Act*.

There is no legislative requirement limiting the number of terms a member can serve. The Mayor serves indefinitely, as his/her ongoing membership is prescribed in the Act.

In 2009, City Council directed that all City appointees to agencies, boards and commissions would be limiting to serving no more than 9 consecutive years on any individual agency, board or commission.

Comparison to Western Canadian cities

A review of other cities in Saskatchewan and Western Canada provided a range of board composition size, varying largely due to the associated population size of each city. The comparison within Saskatchewan cities is as follows:

City	Board Membership	Composition
Regina ¹	5	Mayor; 2 councillors; 2 citizen members
Saskatoon	7	Mayor; 2 councillors; 4 citizen members
Moose Jaw	5	Mayor; 2 councillors; 2 citizen members
Prince Albert	7	Mayor; 2 councillors; 4 citizen members

Note:

1. Regina's current bylaw stipulates that one of the two citizen members be of Indigenous ancestry.

The comparison with major Western Canadian cities is as follows:

City	Board Membership	Composition
Calgary	11	9 citizen members; 2 councillors
Edmonton	11	9 citizen members; 2 councillors
Winnipeg ²	7/9	Mayor; 2 councillors; 4/6 citizen members
Medicine Hat	7	5 citizen members; 2 council members
Lethbridge	9	Mayor; one councillor; 7 citizen members

Note:

2. Winnipeg's Board of Police is comprised as follows:
 - A minimum of five and a maximum of seven members appointed by Winnipeg City Council; and
 - Two members appointed by the Province of Manitoba.

Alignment with Eligibility and Diversity Requirements

In 2019, Council passed the *Policy Statement on Strengthening Eligibility and Diversity Requirements* to provide a guide and expectation respecting all appointments made by City Council to external boards and committees:

City Council values and seeks to further enhance the inclusive nature of Regina through living the values of respect and trust, celebrating the strength that comes from diversity and inviting participation from all in decision making. Nominees will have been recruited through an inclusive, transparent and equitable process and appointments made by City Council will reflect these objectives.

Representative citizen members provide a varied and valued perspective, reflecting and honouring the diversity of our community and bring experience, skills and expertise that contribute to good governance and informed decision making.

This policy statement guides City Council in its appointments to agencies, boards and commissions.

Engagement with Board of Police Commissioners

As directed by City Council, the City Clerk met with members of the Board of Police Commissioners on July 28, 2020 to discuss the Board's perspective and opinion on the recommendation to increase board membership. The Board's feedback is summarized as follows:

Size of Board

Members agree with the move to increase Board membership, as more community representation will enhance public oversight. It was noted that a 7 member board appears to be the standard for many Police Boards and Commissions across Canada.

Provincial Appointments

Other Boards and Commissions across Canada include appointments made by the respective provincial government. Members raised concerns about the potential for a "politicized appointment" and noted that there was neither need for an additional politician nor someone who might be seen as being politically affiliated with the government of the

day. The Board was unanimous in its position that provincial appointees were not a constructive or advisable option.

Gender Balance and Racial Diversity

Members agreed on the need for increased gender balance on the board and stressed the importance of at least one member being of Indigenous descent. Discussion also focused on further diversity objectives and the benefit of increased cultural/racial community representation for both the community and the Board.

Skill Sets and Advertising

Board members expressed the need for the Board's composition to have a varied background with specific types of knowledge and experience, including but not limited to:

- Understanding of community safety and policing
- Social, cultural and community development
- Governance at the board level
- Non-biased approach to policing and police issues
- Financial

The Board asked the City Clerk to contact other jurisdictions to review and compare the skill sets and experience that are sought in their respective advertisements.

1. Moose Jaw and Prince Albert have no explicit qualifications required in their recruitment and selection process for their respective Police Commissions.
2. Appendix A provides excerpts from qualifications and key competencies required by applicants in: Saskatoon (A1); Edmonton (A-2); Ottawa (A-3); and Toronto (A-4).

Based on leading practice in other jurisdictions, the 2020 advertising for membership on the Board of Police Commissioners will incorporate many of the competencies outlined in Appendix A. In addition, the advertisement will run as a stand-alone posting, thereby increasing its visibility and will be shared on a number of media platforms.

Appointment Process

Members agreed that involvement of the Board is essential to the appointment process and should be involved in assessing applicants for appointment to ensure a balance of skills on the Board.

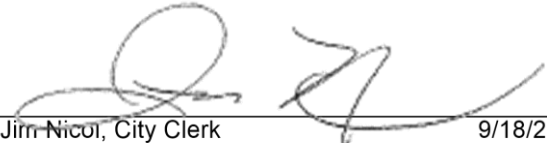
Applications are reviewed by Executive Committee (private session), at which time the Mayor, as current Board chair, recommends applicants for appointment after consultation with Board members. Councillors may also recommend applicants for appointment. When this occurs, and where there are more applicants than vacancies, all candidate names put

forward are voted on by secret ballot. Pending this vote, the recommended slate of candidates is considered by City Council for final approval.

DECISION HISTORY

This report responds to MN19-20: Increasing Civilian Members on the Board of Police Commissioners, considered by City Council at its meeting on November 25, 2019.

Respectfully Submitted,


Jim Nicol, City Clerk 9/18/2020

Prepared by: Jim Nicol, City Clerk

ATTACHMENTS

Appendix A-1 QualificationsAndCompetenciesOfPoliceCommission-Saskatoon
Appendix A-2 QualificationsAndCompetenciesOfPoliceCommission-Edmonton
Appendix A-3 QualificationsAndCompetenciesOfPoliceCommission-Toronto
Appendix A-4 QualificationsAndCompetenciesOfPoliceCommission- Ottawa

Appendix A -1

Qualifications and Competencies of Police Commission Members

Saskatoon

Main Responsibilities

- Participate in establishing overall long-term and short-term goals, objectives and priorities
- Recommend policies and programs to the Board including strategic planning, risk management and communications strategies
- Participate in monitoring and evaluating the effectiveness of the Police Service through regular review of programs and activities

Core attributes, competencies and experience

- Understanding of the distinction between the strategic and policy setting role of the Board and the operational responsibilities of the Chief
- Capability to give leadership to the development of the Board and the Police Service
- Commitment to the vision, mission, values and strategic goals of the Board
- Respect for and tolerance of the views of others
- Knowledge and appreciation for family systems and community dynamics in Indigenous and diversified communities

Appendix A -2

Qualifications and Competencies of Police Commission Members

Edmonton

Experience in one or more of the following areas:

- Business management, finance, budget
- Legal and/or governance
- Strategic planning
- Risk management
- Human resources/labour relations
- Community development, outreach or leadership

Knowledge, abilities and personal suitability

- Knowledge of public safety and law enforcement issues
- Knowledge of Edmonton's social, cultural and community environments
- Strategic decision-making and critical problem solving
- Consensus building, conflict resolution and negotiation
- Strong public service orientation
- Believes that diversity of opinion is important

Appendix A -3

Qualifications and Competencies of Police Commission Members

Toronto

Qualifications

- An interest in, and commitment to, public safety and responsible police governance
- An understanding of the police community, its values and its needs
- Superior skills in leadership and management
- Administrative and budgetary experience
- Dedication to public service and the community
- Skills in conflict management, negotiation and mediation
- An ability to set organization goals and priorities
- A flexible schedule to meet time commitments of the position

Appendix A -4

Qualifications and Competencies of Police Commission Members

Ottawa

Experience in one or more of the following areas:

- Business management, finance, budget
- Legal and/or governance
- Strategic planning
- Risk management
- Human resources/labour relations
- Community development, outreach or leadership

Knowledge, abilities and personal suitability

- Knowledge of public safety and law enforcement issues
- Knowledge of Ottawa's social, cultural and political environments
- Strong analytical and decision-making skills
- Ability to interact co-operatively, effectively and efficiently with others
- Strong public service orientation
- Values diversity

Residential Roads Update

Date	September 30, 2020
To	City Council
From	Citizen Services
Service Area	Roadways & Transportation
Item No.	CM20-29

RECOMMENDATION

That City Council receive and file this report.

ISSUE

On June 24, 2020 City Council considered *MN20-05* regarding the Residential Road Renewal Program (RRRP) including:

- the current state of the residential road network by Ward
- discussion regarding the coordination of RRRP projects with Water, Waste and Environment (WW&E) infrastructure projects
- costs for the treatment of residential roads
- the long-term strategy to reduce poor condition residential roads
- the communication plan related to this program

IMPACTS

Policy and/or Strategic Implications

The RRRP strategy is consistent with *The Official Community Plan, Bylaw No. 2013-48* (OCP), specifically:

- *Section B, Goal 1 – Financial Principles, “Achieving long-term financial viability.”*
- *Section B, Goal 2 – Sustainable Services and Amenities, “Ensure that the City of Regina services and amenities are financially sustainable.”*
- *Section D4, Goal 2 – Asset Management and Services “Ensure infrastructure decisions result in long-term sustainability.”*
- *Section D4, Goal 5 – Infrastructure Staging, “Build infrastructure in a sequential and coordinated manner.”*

- *Section D5, Goal 1 – Land Use and Built Environment, “Enable the development of complete neighbourhoods.”*

The RRRP supports the City of Regina's (City) strategy within the *OCP* to improve the development and maintenance of livable neighbourhoods, while improving the residential road infrastructure condition to a level and quality that is sustainable.

Accessibility Implications

Repairing sidewalks under this program helps to improve safety and better accommodate those who are using them. Sidewalk accessibility is advanced by implementing pedestrian accessibility ramps where practical and feasible, and repairing sidewalk distresses that put the public at risk.

This is consistent with the *OCP*, specifically:

- *Section D5, Goal 1 – Land Use and Built Environment, “Enable the development of complete neighbourhoods.”*

Other Implications

Improving the residential road network helps to improve the quality of life of residents through the reduction of frustration, travel delays, fuel consumption and vehicle repairs/maintenance.

Roads and sidewalks in the network have been constructed based on the design standards and specifications in place at the time of construction, which can be substantially different than current standards and specifications. During design and construction of streets treated under the RRRP, Administration endeavors to update these roads and sidewalks to reflect the most current approved standards and specifications where practical and feasible.

OTHER OPTIONS

None related to this report.

COMMUNICATIONS

In 2021, Administration will develop a communication plan to better inform residents about RRRP. This will include the program's purpose, goals, costs and benefits of each of the treatment options, and how the options are implemented. A variety of traditional and non-traditional tactics will be used to communicate this information and may include information brochures, update to the City of Regina's (City) website, and online advertising.

DISCUSSION

At its June 24, 2020 meeting, City Council considered item *MN20-05* and directed Administration to prepare a report:

1. *On the condition of the residential roads by Ward that are rated from poor to excellent*
2. *The role of the Water, Waste and Environment department in coordinating water infrastructure projects with roadway projects*
3. *The costs of each type of treatment applied to residential roads, including the underground water and sewer infrastructure rebuild or rehabilitation*
4. *The projection of the number of years it will take to remove roads from the poor category*
5. *A communication plan to inform citizens of the status of the residential roadwork and an update on the plans to decrease the number of roads in the poor categories in Regina*

The RRRP was developed based on preventative maintenance strategy with a dedicated budget to improve the condition of Regina's residential road network. The preventative maintenance strategy is designed to reduce and decelerate the deterioration of local roads and sidewalks in fair and good condition from becoming poor condition and thereby minimizing the costly reconstruction of these roads.

Regina's residential road network consists of 675 kilometres of paved roads. Based on the most recent condition inspection (2019), 75.3 per cent of the residential road network is in fair or better condition and 24.7 per cent (167 km) of roads are rated in poor condition.

Current State of the Residential Road Network

Administration conducts a visual condition assessment of the residential road network annually. Residential roads are grouped into four condition categories (excellent, good, fair, and poor) according to the extent of deterioration observed during the annual assessment. A description and photos of the various condition categories can be found in Appendix A. Appendix B provides a map showing the most recent condition of the residential road network as well as a condition breakdown by Ward.

Road Treatments and Costs

Best practice in asset management recommends that a program of preventive maintenance and rehabilitation is the most affordable and effective way of managing infrastructure.

This is often explained with the typical pavement deterioration curve with preventative maintenance treatments as shown in Appendix C.

Administration uses results of the annual road condition assessments as criteria to determine the type of treatment required.

Table 1 summarizes the treatments available under the RRRP road and underground infrastructure renewal costs.

Table 1: Cost for Associated with Residential Road Renewal Treatments Per Kilometre

Condition	Road Treatment	Cost (per km)		
		Road Infrastructure Renewal	Underground Infrastructure Renewal	Total
Excellent	Crack Sealing	\$30,000 - \$50,000	-	\$30,000 - \$50,000
Good	Surface Treatment	\$150,000 - \$200,000	-	\$150,000 - \$200,000
Fair	Minor Rehabilitation	\$600,000 - \$800,000	-	\$600,000 - \$800,000
Poor	Surface Treatment	\$150,000 - \$200,000	-	\$150,000 - \$200,000
	Major Rehabilitation	\$1.3M - \$1.6M	\$0.9M - \$1.0M	\$2.2M - \$2.6M
	Reconstruction	\$2.0M - \$2.4M	\$0.7M - \$0.8M	\$2.7M - \$3.2M

The treatment options available under the RRRP are discussed in Appendix D.

Coordination of RRRP with Water, Waste & Environment Infrastructure Projects

One of the main priorities during the selection of road rehabilitation projects under the RRRP is the coordination with WW&E infrastructure projects. By coordinating construction efforts, the impact on neighbourhoods is minimized and the investment is maximized. Typically, the road condition and subsequently identified road treatment initiates and drives the project coordination of the RRRP and WW&E infrastructure projects. WW&E will select the most appropriate treatment to repair the underground infrastructure based on the type of road treatment that is selected. The typical underground infrastructure treatments associated with various road treatments, the description, and their cost can be found in Appendix E.

The coordinated underground infrastructure programs include the Trench Settlement Remediation, Drainage Infrastructure Renewal and Wastewater Infrastructure Renewal and Water Infrastructure Renewal Programs. The annual total budget for these programs is approximately \$20 million, of which approximately up to \$5 million allocated for the underground improvements associated with residential road work.

Planned major drainage update projects (such as the North Central Drainage Upgrade) are also coordinated with road treatments under the RRRP. Once the route and underground upgrades are identified, the appropriate treatment for each road segment is determined based on road condition data and the impact of replacing or rehabilitating the underground infrastructure on the road. Costs for the road renewal on these locations are shared between the contributing programs. Further accelerating the underground renewal of the

water, wastewater and drainage infrastructure could have a negative impact on the residential road program if the program needs are not aligned.

Long-Term Strategy to Reduce Poor Condition Residential Roads

In 2019, Administration was able to improve an additional 8.5 kilometres of roads in poor condition through the introduction of the City Council approved surface treatment option without requiring additional funding outside of the scheduled one per cent mill-rate increase. The number of poor roads treated in 2019 increased by over 400 per cent compared to the average length treated annually from 2015-2018. This additional treatment option has had a major positive impact on the rate to which poor roads are treated under this program and has reduced the time to reach the Level of Service target (85 per cent of the residential road network in fair condition or better) that was defined when this program was established.

The road network condition modelling demonstrated that under the revised strategy, considering the 2019 road condition, data shows that the benchmark target of 85 per cent of the network in fair condition or better will be reached in 2026. Furthermore, by 2036, the benchmark reaches a maximum value of 92 per cent. After this stage, and based on financial models, the rate of roads becoming poor exceeds the rate that poor roads are treated and therefore the percentage of poor roads begins to increase. By 2039 (25 years after the initial program launch), the percentage of roads in fair condition or better will decrease to 89 per cent without an increase to the RRRP budget in the future. The results of the modelling can be found in Appendix F.

DECISION HISTORY

Item *MN20-05* was approved at the June 24, 2020 meeting of the City Council.

Respectfully Submitted,



Chris Warren, Director, Roadways & Transportation

8/21/2020

Respectfully Submitted,



Kim Conra, Executive Director, Citizen Services

9/15/2020

Prepared by: Jared Hagen, Senior Engineer, Roadways Preservation
Nigora Yulyakshieva, Manager, Roadways Preservation

ATTACHMENTS

Appendix A – Description and Photos of Road Condition Categories
Appendix B - Condition Map and Breakdown by Ward
Appendix C - Pavement Deterioration Curve
Appendix D - Road Treatments
Appendix E - Underground Treatments
Appendix F - Condition Modeling (2019 Data) and Assumptions

Appendix A - Description and Photos of Road Condition Categories

Condition	Summary	Pavement Condition	Concrete Condition
Excellent	Fit for future	Road condition as new, with rare initial cracking or dips. There is a very high level of ride comfort.	Sidewalk condition as new, with rare small areas of water in gutter or minor cracking.
Good	Adequate for now	Road in good condition, with initial cracking, a few dips potholes/cuts present. There is a high level of ride comfort and only occasional areas of standing water.	Sidewalk in good condition with small areas of water in gutter and minor or occasional cracking and curb issues.
Fair	Requires attention	Road in fair condition, with occasional and moderate cracking, a few dips, potholes or cuts and occasional and larger areas of standing water. There is a moderate level of ride comfort.	Sidewalk is in fair condition with occasional cracking and curb issues. Several areas of water collecting in gutter, moderate curb height issues and moderate cracking or asphalt capping are present.
Poor	At risk	Road condition has deteriorated significantly with large areas of standing water or depressed areas holding water, moderate to large cracking/patches and overall significant surface deterioration. There is a low level of ride comfort and slow speeds are required.	Sidewalk condition has deteriorated, and cracking and curb issues are significant. There are several areas of water collecting in the gutter, curb height issues, moderate cracking or asphalt capping and large areas of broken or cracked walk and asphalt capped walk.

Excellent Condition



Good Condition

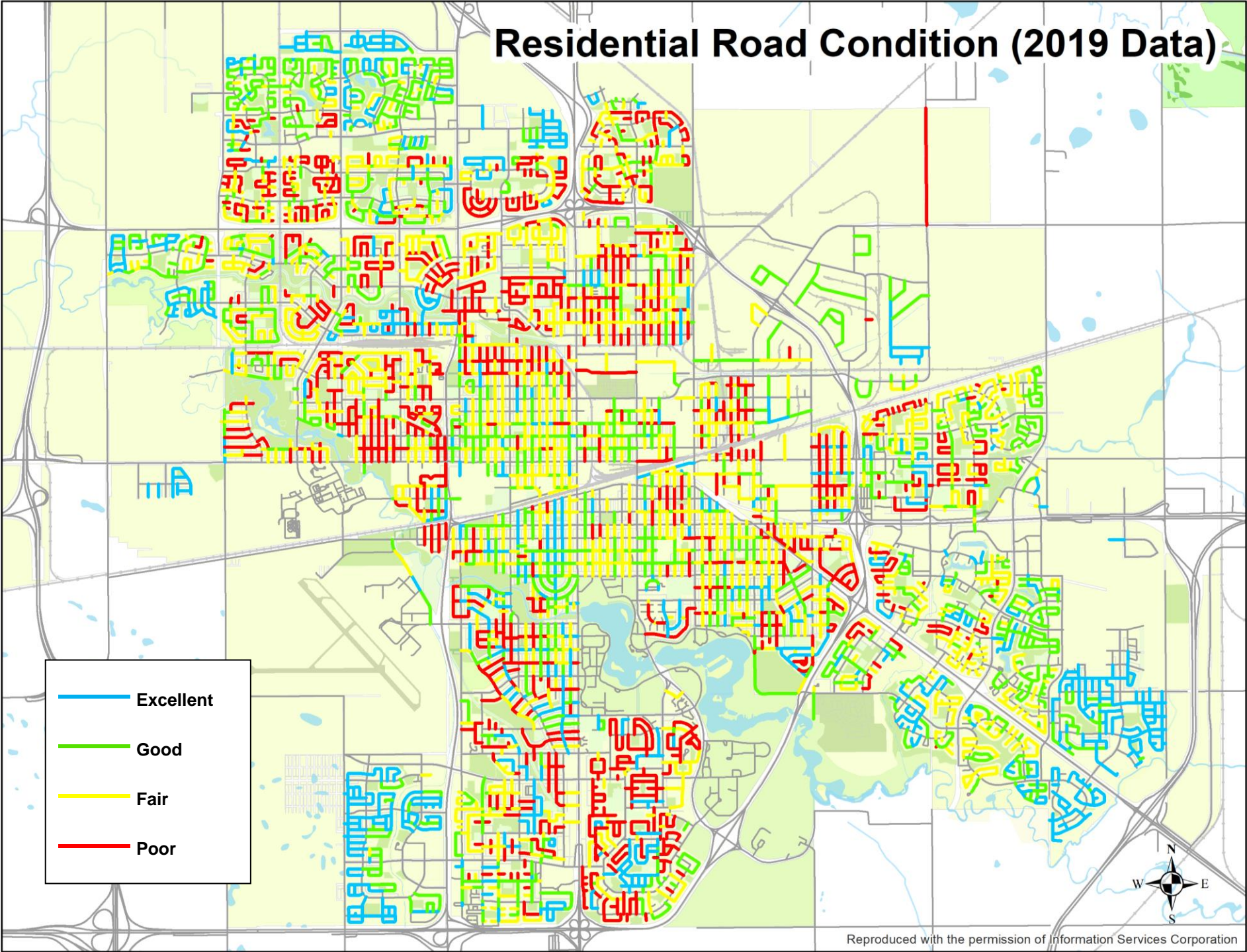


Fair Condition

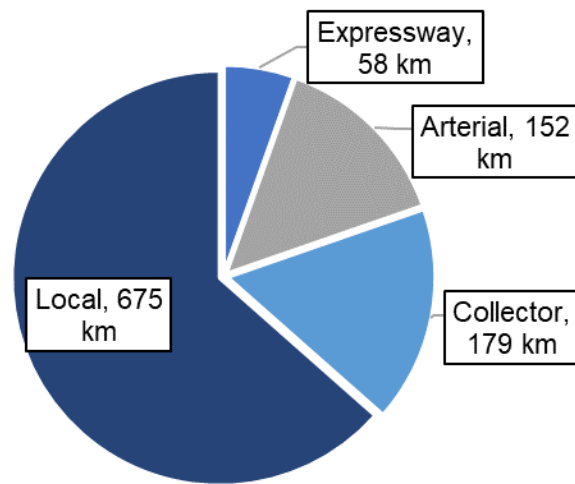


Poor Condition

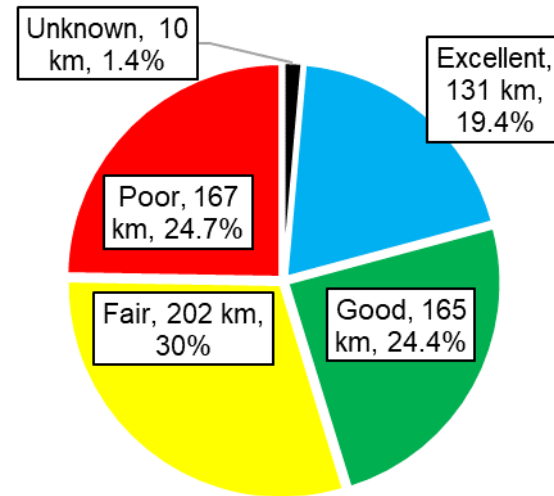




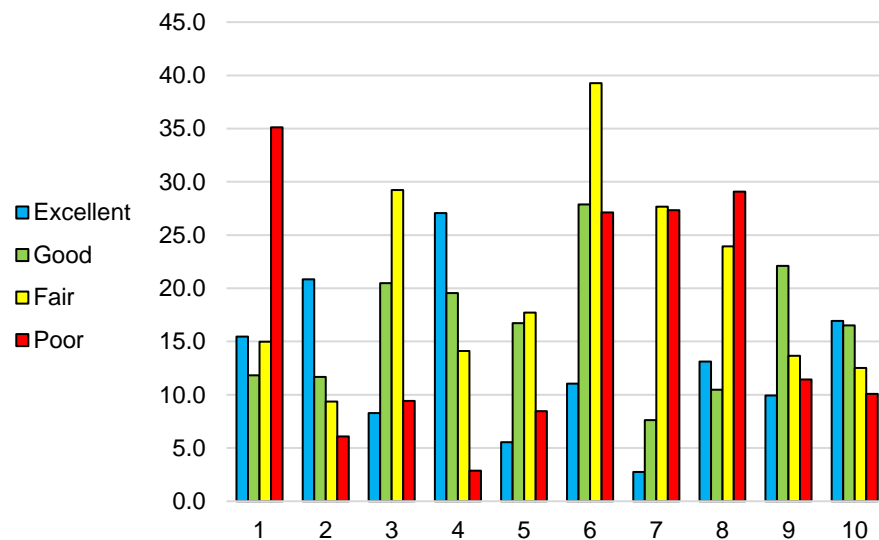
Breakdown of Paved Road Network by Road Function



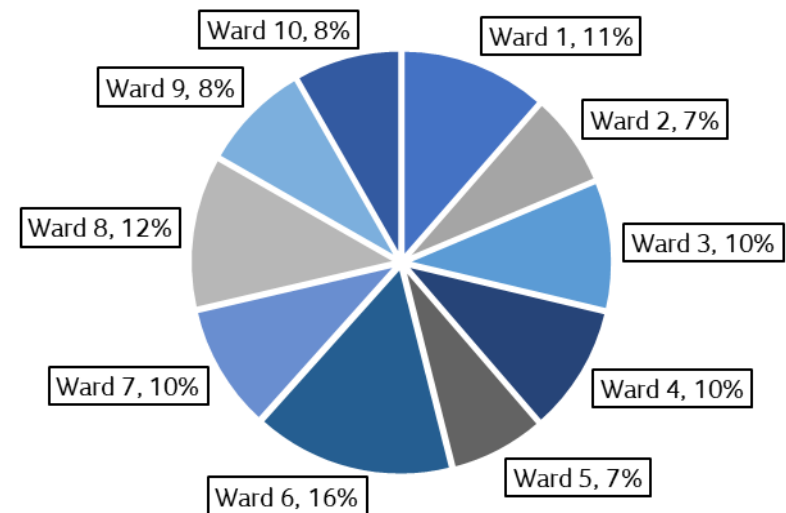
Road Condition of Residential Network (2019 Data)



Road Condition of Residential Network by Ward by Length (km) (2019 Data)



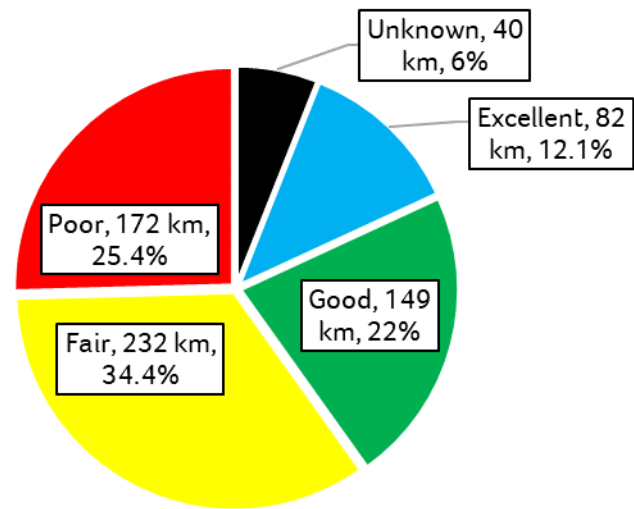
Breakdown of Residential Road Network Length by Ward



Excellent (%)	■	20	43	12	40	11	10	4	16	17	30
Good (%)	■	15	24	30	29	33	26	12	13	39	29
Fair (%)	■	19	19	43	21	35	37	42	30	24	22
Poor (%)	■	45	13	14	4	17	26	42	36	20	18

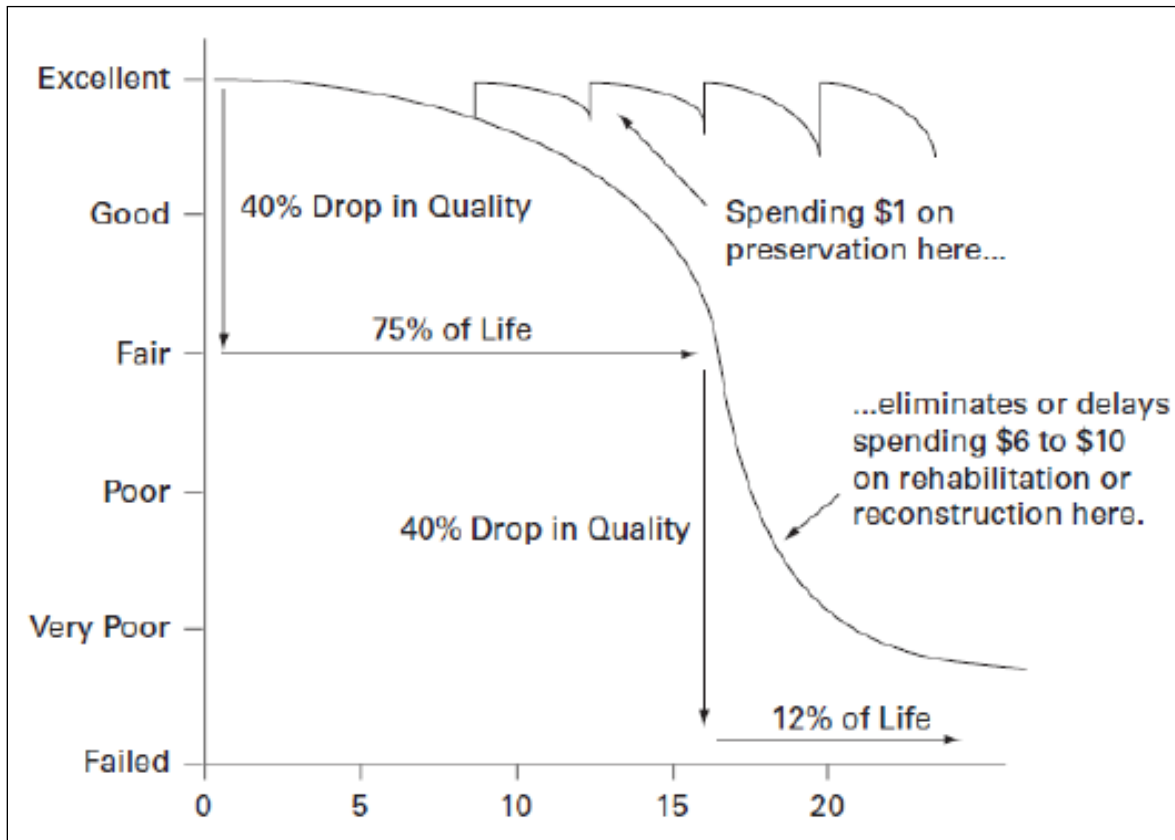
Road Condition of Residential Network (2019 Data)

Road Condition of Residential Network (2018 Data)



Appendix C - Pavement Deterioration Curve

Pavement Deterioration Curve with Preventative Maintenance Treatments



Early in a road's lifespan, the structure deteriorates relatively slowly, and may not require any treatment for almost a third of its expected lifespan.

Then, as its service level declines, light treatments may be appropriate.

Later, as the condition declines further, more expensive treatments may be required. At some point, the road structure deteriorates past a point that is considered "acceptable".

After this, the road structure must be maintained at a minimum safety service standard until a major rehabilitation or reconstruction is undertaken.

Appendix D - Road Treatments

Condition Category	Treatment	Cost \$/m ²	Treatment Description	Results
Excellent	Crack Sealing	3-5	<ul style="list-style-type: none"> Used within a few years of a road being constructed or re-paved while the road surface is still in excellent condition. Very low-cost and is a good preventative maintenance option to stop water from reaching the road structure below, slowing down the natural degradation of the road and preserving its service life. 	Extends the amount of time a road stays in excellent condition.
Good	Surface Treatment	15-20	<ul style="list-style-type: none"> Paving of the road with a thin layer of asphalt on top of the existing pavement. Applied where the road shows signs of wear, however, is generally still in a good condition. Good drainage is a key factor, i.e. curb, gutter and sidewalks must be in a good condition. Preservation method which extends the road life for a relatively low cost and is a medium-term solution. 	Extends the amount of time a road stays in good condition.
Fair	Minor Rehabilitation	60-80	<ul style="list-style-type: none"> Performed when a road has deteriorated to a point where the lighter preventive maintenance strategies are no longer appropriate. A portion of the existing asphalt layer is removed by milling and replaced with new asphalt. Applied when the road shows severe distresses, such as cracks, potholes, depressions, etc., however the base structure (support layer) under the asphalt is still in good shape. This treatment will leave behind a road with proper drainage and a cross-slope free from depressions. Concerns related to sidewalks are addressed as well through localized replacement or with other repair methods. This is considered a long-term solution for medium cost. 	Road condition improved from fair to good condition.
Poor	Surface Treatment	15-20	<ul style="list-style-type: none"> Piloted as part of the 2019 RRRP. With this surface treatment, multiple severe deficiencies are repaired together by adding a thin asphalt layer to the road. Sidewalk, structural and most drainage concerns are not addressed. Typically used on roads that surpassed their life expectancy and coordination work with underground infrastructure has not identified these streets for reconstruction. Also referred to as a Maintenance Pave. 	Improved driving conditions but underlying structural concerns not addressed.

Condition Category	Treatment	Cost \$/m ²	Treatment Description	Results
	Major Rehabilitation	140-160	<ul style="list-style-type: none"> • Similar to the minor rehabilitation applied on roads in fair condition. The main differences between these two treatments are that the asphalt is removed by milling to a greater depth and all drainage and sidewalk concerns are addressed through the complete removal and replacement of the sidewalks, curbs and gutters. • This is considered a long-term solution for medium/high cost. 	Road condition improved from poor to good condition.
	Reconstruction	200-240	<ul style="list-style-type: none"> • Performed at the point in the pavement's life where the overall structure of the road has deteriorated to a point where the only possible action is reconstruction of the entire road structure. • Will create a road with proper drainage and a cross-slope free from depressions. • For residential streets, this treatment is often combined with replacement of walk, curb and gutter as well as underground utility repairs. • This is a long term, very expensive solution that brings the road back to excellent condition. 	Road condition improved from poor to good excellent.



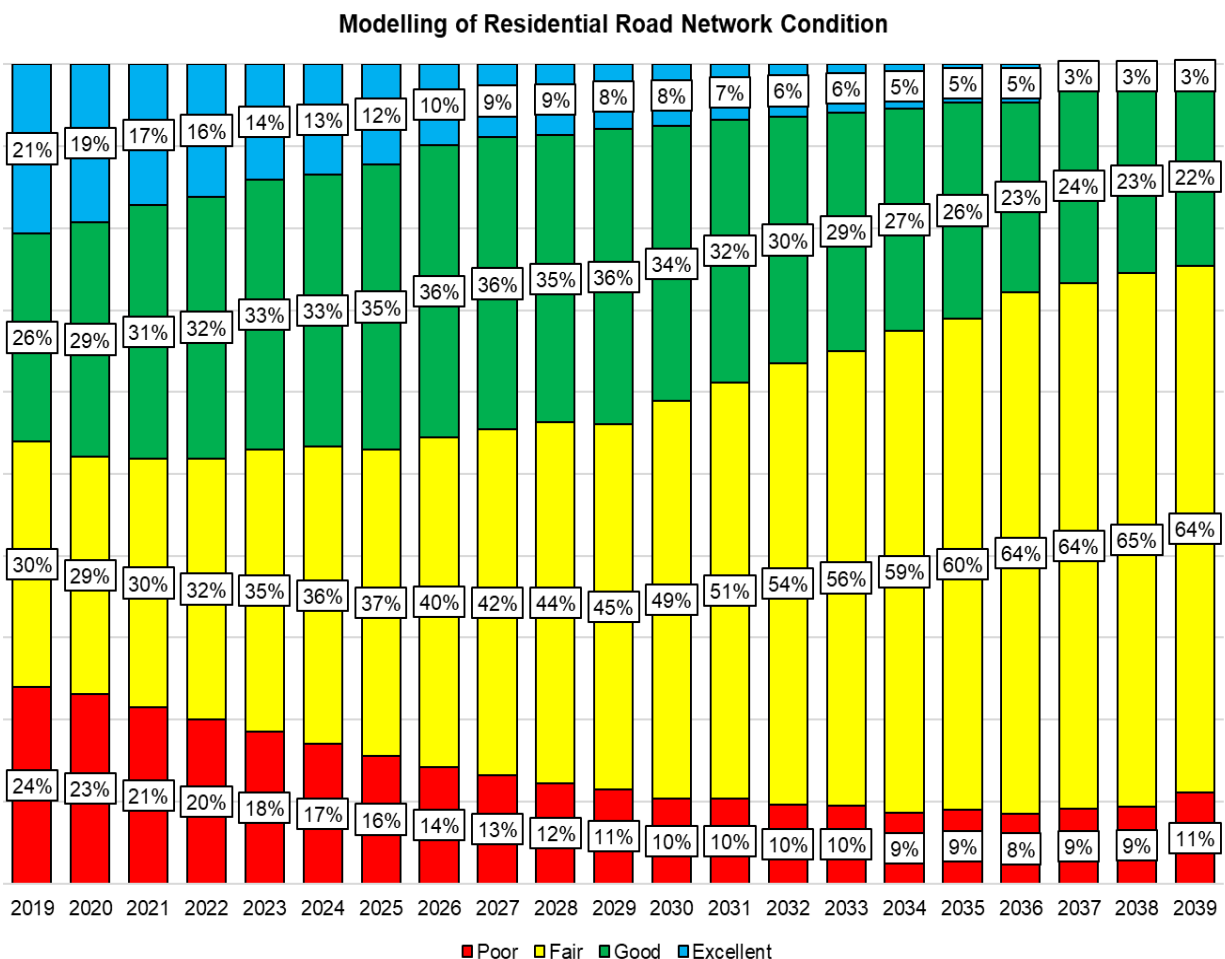
Note: Costs are for road treatments only (costs for underground infrastructure upgrades not included)

Appendix E - Underground Treatments

Treatment	Cost	Description
Water Main Replacement	\$0.7M/km to \$0.8M/km	<ul style="list-style-type: none"> Full block replacement (does not include restoration to road and sidewalks) Replacement is only performed on rebuild locations where the removal of the entire road surface is required This work has been contracted out with roads as well as done internally
Water Main Relining	\$0.9M/km to \$1.0M/km	<ul style="list-style-type: none"> Includes pavement/concrete restoration and landscaping (pits) as this work is typically completed one year before the roadwork and therefore the driving/walking surfaces must be restored in the interim This treatment can be performed on different road treatment types – trenchless technology, some pits required Longer duration to complete work compared to water main replacement
Lead Service Connection and Hydrant Replacement	\$7000 ea. (connection) \$15000 ea. (hydrant)	<ul style="list-style-type: none"> Replacement of specific infrastructure (connections and hydrants) done in coordination with RRRP road treatments prior to roadwork occurring to ensure road cuts are repaired
Sewer Main Relining	\$0.15M/km to \$0.20M/km	<ul style="list-style-type: none"> This is a proactive treatment can be performed anywhere with limited road cuts as this work is done from manhole to manhole

- For **residential reconstruction projects**, Administration coordinates renewal efforts to select locations that are both in poor condition and require watermain replacements due to a high number of watermain breaks. This ensures the City's assets are being improved efficiently and cost effectively by going into an area once and completing all the work that required. Where a road requires a less extensive treatment but the watermain still requires rehabilitation, watermain relining (or other rehabilitation techniques) is used.
- With **road rehabilitation treatments**, project selection will typically follow locations that have already received treatment under the watermain and domestic sewer relining programs. This helps to ensure that damage to the road resulting from the relining work is also repaired during the road treatment. Utility relining also reduces the risk of future cuts to the road for the repair of underground infrastructure. The effectiveness of these investments increases by ordering the treatments this way.

Appendix F - Condition Modeling (2019 Data) and Assumptions



The results of the model may differ compared to actual program implementation and the following items should be noted when discussing the model's results:

- An annual deterioration is applied to each road segment such that, without any intervention, a road will deteriorate from excellent to poor condition in 45 years.
- A construction cost inflation factor of 3.08 per cent is applied annually to the unit rates for each treatment within the model. This incrementally reduces the length of road that can be improved annually. After 25 years of this inflation factor being applied, the cost for a given treatment will have increased to 207 per cent of the cost of that same treatment in Year 1.
- There will be always streets in poor condition with a structure that can support the construction equipment required for the surface treatment.
- Roads are treated in the order of worst first within each condition category.
- The treatment assigned to a specific segment within the model is based on the road's condition index. There will be situations in the actual program implementation where a road segment requires a more extensive (or less extensive) treatment compared to what the condition index prescribes. This is determined with detailed site inspections during the design phase.
- The model is based on the current road condition from the 2019 annual residential road condition inspections.

COVID-19 Update: Motion MN20-22 Mandatory Masks

Date	September 30, 2020
To	City Council
From	City Manager's Office
Service Area	City Manager's Office
Item No.	CM20-30

RECOMMENDATION

That City Council:

1. Direct Administration to continue efforts to encourage voluntary mask usage and adopt any additional Provincial public health directives to keep our community and employees safe.
2. Direct Administration to continue monitoring COVID-19, have ongoing discussions with the Saskatchewan Health Authority and update Council as circumstances change.

ISSUE

A Notice of Motion *MN20-22 Mandatory Masks* was tabled and considered at the August 30, 2020, City Council meeting. This matter was tabled to a future meeting of City Council for a report to provide guidance on any implementation of a mask bylaw, after consultation with the Saskatchewan Health Authority and Deputy Medical Health Officer. This report provides details of that consultation along with implications for the City of Regina.

IMPACTS

This recommendation has no financial, environmental or other impacts.

OTHER OPTIONS

No other options were identified for this report.

COMMUNICATIONS

Recently, a Council-led campaign encouraging mask wearing was launched that complements the provincial stance and go-forward advice. While the provincial and federal campaigns focus on education of how to follow safety protocols, the City campaign centres on encouragement of mask-wearing. Wearing a mask is a way the public can be a caring neighbour and will help keep Regina a safe and healthy place to live, work and play. This campaign uses Regina.ca, public service announcements, visuals at City facilities and City of Regina social media.

Administration is continuing with the current campaign tactics and is prepared to advance a more comprehensive public education campaign with additional digital media buys, including videos, boosted social media posts, Google Ads and grass-roots contests. The encouragement campaign builds on education campaigns underway by Health Canada and the Government of Saskatchewan. The campaign focuses on answering the question: *why should I wear a mask?* and encourages mask wearing with a helpful neighbour, warm and friendly tone. Key themes include:

- Be kind – wear a mask as an act of kindness
- Be safe – wear a mask as an extra layer of protection
- Be a hero – wear a mask to protect others

DISCUSSION

The City's Re-Open plan is dynamic and has been revised regularly in response to public health orders or direction from the Government of Saskatchewan, as defined in the *Re-Open Saskatchewan* plan. As we deliver programs and services our citizens rely on each and every day, our top priority remains the health and safety of our community and employees. The City has implemented physical distancing, increased cleaning protocols and service modifications as part of re-opening and a Council-led campaign to encourage citizens to wear masks in all public places. This campaign aligns with messaging from Federal and Provincial health agencies that masks are an additional layer of protection against COVID-19.

Administration has been in regular contact with the Government of Saskatchewan, including the Saskatchewan Health Authority, since the beginning of the COVID-19 pandemic. Most recently, Administration met with officials and medical experts from the Saskatchewan Health Authority to seek guidance on mask usage protocols and mandatory mask orders, including thresholds that are being monitored which could trigger a mandatory mask requirement at some point in the future.

Consultation with the Saskatchewan Health Authority

The Province remains in daily contact with municipalities to coordinate response efforts when applicable. The Province also provides daily COVID-19 updates through the media and announcements about retail and public locations where symptomatic individuals may have spread COVID-19. While the frequency of announcements and locations might become overwhelming for the public, these announcements continue to raise awareness for self-monitoring and are a reminder that COVID-19 is in our community.

The Saskatchewan Health Authority is closely monitoring the COVID-19 situation and does not have a single set of thresholds or triggers for the Province to adopt a province-wide mask directive. Some of the main data points being monitored include the following: number of new positive cases, number of hospitalizations, number of positive cases relative to the overall number of tests. The Saskatchewan Health Authority is continually monitoring and assessing the specific locations, sources of individual infection and spread details to inform any decisions to enact additional restrictions at the provincial level.

Wearing a mask in public and confined spaces is strongly recommended by the Saskatchewan Health Authority as part of a set of actions everyone can follow to personally contribute to the control of COVID-19. Masks work by preventing virus spread by asymptomatic individuals to others and provide a physical barrier for non-infected individuals against the virus. Face shields are not a replacement for masks since they only protect against splashing in the eyes and do not cover the mouth and nose.

The Saskatchewan Health Authority stated the community has been taking the right actions to stay safe and noted that there is a high-level of voluntary compliance for all the safety protocols including wearing masks. This voluntary compliance is supported by a significant amount of information and public education campaigns being led by the Government of Saskatchewan and the Public Health Agency of Canada.

At the Provincial level, there are specific situations where masks are mandatory; for example, in hospital settings and in personal service operations. The Saskatchewan Health Authority noted that making a blanket mandatory mask ruling is unlikely to increase compliance, is challenging to enforce and has been shown to divide a community.

The Province is continuing to promote and encourage all the safety measures as this has been proven effective for Saskatchewan to date. It is expected that some of the health advice may adjust as the pandemic continues and medical experts gain greater understanding of COVID-19 as it has with mask usage. For example, British Columbia has recently removed several symptoms from their COVID-19 checklist including runny nose which will have a significant impact on the work and school settings with the approaching cold and influenza season.

The Saskatchewan Health Authority is closely watching the research and actions undertaken by other provinces and is assessing the situation locally. The situation is viewed as stable at the moment with the recognition this is very dynamic, and the local and provincial situation can change quickly.

Course of Action

The City of Regina does not have health experts on staff and has followed and implemented any rulings and guidance laid out by the Province to date. Recent meetings with the Saskatchewan Health Authority highlighted the City also does not have the contextual details about location, sources of infection and transmission that are important in making a judgment on the need for further community restrictions.

Administration recommends continued efforts to encourage voluntary mask usage and the adoption of any additional Provincial public health directives to keep our community and employees safe. Administration is continuing to monitor, having ongoing discussions with the Saskatchewan Health Authority and will update Council as circumstances change.

DECISION HISTORY

In response to the COVID-19 pandemic, City Council considered *CM20-7 COVID-19 Update* on March 20, 2020 and approved the activation of the Emergency Operations Centre to respond to the crisis.

On April 15, 2020, City Council considered *CM20-8 COVID-19 Financial Update* and delegated additional powers to the City Manager during the state of emergency.

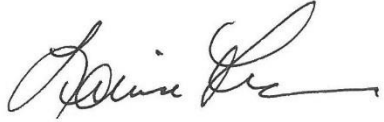
On April 29, 2020, City Council considered *CM20-11 The COVID-19 Pandemic Bylaw*, which delegated specific authorities related to a number of bylaws to the City Manager.

On May 27, 2020, City Council received *CM20-13 COVID-19 Update* which included information on COVID-19 related decisions made by the City Manager through delegated authority and an update on the Municipal Economic Enhancement Program funding announcement.

City Council received *CM20-20 COVID-19 Update* at the June 30, 2020 Council meeting which covered the re-open plans for the City of Regina.

Most recently, a Notice of Motion *MN20-22 Mandatory Masks* was tabled and considered at the August 26, 2020 Council meeting which led to the generation of this report.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Louise Folk", with a stylized, flowing script.

Louise Folk
Executive Director,
Citizen Experience, Innovation & Performance

Respectfully Submitted

A handwritten signature in black ink, appearing to read "C. Holden", with a stylized, flowing script.

Chris Holden
City Manager

Prepared by: Pamela Deck, Director, Corporate Strategy & Performance

City Manager Contract Extension

Date	September 30, 2020
To	City Council
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	CM20-31

RECOMMENDATION

That City Council

1. Extend the contract of Christopher J. Holden as City Manager for an additional three years, effective March 1, 2021 and ending February 29, 2024.
2. Approve Bylaw No.2020-63, *The City Manager Contract Execution and Administration Bylaw 2020*, authorizing the execution of the Employment Contract.

ISSUE

The current employment contract with the City Manager expires on February 28, 2021. The attached contract extends the terms of the current contract by three years, ending on February 29, 2024.

IMPACTS

Financial Impact

There is limited incremental impact to the total compensation package provided to the City Manager.

The City Manager eliminated the annual performance adjustment program for senior executives in 2019 and replaced it with a revised annual salary schedule, coupled with no annual performance-based adjustments.

The annual salary established in the contract extension mirrors the salaries of City Manager counterparts in Western Canada, most notably Saskatoon. The only annual salary adjustment to be provided in the future will be annual economic adjustments that are provided to all other eligible out-of-scope employees.

Policy/Strategic Impact

As the administrative head of the City, the City Manager ensures City operations are maintained and handled efficiently and effectively for residents and provides leadership to approximately 2,700 City employees. The City Manager also plays a leadership role in various organizations that impact and enhance the lives of Regina residents, such as *Economic Development Regina* (EDR) and *Regina Exhibition Association Limited* (REAL).

The City Manager is accountable to City Council and leads implementation and advancement of Council's priorities in accordance with *The City Manager's Bylaw*.

Legal Impact

City Council has the authority to hire the City Manager in accordance with Sections 84(1) and 87(1) of *The Cities Act*.

There are no accessibility or environmental implications or considerations arising from this report.

COMMUNICATIONS

The extension of the City Manager's contract takes effect on March 1, 2021 upon City Council's approval of this report.

DISCUSSION

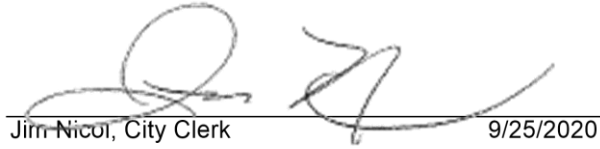
Mr. Holden has had a lengthy, extensive and diverse career over this 40+ years of service with the City of Regina.

The majority of his roles in the early part of his career was in a variety of positions in the Community Services Department. In 2003 he joined the Engineering & Works Department as Manager of Administrative Services and this was followed by roles as Director of Parks & Open Spaces and Director of Community Services. He served for 18 months as Director Communications prior to his appointment as City Manager in March 2016.

DECISION HISTORY

The appointment of a City Manager is the sole prerogative of City Council.

Respectfully Submitted,


Jim Nicol, City Clerk 9/25/2020

Prepared by: Jim Nicol, City Clerk

BYLAW NO. 2020-60

THE BOARD OF POLICE COMMISSIONERS AMENDMENT BYLAW, 2020

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to increase the citizen members on the Board of Police Commissioners from two members to four members.
- 2 The authority for this Bylaw is section 27 of *The Police Act, 1990*.
- 3 Bylaw 8261, being *The Board of Police Commissioners Bylaw*, is amended in the manner set forth in this Bylaw.
- 4 Section 3 is repealed and the following substituted:

“3. The Board shall consist of seven members, as follows:

 (a) the Mayor;

 (b) two members of Council appointed annually;

 (c) four citizen members appointed annually, at least one of whom is of Indigenous ancestry.”
- 5 This Bylaw comes into force on January 1, 2021.

READ A FIRST TIME THIS 30th DAY OF September, 2020.

READ A SECOND TIME THIS 30th DAY OF September, 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September, 2020.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

ABSTRACT

BYLAW NO. 2020-60

THE BOARD OF POLICE COMMISSIONERS AMENDMENT BYLAW, 2020

PURPOSE:	The purpose of this Bylaw is to amend Bylaw 8261 to increase the citizen members on the Board of Police Commissioners from two members to four members.
ABSTRACT:	This Bylaw increases the citizen members on the Regina Board of Police Commissioners and retains the requirement that one member be of Indigenous ancestry.
STATUTORY AUTHORITY:	Section 27 of <i>The Police Act, 1990</i>
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	Report CM20-25 from the September 30, 2020 City Council meeting
AMENDS/REPEALS:	Amends Bylaw 8261
CLASSIFICATION:	Administrative
INITIATING DIVISION:	City Manager's Office
INITIATING DEPARTMENT:	City Clerk's Office

BYLAW NO. 2020-63

THE CITY MANAGER CONTRACT EXECUTION
AND ADMINISTRATION BYLAW, 2020

THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

- 1 The purpose of this Bylaw is to authorize the execution of an employment contract extending the employment of Christopher J. Holden as City Manager.
- 2 The authority for this Bylaw is sections 6, 8(1)(a), 84, 87 and 101(1)(q) of *The Cities Act*.
- 3 The City Clerk of the City of Regina is authorized to enter into and execute under seal the attached Employment Contract marked "X" between the City of Regina and Christopher J. Holden as City Manager.
- 4 (1) The City Clerk is authorized to administer the Employment Contract, in consultation with the City Solicitor and the Executive Director, Financial Strategy & Sustainability of the City, to provide for the discharge of all obligations on the part of the City.
- (2) The City Clerk shall place the matter of the City Manager's annual performance evaluation on the first meeting of Executive Committee, or such other committee as Council may direct, in June of each year and make any necessary arrangement for the Committee's conduct of the evaluation.
- 5 This Bylaw comes into force on the day of passage.

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk (SEAL)

CERTIFIED A TRUE COPY

City Clerk

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

City Solicitor

“X”

EMPLOYMENT CONTRACT

This contract made in DUPLICATE this ____ day of _____ 2020.

BETWEEN:

THE CITY OF REGINA
(hereinafter referred to as “the City”)

OF THE FIRST PART

- and -

CHRISTOPHER J. HOLDEN
of Regina, Saskatchewan
(hereinafter referred to as the “the Employee”)

OF THE SECOND PART

WHEREAS Section 84 of *The Cities Act* provides that every Council shall establish a position of administrative head of the city, that may be called City Commissioner or City Manager, and sets out the duties of that position; and

WHEREAS the Council of the City has established the position of City Manager by *The City Manager’s Bylaw* being Bylaw No. 2003-70 of the City of Regina; and

WHEREAS Section 87 of *The Cities Act* provides for Council’s appointment of a person to the position of manager and contemplates an employment contract; and

WHEREAS the Council of the City wishes to extend the employment contract of Christopher J. Holden (hereinafter referred to as “the City Manager”);

NOW THEREFORE, the parties agree to the following terms and conditions of employment of the City Manager:

EMPLOYMENT

1. The City hereby extends the employment contract of Christopher J. Holden as City Manager of Regina pursuant to the terms and conditions of this contract. The powers, duties, accountabilities and functions of the City Manager shall be those provided for pursuant to *The Cities Act*, in particular as contained in *The City Manager’s Bylaw*.

DUTIES

2. The Employee shall:
- (a) inform himself of all duties pertaining to his position, as provided in *The Cities Act*, in particular as contained in *The City Manager's Bylaw*;
 - (b) faithfully serve the interests of the City to the best of his ability;
 - (c) act lawfully and ethically and promote the administration of the City according to law;
 - (d) refrain from any activity which would interfere with the discharge of those duties, and abide by any code of conduct or conflict of interest guidelines adopted by Council for City officials and general workplace policies and guidelines;
 - (e) respect the confidentiality of information concerning the business affairs of the City acquired in his capacity as Employee, except where disclosure is authorized by law, to promote open government or as otherwise necessary to perform his duties, and not use confidential information for personal gain or to the detriment or intended or probable detriment of the City. This obligation shall survive the end of the contract.

TERM OF OFFICE/ATTENDANCE

3. (1) The Employee's term of employment shall be 3 years, commencing March 1, 2021 and concluding February 29, 2024, unless ended sooner or extended as provided by this contract.
- (2) This contract shall **not** be automatically renewed and shall, unless the parties agree otherwise, expire on February 29, 2024 in which case the Employee shall not be entitled to any severance pay or other termination benefits.
- (3) Should this contract not be renewed or the Employee ceases employment prior to the end of the term of the contract, the Employee shall be entitled to a retention payment equal to the current value of six (6) months' salary, as provided in Article 6(1), in accordance with the employment contract of March 1, 2016.
- (4) Upon notice of non-renewal or expiry of the contract the parties agree that:

- (a) no other notice under statute, common law, or Article 5 of this contract is required to end the employment relationship; and
 - (b) no further compensation, beyond the amounts remaining to be paid for the term of the contract, will be payable to the Employee.
- (5) This provision shall not be construed to limit Council's right to end this contract or dismiss the Employee in accordance with Article 5 of this contract.

RESIGNATION

- 4. The Employee may end this contract at any time by giving ninety (90) days' written notice of resignation to the City Clerk.

DISMISSAL

- 5.
 - (1) Council may end this contract as provided by section 87 of *The Cities Act* at any time for just cause without notice or payment in lieu of notice.
 - (2) In the event of dismissal other than for just cause, the Employee shall be entitled to severance pay as provided by this Article.
 - (3) The severance pay to which the Employee shall be entitled shall be calculated as follows:
 - (a) twelve months' salary, plus;
 - (b) One additional month's salary for each full year of service completed as City Manager,
 - (4) The total accumulated sum for pay in lieu of notice payable pursuant to clause (3) shall not exceed eighteen (18) months' salary.
 - (5) In this Article and Article 3(3), the calculation of salary shall include the current cost to the employer for its contribution for employee benefits, as provided for in Article 8.

SALARY

- 6.
 - (1) The Employee's salary shall be payable in bi-weekly instalments in the same manner as other Out of Scope employees of the City, at an annual salary of Two Hundred and Ninety Thousand Dollars (\$290,000), retroactive to January 1, 2020.
 - (2) The Employee shall be entitled to any future annual general economic wage increases awarded to Out of Scope employees of the City, as approved by Council.

LEAVE BENEFITS

7. The Employee shall be eligible for the following paid leave:
 - (a) six (6) weeks earned annual vacation in accordance with Out of Scope policies and guidelines;
 - (b) twelve (12) additional days' annual leave in lieu of overtime consistent with the OOS Guidelines;
 - (c) any other leave to which other Out of Scope staff are entitled, including compassionate, parental and bereavement leave, and earned sick leave.

BENEFIT PLANS & ALLOWANCES

8.
 - (1) The Employee shall be eligible and participate in the plans provided to and in the same manner as other Out of Scope employees of the City, including for death and disability insurance, workers' compensation supplement, group insurance, extended health coverage, dental insurance and pension. The Employee shall be eligible for any other allowances as may be permitted by the City's policies/guidelines for Out of Scope Employees as amended from time to time.
 - (2) If the annual salary, as provided by Article 6(1), is in excess of the Maximum Pensionable Earnings as established in *The Income Tax Act*, the Employee is eligible for the Supplementary Pension Payment, as outlined in the Supplementary Pension Payment Policy.
 - (3) As the employee has service as a City of Regina Employee prior to January 1, 2002, upon termination of this contract for any reason other than dismissal for just cause, the employee will be eligible for a payout of accumulated sick leave as per the Out of Scope Guidelines.

CAR ALLOWANCE

9. In accordance with the Out of Scope Vehicle Allowance Policy, which may be amended from time to time, the Employee shall be entitled to receive an allowance of Two Hundred and Fifty Dollars (\$250) bi-weekly in recognition of his required use of a personal vehicle to fulfill his duties as an Employee.

PROFESSIONAL DEVELOPMENT

10. The City will support the continued professional development of the Employee, including:

- (a) payment of professional fees associated with the maintenance of professional designations and all appropriate memberships including payment of membership in the International City Managers' Association (ICMA) and the Canadian Association of Municipal Administrators (CAMA).
- (b) reasonable expenditures within the annual budget allocation for continuing education by attendance at professional conferences.

PERFORMANCE EVALUATION

- 11. The Employee's performance shall be subject to annual review by Executive Committee or other such committee as may be appointed by Council in an annual performance appraisal, which will include a written summary provided to the Employee.

AMENDMENT

- 12. This contract constitutes all of the terms and conditions of employment of the Employee. This contract constitutes the full agreement between the City of Regina and the Employee and no change may be made except by written agreement of the parties. No breach of this contract shall be construed or operate as a waiver of any subsequent breach.

GOVERNING LAW

- 13. This employment contract shall be interpreted according to the laws of the Province of Saskatchewan and be subject to the jurisdiction of the courts of the Judicial District of Regina in the event of any dispute.

EXECUTION BY PARTIES

I, CHRISTOPHER J. HOLDEN accept and agree to the terms and conditions of this contract this _____ day of _____, 2020. I also confirm that I have been advised and afforded an opportunity to obtain independent legal and financial advice about this contract and do not rely on any statement outside of this contract.

Witness

CHRISTOPHER J. HOLDEN

CITY OF REGINA

Jim Nicol, City Clerk

ABSTRACT

BYLAW NO. 2020-63

THE CITY MANAGER CONTRACT EXECUTION AND ADMINISTRATION BYLAW, 2020

PURPOSE:	This Bylaw is to authorize the execution of an employment contract extending the employment of Christopher J. Holden as City Manager.
ABSTRACT:	Council will be extending the employment contract of Mr. Holden as City Manager effective March 1, 2021 for a three-year term. This Bylaw authorizes execution of an employment agreement setting out the terms and conditions of employment. The Bylaw also provides for the City Clerk to administer the Contract, in consultation with the City Solicitor and the Executive Director, Financial Strategy & Sustainability, including arranging for an annual review.
STATUTORY AUTHORITY:	Sections 6, 8(1)(a), 84, 87 and 101(1)(q) of <i>The Cities Act</i> .
MINISTER'S APPROVAL:	N/A
PUBLIC HEARING:	N/A
PUBLIC NOTICE:	N/A
REFERENCE:	City Council, September 30, 2020
AMENDS/REPEALS:	N/A
CLASSIFICATION:	Administrative/Execution
INITIATING DIVISION:	Office of the City Clerk
INITIATING DEPARTMENT:	Office of the City Clerk

Lease of Existing Permanent Billboard Structures to Outfront Media Canada LP

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Finance & Administration Committee
Service Area	Land, Real Estate & Facilities
Item #	CR20-84

RECOMMENDATION

That City Council:

1. Approve the lease of City-owned property to Outfront Media Canada LP, as identified in Appendix A, except the lease of land located at the north east corner of Saskatchewan Drive and Broad Street, consistent with the terms and conditions stated in this report.
2. Authorize Administration to finalize any other commercially relevant terms and conditions of the lease documents.
3. Authorize the City Clerk to execute the Lease Agreements upon review and approval by the City Solicitor.

HISTORY

At the September 16, 2020 meeting of the Finance and Administration Committee, the Committee considered the attached FA20-14 report from the Financial Strategy & Sustainability Division.

Mel McKnight, representing Outfront Media Canada LP, addressed the Committee.

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

Recommendation #4 does not require City Council approval.

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE


A handwritten signature in blue ink, appearing to read 'Ashley Thompson', is written over a horizontal line.

Ashley Thompson, Secretary

9/24/2020

ATTACHMENTS

FA20-14 - Billboard Lease Renewal

Appendix A-1 (Victoria Ave and Arcola Ave)

Appendix A-2 (Park St and Arcola Ave)

Appendix A-3 (Broad St and Saskatchewan Dr)

Appendix A-4 (Albert St and 5th Ave)

Appendix A-5 (Albert St and 6th Ave)

Appendix A-6 (Saskatchewan Dr and Ottawa St)

Lease of Existing Permanent Billboard Structures to Outfront Media Canada LP

Date	September 16, 2020
To	Finance and Administration Committee
From	Financial Strategy & Sustainability
Service Area	Land, Real Estate & Facilities
Item No.	FA20-14

RECOMMENDATION

The Finance and Administration Committee recommends that City Council:

1. Approve the lease of City-owned property to Outfront Media Canada LP, as identified in Appendix A, except the lease of land located at the north east corner of Saskatchewan Drive and Broad Street, consistent with the terms and conditions stated in this report.
2. Authorize Administration to finalize any other commercially relevant terms and conditions of the lease documents.
3. Authorize the City Clerk to execute the Lease Agreements upon review and approval by the City Solicitor.
4. Approve these recommendations at the September 30, 2020 City Council Meeting after public notice has been advertised.

ISSUE

There are currently several permanent billboards located on City of Regina (City)-owned right-of-ways and property throughout the City. The current lease agreement on six of the billboard locations has expired and Administration is recommending five of the six leases be renewed. The billboards were installed as a result of previous leases with Outfront Media Canada LP and as such, they are the owners of the actual billboard structure.

IMPACTS

Financial Impacts

In total there are six billboard locations representing twelve non-digital billboard faces currently up for renewal. Administration is recommending five of the six locations (i.e., leases of land) be renewed. The proposed rate for each billboard face is a Percentage Lease Fee of 25 per cent of the lessee's gross advertising revenue with a Guaranteed Minimum Annual Lease Fee of \$3,300 per year plus all applicable taxes (GST and property). The agreement includes a three per cent annual increase.

Based on the Guaranteed Minimum Annual Lease Fee and renewal of the land leases at five locations, the City will realize, at a minimum, revenues as per the following chart for the five recommended leases:

Year 1	\$29,700
Year 2	\$30,591
Year 3	\$31,508
Year 4	\$32,454
Year 5	\$33,428

The proposed lease also provides for an option to renew for an additional five-year term with the same annual increase of the Guaranteed Minimum Annual Lease Fee and Percentage Lease Fee.

Current revenue from all billboard leases is \$111,722 annually, which includes revenue from the 6 billboards at their current rate. The execution of this lease would increase revenue to \$114,422. Payments will be recorded as lease revenue by the Real Estate Branch and net revenue will be deposited into the Land Development Reserve.

Policy/Strategic Impacts

If all six locations were presented as new applications today, two of the billboards would not be permitted under the sign regulations of *The Regina Zoning Bylaw, 2019*. However, Chapter 11, Clause 11B.2(1) indicates that, "Signs which were legally erected, displayed or approved by the City at the time of the coming into force of the Bylaw shall be considered legally non-conforming signs and remain subject to the laws in force at the time of construction...".

The billboard located at the corner of Saskatchewan Drive and Broad Street would not be permitted under the new bylaw as Saskatchewan Drive is considered a Gateway Corridor and Broad Street is considered a Major Arterial roadway. New billboard signs are not permitted within a 40m visibility triangle measured from the outside corner of the landscaped area. As the existing billboard is in the road right of way on the corner of these two streets, this is not an achievable visibility triangle. While the sign at this location is

legally non-conforming pursuant to Clause 11B.2(1) of the new bylaw, Administration is not recommending lease renewal at this location given visibility and public safety concerns.

The billboard located at the corner of Arcola Avenue and Park Street would not be permitted under the new bylaw as it is located within a Residential Neighbourhood (RN) zone. However, Administration is recommending the lease at this location be renewed pursuant to Clause 11B.2(1) of *the Regina Zoning Bylaw, 2019*. There were no safety concerns raised with this location, and not approving the billboard renewal will result in a negative financial impact to the billboard owner.

Legal/Risk Impacts

The City's Traffic Engineering Branch has identified a traffic safety concern with the billboard up for renewal located at the northeast corner of Saskatchewan Drive and Broad Street. This billboard is situated within the intersection field of view and does not comply with Transport Association of Canada guidelines adopted in 2015 due to distractions created at the intersection. As mentioned previously, Administration is recommending the lease of land at the corner of Saskatchewan Drive and Broad Street not be renewed due to visibility and public safety concerns.

OTHER OPTIONS

Option 1

Renew all six existing permanent billboard leases with Outfront Media Canada LP currently located on City-owned property, including the billboard located at Saskatchewan Drive and Broad Street.

Option 2

Do not renew any of the six permanent billboard leases with Outfront Media Canada LP.

Option3

Renew four existing permanent billboard leases with Outfront Media Canada LP currently located on City-owned property, excluding the billboards located at the intersections of Saskatchewan Drive and Broad Street, and Arcola Avenue and Park Street.

COMMUNICATIONS

Public notice is required for City Council to approve the lease of City-owned property without a public offering. Upon approval from the Finance and Administration Committee, notice regarding the discussion of this proposal will be advertised in the Leader-Post on September 19, 2020.

DISCUSSION

The City entered into lease agreements with Outfront Media Canada LP, and their predecessors several years ago. Over the years, the locations and the terms of the leases have changed. All previous renewals received approval from City Council.

The current lease locations have been without a new lease since December 31, 2017. Several discussions with the potential lessee determined that waiting until the approval of the new sign regulations in *The Regina Zoning Bylaw, 2019* was the best course of action. Now that this bylaw has come into force, the potential lessee has expressed interest in continuing their relationship with the City. As these lease locations are existing and won't be made available for public offer, City Council approval is required.

The City is recommending the approval of the lease renewals with the above-mentioned terms as outlined in Option 1.

DECISION HISTORY

Permanent billboards have been located on City property for 30-plus years. The most recent approvals were in April 2015.

DELEGATED AUTHORITY

The recommendations contained in this report require City Council approval.

Respectfully Submitted,



Shauna Szdel, A. Exec. Dir., Financial Strategy & Sustainability

Respectfully Submitted,



9/8/2020

Barry Lacey, Exec. Director, Financial Strategy & Sustainability

9/11/2020

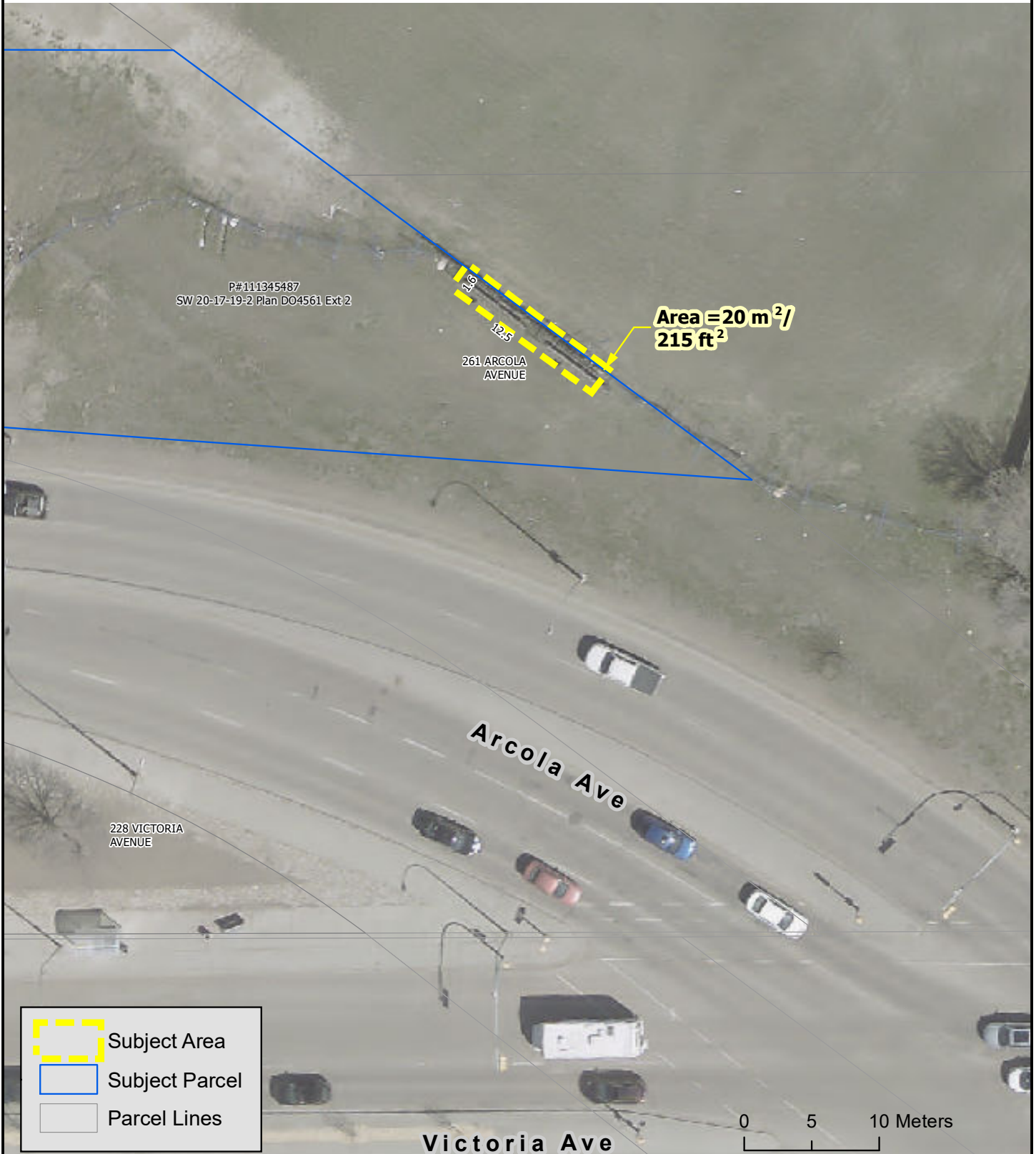
Prepared by: Sherri Hegyi, Real Estate Officer

ATTACHMENTS

- Appendix A-1 (Victoria Ave and Arcola Ave)
- Appendix A-2 (Park St and Arcola Ave)
- Appendix A-3 (Broad St and Saskatchewan Dr)
- Appendix A-4 (Albert St and 5th Ave)
- Appendix A-5 (Albert St and 6th Ave)
- Appendix A-6 (Saskatchewan Dr and Ottawa St)

Appendix A-1 (Victoria Ave and Arcola Ave)

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Appendix A-2 (Park St and Arcola Ave)

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Appendix A-3 (Broad St and Saskatchewan Dr)1:400



Appendix A-4 (Albert St and 5th Ave)

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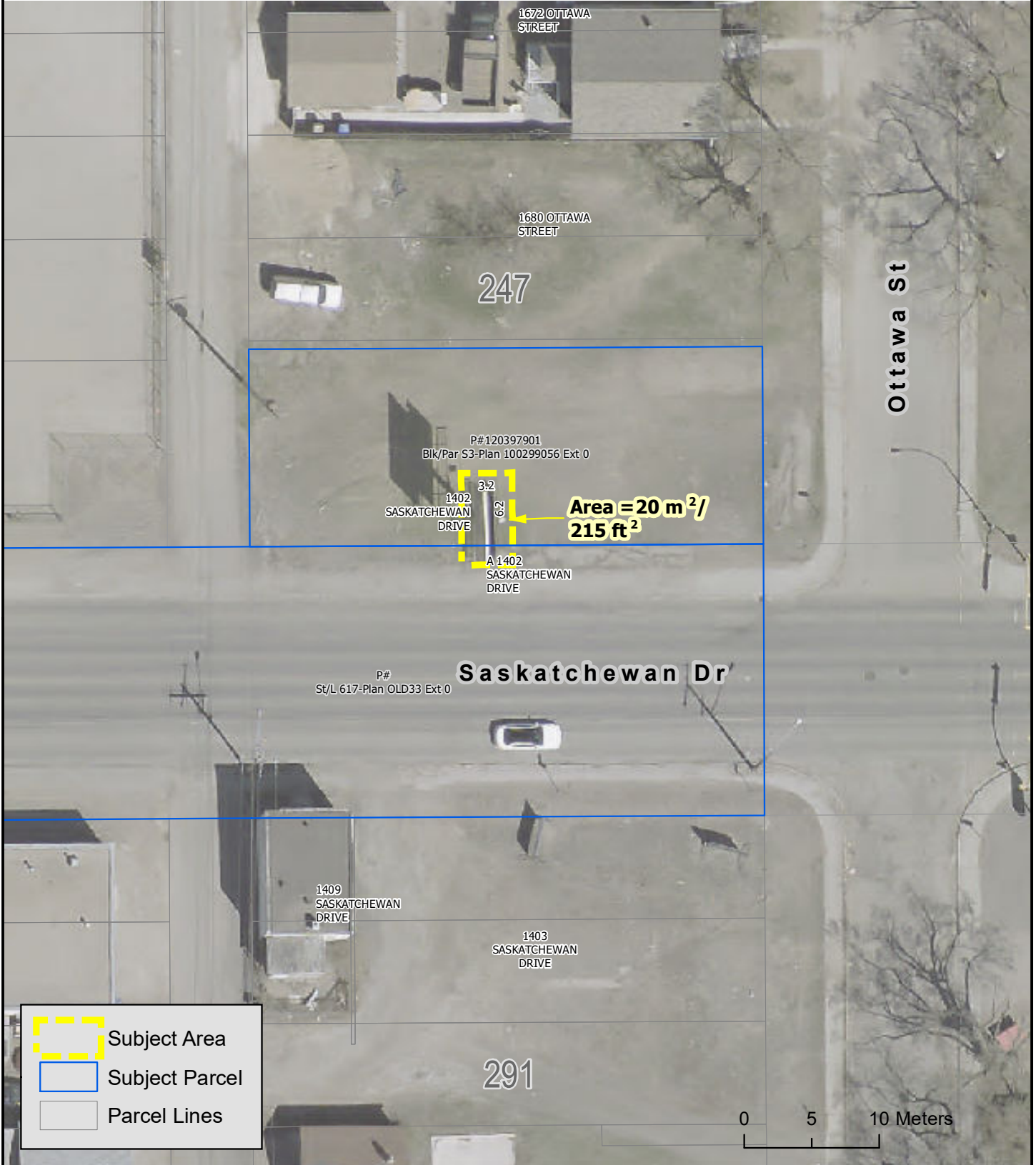



Appendix A-5 (Albert St and 6th Ave)


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


Appendix A! * fGUg_UhWYk Ub'8f'UbX'Chuk U'GH 1:400



 Subject Area

 Subject Parcel

 Parcel Lines



Winter Maintenance Policy Update

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Public Works & Infrastructure Committee
Service Area	Citizen Services
Item #	CR20-85

RECOMMENDATION

The Public Works and Infrastructure Committee recommends that City Council:

1. Consider the Winter Maintenance Policy Update during the 2021 Budget process; and
2. Direct Administration to bring a report with options to amend *The Clean Property Bylaw*, with respect to sidewalk clearing, in Q2 of 2021.

HISTORY

At the September 23, 2020 meeting of the Public Works and Infrastructure Committee, the Committee considered the attached report PWI20-8 from the Citizen Services Division.

The Committee adopted a resolution to concur in the recommendation contained in the report after changing the date for Administration to bring a report with options to amend *The Clean Property Bylaw*, with respect to sidewalk clearing, from Q3 of 2021 to Q2 of 2021.

Recommendation #2 in report PWI20-8 (attached) does not need City Council approval.

Respectfully submitted,
PUBLIC WORKS AND INFRASTRUCTURE COMMITTEE


Elaine Gohlke, Secretary 9/25/2020

ATTACHMENTS

PWI20-8 - Winter Maintenance Policy Update.pdf
Appendix A - Environmental Conditions and Budgetary Impacts
Appendix B - Current Winter Maintenance Policy
Appendix C - Policy Review and Feedback
Appendix D - Road Network Reclassification
Appendix E - School Unloading Zones
Appendix F - Transit Stop Accessibility
Appendix G - Transit Route General Conditions
Appendix H - Residential Road General Conditions
Appendix I - Bike Lane General Conditions
Appendix J - Intersection Ice Control
Appendix K - Snow Removal on Category 1-3 Roads

Winter Maintenance Policy Update

Date	September 23, 2020
To	Public Works and Infrastructure Committee
From	Citizen Services
Service Area	Roadways & Transportation
Item No.	PWI20-8

RECOMMENDATION

The Public Works and Infrastructure Committee recommends that City Council:

1. Consider the Winter Maintenance Policy Update during the 2021 Budget process.
2. Approve this recommendation at its September 30, 2020 meeting.

ISSUE

The purpose of this report is to review the City of Regina's (City) Winter Maintenance Policy (Policy) for snow and ice management services and to provide recommendations to update the Policy in alignment with City's *Transportation Master Plan* (TMP) and the *Official Community Plan* (OCP) and community needs.

IMPACTS

Accessibility Impact:

One of the enhancements to the Policy could include enhanced snow clearing on sidewalks adjacent to transit stops, making them more accessible for all users.

Financial Impact:

Administration undertook an evaluation and analysis of the environmental conditions over the last ten years and it demonstrates that Regina is experiencing a reduced amount of snow accumulation and number of snow days in recent years, resulting in a cost savings of

\$1.2 million annually. Further details can be found in appendix A.

Any approved enhancements to the Policy would result in additional expenditures on an annual basis.

The Winter Road Maintenance Reserve has a current balance of \$1.8 million and is sufficient to cover expenditures during an above average winter season if conditions exceed historic averages.

Policy/ Strategy Impact:

The recommendations support the Transportation Master Plan (TMP) and the *Design Regina: The Official Community Plan* (OCP), specifically:

Section D3, Transportation:

- *Goal 1 – Sustainable Transportation Choices; Offer a range of year-round sustainable transportation choices for all, including a complete street framework.*
- *Goal 2 – Public Transit; Elevate the role of public transit.*
- *Goal 3 – Integrated Transportation and Land Use Planning; Integrate transportation and land-use planning in order to better facilitate walking, cycling, and transit trips.*
- *Goal 4 – Road network Capacity; Optimize road network capacity.*
- *Goal 5 – Active Transportation; Promote active transportation for healthier communities*

The recommendations also support Council's resolution to continue providing winter maintenance that effectively supports the health, attractiveness, and economic viability of our community.

Environmental Impacts:

Any recommended Policy updates would enhance general ice control practices while still adhering to Environment Canada and Transportation Association of Canada (TAC) guidelines on responsible road salt usage. A better coordinated Ice Control Program will optimize the use of sand and salt while providing improved driving conditions.

Risk/Legal Impacts:

Administration will ensure the updated Policy document continues to serve as a legal document defining levels of service in the community, and roles and responsibilities of the Administration, City Council and residents.

OTHER OPTIONS

Administration is recommending that the winter maintenance policy update and any recommended enhancements or subsequent possible reductions to the budget be considered through the 2021 Budget process. An alternative to that option is:

Option 2: Status Quo Policy

The resident survey showed that general satisfaction is high, except for the residential roads level of service. Administration could continue to operate the winter maintenance program on a status quo basis.

COMMUNICATIONS

Administration will develop a comprehensive communications strategy once budget approval has been received from City Council on any of the recommended enhancements. This will be used prior to and during the implementation of the updated Policy in 2021. The estimated cost is expected to be approximately \$35,000 annually and is included in the recommended Policy enhancements.

Administration will collaborate with community partners such as Regina Police Service, Canadian Automobile Associate (CAA), school boards, Community Associations, Regina Accessibility Committee, Regina Downtown Business Improvement District (RDBID), Saskatchewan Health Authority (SHA), and SGI in order to educate key stakeholders on the Policy enhancements.

DISCUSSION

The Winter Maintenance Policy (Appendix B) was approved by City Council in 2007 with the purpose of providing winter maintenance activities that support the health, attractiveness, and economic viability of our community. Since then, the community has experienced growth, environmental conditions have changed, and the wants and needs of residents has evolved. The City also adopted long-term strategies such as the *OCP* and *TMP* to achieve the City's vision and help guide our community into the future.

As part of the Policy review, Administration conducted a resident survey, engaged with internal and external stakeholders, evaluated previous feedback and Service Request data, researched policies in other cities, studied winter maintenance cost comparison for various cities under the MBN Canada Performance Measurement Report and evaluated gaps in the current Policy. More details can be shown in Appendix C. Although feedback from the survey showed that general satisfaction is high, the overall review identified several themes for consideration, some of which require City Council approval and others that can be implemented through operational changes.

Several options were reviewed and considered regarding possible enhancements to winter maintenance levels of service. Options were chosen based on survey and stakeholder feedback, financial viability and operational capacity. Administration is proposing the following Policy enhancements and would undertake to bring a Policy Level of Service document back to City Council in Q3 2021 for final approval. It should also be noted that activities contained in the current Policy and not identified in this enhancement report would be included in the new Policy and continue to be carried out as status quo.

Policy Enhancement 1 – Communication Plan

Implement an enhanced communication plan annually.

In previous years, the Roadways Seasonal Operations branch worked with the Citizen Services department to inform residents of the activities and expectations during winter months, opportunities for engagement with stakeholders, and level of service outlined in the Policy. More recently, the Administration has used specific tools and tactics to notify residents when there are parking bans in place for efficient snow plowing activities.

Feedback from the survey suggests that general awareness about the Policy is lacking and not sufficient, and that many of the Service Requests could be avoided if the City improved communication efforts and simplified the Policy document. This is like the findings in researching other municipalities; policy documents are simple to understand, and outline expected level of service that residents can expect. Administration will undertake to create a communication plan for residents leading into every winter season as well as throughout.

The cost for this enhancement is \$35,000.

Policy Enhancement 2 – Road Classification and Priority

Adopt road classification system as shown in Table 1.

Table 1-Proposed Road Classification

Proposed/ New Road-Classification	Length Km	Snowfall trigger
Category 1	157	5 cm
Category 2	204	5 cm
Category 3	156	5 cm
Category 4	47	5 cm
Category 5	532	15 cm
Total	1096 Km	

The current Policy classifies roads in six categories based on road classification, traffic volumes, and usage for the purposes of prioritizing systematic plowing operations and service levels.

Administration is recommending that the road prioritization system be updated and simplified to enhance residents' understanding of the level of service for the road network. This will also ensure that snow clearing efforts are in alignment with community priorities, such as the OCP. The classification and priority system will consist of five categories as shown in the table above.

The costs and implications of the enhanced classification system are reflected in the upgrades to the categories of school unloading zones, transit routes and residential roads with traffic volumes greater than 1500 vehicles per day (VPD). Additional details can be found in Appendix D.

Policy Enhancement 3 – School Unloading Zones

Upgrade the road plowing classification of all school unloading zones to Category 3 or higher and remove the snow ridges on both sides of the road adjacent to a school after a systematic plowing event.

Currently the Policy for snow clearing in front of schools specifies that snow ridges are removed when they exceed 30 centimetres in the School Bus Unloading Zone and exceed 75 centimetres on the remainder of the road adjacent to the school. However, there are no provisions for snow removal on the side of the road opposite of the school and this creates overall pick-up and drop-off challenges for parents and students.

Feedback from the survey and Service Requests suggests that snow ridges should be removed from both sides of the road after a snowfall and systematic plowing operations. This will allow for adequate parking and pick-up and drop-off locations, as well as enhance road conditions and safety for those accessing the schools.

The cost for this enhancement is \$100,000 annually and details can be found in Appendix E.

Policy Enhancement 4 – Sidewalks Adjacent to Transit Stops

Plow all sidewalks adjacent to transit stops.

Currently the Policy for snow plowing on sidewalks includes maintaining sidewalks adjacent to City-owned parks and facilities, bridge decks and subways, and locations that do not have a property owner fronting the sidewalk. However, this only represents a small percentage of sidewalks in the community, with most of the responsibility assigned to the property owners adjacent to the sidewalk. There is a requirement for commercial properties to clear their sidewalk as outlined in *The Clean Property Bylaw*, however residential properties are not included, and the City encourages residents to be a good neighbor and clear their sidewalks. Unfortunately, this does not always happen, and it creates accessibility challenges for users of the transit system when the pick-up and drop-off locations are not consistently cleared by property owners.

Feedback from the survey and Service Requests suggests that the City improve snow clearing efforts around transit stops. This is also in alignment with *OCP* goals of offering a range of year-round sustainable transportation choices for all, as well promoting active transportation.

It should be noted that a negative impact is that sidewalks not adjacent to the transit stops will not be cleared and there may be a negative perception that the City is clearing some

residents' sidewalks and not all. In addition, this does not address accessibility on the remaining sidewalk network.

If City Council preferred to adopt a Bylaw requiring all property owners to keep the sidewalks adjacent to their property free and clear of snow, this policy enhancement would not be required (see Bylaw Amendment – Sidewalk Clearing option below).

The cost for this enhancement is \$339,000 annually and details can be found in Appendix F.

Policy Enhancement 5 – Transit Routes

Upgrade the road plowing classification of all transit routes to Category 2 or higher.

Currently the Policy states that all transit routes are to be classified as a Category 3 priority or better. This means that during systematic plowing operations, many of the transit routes in the community can take up to 48 hours to complete after a snow event.

Feedback from Service Requests and internal stakeholders such as Regina Transit and Winter Maintenance staff, suggests that transit routes should be classified as a higher priority and cleared faster as this may be the primary mode of transportation for many residents after a snowfall. This may be especially true during a major snow event when major roads are cleared relatively quickly but residential roads take more time. Ensuring that Regina Transit has clear and safe roads to carry out consistent service level commitments and schedules is integral in elevating the role of public transit and optimizing the road network capacity.

There are no costs associated with this level of service enhancement and Administration will utilize existing tools and resources to implement this enhancement for the 2021/2022 season. Additional details can be found in Appendix G.

Policy Enhancement 6 – Residential Roads

Upgrade the road plowing classification of residential roads greater than 1500 vehicles per day (VPD) to Category 3 and plow all residential roads after every snow event greater than 15 centimetres.

Currently the Policy specifies that residential roads are plowed after a snow event greater than 25 centimetres, or when rutting exceeds ten centimetres. The residential road network represents approximately 541 kilometres of the entire road network and are typically plowed once or twice per season.

Feedback from the survey and Service Requests suggest that general satisfaction is low regarding snow clearing on residential roads. Administration is recommending that residential roads that are acting more as collector roads serving over 1500 VPD be classified as a higher priority and included in systematic plowing operations. In addition,

Administration recommends all residential roads are systematically plowed after a snow event greater than 15 centimetres.

Based on recent data, it is expected that this will result in one additional plow every season. It should be noted that the City will continue utilizing the Ice Shaving Program to maintain ruts and have discretion to plow all residential roads if there are unusual or extenuating circumstances during the winter.

The cost for this enhancement is \$304,000 annually and details can be found in Appendix H.

Policy Enhancement 7 – Bike Lanes

Upgrade the road plowing classification of bike lanes to Category 2 or higher.

The current Policy does not include any reference to bike lanes. However, most the City's existing bike lanes are located on Category 1 or 2 roads, therefore they are plowed within 36 hours of a snowfall event. There are some bike lanes located on Category 3 roads, such as Lorne Street and Smith Street, and they would be included in the upgrade.

In an effort to offer a range of year-round transportation choices and promote active transportation, the enhanced level of service will include plowing and ice control activities after a snowfall, as well as routine inspections to ensure ice, snow, and slush is cleared from the bike lane.

As most of the bike lanes are already located on higher priority roads, there are no costs associated with this enhancement. Routine inspections will be included in the current inspection program. Additional details can be found in Appendix I.

Policy Enhancement 8 –Intersection Ice Control

Implement ice control routing and enhance coordination between snow plowing and ice control activities.

The current Policy for ice control outlines minimum cycling times based on category during snow events and when slippery conditions are present. Sand and salt is placed on the road in advance of intersections, crosswalks, ramps and merge lanes, curves and adjacent to school properties. After a snowfall, ice control material is placed on the road up to 24 hours after systematic plowing operations have been completed.

Feedback from the survey showed general satisfaction of ice control operations, however comments suggested there could be better coordination between snow plowing and ice control activities. Implementing routes based on priority and classification for both ice control and plowing operations will bring greater consistency to these activities and reduce the time delay between the coordinated activities.

There are no costs associated with this level of service enhancement and Administration will utilize existing tools and resources to implement this enhancement for the 2021/2022 season. Additional details can be found in Appendix J.

Policy Enhancement 9 – Snow Removal on Category 1, 2, 3 Roads

Remove snow on all Category 1, 2 and 3 roads when sightlines and lane widths are impacted.

The current Policy specifies that snow removal on Category 1 and 2 roads and Category 3 transit routes will be completed when sightlines and lane widths are impacted.

Feedback from the survey indicates that the snow removal activities need to be further enhanced on major roads after each systematic plow. Removing snow from Category 1, 2, 3 roads will ensure that snow removal takes place on all arterial and collector roads that are regularly plowed, providing safer winter driving conditions by improving road capacity and visibility around intersections.

There are no additional costs associated with this level of service enhancement as Administration has gained efficiencies in this activity and typically performed much of this activity on Category 3 roads out of necessity. Additional details can be found in Appendix K.

Bylaw Amendment – Sidewalk Clearing

Implement a sidewalk snow clearing Bylaw for all property owners.

In conjunction with the City's sidewalk clearing activities outlined in the Policy, the City requires owners of commercial properties, parking lots and apartment buildings to clear sidewalks within 24-48 hours of a snowfall as per *The Clean Property Bylaw*. These programs combined represent eighteen per cent of sidewalks in our community.

Feedback from the survey and Service Requests suggest that residents want to see increased and consistent sidewalk clearing efforts in our community and favour an approach that includes enforcement options.

This would assist in achieving *OCP* goals to offer a range of year-round transportation choices and promote active transportation and would ultimately benefit Regina residents by ensuring all sidewalks are consistently cleared of snow and maintained throughout the winter season.

If this option was chosen, Administration would bring a report in Q3 2021 with options to amend *The Clean Property Bylaw*.

DECISION HISTORY

At the September 8, 2018 Public Works and Infrastructure Committee meeting, the Winter Maintenance Summary Report *PWI18-16* was considered, and Administration committed to review to update and align the policy with community priorities and operational requirements.

The recommendations in this report require City Council Approval.

Respectfully Submitted,

A blue ink signature of Chris Warren, consisting of a stylized 'C' followed by 'W' and a horizontal line.

Chris Warren, Director, Roadways & Transportation

9/4/2020

Respectfully Submitted,

A black ink signature of Kim Conra, featuring a large, looped 'K' followed by 'Conra'.

Kim Conra, Executive Director, Citizen Services

9/18/2020

Prepared by: Neeraj Saroj, Senior Engineer, Roadways & Transportation

ATTACHMENTS

- Appendix A - Environmental Conditions and Budgetary Impacts
- Appendix B - Current Winter Maintenance Policy
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Appendix A Environmental Conditions Analysis

Although it is very difficult to predict the winter conditions in advance, the weather data for the past ten years indicates that the snowfall amounts in Regina have been decreasing. Figures 1 and 2 below indicate this trend. The linear trendline in Figure 2 highlights the possibility of snowfall amounts dropping in the coming years if this trend continued. The data also shows that the average monthly temperatures have been rising through the years. The number of snow days have dropped to 35 days in the last five years when compared to an average of 44 days during 2009/2010 to 2013/2014 seasons.

The above factors directly impact City of Regina's (City) Winter Maintenance Program in terms of operational and financial planning. Over the past few years, the need to systematically plow the major roads in Regina has reduced from five times a season to only four times. Similarly, major blizzards that dump 25 centimetres or more during a single event are less frequent requiring winter maintenance crews to perform only one residential plow and one alley plow in a season instead of two plows performed for each activity in earlier seasons.

Figure 1: Regina Weather Trend

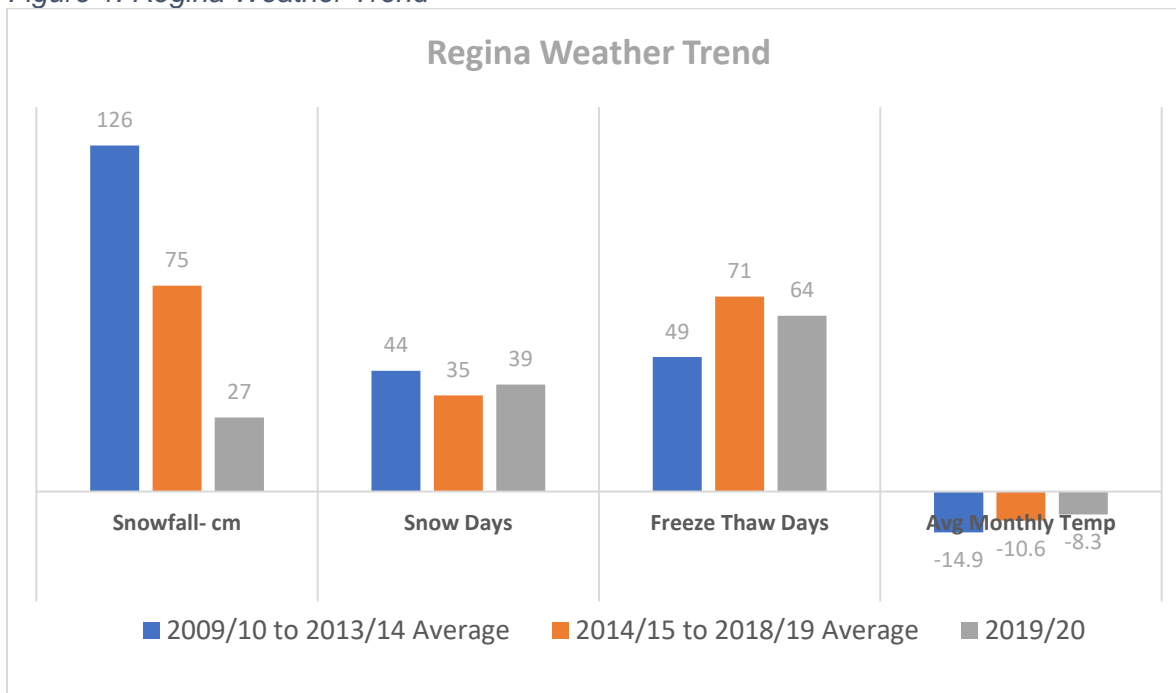
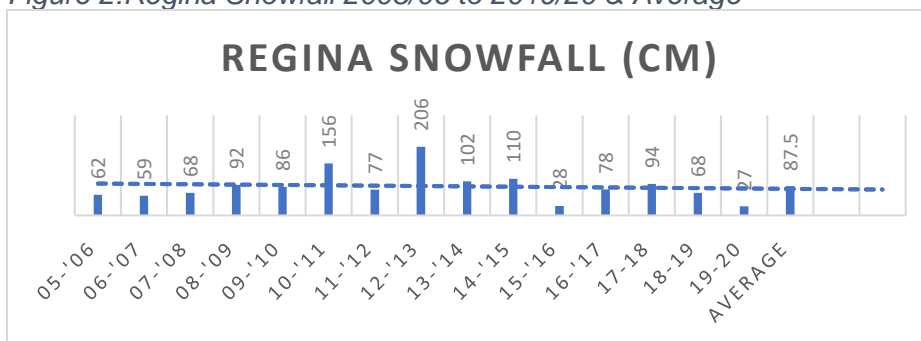


Figure 2: Regina Snowfall 2005/06 to 2019/20 & Average



The Roadways Seasonal Operations branch would always be ready to tackle harsher winters and provide emergency response if required. The Winter Maintenance Reserve has a current balance of \$1.8 million and this source of funding would be used in an above average season. Assuming the milder weather trend could continue in the coming years, Administration studied the possible financial impact and it is expected that a total cost saving of \$1.223 million is possible due to reduced maintenance activities.

Expected Savings:

As indicated in the Table 1 below, there is a total saving potential of \$1.223 million due to reduced winter maintenance requirements under various programs listed in the table.

Table 1: *Expected Savings due to milder weather trends:*

Major Winter Maintenance Program	Expected Costs (Average 5-storms) Previous average winter season based on historic data	Expected Costs (Average 4-storms) New average	Expected Savings	Comments
Plowing of Roads	\$2.172 million	\$1.575 million	\$0.596 million	<ul style="list-style-type: none"> Based on cost of 4 systematic plows instead of 5 plows Based on only one residential plow instead of two plows Cost saving in storm, systematic and routine maintenance modes due to reduced cost of resources (manpower, City owned and hired equipment)
Plowing of Alleys	\$0.131 million	\$0.066 million	\$0.066 million (reflected in Alley Tax Levy)	<ul style="list-style-type: none"> Based on one alley plow instead of two.
Ice Control on Roads	\$1.932 million	\$1.665 million	\$0.267 million	<ul style="list-style-type: none"> Based on cost of 4 systematic plows instead of 5 plows
Snow removal	\$2.519 million	\$2.159 million	\$0.360 million	<ul style="list-style-type: none"> Lower snow accumulations require less snow removal
		Total Expected Saving	\$1.223 million	

Winter Maintenance Policy

Purpose

The purpose of the Winter Maintenance Program is to provide winter maintenance that effectively supports the health, attractiveness, and economic viability of this community. The purpose of this Policy is to provide winter maintenance guidelines for the Winter Maintenance Program. Both the policy and program are intended to be complimentary with the City of Regina Salt Management Plan. All activities in the program, in particular the Ice Control activity, will follow the intent, guidelines, and practices laid out in the Plan.

Scope

The scope of the Winter Maintenance Program and Policy addresses those public right of way assets involving:

- a) streets;
- b) sidewalks;
- c) alleys; and
- d) easements.

Not included in the scope of this Policy or the Program are public and private property or right of way assets that are located within City limits:

- a) in City parks and open spaces;
- b) on City facilities and properties or on properties that are controlled by the City;
- c) in the F.W. Hill Mall;
- d) on properties controlled by the Wascana Centre Authority;
- e) are the responsibility of Saskatchewan Highways; or
- f) on private roads, sidewalks, facilities, or properties.

The Winter Road Maintenance Program is comprised of the following general activities:

- a) snow plowing of roads, alleys and sidewalks;
- b) ice control of roads, alleys and sidewalks;
- c) snow removal;
- d) snow dump sites; (To Be Inserted at Later Date)
- e) spring runoff - catch basins and ditches; (To Be Inserted at Later Date);
- f) snow fencing; and (To Be Inserted at Later Date)
- g) success indicators, monitoring, documentation and reporting (To Be Inserted at Later Date)

Authority This Policy is established by City Council.

Contact For further information, please contact:

Public Works Division
Roadways Operations Department
P.O. Box 1790
2425 4th Avenue
Regina, Saskatchewan S4P 3C8
Telephone: 306.777.7000
Fax: 306.777.7057

Definitions

Bare Pavement – refers to a road surface condition where the wheel paths in driving lanes are generally visible. Ice, frost, or snow may remain in wheel paths which results in slippery conditions. Loose snow between or outside of the wheel paths is normally plowed. Generally 3 cm of compacted snow between or outside of the wheel paths is not plowed.

Ice Control – the application of aggregate abrasives and/or chemicals to a driving or walking surface to improve traction.

Normal Winter Driving Conditions – refers to the road conditions which result from adhering to a set of end condition statements as described in this Policy document.

Passability - refers to maintaining a driving lane in such a condition that police, fire, and ambulance vehicles can use the street in an emergency response.

Peak Traffic Hours – the hours between 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. Monday to Friday, excluding holidays.

Plow Snow (Alleys) – the pushing of accumulated snow from the centreline of the alley surface, leaving snow ridges on each side, such that one vehicle width is provided.

Plow Snow (Roads) - the pushing of accumulated snow from driving or parking lanes. The resulting snow ridges may be stored in centre medians or in parking lanes adjacent to the curb.

Plow Snow (Sidewalks) – the pushing of accumulated snow from the sidewalk surface, resulting in a minimum one metre wide compacted snow walking surface, leaving snow ridges on both sides of the sidewalk.

Plowed Around – during plowing operations a plow may travel around a parked vehicle leaving a snow ridge.

Road Categories for Systematic Plowing and Ice Control – every road segment within the entire road network is classified into one of five categories which are defined as follows:

Category 1	Freeways/expressways including ramps and loops, major arterial roads, and any road on a designated hospital emergency route.
Category 2	Minor arterial roads, major collector roads with traffic volumes > 5,000 vehicles per day and all roads in the area referred to as Regina downtown.
Category 3	Major collector roads (with traffic volumes < 5,000 vehicles per day), industrial/commercial roads, and any minor collector or major residential local roads on a designated transit or truck route.
Category 4	Minor collector roads and major residential local roads which lead into school bus unloading zones.
Category 5	Residential local roads.
Category 6	Gravel roads.

Road Segment – the distance between two intersections.

Rutting – refers to the wheel path troughs in compacted snow surfaces.

Salt Management Plan – the most recent version of the City’s “Plan” developed in accordance with Environment Canada’s “Code of Practice for the Environmental Management of Road Salts”.

Snow Event – a combination of snow or wind causing snow to accumulate on driving or walking surfaces. For the ice control activity, snow event shall also include rain or freezing rain or other weather conditions that have a similar effect on road surfaces. The end of a snow event is when winter precipitation no longer accumulates on roadway surfaces for a sufficient period of time to allow complete systematic plowing and ice control to be completed as specified in this Policy.

Snow Removal – refers to the reducing or cleaning away of snow ridges or piles. Typically, this is accomplished by redistributing this excess snow to existing snow ridges on the same block and if this is not possible then it is removed by loading and hauling off site.

Snow Ridge- the row of excess snow formed by plowing roads, alleys, or sidewalks.

Systematic Ice Control (Roads) – refers to a methodical approach taken to complete one ice control cycle on the road network as specified in this Policy following systematic road plowing or the end of a snow event.

Systematic Plowing (Roads) – refers to a methodical approach taken to complete one plowing cycle on the road network as specified in this Policy following the end of a snow event.

Typical Winter – refers to the average weather conditions for Regina between October and April including approximately: two blizzards lasting six hours or more per year; 30 blizzard hours per year; 50 days with snow fall per year; total annual snowfall of 105 cm; temperature ranges from 10°C to -50°C; and individual snow events less than 10 cm.

Windrowing – multiple snow ridges placed in an open field parallel with the road to minimize drifting snow from collecting on the road surface.

Policy Statement

1.0 GENERAL

The performance and end condition objectives outlined by this policy include the following underlying assumptions:

- a) That the operational activities are being undertaken during a typical weather event during a typical winter season. The City acknowledges that Regina may be subject to extreme or extraordinary weather which may diminish the City's ability to achieve the policy objectives within the stated time frames.
- b) The activities detailed herein attempt to reduce hazardous roadways conditions caused by winter weather; however, the City acknowledges that weather conditions are beyond the City's control and dangerous conditions may nonetheless result despite the City's efforts.
- c) That winter road safety is a cooperative activity between users of the roadways and the City. The City expects that users of the roadways will

exercise reasonable care for their own safety when travelling the roadways during winter conditions.

There are several general objectives which support the purpose of the program policy:

Objective #1	All roads are made passable for emergency (fire, police, ambulance) response vehicles.
Objective #2	Normal winter driving conditions and reasonable sidewalk access are provided on key routes through systematic plowing and sanding operations on priority one roads.
Objective #3	Normal winter driving conditions and reasonable sidewalk access are provided along regional commercial developments and secondary routes through systematic plowing and sanding operations on priority two roads.
Objective #4	Normal winter driving conditions are provided along tertiary routes through systematic plowing and sanding operations on priority three roads.
Objective #5	Safety and travel efficiency are provided through the plowing and removal of windrows from in front of guardrails and off of bridge decks.
Objective #6	Alleys are passable for the collection of solid waste collection and access by utility companies and the public.
Objective #7	Normal winter driving conditions are maintained through snow removal operations.
Objective #8	Residential and low volume routes are made passable through plowing operations.
Objective #9	Snow clearing is provided at City owned facilities to provide reasonable parking and access.
Objective #10	Snow clearing is provided on pathways in some parks and connecting walkways and in some open spaces which are typically in the vicinity of recreation centres.
Objective #11	Reasonable sidewalk access is provided through enforcement of the Regina Clean Property Bylaw, 1997.

When severe weather conditions reach a point where winter maintenance operations can not continue without compromising public and/or employee safety, temporary road closures may be implemented.

The Manager of Winter Maintenance, or his/her designate, makes the ultimate decision to temporarily close a road. When this occurs, the Public Works Dispatch Office shall contact:

- Traffic Operations Command Centre;
- Fire, Police, and Emergency Medical Services;
- City Central and City Manager's Office;
- Communications Division;
- Local radio/television newsrooms and the Leader Post.

The Manager of Winter Maintenance is responsible for the day-to-day operation and coordination of the Roadway Operations Winter Maintenance Program.

2.0 PLOWING

There are three operating environments involved in the snow plowing operation:

- During a snow event;
- Systematic road plowing; and
- Routine maintenance

2.1 ROADS

The City will classify the road network for snow plowing activities. In all three operating environments, road snow plowing will be conducted in accordance with the Road Categories for Systematic Plowing and Ice Control.

a) During a Snow Event:

- **General**

During a snow event, the first priority objective for road snow plowing is to maintain passability on roads for emergency response vehicles. As the end of the storm approaches, this operational objective becomes increasingly shared with the next operational objective, that of systematically plowing the road network. Plowing will be initiated on Category 1 and 2 roads when approximately 5 cm of snow has accumulated on the road surface during a snow event. When severe snow events occur, operations to establish and maintain passability may only focus on Category 1 and 2 roads.

- **Locations**

All roads which are not passable for emergency response vehicles.

- **Time Frames**

Time frames are not applicable during a snow event. Operations will continuously cycle for the duration of the snow event. Following typical snow events, all roads will be passable for emergency response vehicles within twenty-four hours from conclusion of snow event.

- **End Conditions**

Passability is maintained on as many roads as resources and weather conditions permit.

Snow and ice accumulation could remain on the road surface

Snow ridges across driveways, intersections, alleys, transit stops, and around parked vehicles may not be reduced in height.

b) Systematic Plowing:

- **General**

During systematic road plowing, the operational objective is to re-establish traffic flow in driving lanes and designated turning lanes. Systematic road plowing operations will be triggered by the following snow accumulations during a single snow event:

Category 1 and 2 roads – 5 cm

Category 3 and 4 roads – 10 cm

Category 5 roads – 25 cm

Category 6 roads – 10 cm

Systematic road plowing operations may also be triggered in other circumstances where there are several snow accumulations of less than 5 cm, and the Manager of Winter Maintenance will make the determination to call a systematic response if warranted.

- **Locations**

All roads provided snow accumulation has met or exceeded trigger values for each category.

- **Time Frames**

Systematic road plowing will be completed within the following time frames from end of snow event:

Category 1 roads within 24 hours
Category 2 roads within 36 hours
Category 3 roads within 48 hours
Category 4 roads within 60 hours
Category 5 roads – no time frames specified
Category 6 roads – within 60 hours

- **End Conditions**

Systematic road plowing is considered to be complete when the following conditions are met.

All Roads

Snow ridges will be reduced to a maximum height of 30 cm across driveways, intersections, alleys and signed unloading zones (including for school buses adjacent to schools and in front of senior's complexes with over 20 units in a single building).

Snow ridges will be reduced to a maximum height of 15 cm on Transit stops.

Snow ridges of any height may be left around parked vehicles.

Snow ridges placed in parking lanes may encroach up to 30 cm on to the sidewalk.

The driving lanes and designated turning lanes will be plowed to the following conditions during systematic plowing:

- Category 1 and 2 roads to bare pavement as defined
- Category 3 and 4 roads to a compacted snow surface of approximately 8 cm or less depth
- Category 5 roads to a compacted snow surface
- Category 6 roads to a compacted snow surface of approximately 8 cm or less depth

c) Routine Maintenance

- **General**

During routine maintenance, the operational objectives are to:

- a) Complete post snow event cleanup on the road network to establish normal winter driving conditions as defined for each category of road;
- b) Maintain the road network to normal winter driving conditions and correct deficiencies which result from cumulative light snow events, spot drifting, or traffic effects; and
- c) Prepare for future snow events.

Category 5 roads may be systematically plowed to reduce snow pack depth resulting from cumulative snow events.

- **Locations**

Routine maintenance is conducted on all roads in accordance with the Road Categories for Systematic Plowing and Ice Control.

- **Time Frames**

- a) Post snow event cleanup will be completed within the following time frames following systematic plowing completion:
 - Category 1 and 2 roads – seven days
 - Category 3 and 4 roads – 14 days
 - Category 5 roads – 21 days
 - Category 6 roads – 14 days
- b) Time frames are not applicable when maintaining the road network to normal winter driving conditions and correcting deficiencies which result from cumulative light snow events, spot drifting, or traffic effects.
- c) Time frame requirements are not applicable when preparing for future snow events.

- **End Conditions**

Normal winter driving conditions are considered to be established on roads when the following conditions are met:

- Snow ridges will be reduced to a maximum height of 30cm across driveways, intersections, alleys and signed unloading zones

(including for school buses adjacent to schools and in front of seniors' complexes with over 20 units in a single building).

- Snow ridges placed in parking lanes may encroach up to 30 cm on to the sidewalk. The outside base edge of the snow ridge will not exceed 60 cm from the curb face.
- On bridge decks and in subways snow ridges will generally be less than 1 metre high or 1.5 metres wide.
- Snow ridges in front of guard rails will generally be less than 30 cm in height.
- Maximum height of snow ridges within transit stops will be 15 cm and will not encroach onto the sidewalk.
- Transit stops will be a minimum of 12 m in length.

Driving lanes and designated turning lanes will be maintained to surface conditions as follows:

- Category 1 and 2 roads to bare pavement including a portion of the parking lanes adjacent to a snow ridge.
- Category 3 and 4 roads rutting in excess of approximately 8 cm will be addressed.
- Category 5 roads rutting in excess of approximately 10 cm will be addressed.
- Category 6 roads rutting in excess of approximately 8 cm will be addressed.

2.2 ALLEYS

The City does not classify the alley network for the purpose of prioritizing snow plowing activities in alleys.

a) During a Snow Event

- **General**

Typically, alleys will not be plowed during a storm event.

b) Systematic Plowing

- **General**

During systematic alley plowing, the operational objective is to return the alley network to normal winter driving conditions. Systematic alley plowing operations are triggered by a 25 cm snow accumulation during a single snow event.

- **Locations**

All alleys.

- **Time Frames**

Systematic alley plowing will be completed within 96 hours from the end of a snow event.

- **End Conditions**

Normal winter driving conditions are considered to be established on alleys when the following conditions are met:

- The compacted snow surface width will provide single vehicle passage.
- Snow ridges may be formed on both sides of the plowed surface.
- Snow ridges are not reduced in height across garages, driveways, or parking lot entrances.

c) Routine Maintenance

- **General**

During routine maintenance, the operational objective is to maintain normal winter driving conditions in alleys as defined. Alleys may be systematically plowed to reduce snow pack depth resulting from cumulative snow events.

- **Time Frames**

No time frames specified.

- **End Conditions**

The compacted snow surface width will provide single vehicle passage.

Rutting in the compacted snow surface will not exceed approximately 10 cm.

2.3 SIDEWALKS

The City does not classify the sidewalk network for the purpose of prioritizing snow plowing activities on sidewalks.

- a) **During a Snow Event**

Systematic sidewalk plowing operations will be triggered by 5 cm snow accumulations during a single snow event.

- b) **Sidewalk Plowing**

- **General**

The City will plow and maintain specific sidewalk locations.

- **Locations**

- Any sidewalk adjacent to a City owned building or property that is located within the area noted in Schedule B of The Clean Property Bylaw No. 9881.
 - Any sidewalk adjacent to a City owned building or parking lot that is regularly used by the public during the winter season, excluding outdoor rinks.
 - Any sidewalk adjacent to bridge decks and subways.
 - Any sidewalk adjacent to transit stops on the Heritage bus route which is not covered by The Clean Property Bylaw No. 9881.
 - Adjacent to no frontage locations.
 - Adjacent to storm channel and railway crossings on Category 1 and 2 streets.

- Adjacent to vacant land on Category 1 and 2 streets.
- Adjacent to city owned parks on Category 1, 2, 3, and 4 streets.
- Adjacent to city owned parks that are next to a public school.
- Adjacent to city owned buildings or parks not accessed by the public in winter on Category 1 and 2 streets.
- Adjacent to hospital gateway (sidewalks both sides on 14th Avenue from Broad Street to the alley east of Halifax Street).
- Adjacent to Core Community Park (Quebec Street side).

- **Time Frames**

Within 72 hours from end of snow event.

- **End Conditions**

Sidewalk locations will be maintained to a general width of 1 metre.

Sidewalk locations will be maintained to a compacted snow surface with a maximum depth of approximately 5 cm.

3.0 ICE CONTROL

There are three operating environments involved in the ice control operation:

- During a snow event;
- Systematic ice control; and
- Routine maintenance

Typically, ice control materials are only applied intermittently at spot sections along roads, alleys, or sidewalks. Continuous or uninterrupted application of ice control materials is not standard practice.

To determine if a spot section is treated with ice control material during any given cycle, staff judge the relative visibility of previously applied materials.

3.1 ROADS

The City will classify the road network for ice control activities. In all three operating environments, ice control will be conducted in accordance with the Road Categories for Systematic Plowing and Ice Control. For the ice control activity, time frames are typically expressed as a cycle frequency. Cycle frequency refers to the time interval between successive passes on a road to apply materials as judged by City staff.

a) During a Snow Event

- **General**

During a snow event, the operational objective of the ice control activity is to slow the rate of deterioration in driving conditions.

- **Locations**

During a snow event ice control operations on Category 1, 2, 3, and 4 roads will be initiated near the start of snow or freezing rain precipitation.

As snow or freezing rain precipitation continues, ice control operations will be increasingly directed, as determined by City staff, to Category 1 and 2 roads only.

- **Time Frames**

From near the start of snow accumulation to a point where approximately 2 cm of snow has accumulated during a single snow event on the road surface, cycle frequency will be as follows:

Category 1 roads (posted speeds > 70kph)	4 hour cycle
Category 1 roads (posted speeds < 70kph)	12 hour cycle
Category 2 roads	12 hour cycle
Category 3 roads	24 hour cycle
Category 4 roads	24 hour cycle

After approximately 2 cm of snow accumulation during a single snow event, cycle frequency will be as follows:

Category 1 roads (posted speeds) > 70kph	4 hour cycle
Category 1 roads (posted speeds) < 70kph	5 hour cycle
Category 2 roads	5 hour cycle
Category 3 and 4 roads	Not specified

- **End Conditions**

The effectiveness of ice control can not be pre-determined.

Spot sections of roads that are typically treated, based on the judgement of staff are:

- sections leading up to sign or signal controlled intersections and crosswalks;

- bridge decks and subways including the approach to and exit from;
- grades greater than 5%;
- ramps and merging lanes;
- curves located on Category 1 – 4 roads; or
- public and separate school frontage roads and those intersections immediately adjacent to school properties.

b) Systematic Ice Control

- **General**

During systematic ice control operations, the operational objective is to complete one cycle of ice control on spot sections of all roads which have been systematically plowed.

- **Locations**

All roads which have been systematically plowed.

- **Time Frames**

Systematic ice control will be completed within the following time frames:

Category 1 and 2 roads within four hours of systematic plowing.

Category 3 and 4 roads within eight hours of systematic plowing.

Category 5 and 6 roads within 24 hours of systematic plowing.

- **End conditions**

The effectiveness of ice control can not be pre-determined.

Spot sections of roads that are typically treated, based on the judgement of staff are:

- sections leading up to sign or signal controlled intersections and crosswalks;
- bridge decks and subways including the approach to and exit from;
- grades greater than 5%;
- ramps and merging lanes;
- curves located on Category 1 – 4 roads; or
- public and separate school frontage roads and those intersections immediately adjacent to school properties.

c) Routine Maintenance

- **General**

During routine maintenance for the ice control activity, the operational objectives are to:

- Complete one cycle of ice control following post snow event cleanup operations. This cycle will be similar to that provided during systematic ice control.
- Conduct routine ice control on each road category at a pre-determined cycle frequency.

- **Time Frames**

The one cycle of ice control will be completed within eight hours following post snow event clean-up operations.

Routine ice control cycle frequency will be as follows:

Category 1 roads (posted speeds > 70kph)	12 hour cycle
Category 1 roads (posted speed < 70 kph)	24 hour cycle
Category 2 roads	24 hour cycle
Category 3 roads	48 hour cycle
Category 4 roads	48 hour cycle
Category 5 roads	120 hour cycle
Category 6 roads	120 hour cycle

- **End Conditions**

The effectiveness of ice control can not be pre-determined.

End conditions are judged solely on whether cycle frequency time frames have been met.

Spot sections of roads that are typically treated, based on the judgement of staff are:

- sections leading up to sign or signal controlled intersections and crosswalks;
- bridge decks and subways including the approach to and exit from;
- grades greater than 5%;
- ramps and merging lanes;
- curves located on Category 1 – 4 roads; or

- public and separate school frontage roads and those intersections immediately adjacent to school properties.

3.2 Alleys

The City does not classify the alley network for the purpose of prioritizing ice control activities in alleys.

Ice control activities for alleys are conducted as time and resources permit. No time frames are specified for ice control in alleys.

- **Locations**

Alleys that will be considered for ice control activity must:

- Have a majority of commercial or apartment building properties adjacent to the alley;
- Be adjacent to school parking lot entrances or school bus unloading zones that are located in an alley; or
- Have grades exceeding 5%

- **End Conditions**

The effectiveness of ice control can not be pre-determined.

Ice control will be applied on spot sections at the alley exit points and on grades exceeding 5%.

3.3 Sidewalks

The City does not classify the sidewalk network for the purpose of prioritizing ice control on sidewalks.

- **Locations**

- Any sidewalk adjacent to a City owned building or property that is located within the area noted in Schedule B of The Clean Property Bylaw No. 9881.
- Any sidewalk adjacent to a City owned building or parking lot that is regularly used by the public during the winter season, excluding outdoor rinks.
- Any sidewalk adjacent to bridge decks and subways.
- Any sidewalk adjacent to Transit stops on the Heritage bus routes which are not covered by The Clean Property Bylaw No. 9881.
- Adjacent to no frontage locations.

- Adjacent to storm channel and railway crossings on Category 1 and 2 streets.
- Adjacent to vacant land on Category 1 and 2 streets.
- Adjacent to city owned parks on Category 1, 2, 3, and 4 streets.
- Adjacent to city owned parks that are next to a public school.
- Adjacent to city owned buildings or parks not accessed by the public in winter on Category 1 and 2 streets.
- Adjacent to hospital gateway (sidewalks both sides on 14th Avenue from Broad Street to the alley east of Halifax Street).
- Adjacent to Core Community Park (Quebec Street side).

- **Time Frames**

Ice control activities following freezing rain events will be completed within 72 hours from end of event.

Ice control activities on compacted snow surfaces as determined by staff have no time frame for completion specified.

- **End Conditions**

The effectiveness of ice control can not be predetermined.

End conditions are not specified.

4.0 SNOW REMOVAL

- **General**

Plowing and ice control activities take precedence over snow removal activities both during a snow event and during systematic plowing or systematic ice control operations. Snow removal operations may be suspended at the beginning of snow events or during systematic operations so resources can be reallocated to address non-typical winter conditions and higher priority objectives.

- **Locations/Time Frames/ End Conditions**

- a) At the following locations, snow ridges of any height caused by plowing will be cleared from those areas within the time frames noted.
 - In school bus unloading zones at schools within 48 hours of road plowing (curb face showing).
 - In unloading zones in front of seniors complexes with over 20 units in a single building within 14 days of plowing.

- In disabled metered parking stalls within 24 hours of plowing.
- b) At the following locations, snow ridge heights caused by plowing will comply with the sight line controls as set out in section 69 and Schedule H of the Traffic Bylaw within the time frames noted:
 - At intersections adjacent to school properties and, at school fence gates that are opening onto roads within seven days of plowing. The snow ridge will be reduced at these locations to a maximum height of 30 cm.
 - At signal or sign controlled pedestrian corridors within 14 days of plowing.
 - At intersections on Category 1 and 2 roads, within 14 days of plowing.
- c) Snow removal involving load and hauling off site will generally be initiated when:
 - On blocks where the school bus unloading zones are located, snow ridges in excess of 75 cm exist – within 14 days of plowing.
 - In metered parking stalls, snow ridges in excess of 60 cm within 14 days.
 - Snow ridges generally greater than 1 m in height that impact travel widths or sight lines as determined by City staff on:
 - Category 1 and 2 roads;
 - Roads within the area bounded by Victoria Avenue to College Avenue and Albert Street to Broad Street;
 - 4th Avenue to Dewdney Avenue and Albert Street to Toronto Street;
 - Roads immediately adjacent to Regina General Hospital;
 - 14th Avenue from Halifax Street to Broad Street;
 - 15th Avenue from Broad Street to Winnipeg Street; and
 - Category 3 roads needed to provide City Transit with adequate travel width.

Appendix C Policy Review and Feedback

The Winter Maintenance Policy review process included research of other municipalities as well as extensive engagement with residents, and external and internal stakeholders. The feedback was used to identify the most critical common areas of improvement in winter maintenance that needed to be addressed.

Identification of Key Areas of Concern Based on Collective Feedback:

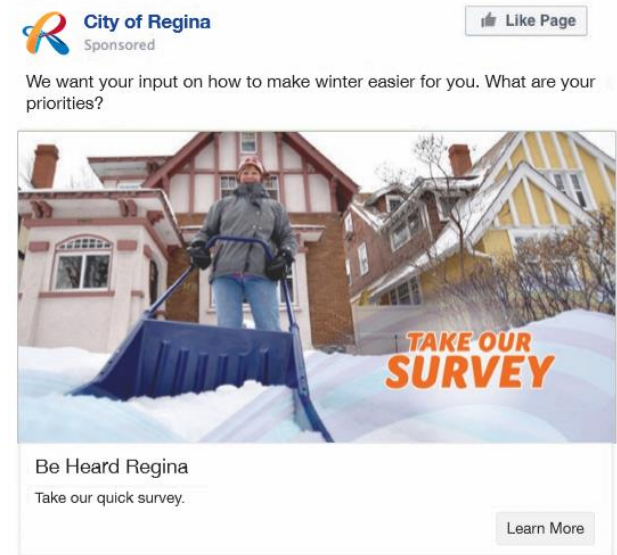
1. Ice control on intersections
2. General conditions of residential roads
3. Accessibility of sidewalks around transit stops
4. General conditions of sidewalks
5. Safety around school zones
6. General conditions around Transit routes
7. General conditions of Bike lanes
8. Simplifying Policy document

Survey:

A winter Maintenance Policy Review Survey was conducted under '*Be Heard Regina*' initiative during Q1, 2020 to gather feedback from residents, businesses and anyone who was impacted by Winter Maintenance Policy service levels and could provide some useful feedback.

Multiple communication methods were adopted to reach out to maximum residents, businesses, stakeholders and visitors. Some of the communication channels included Public Service Announcements (PSA), media interviews, City of Regina's social media handles like Facebook and Twitter, City's winter webpage and stakeholder engagement.

Approximately 3000 residents and businesses responded to the survey and provided valuable feedback by answering a range of multiple-choice questions and writing comments in response to open-ended questions designed to encourage a richer feedback for final evaluation and analysis purpose. Quantitative and Qualitative data from the survey results was analyzed to identify top five areas of concern relating to winter maintenance.



Identification of Critical Areas of Concern Based on Survey Feedback:

1. Ice control at intersections
2. General conditions of residential roads
3. Timely plowing of snow
4. General conditions of major roads
5. Sidewalks maintenance
6. Simplification of the policy document for better understanding



Survey Findings:

As evident from the Table 1 below, generally the respondents are satisfied with the current level of service towards majority of the policy parameters except '*general satisfaction with ice control and snow plow timelines on local/ residential roads*' for which the satisfaction level seems quite low (only 35%).

Table 1 Winter Maintenance Review Survey Findings

Key Policy parameter	Respondents % Satisfied with current LOS or No comments	Respondents % Not Satisfied
General satisfaction with road plowing and winter road maintenance	74%	26%
General satisfaction with snow plowing timelines	74%	26%
General satisfaction with ice control and snow plowing timelines on major roads	72%	28%
General satisfaction with ice control and snow plowing timelines on local/ residential roads	35%	65%
General satisfaction with current approach to snow removal	79%	21% However, 59% of these do not want an increased tax component to support snow removal enhancement
Sidewalks	76%	23% However, 53% of these do not want an increased tax-component to assist with the service enhancement
Priority Roads ·General satisfaction with road categorization	80%	20%

Survey Summary:

Survey Report

14 February 2020 - 05 April 2020

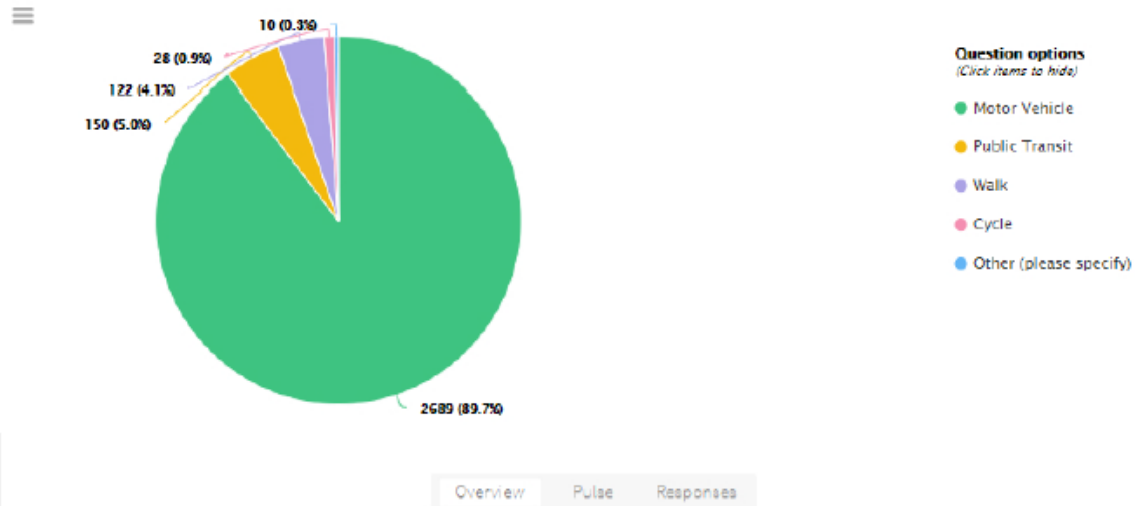
Winter Maintenance Policy Review Survey

PROJECT: Winter Maintenance Policy Review

Be Heard Regina

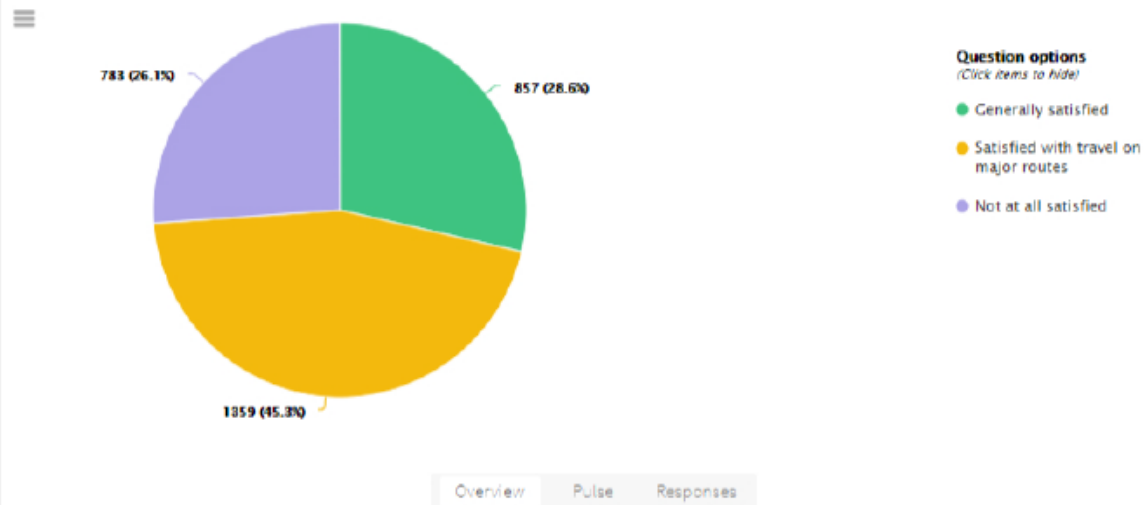
engagement 
by Bang the Table

Q3 What is your primary way to get around Regina in winter?



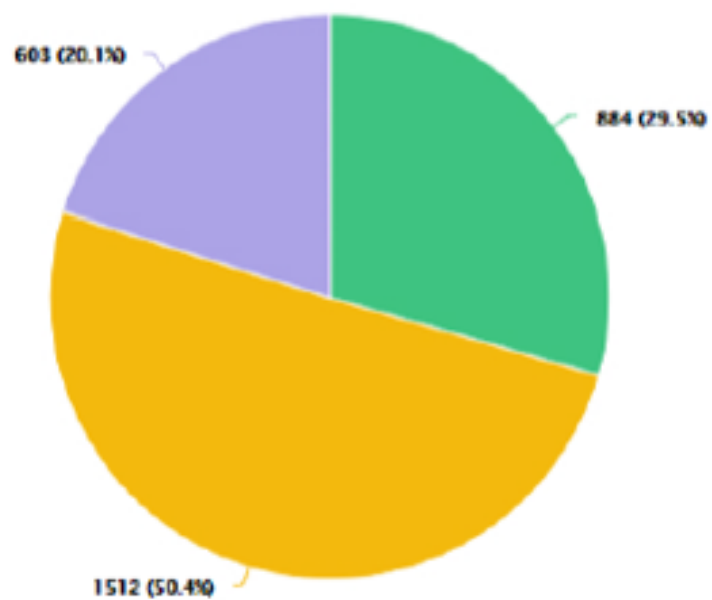
(2999 responses, 0 skipped)

Q4 Thinking back over the last two winters, how satisfied are you with how the City plows and maintains roads from November 1 to March 31?



(2999 responses, 0 skipped)

Q5 How satisfied are you with the above categorization?



Question options

(Click items to hide)

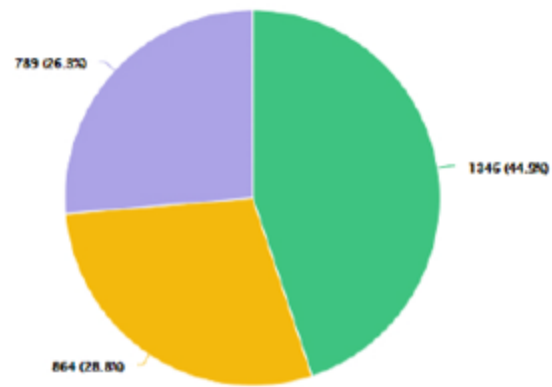
- Satisfied
- Somewhat satisfied
- Not at all satisfied

Overview

Pulse

Responses

Q8 The City of Regina's snow plowing activities typically occur within a reasonable amount of time.

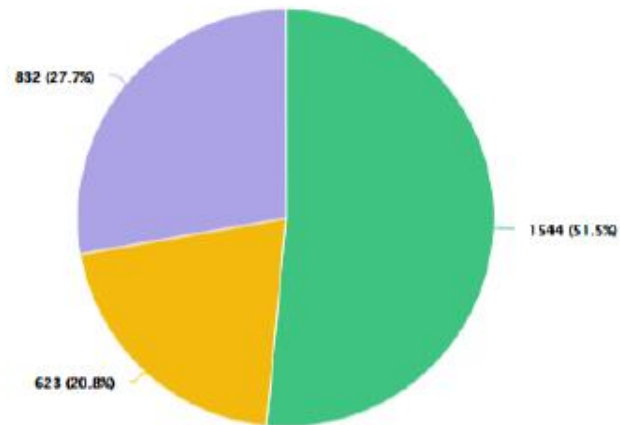


Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Overview Pulse Responses

Q9 I am satisfied with ice control and snow plowing of major roads.



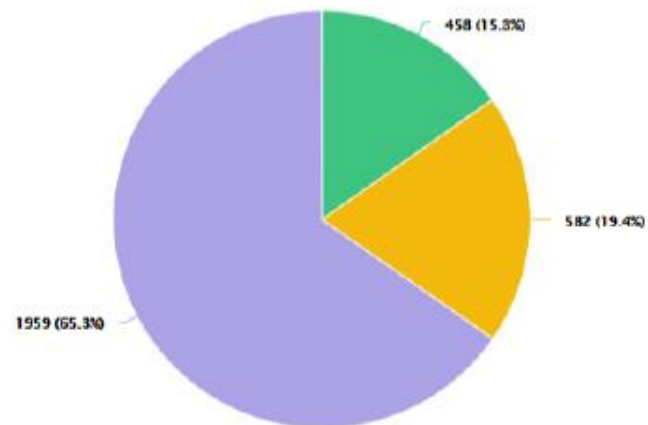
Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Overview Pulse Responses

(2999 responses, 0 skipped)

Q10 I am satisfied with ice control and snow plowing of residential streets.

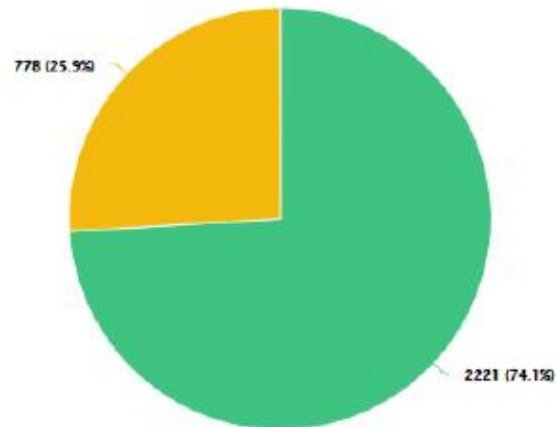


Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Overview Pulse Responses

Q14 Were you aware that the City has a Winter Maintenance policy to guide how streets are plowed during the winter?



Question options

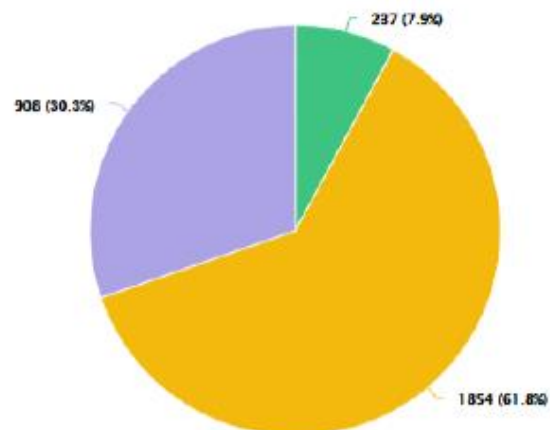
(Click items to hide)

- Yes
- No

Overview Pulse Responses

(2999 responses, 0 skipped)

Q15 How well does the City communicate its priorities for winter snow plowing and maintenance?

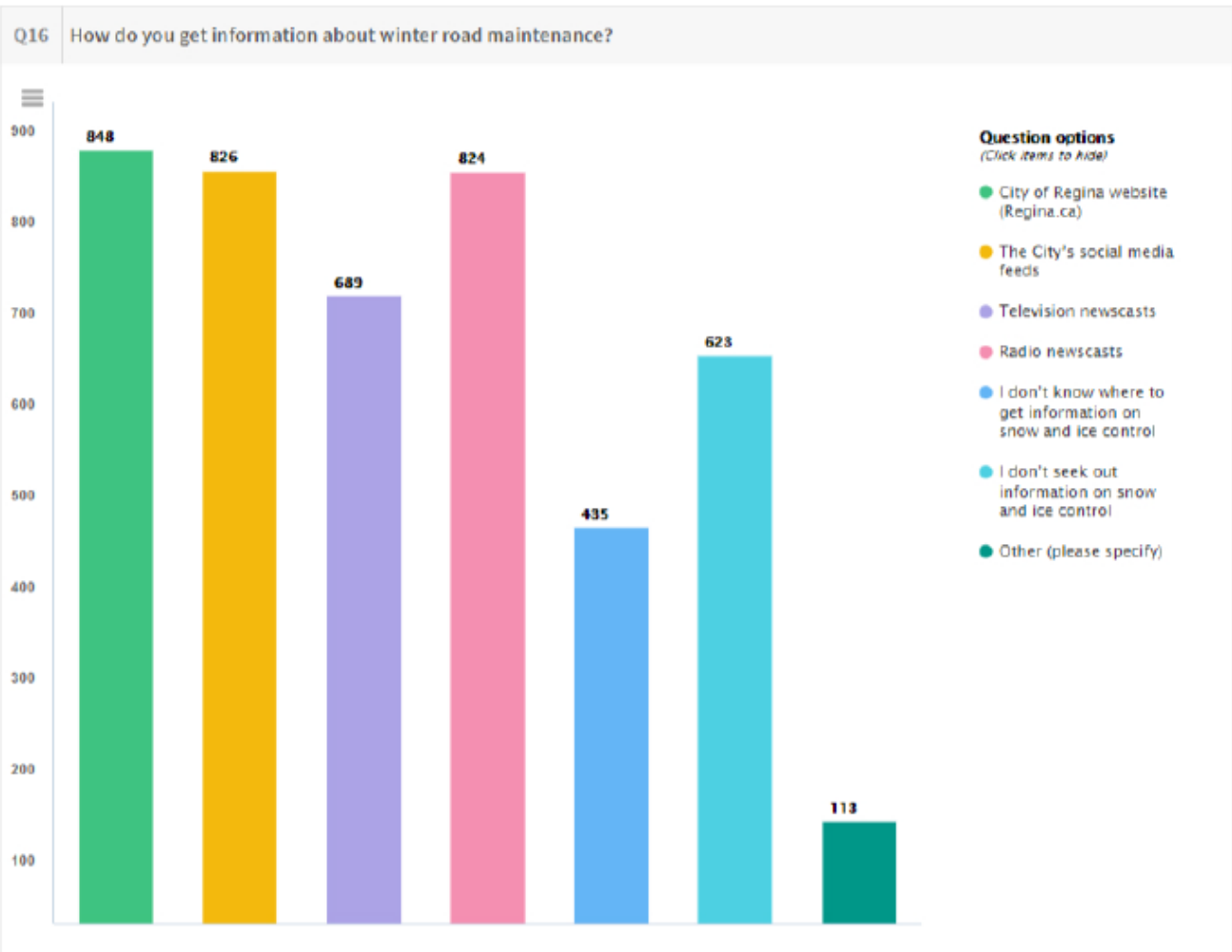


Question options

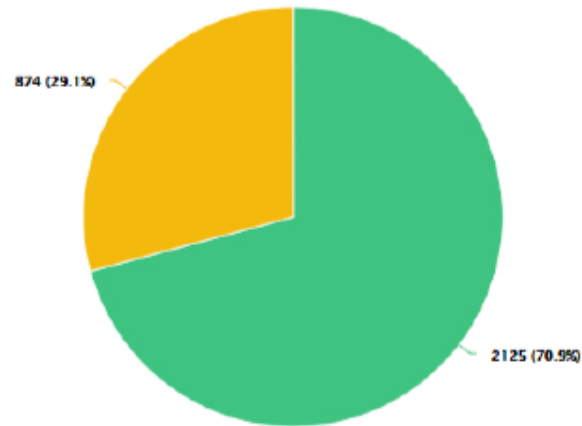
(Click items to hide)

- Very well. I know when and to what levels snow plowing and sanding will take place.
- Adequate. I have a general idea as to when major roads will be plowed and sanded.
- Not well. I am not sure how the City prioritizes roads and levels of service.

Overview Pulse Responses



Q17 I am aware of the City's approach to winter sidewalk maintenance.



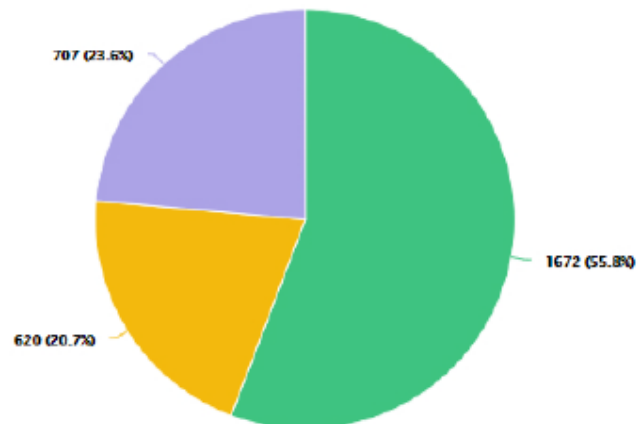
Question options
(Click items to hide)

- Yes
- No

Overview Pulse Responses

(2999 responses, 0 skipped)

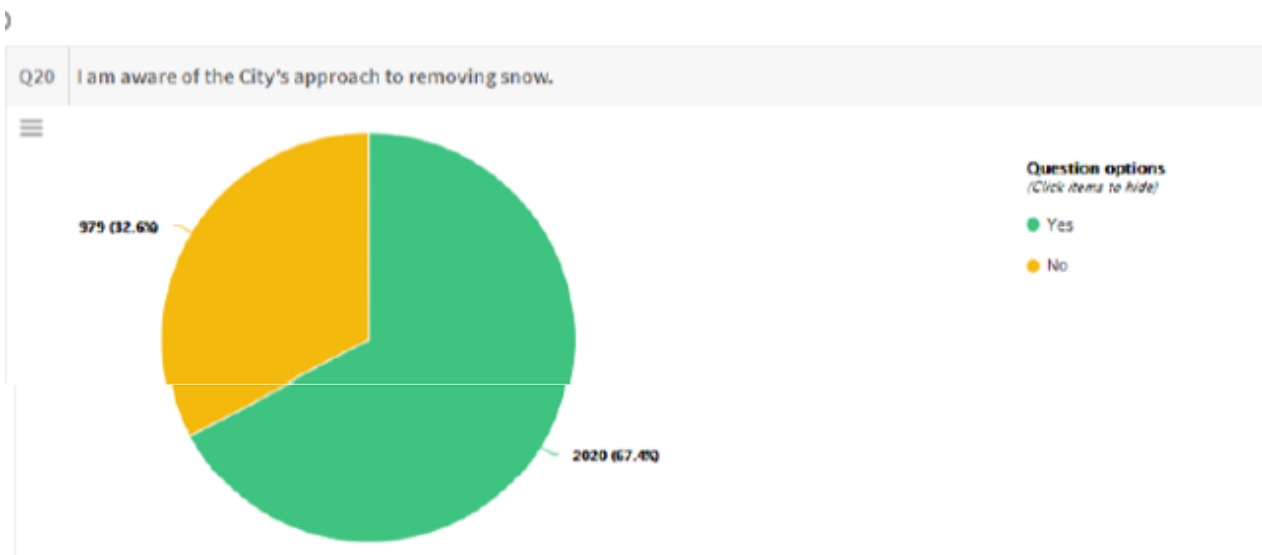
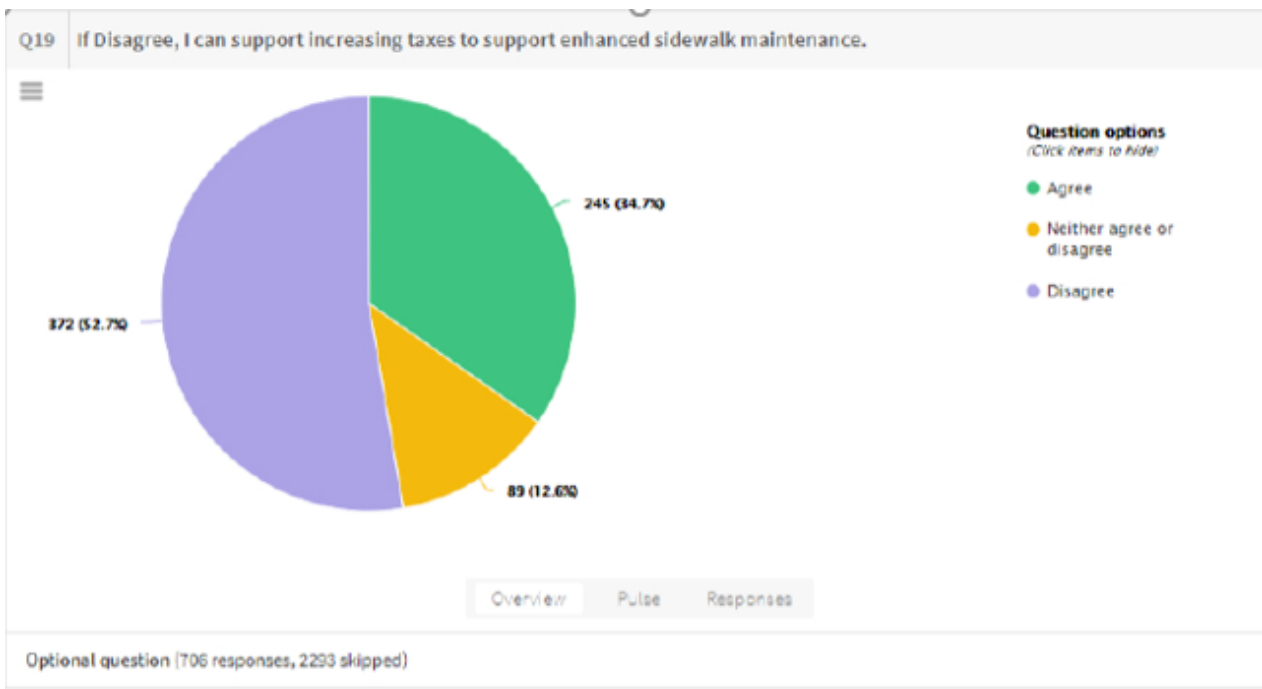
Q18 I can support the approach the City is taking to sidewalk maintenance, including requiring businesses and encouraging citizens to be responsible for their own sidewalk clearing.



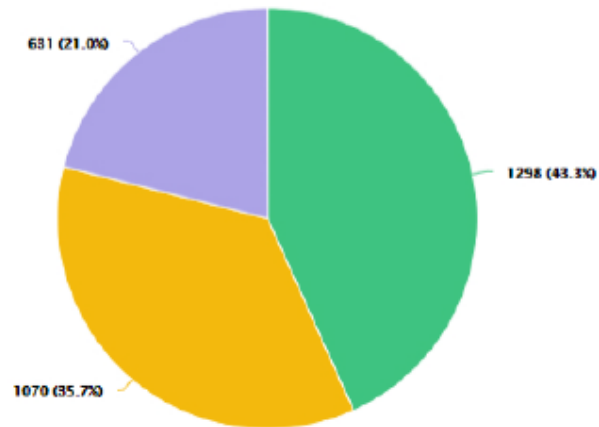
Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Overview Pulse Responses



Q21 I can support the City's approach to removing snow.



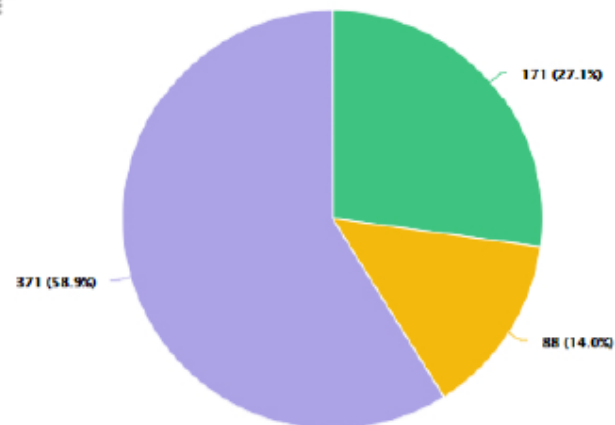
Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Overview Pulse Responses

(2999 responses, 0 skipped)

Q22 If Disagree, I can support increasing taxes to support enhanced snow removal.



Question options
(Click items to hide)

- Agree
- Neither agree or disagree
- Disagree

Q25

As a resident, I would prioritize the following three areas for improvements to winter road maintenance. Please select your top three choices.

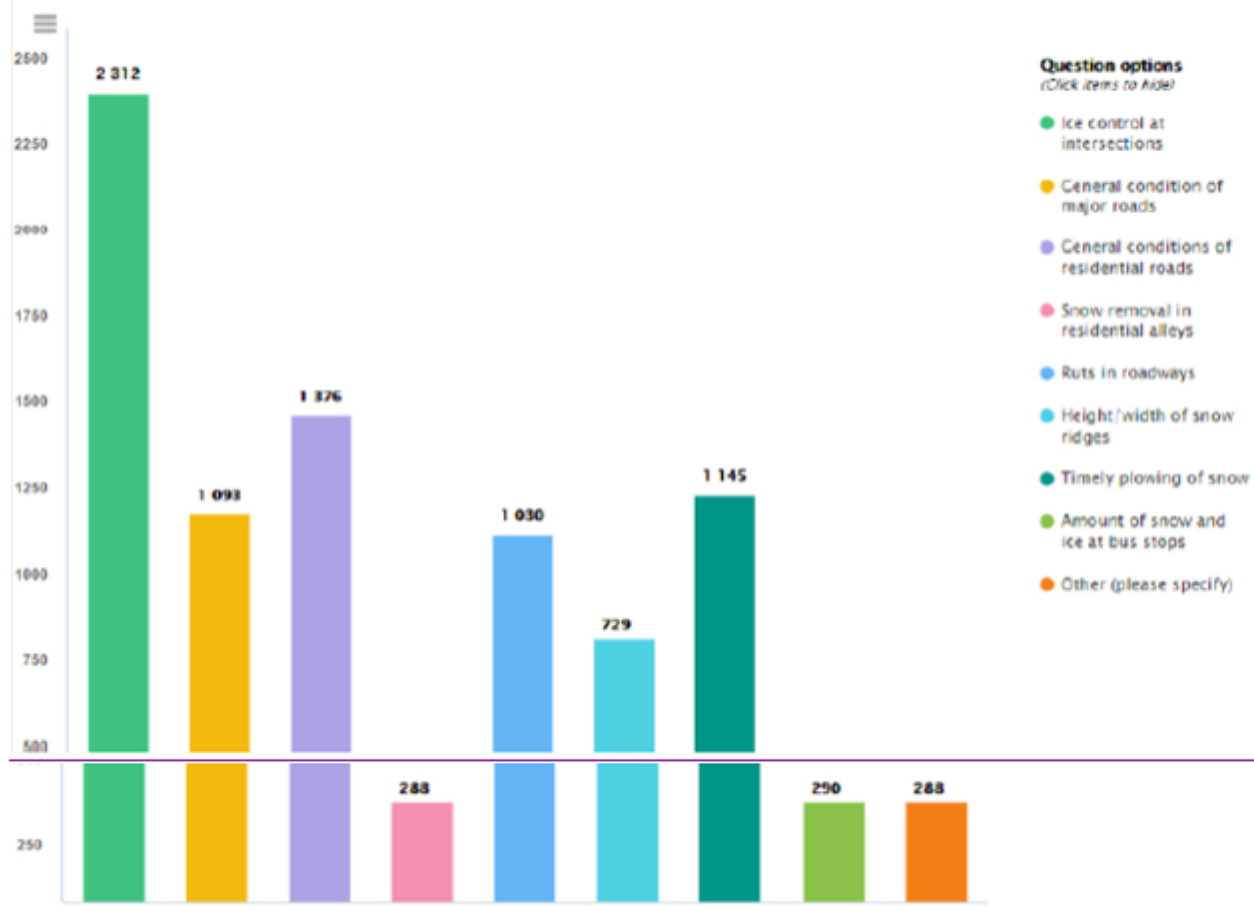


Table 2: Qualitative data from the Winter Maintenance Policy Review Survey:
(based on responses to the open-ended questions)

Other Observations from Survey Results	Evidence
Demand for enhanced residential winter maintenance programs including ice control, road plowing and frequent removal to avoid slippery conditions and ruts	Over 350 comments
Better coordination required between plowing and sanding activities. Especially, the time gap between plowing and sanding activity should be minimized	Over 300 comments
<ul style="list-style-type: none"> - Residents' want to establish a system of getting accountability and assurance from those private property owners who do not clear their sidewalks on time causing inconsistency around the city. - Demand for strict enforcement of existing sidewalk clearing clause in the <i>Clean Property Bylaw</i> for businesses, commercial property owners. - Some suggestions for creating a new bylaw provision enforcing citywide residents/ private property owners to clear their walks within 48 hours like in other jurisdictions. 	Over 300 comments
Suggestions regarding making small changes in the current operational practices in order to achieve compliance to the levels of service for several policy parameters	Based on over 300 comments
Feedback to not raise taxes to achieve desired levels of service	Over 100 comments
Improve School zones plowing and removal. Do not leave ridges on either side of the streets around schools	Over 100 comments
Eliminating unnecessary cycling of roads with sanding equipment when no freeze thaw conditions	Over 100 comments
Finding: Residents' general awareness about current Winter Maintenance Policy not sufficient. Several comments could have been avoided if sufficient awareness was there.	Several examples in the survey comments
Improve communication relating to winter activities as well as policy.	Over 70
Full scale plowing activity on all roads should start while it is still snowing. Residents want all plows to be out even when <5cm snow on the ground or just at the start of snowfall	Over 60 comments
Many residents commented that the current WM policy is very good. No need to change. Just need to properly implement	Over 100 comments

Stakeholder Feedback:

Several internal and external stakeholders in the city and their associates get impacted by City's Winter Maintenance Policy. City Administration identified such stakeholders and engaged with them through meetings, phone calls and emails to get their feedback on current policy as well as expectations relating to improved winter maintenance service levels.

Feedback received from the stakeholders was utilized to identify their key concerns relating to winter maintenance.

Following are the key stakeholders who were approached for feedback:

Internal Stakeholders:

Transit and Fleet (including Transit Operations, Paratransit & Revenue Services, Fleet Maintenance), Regina Fire & Protective Services, Emergency Preparedness and Business Continuity, Service Regina, Parking Services, Bylaw Enforcement, Citizen Services

External Stakeholders:

Regina Public and Catholic School Boards, Regina Downtown business Improvement District (RBID), Saskatchewan Health Authority (SHA), City of Regina Accessibility Committee, Pedestrian School Traffic Safety Committee, Saskatchewan General Insurance (SGI)/ City of Regina/ Regina Police Service Traffic Safety Committee, Regina Police Services, Business Owners & Managers' Association (BOMA)

Identification of Critical Areas of Concern Based on Stakeholder Feedback:

1. Transit routes & Bike lanes to get higher priority and enhanced levels of service
2. Sidewalks around transit stops to get enhanced LOS especially for wheelchair accessibility
3. Safer school zones. Snow ridges to be removed from both sides of roads around schools
4. General sidewalk clearing all over the city
5. Simplification of the policy document for better understanding

Address Gaps in the current Winter Maintenance Policy:

The review of the current Winter Maintenance Policy indicated that although we are currently performing the work, there are some general activities under current Winter Road Maintenance Program that were identified "*to be inserted at later date*"

The review indicated that it would be appropriate to include these general activities in the program in the new policy document as these are critical components of the program and significantly impact residents or businesses in the city.

Following general activities should be considered for inclusion in the new Winter Maintenance Policy:

1. Snow storage sites
2. Snow fencing (ridging)

Research:

Research was carried out to study snow and ice control policies and level of service for municipalities in Western Canada that face similar operational challenges during winter season. These municipalities included Saskatoon, Moose-Jaw, Edmonton, Calgary and Winnipeg. Some of these cities have already gone through the process of updating their snow and ice control policies/ programs in recent years.

Research activity also included evaluating past feedback on winter activities based on Service Requests, engagement with City Council, operational staff, and recommendations, operational challenges, and outcomes of the best practices as recorded in previous Winter Maintenance Summary Reports.

Identification of Critical Areas of Concern Based on Research:

SRs, Council and Operations Staff/ field interactions, previous years' Annual Winter Summary Report, MBN report

1. Priority Roads/ Categorization of roads
2. Sidewalks
3. Residential Roads
4. Snow Ridges
5. School Zones
6. Simplification of the policy document for better understanding

Municipal Benchmarking Network Canada (MBNCanada)

The following graphs from the MBN Canada Performance Measurement Report 2018 indicate the comparison of winter maintenance costs (per lane km) of different municipalities in Canada. The costs are incurred to meet the Policy guidelines relating to the level of winter maintenance service for different programs.

Figures 28.4 and 28.3 below indicate the following:

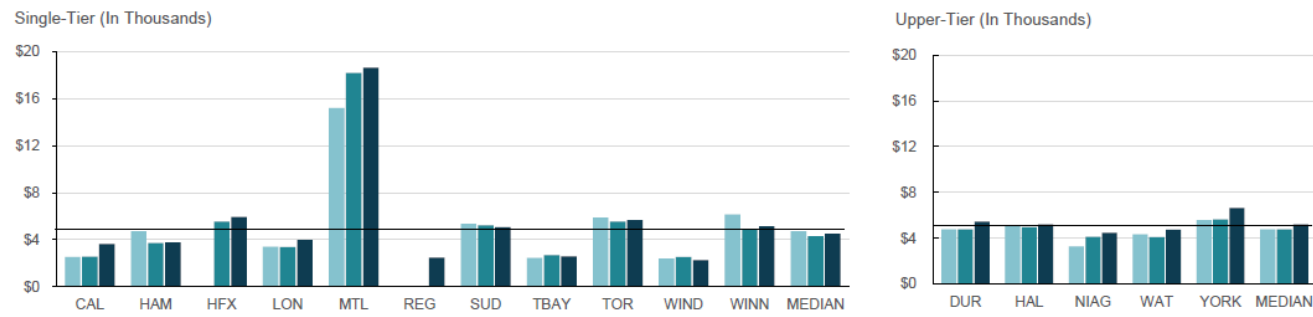
- Total cost for winter maintenance of roads per lane km for Regina is lower than most other municipalities in Canada that face similar challenges during winter but provide higher customer level of service. This shows that the cost of providing winter maintenance service in Regina could increase due to proposed enhancements of level of service.
- Total cost of winter maintenance per lane km of roads is fairly consistent for most municipalities. If required, this finding would be further studied and verified considering influencing factors like weather conditions and traffic volumes.

MBN Report 2018:

Roads

Figure 28.4 Total Cost for Winter Maintenance of Roads per Lane Km Maintained

This measure represents the total cost for winter maintenance of a single lane km. It includes all functions included in clearing and maintaining the roadway, and is not inclusive of sidewalk snow clearing and parking lots.



2016	\$2,541	\$4,736	N/A	\$3,406	\$15,189	N/A	\$5,352	\$2,464	\$5,872	\$2,406	\$6,147	\$4,736	\$4,760	\$5,148	\$3,277	\$4,322	\$5,600	\$4,760
2017	\$2,566	\$3,725	\$5,538	\$3,383	\$18,167	N/A	\$5,215	\$2,693	\$5,553	\$2,534	\$4,905	\$4,315	\$4,779	\$4,975	\$4,108	\$4,089	\$5,642	\$4,779
2018	\$3,637	\$3,788	\$5,946	\$3,974	\$18,624	\$2,496	\$5,065	\$2,580	\$5,665	\$2,275	\$5,159	\$3,974	\$5,450	\$5,202	\$4,459	\$4,729	\$6,643	\$5,202

Source: ROAD309T (Efficiency)

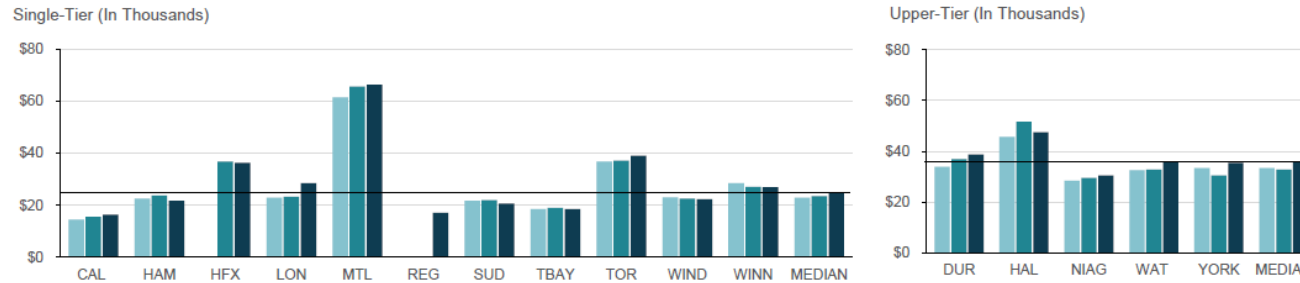
Montreal: The service thresholds for responding to weather incidents and the volume and type of snow removal required due to population density contribute to Montreal's higher cost.

York: Expenditures for the renovation of Central Maintenance Yard and additional snowplows to maintain new Rapidways.

Roads

Figure 28.3 Total Cost for Roads - All Functions Per Lane Km

This measure represents the total cost of all functions related to road maintenance. This includes operating costs and amortization associated with capital costs for paved and unpaved roads, bridges and culverts, traffic operations, roadside maintenance, and winter control for roadways, sidewalks, and parking lots.



2016	\$14,454	\$22,507	N/A	\$22,966	\$61,492	N/A	\$21,698	\$18,486	\$36,759	\$23,014	\$28,459	\$22,966	\$33,808	\$45,667	\$28,472	\$32,568	\$33,341	\$33,341
2017	\$15,607	\$23,785	\$36,780	\$23,250	\$65,657	N/A	\$21,958	\$18,983	\$37,131	\$22,506	\$27,128	\$23,518	\$36,956	\$51,644	\$29,461	\$32,838	\$30,538	\$32,838
2018	\$16,394	\$21,722	\$36,402	\$28,430	\$66,366	\$17,045	\$20,704	\$18,560	\$39,117	\$22,356	\$26,953	\$22,356	\$38,775	\$47,542	\$30,425	\$35,718	\$35,441	\$35,718

Source: ROAD308T (Efficiency)

Halton: Roads restoration costs, contracted services costs and road and bridges amortization increased due to Halton Region's continuous growth, new construction and roads rationalization.

London: Increase in 2018 expenditures due to some project contributions related to non-City owned assets.

Montreal: The higher cost can be attributed to investments in infrastructure and higher amortization costs.

Winter Maintenance Policy Comparison:

Table B below provides summary of the comparison of winter maintenance policies of some municipalities in Western Canada. The table provides comparison of road network classification of different jurisdictions for the purpose of providing winter maintenance and brief information about major winter maintenance programs like road plowing, residential plowing, sidewalk plowing etc.

Table B: Summary of Winter Maintenance Policy LOS & Timelines for Different Cities in Western Canada

	Regina	Saskatoon	Edmonton	Calgary	Moose Jaw	Winnipeg
Facts	Roadways: 1100Km Sidewalks >1300 Km Equipment: Access to 30 graders, 16 sanding plow trucks, 8 sidewalk machines, 4 blowers, 4 loaders, 2 under body plow trucks, 32 dump trucks-semis/tandems Budget: 8.8 million (2019)	Roadways: 4000 lane Km Sidewalks: n/a Equipment: n/a Budget: 12.59 million (2017)	Roadways: 11,000 Km Sidewalks: 1,380 Km (walks & trails) Equipment: Access to 150 plows, 300 graders, 260 end dumps Budget: 65 million (2019)	Roadways: 16,000 lane Km Sidewalks: 2,000km (city), 4500km (private) Equipment: 27 graders, 74 tandem trucks with underbody plow, 18 tandems with front plow and 6 blowers Budget: 40.4 million (2019)	Roadways: 200 Km Sidewalks: 210 Km Equipment: n/a Budget: n/a	Roadways: 7200 Km Sidewalks: 3000 Km Heavy equip: 300 Budget: 30-40 million
Policy Document	Winter Maintenance Policy	Service Level for Snow and Ice Maintenance	Snow & Ice Control Policy	Snow & Ice Control Policy	Winter Maintenance Policy	Snow Clearing & Ice Control Policy
Road Classification	Category 1 to 6 Category 1 Freeway, major arterials, designated hospital emergency route. Category 2 Minor arterials, major collectors with traffic volumes > 5,000 vpd, downtown. Category 3 Major collectors (traffic volumes < 5,000 vpd), industrial/ commercial roads, minor collector or major residential local roads on a designated transit or truck route. Category 4 Minor collectors and major residential local roads leading into school bus unloading zones. Category 5 Residential local roads Category 6 Gravel roads.	Priority 1 to 3 Priority 1: Freeways, High-use roads, Emergency routes Priority 2: Medium use roads & Transit routes Priority 3: School zones, bus stops, downtown, business districts	Priority I to 4 Priority1 <ul style="list-style-type: none">- Freeways, Arterial roadways- Business districts, Busways- Bus stops adjacent to City property- Prioritized sidewalks, trails and bike routes Priority 2 <ul style="list-style-type: none">- Collector/Bus Route Roadways, Transit Park and Ride access roads Priority 3 <ul style="list-style-type: none">- Local Industrial Roadways Priority 4 <ul style="list-style-type: none">- Residential Roadways, Alleys	Priority I to 4 Priority 1 <ul style="list-style-type: none">- Streets in Central business district with traffic volumes > 8,000 vpd- Designated routes on high-traffic-volume arterials (> 20, 000 plus vpd). Priority 2 <ul style="list-style-type: none">- Designated streets 5,000 to 19,999 vpd- Traffic lights and controlled crosswalks- Designated emergency routes (adjacent to hospitals and police and fire stations)- Roadways which facilitate marked, on-street bike lanes- Problem areas Priority 3 <ul style="list-style-type: none">- Designated feeders, collectors and bus routes- School and playground zones.- Designated hills.- Stop/yield signs.- Bus stops. Priority 4 <ul style="list-style-type: none">- Residential areas at:	Priority I to 6 Priority 1 <ul style="list-style-type: none">- arterial roads- emergency services buildings. Priority 2 <ul style="list-style-type: none">- bus routes Priority 3 <ul style="list-style-type: none">- remaining collector roads and areas with potential drainage issues. Priority 4 <ul style="list-style-type: none">- local collector routes Priority 5 <ul style="list-style-type: none">- all remaining roads Priority 6 <ul style="list-style-type: none">- parking lots.	Priority 1 to 3 Priority 1 All Regional Streets, hospital route Priority 2 Non-regional bus routes and collector streets based on traffic counts, some streets in industrial areas Priority 3 Residential and/or little used industrial streets.

		Regina	Saskatoon	Edmonton	Calgary	Moose Jaw	Winnipeg
					<ul style="list-style-type: none"> - School and playground zones - Designated hills 		
Plow Triggers	Arterials	5 cm	5 cm	-	5 cm	-	3 cm
	Collectors	5-10 cm	5 cm	-	5 cm	-	5 cm
	Residential	25 cm	15 cm	-	12 cm (using graders); 5 cm (plow trucks)	-	10 cm
Plow Timelines	Arterials & Collectors	PLOWED & SANDED in 60 Hours to Bare pavement	PLOWED & SANDED in 72Hours to Bare pavement	PLOWED & SANDED in 48Hours to Bare pavement	PLOWED & SANDED in 48Hours to Bare pavement	PLOWED & SANDED in 48Hours to Bare pavement	PLOWED & SANDED in 36Hours to Bare pavement
	Residential	Residential systematic plow timeline not specified. Typically completed in 12-14 days after snow event	Residential plow timeline not specified	completed within 7 days, commencing within 48 hours following the end of the snowfall.	completed within 4 days, commencing within 48 hours following the end of the snowfall.	<ul style="list-style-type: none"> - maintained based on rutting and drainage - Residential streets are not normally completed as part of the Snow Management program 	The snow plowing operations shall be completed within five working days
Sidewalk Policy		Encouragement model	Enforcement model	Enforcement model	Enforcement model	-	City clears
Transit Routes		Category 3	Priority 2	Priority 2	Advanced priority when plowing	-	Advanced priority when plowing
School Zones		Snow removed completely from one side of school unloading zones	Snow removed completely from both sides of school unloading zones	Snow removed completely from both sides of school unloading zones	The policy document does not specifically mention details of the school zone snow clearing. The only reference about schools in the main policy comes under road classification.	-	Priority shall be given to remove snow from high piles located at intersections and lane entrances in the vicinity of elementary schools. (No mention of the pile height in policy document)

Appendix D Road Network Reclassification

Current Classification:

Based on the current Winter Maintenance Policy, the City of Regina roads including expressways, arterials, collectors, locals, gravel roads etc. are classified into six categories primarily based on the daily traffic volumes.

Category	Length Km	Timeline- Hour	Snowfall trigger- cm
Category1: Freeways/ Expressways including ramps and loops, major arterials, and any road on a designated hospital route	157	24	5
Category2: Minor arterial roads, major collector roads with traffic volumes greater than 5,000 vehicles per day (VPD) and all roads in the area referred to as Regina downtown	114	36	5
Category3: Major collector roads with traffic volumes less than 5,000 VPD, industrial/ commercial roads, and any minor collector or major residential local roads on a designated transit or truck route	178	48	10
Category4: Minor collector roads and major residential roads which lead into school bus unloading zones	59	60	10
Category5: Residential local roads	541	No	25
Category6: Gravel roads	47	60	10
Total	1096 Km		

Concern: Based on survey feedback, major roads like transit routes, high traffic residential roads, gravel roads getting lower level of service. In addition the road classification needed to be simplified.

Recommended Classification: Roads classified into 5 categories only

Category	Length Km	Expected Timeline- Hour	Snowfall trigger- cm
Category 1: Freeways/ Expressways, major arterials, roads on a designated hospital route	157	24	5
Category 2: Minor arterial roads, major collector roads with traffic volumes greater than 5,000 vehicles per day (VPD), transit routes, all roads in the area referred to as Regina downtown, and all bike lanes	204	36	5
Category 3: Major collector roads with traffic volumes less than 5,000 VPD, minor collector roads, industrial / commercial roads. Residential / local with traffic volume greater than 1500 VPD and roads which lead into school bus unloading zones.	156	48	5
Category 4: All gravel roads	47	60	5
Category 5: All local/ residential with traffic volume less than 1500 VPD	532	No	15
Total	1096 Km		

CATEGORY 1:

No changes in the road categorization for Category 1 roads. Levels of service remain the same as in the existing Policy.

CATEGORY 2:

Significant change in this category as all transit routes and bike lanes are added to this category. This would ensure enhanced level of service for transit routes and bike lanes in comparison with the existing policy.

CATEGORY 3:

Reclassification of the roads would allow all roads currently classified under existing policy as category 3 and 4 to be classified as category 3 roads. All residential / local roads with traffic volume greater than 1500 VPD would also be escalated to category 3, receiving an increased level of service. The Category 3 road network would include remaining collectors, roads in industrial and commercial zoning areas, roads leading to school bus unloading zones as well as all residential / local roads with traffic volume greater than 1500 VPD.

CATEGORY 4:

Gravel roads within City limits.

CATEGORY 5:

All residential roads with traffic volume less than 1500 VPD to be classified as category 5 roads.

Cost of Enhancement: As specified in Appendices E to M

Advantages:

- plowing all arterial and collector roads after a 5-centimetre event
- plowing residential roads after a 15-centimetre event
- transit routes and bike lanes upgraded to Category 2 roads or higher
- school unloading zones upgraded to a Category 3 road or higher
- residential roads with traffic volumes greater than 1500 VPD upgraded to a Category 3 road
- snow removal would take place on arterial and collector roads when lane widths and/or sightlines negatively impacted due to repeated plowing operations
- simpler classification

Disadvantages:

- None

Appendix E

School Unloading Zones

Current Policy:

The current Winter Maintenance Policy for snow clearing in front of schools specifies that snow ridges are removed when they exceed 30 centimeters in the School Bus Unloading Zone and exceed 75 centimeters on the remainder of the road adjacent to the school. However, there are no provisions for snow removal on the side of the road opposite of the school.

Concern:

Leaving snow ridges on the opposite side of the school hinders with the parking of the vehicles especially during pick-up and drop-off times. The snow ridges also pose as a safety hazard for children and others accessing the schools. The snow ridge on one side of the school may impact the road capacity in front of the schools.

Feedback from the survey, stakeholders and Service Requests suggested that snow ridges should be removed from both sides of the road after a snowfall and systematic plowing operations.

Recommendation:

Upgrade the road plowing classification of all school unloading zones to Category 3 or higher and remove the snow ridges completely on both sides of the road adjacent to a school after a systematic plowing event. Removal activity would be performed during off peak school hours.

Cost of Enhancement:

The cost for this enhancement is \$100,000 annually.

Advantages:

- snow ridge free school drop-off zones
- provide safer school unloading zones and would improve road capacity around schools
- no equipment on school zones between 8 am and 4 pm

Disadvantages:

- operational flexibility lost as maintenance work around schools would be restricted during daytime

Appendix F

Transit Stop Accessibility

Current Policy:

The current Winter Maintenance Policy for snow plowing on sidewalks includes maintaining sidewalks adjacent to City-owned parks and facilities, bridge decks and subways, and locations that do not have a property owner fronting the sidewalk.

Examples of the locations where City crews clear sidewalks:

- Adjacent to city owned buildings
- Adjacent to Bridge decks and subways
- Adjacent to Transit stops on the Heritage bus route
- Adjacent to No frontage locations on all Category streets
- Adjacent to Storm channel and railway crossings on Category 1 and 2 streets
- Adjacent to Vacant land on Category 1 and 2 streets
- Adjacent to city owned parks on Category 1, 2, 3, and 4 streets
- Adjacent to city owned parks that are next to a public school
- Adjacent to the General Hospital gateway (sidewalks both sides on 14th Avenue from Broad Street to the alley east of Halifax Street)
- Adjacent to Core Community Park (Quebec Street side)

Sow clearing on these sidewalks is triggered with the systematic plow and the target is to clear within three days following a winter storm.

Concern:

The above locations only represent a small percentage of sidewalks in the community, with most of the responsibility assigned to the property owners adjacent to the sidewalk.

There is a requirement for commercial properties to clear their sidewalk as outlined in *The Clean Property Bylaw*, however residential properties are not included. The City uses an encouragement approach rather than an enforcement approach to motivate residents to be a good neighbor and clear their sidewalks. Unfortunately, this does not always happen, and it creates accessibility challenges for users of the transit system when the pick-up and drop-off locations are not consistently cleared.

Feedback from the survey, Service Requests and engagement with stakeholders suggested that there was a need to significantly improve snow clearing efforts around transit stops. This is also in alignment with OCP goals of offering a range of year-round sustainable transportation choices for all, as well promoting active transportation.

It should be noted that this option would not be required if City Council opted to implement a Bylaw requiring all property owners to clear the sidewalk adjacent to their property.

Recommendation:

Plow all sidewalks adjacent to transit stops. This will mean plowing snow from approximately 160 kilometres of sidewalks with over 1400 transit stops all over the community. The complete stretch of the sidewalk with transit stop will be plowed for the entire block.

Cost of Enhancement:

The cost for this enhancement is \$339,000 annually

Advantages:

- improved accessibility of transit stops
- meet long standing request of stakeholders
- benefit community's aging demographics, persons with disabilities and accessibility challenges, transit users and pedestrians in general
- aligns with City's OCP/ TMP goals

Disadvantage:

- sidewalks not adjacent to the transit stops will not be cleared and there may be a negative perception that the City is clearing some residents sidewalks and not others
- does not address accessibility on the remaining sidewalk network

Appendix G

Transit Route General Conditions

Current Policy:

The current Winter Maintenance Policy states that all transit routes are to be classified as a Category 3 priority or higher. This means that during systematic plowing operations, many of the transit routes in the community can take up to 48 hours to complete after a snow event.

Concern:

Regina Transit needs clear and safe roads to carry out consistent service level commitments and schedules thereby elevating the role of public transit and optimizing the road network capacity. Regina transit routes cover a total of 650 km of the road network.

Regina Transit may be the primary mode of transportation for many residents after a snowfall. This may be especially true during a major snow event when major roads are cleared relatively quickly but residential roads take more time.

Feedback from Service Requests and internal stakeholders such as Regina Transit and Winter Maintenance staff suggest that transit routes should be classified as a higher priority and cleared faster.

Recommendation:

Upgrade the road plowing classification of all transit routes to Category 2 or higher. This will ensure the transit routes are plowed earlier and more frequently. Administration will also recommend frequent quality checks after maintenance work is completed at the end of each storm.

Cost of Enhancement:

There are no costs associated with this level of service enhancement and Administration will utilize existing tools and resources to implement this enhancement for the 2021/2022 season.

Advantages:

- elevates the role of public transit (OCP/ TMP Goal 2)
- enhanced level of service for transit routes
- reduced snow build-up on transit routes due to frequent plowing with 5 centimetres accumulation
- all transit routes will be plowed within 36 hours

Disadvantages:

- transit routes may change every season

Appendix H

Residential Road General Conditions

Current Policy:

The current policy classifies the residential roads as Category 5 roads and specifies that they are plowed after a snow event greater than 25 centimetres or when rutting exceeds ten centimetres. The City performs ice shaving activity to reduce ruts generally throughout the season to keep rutting to a minimum.

In the previous years, with more snowfall residential roads were generally plowed twice. However, in the last five years, on an average the residential plow was performed only once annually due to reduced amount of snowfall during this period. Currently the length of the residential road network is approximately 541 kilometres. The residential road network is almost half of the entire road network in the community. Plowing the residential roads comes with several challenges like parked cars and narrow streets.

Concern:

Feedback from the survey and Service Requests suggest that general satisfaction is low regarding snow clearing on residential roads.

Recommendation:

Administration is recommending that residential roads that are acting more as collector roads serving over 1500 vehicles per day be classified as a higher priority Category 3 roads and included in systematic plowing operations that starts with five centimetres snow accumulation.

In addition, Administration also recommends that residential roads be included in systematic plowing operations after snow events greater than 15 centimetres. Based on historical data, this will provide one additional residential plow during the season. The City will continue utilizing the Ice Shaving Program to maintain ruts and have discretion to plow all residential roads if there are unusual or extenuating circumstances during the winter.

Cost of Enhancement:

The cost for this enhancement is \$304,000 annually.

Advantages:

- all high traffic residential roads would get enhanced level of service
- significant improvement in general residential road conditions
- increased resident satisfaction during winter seasons
- rutting will be reduced
- more frequent ice control cycles and inspections on major residential roads
- changes in line with municipalities like Calgary, Edmonton

Disadvantages:

- increased cost
- snow ridges created as a result of plowing more often and reducing on-street parking availability

Appendix I

Bike Lane General Conditions

Current Policy:

The current Policy does not include any reference to bike lanes. Majority of the existing bike lanes are located on Category 1 or 2 roads; therefore, they are plowed within 36 hours of a snowfall event. There are some bike lanes located on Category 3 roads.

Concerns:

Feedback received from the survey and stakeholder engagement indicated that the bike lanes should get enhanced level of service including snow plowing and ice control in order to ensure safer winter biking conditions. The feedback also indicated that availability of ice, snow and slush especially during spring and shoulder season could become safety hazards for the bike lane users.

Recommendation:

To meet corporate goals of providing a range of year-round transportation choices and promote active transportation, all existing and future bike lanes will be classified as Category 2 or higher. With this, the bike lanes currently located on Category 3 roads would be upgraded to Category 2 or higher, as well as any bike lanes added to the network in the future.

The enhanced level of service will include plowing and ice control activities after a snowfall, as well as routine inspections to ensure ice, snow, and slush is cleared from the bike lane especially during spring and shoulder seasons.

Cost of Enhancement:

As most of the bike lanes are already located on higher priority roads, there are no costs associated with this enhancement. Routine inspections will be built into current inspection program.

Advantages:

- safer bike lanes
- supports City's Official Community Plan (OCP) goals # 1, 3, 4 and 5:
 - offer a range of year-round sustainable transportation choices for all
 - integrate transportation and land use planning in order to facilitate better walking, cycling and transit trips.
 - optimize road network capacity.
 - promote active transportation for healthier communities

Disadvantages:

- None

Appendix J

Intersection Ice Control

Current Policy:

The current Winter Maintenance Policy for ice control outlines minimum cycling times based on category during snow events and when slippery conditions are present. Sand and salt is placed on the road in advance of intersections, crosswalks, ramps and merge lanes, curves and adjacent to school properties. After a snowfall, ice control material is placed on the road up to 24 hours after systematic plowing operations have been completed.

Concern:

Frequent freeze thaw cycles during the season require special attention of the sanding crews as the pavement conditions can change significantly during the day or night. While 2019/ 2020 winter season saw 64 freeze thaw days, last five-year average was 71 freeze thaw days.

Feedback from the survey showed general satisfaction of ice control operations, however comments suggested a need to enhance ice control activities in the community especially around the busy intersections. Comments also suggested there could be better coordination between snow plowing and ice control activities.

Recommendation:

Enhancement of ice control at intersections through operational efficiency. This will include:

- categorizing intersections based on traffic volume and collision history and prioritizing ice control activities as required
- quicker response time to Service Requests and frequent inspections by supervisors
- implementing routes based on priority and classification for both ice control and plowing operations for greater consistency and for reducing the time delay between the coordinated activities.

Cost of Enhancement:

There is no cost associated with this level of service enhancement and Administration will utilize existing tools and resources to implement this enhancement for the 2021/2022 season.

Advantages:

- sustainable option that would continue providing safer driving conditions through future seasons
- low implementation cost
- routing plan can include both ice control and plowing activity for a better coordinated maintenance activity
- categorization of intersections would ensure safer winter driving conditions by prioritizing ice control activities on high traffic and high-risk intersections
- improved safety and satisfaction of intersection users like drivers and pedestrians
- reduced claims due to less collision

Disadvantages:

- None

Appendix K

Snow removal on Category 1-3 Roads

Current Policy:

The current Winter Maintenance Policy specifies that snow removal will generally take place when snow ridges impact sight lines and lane widths on Category 1 and 2 roads, as well as Category 3 Transit routes.

Concern:

After each snow event greater than five centimetres, a systematic plow is completed and snow is plowed and placed in the parking lanes and centre medians. As the season progresses, snow ridges become higher and wider with each plow and snow storage capacity is reduced and sight lines become negatively affected as motorists cannot see around or over the snow ridge. In addition, lane widths become narrow as the snow ridge becomes wider and, causing traffic congestion and unsafe driving conditions.

Feedback from the survey indicated that the snow removal activities should be further enhanced on major roads after each systematic plow. Removing the snow from all arterial and collector roads that are plowed after each five-centimeter snow event would provide safer winter driving conditions by improving road capacity and visibility.

Recommendation:

Remove snow on all Category 1, 2, 3 roads when sightlines and lane widths are impacted.

Cost of Enhancement:

There is no cost associated with this level of service enhancement as Administration has gained efficiencies in snow removal operations in the last few years and has typically performed this work out of necessity. Administration will utilize existing tools and resources to implement this enhancement.

Advantages:

- safer driving conditions on major roads
- increased visibility at intersections
- maintain regular traffic flow

Disadvantages:

- None

Executive Committee: 2020 Semi-Annual Review of Closed Executive Committee Items

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Executive Committee
Service Area	Office of the City Clerk
Item #	IR20-7

RECOMMENDATION

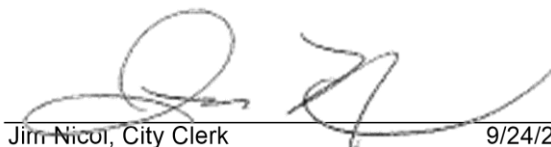
That City Council receive and file this report.

HISTORY

At the September 16, 2020 meeting of the Executive Committee, the Committee considered, in private the attached E20-18 report from the Office of the City Clerk.

Respectfully Submitted,

EXECUTIVE COMMITTEE



Jim Nicol, City Clerk 9/24/2020

ATTACHMENTS

E20-18 Semi Annual Review of Closed Items

2020 Semi-Annual Review of Closed Executive Committee Items

Date	September 16, 2020
To	Executive Committee
From	City Manager's Office
Service Area	Office of the City Clerk
Item No.	E20-18

RECOMMENDATION

The Executive Committee recommends that Council receive and file this report.

ISSUE

In accordance with Section (4) of Schedule "A" of *Bylaw No. 9004 The Procedure Bylaw*, the Committee is required to review the information provided in this report, on reports considered in private session to determine whether any reports may now be released to the public.

IMPACTS

Strategic Implications

A semi-annual review of matters considered in closed session promotes an open and transparent government.

There are no accessibility, environmental, financial, risk/legal or other implications or considerations.

COMMUNICATIONS

Items included on public agendas are posted to the City's website.

DISCUSSION

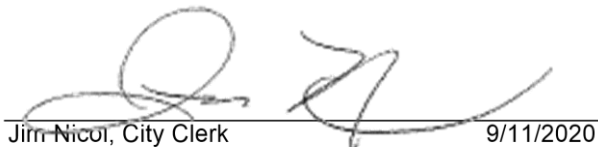
Reports considered by the Executive Committee in private session from January to June 2020 have been compiled in the attached schedule.

DECISION HISTORY

The last Semi-Annual Review of Closed Items was January 29, 2020.

This report is to be forwarded to City Council for informational purposes only.

Respectfully Submitted,


Jim Nicol, City Clerk 9/11/2020

Prepared by: Ashley Thompson, Council Officer

Finance and Administration Committee: 2020 Mid-Year Financial Report

Date	September 30, 2020
To	His Worship the Mayor and Members of City Council
From	Finance & Administration Committee
Service Area	Financial Strategy & Sustainability
Item #	IR20-8

RECOMMENDATION

That City Council receive and file this report.

HISTORY

At the September 16, 2020 meeting of the Finance and Administration Committee, the Committee considered the attached FA20-13 report from the Financial Strategy & Sustainability Division.

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

Respectfully submitted,

FINANCE AND ADMINISTRATION COMMITTEE



Ashley Thompson, Secretary

9/24/2020

ATTACHMENTS

FA20-13 - 2020 Mid-Year Financial Report

Appendix A - 2020 Mid-Year Financial Report

Appendix B - Financial Impact Summary

2020 Mid-Year Financial Report

Date	September 16, 2020
To	Finance and Administration Committee
From	Financial Strategy & Sustainability
Service Area	Financial Services
Item No.	FA20-13

RECOMMENDATION

The Finance and Administration Committee recommends that City Council receive and file this report.

ISSUE

The City of Regina is committed to providing transparent reporting on its operating and capital results. The Mid-Year Financial Report (Appendix A) provides a high-level summary on how the City is performing financially in relation to its 2020 Operating and Capital budgets.

As at June 30, the General Fund Operating is forecast to have a deficit of \$5.1 million (1.1 per cent from budget). The forecasted deficit is primarily due to the negative financial impacts of the COVID-19 pandemic which have been partially offset by actions taken by Administration to reduce the financial impact of COVID-19 on City finances. On April 15, 2020, City Council approved (CM20-8) up to \$7.2 million in 2020 current contributions to capital to be redirected as necessary to offset the financial impacts of COVID-19. Based on this mid-year forecast, it is estimated \$5.1 million of the \$7.2 million will need to be redirected at year end to bring the General Fund Operating financial position into a balanced position (net \$0).

The Utility Fund Operating is forecast to have a surplus of almost \$6.0 million (4.2 per cent from budget). The mid-year forecast, also, indicates the General Capital Program will be on par with planned budgeted work, whereas the Utility Capital Program has had construction delays and deferred work due to the pandemic.

A majority of the forecasted variance from budget is due to the pandemic or actions taken to reduce the impact of the pandemic on City finances. Appendix B provides the forecast in a different format, highlighting at a summary level, the estimated impact of COVID-19 on City finances, and estimated savings forecasted related to Administration actions directly related to reduce the impact of COVID-19 and the net impact of other forecasted variances not related to COVID-19.

IMPACTS

While the 2020 results for the General Fund Operating are currently projected to be in a deficit position, on April 15, 2020, Administration provided City Council with a report (CM20-8) identifying the projected 2020 financial impacts of the pandemic on the City under a number of different scenarios. City Council approved adjustments to service delivery, implementing expense reduction measures such as vacancy management, as well as deferral of \$7.2 million of capital programs and projects with the funding to be redirected to offset operating deficits created by the pandemic. These measures are forecast to be sufficient to address the negative financial impact of COVID-19 on the City's General Fund Operating in 2020.

Administration closely monitors the progress of achieving the annual business plan and as the corporation works toward delivering services to the community, a variance between the budgeted cost and the projected yearend cost is created. The variance, over or under the established budget, is the result of controllable and uncontrollable factors such as the pandemic.

The forecast is unaudited and is a point in time projection of the expected results for the City of Regina. The projected forecast at mid-year tends to vary from the final year-end results. There are several variables that can impact the yearend results that are not known at the end of June. The on-going financial impact of COVID-19 pandemic, related public health orders, and potential support from Federal and Provincial governments, in addition to how weather conditions may impact capital project work, are examples of unknown variables at this time. It is important to have some flexibility in the budget at mid-year to manage these risks, where possible.

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

This information is shared on Regina.ca and a public service announcement.

DISCUSSION

The 2020 Mid-Year Report provides details on the projected operating and capital revenues and expenditures for both the General Fund and the Utility Fund Operating and Capital programs as of June 30, 2020. Financial projections reflect a point in time estimate and the 2020 Mid-Year report shows that the City is effectively managing its operations within the current challenging economic climate. The City uses a conservative approach in forecasting revenues and expenditures.

Key highlights from the Report include:

- Current General Fund Operating deficit is projected to be \$5.1 million (1.1 per cent from budget) requiring a forecasted \$5.1 million in current contributions to capital funding to be redirected to bring the General Fund Operating financial results into a balanced position at year end;
- Current Utility Fund Operating surplus is projected to be almost \$6.0 million (4.2 per cent from budget);
- Projected General Fund Capital spend is \$131.7 million (51.8 per cent of available funding); and
- Projected Utility Fund Capital spend is \$38.9 million (25.8 per cent of available funding).

The COVID-19 pandemic has had a negative financial impact resulting in reduced revenues and cashflows due to the suspension or moderation of service delivery, provision of additional services to fill gaps in services provided to the most vulnerable, and the provision of financial relief to residents and businesses. The deficit is a result of a combination of factors including decreased Transit and Recreational fees and investment income, off set with savings from planned vacancy management and reduced operational expenses.

Council's previously approved actions and Administration's planned response are forecast to be sufficient to address the forecasted negative financial impact. Unknown at this time is the extent of any financial impacts COVID-19 may have on the receipt of 2020 property taxes which are due on September 30, 2020. Administration continues to monitor the financial impact of COVID-19 on City finances and update Council on a regular basis.

After the completion of the Mid-Year Forecast, provincial funding was approved under the Municipal Economic Enhancement Recovery Program (MEEP) and the City approved the establishment of the Regina Economic Recovery Grant funded from the General Fund Reserve. In addition, negotiations are ongoing between the provincial and federal governments on the federal Safe Restart Program to support municipal operating costs and transit operations. These items are not included in the Mid-Year Financial Report.

The mid-year forecast is an unaudited point in time projection of the yearend results. There are a number of variables, such as further actions required due to the pandemic or unfavorable weather conditions, that are unknown at the time of the establishment of the

mid-year forecast that could influence the year end results. Administration has used the best information available to predict the outcomes to the end of the year. Administration will continue to monitor and manage the financial needs in the current year and look for opportunities to meet the challenges over the long term.

Other Factors

There are other factors that will have an impact on the City of Regina's consolidated year end results. Two of these are described below.

Stadium Reserve

The pandemic has resulted in emergency measures that have included the cancellation of large public events that would typically have been held at Mosaic Stadium. While it is not possible to reliably estimate the length and severity of the pandemic and the impact on the future financial result of the stadium, it is reasonable to assume that, at a minimum, there will be a negative affect to the operating results of Mosaic Stadium in 2020 and possibly beyond. Some of the impacts include, but are not limited to, a substantial reduction to the facility fee revenue collected on tickets sold to Saskatchewan Roughrider Football Club (SRFC) games due to the cancellation of the Canadian Football League (CFL) 2020 season. The number of people allowed to attend large events in 2021 remains uncertain. Even if large crowds are allowed, the public's level of comfort in attending events with large crowds, at least in the short term, is also an unknown.

The estimated financial impact of COVID-19 in 2020 alone is estimated to be in the range of \$4-5 million. It is anticipated this will affect the City's ability to achieve a net zero to positive balance in the Regina Revitalization Initiative (RRI) Stadium Reserve under the current 30-year funding model. Pursuant to the 30 year funding model, the reserve is intended to be in a net \$0 to positive balance at the end of 30 years. Administration is actively working with the stadium operator, REAL and the SRFC to identify opportunities to ensure the long-term financial sustainability of Mosaic Stadium.

REAL

As described in the June 10, 2020 City Manager COVID-19 Update (EX20-20) the pandemic is greatly impacting the cash flow of REAL. As a business that depends solely on sports, recreation, entertainment and large public gatherings, the immediate impact of COVID-19 on the financial performance of REAL is material and presents risks to the City of Regina as the owner of REAL.

REAL is actively managing their cash flow situation. Significant actions have been taken to date, including deferring utility and other payments, as well as temporary layoff of non-permanent and permanent staff. In April, City Council approved an amendment to REAL's credit facilities within their existing \$13 million loan guarantee (CM20-8). The approval increased the operating line of credit to stabilize REAL's cashflow to the end of the year and allow it to meet its payment obligations.

As noted in the April City Council report (CM20-8), the approved changes to the loan guarantee were expected to provide REAL time to assess the risks and opportunities in the short, medium and long term and develop a recovery plan to mitigate the risks. At the time of the report, there were a number of unknowns including the potential rescheduling or cancellation of the Farm Show, Queen City Exhibition and the CFL season. These cancellations have become a reality and have pushed REAL's cash flow situation to a critical point.

Administration is working with REAL to evaluate options to bring to City Council prior to the end of the year. To provide sufficient time to assess the options to support a longer-term solution, the City will be advancing the 2021 Operating & Maintenance payment to REAL prior to year end. The advancement of the funds will enable REAL to meet its payment obligations into the first quarter of 2021.

DECISION HISTORY

On December 13, 2019, City Council approved the 2020 General and Utility Operating Budget and the 2020-2024 Capital Program (CM19-15).

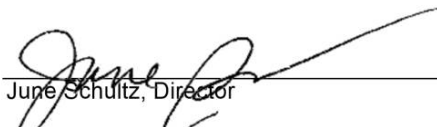
On April 15, 2020, City Council approved (CM20-8) the actions that Administration is taking to offset the financial impact of COVID-19 which includes adjustments to service delivery, implementing expense reduction measures such as vacancy management as well as deferral of \$7.2 million of capital programs and projects with the funding to be redirected, as necessary, to offset operating deficits created by the COVID-19 pandemic.

On June 10 (EX20-20), City Manager presented Executive Committee a report on COVID-19 Update. The items in this report and Re-Open Saskatchewan plans impacting the City are reflected in the June 2020 forecast.

This report is to be forwarded to City Council for informational purposes.

Respectfully Submitted,

Respectfully Submitted,



June Schultz, Director

9/8/2020



Barry Lacey, Exec. Director, Financial Strategy & Sustainability

9/11/2020

Prepared by: Irene Hrynkiw, Manager Financial Analysis & Support

ATTACHMENTS

Appendix A - 2020 Mid-Year Financial Report
Appendix B - Financial Impact Summary

2020 Mid-Year Financial Report



BACKGROUND

The 2020 Mid-Year Financial Report provides a high-level summary of how the City of Regina is performing in relation to its 2020 Operating and Capital Budgets. Financial projections reflect a point in time estimate and can change as new information and additional actions are taken. The report shows that the City is effectively managing its operations within the current economic climate.

The mid-year forecast reflects an estimated General Fund Operating deficit of \$5.1 million (1.1% from budget). The COVID-19 pandemic has had a negative financial impact including reduced revenues and cashflows due to the suspension or moderation of service delivery, provision of additional services to fill gaps in services provided to the most vulnerable, and the provision of financial relief to residents and businesses. Actions have been taken to mitigate the negative financial impact of COVID-19, those being vacancy management as well as a reduction to training, travel and external professional service expenditures and deferral of capital work so that capital program funding can be redirected to Operating.

On April 15, 2020, City Council approved (CM20-8) up to \$7.2 million in 2020 current contributions to capital to be redirected as necessary to offset the financial impacts of COVID-19. Based on this mid-year forecast, it is estimated \$5.1 million of the \$7.2 million will need to be redirected at year end to bring the General Fund Operating financial position into a balanced position (net\$0).

The Utility Fund Operating surplus is forecast to be almost \$6.0 million (4.2% from budget). Although water consumption is expected to be 9% lower due to the COVID-19 pandemic compared to last year's consumption levels, the current year consumption is still greater than the five-year average which the budget is based, resulting in a moderate surplus in revenue. In addition, reduced expenditures mainly due to vacancy management and reduced operating costs have a positive financial impact to the Utility Fund Operating forecast.

The forecast is unaudited and is a projection of the expected results for the City of Regina.

FINANCIAL FORECAST OVERVIEW

Throughout the year, Administration prepares and closely monitors the progress of achieving the annual budget approved by Council. The information included in this report is the budget and mid-year (June 30) financial forecast.

As the corporation works toward delivering services to the community, a variance between the budgeted and the projected yearend revenue and cost is created. The variance, over or under the established budget, is the result of controllable and uncontrollable factors. These factors include, but are not limited to:

- Changes to revenue or expenditures during the year that were not anticipated at the time of developing the budget, such as the negative financial impact due to the COVID-19 pandemic;
- Staff vacancies;
- Price differences in supplies; and

- Impact of weather conditions on capital construction.

General Fund Operating Forecast Overview

The General Fund Operating deficit is forecast to be \$5.1 million. The deficit is the net result of \$17.9 million reduction in revenues and under expenditures of \$12.8 million.

As shown below, revenues are forecast to be significantly below budget largely due to the impact of steps taken following Provincial Health Orders in response to COVID-19 pandemic. The largest impact to revenues is the loss of Transit and Recreational Program revenues. In addition, there is a reduction in investment revenues as interest rates have fallen.

Table 1: General Fund Operating Financial Forecast (in \$ thousands)

Financial Performance Measures				
June 30, 2020				
General Fund Forecast	Revenue	Expense	Surplus (Deficit)	% of Budget
	\$ 455,878	\$ 461,013	(5,135)	(1.1%)

Operating Revenue

Table 2: General Fund Operating Revenue Forecast (in \$ thousands)

Financial Performance Measures				
June 30, 2020				
General Fund Revenue	Budget	Forecast	Variance	% of Budget
	\$ 473,810	\$ 455,878	\$ (17,932)	(3.8%)

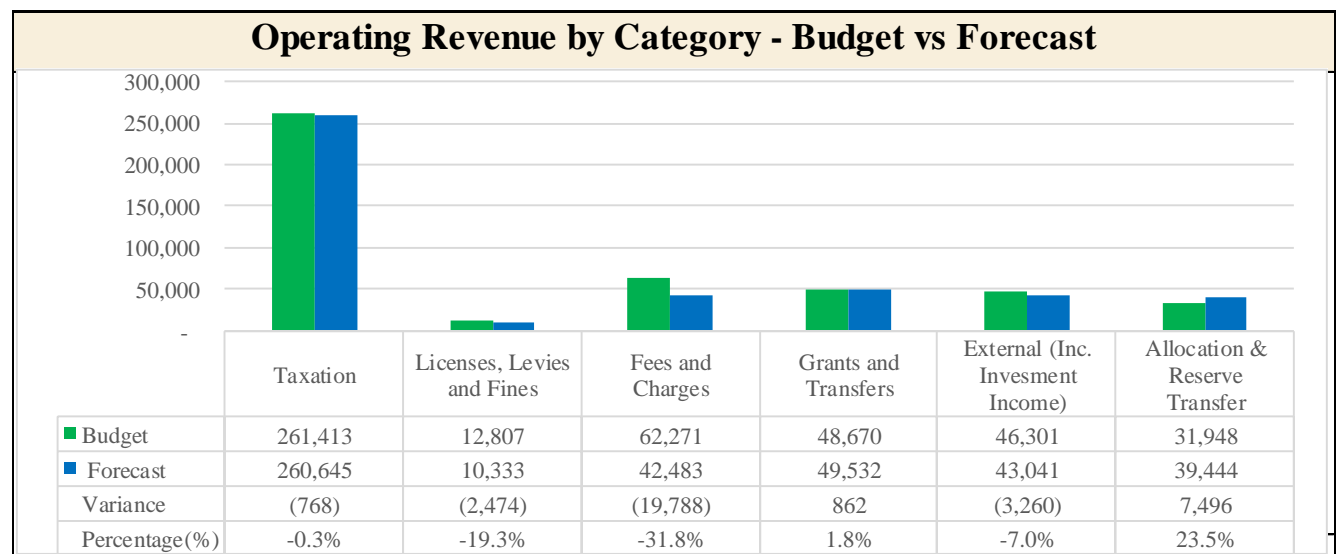
The majority of the City services are financed by General Fund operating revenue. About half of the General operating revenue comes from property taxes, but the City also charges user fees, secures grants from other levels of government and collects revenues from a variety of smaller sources.

Revenues are currently tracking to be significantly below the approved budget by \$17.9 million (3.8%). Projected revenue reductions reflect key financial impacts of COVID-19 on the City resulting from waiver of transit fees and closures of recreation, culture and parks programs. These revenues are included in the Fees and Charges category shown in Graph 1 below. In addition, investment interest revenue has reduced due to decline in interest revenue.

Unknown at June 30, 2020 is the level of potential external revenue sources from Provincial and Federal governments to help mitigate the negative financial impact of COVID-19 on municipalities.

Graph 1 below presents the revenue by category or source.

Graph 1: General Operating Revenue (in \$ thousands)



Taxation revenues – Includes property taxes, Grant In Lieu, and school/library board service charges.

Licenses, Levies and Fines – Includes revenues such as: Business, Taxi, Animal Licences; Fire and Bylaw Violation Fines; Traffic Violations; Parking Tickets; Back Alley levies and Amusement tax. The variance is mostly due to reduced revenues in Traffic Violations, Parking Tickets and Amusement Tax.

Fees and Charges – Includes Transit Fees, Recreation and Culture Fees and Landfill Revenues, all of which have been significantly impacted by the pandemic.

Grants and Transfers – Includes Federal and Provincial grants and transfers. The Provincial Revenue Sharing Grant is greater than budgeted offset by a reduction in the Provincial Transit Grant.

External Revenues – Includes Penalties on Property Taxes, Investment Interest Income, and Electrical/Natural Gas Provincial Shared Revenues. The variance is mostly due to the projected loss in Investment Interest Income as a result of the rapid decline in interest rates in the first half of the year.

Allocation & Reserve Transfer – Includes the reserve funds used in the current fiscal year. The forecast projects greater than budgeted use of reserve funds mainly in the Stadium, Social Development and Solid Waste Reserves.

Operating Expense

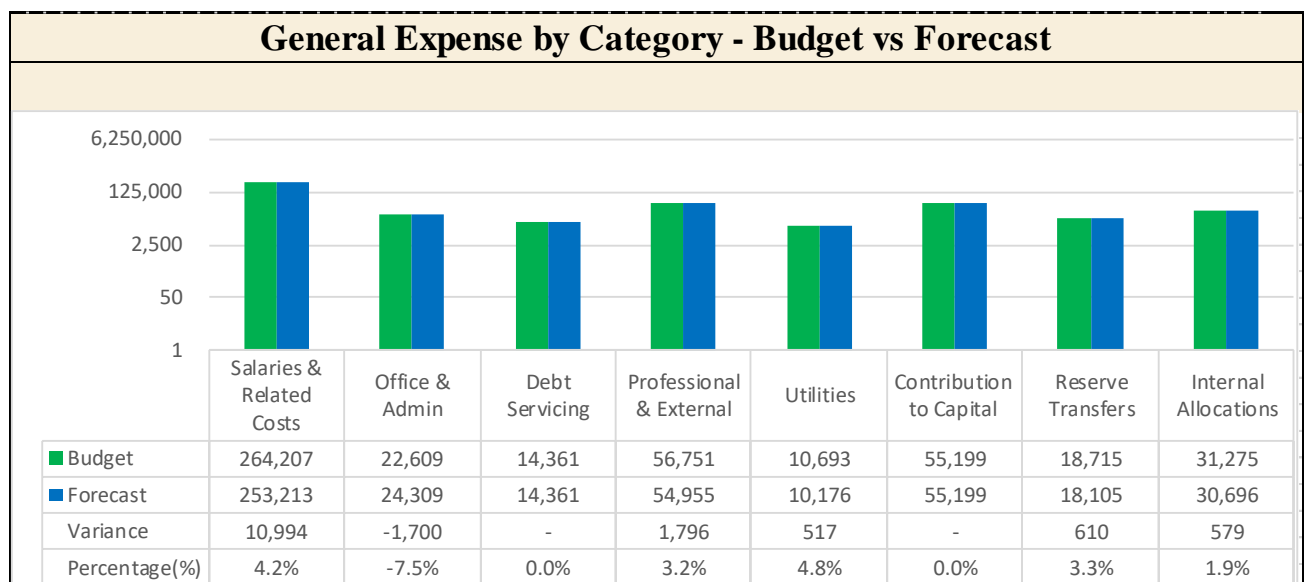
Table 3: General Fund Operating Expense Forecast (in \$ thousands)

Financial Performance Measures				
June 30, 2020				
General Fund Expense	Budget	Forecast	Variance	% of Budget
	\$ 473,810	\$ 461,013	\$ 12,797	2.7%

General Fund operating expenses support most of the services provided by the City. Expenses are driven by controllable and uncontrollable factors. Some costs are driven by environmental factors such as the weather and their impact on the services, such as Winter Road Maintenance and are managed by the City by establishing reserves specifically for the purpose of supporting unanticipated costs in any given year.

The current projection reflects operating expenses to be under budget by \$12.8 million (2.7%). The under expenditure is reflective of the Council approved (CM20-8, April 15, 2020) planned response to the projected negative financial impacts of COVID-19 pandemic. The planned response included adjusting operating programs and services, implementing expense reduction measures, and deferring up to \$7.2 million of capital program funding to be redirected, if necessary, to offset any operating deficit created by the pandemic.

Graph 2: General Fund Operating Expense (in \$ thousands)



Salaries & Related Costs – Includes Salaries and Benefits, Professional Dues, Training and Development, and Travel. In mid April measures were taken to offset the projected negative financial impacts of the COVID-19 pandemic, including a hiring freeze and reductions in conferences, training and related travel expenditures. At mid-year, projected savings are almost \$11 million.

Office & Admin – Includes expenses such as Software Maintenance and Telephone Charges, Insurance costs, Printing and Office Supplies, Materials Goods and Supplies and Bad Debt Expense. The variance is due to a projected increase in Cleaning Supplies, Telephone Charges, Storage Costs and Bad Debt Expense, offset by reductions in Printing and Office Supplies.

Debt Servicing – Includes Debenture Debt Principal and Interest payments.

Professional & External – Includes consulting, contracting and other purchased services. In mid April, measures were taken to offset the projected negative financial impacts of COVID-19 pandemic by reducing the use of these services. At mid-year, projected savings are almost \$1.8 million.

Utilities – Includes Electrical and Natural Gas costs. Projected savings at mid-year are \$517,000.

Contribution to Capital – Represents the current year contributions to the Capital Program.

Reserve Transfers – Represents the current year transfers to reserves. The transfers to Cemetery, Golf and Planning & Sustainability Reserve are projected to be \$610,000 greater than budgeted.

Internal Allocations – Includes such charges as Fleet, Fuel, Asphalt and Facilities Trades. The projected variance is mostly due to the drop in fuel prices.

Utility Fund Operating Forecast Overview

The Utility Fund operating surplus is forecast to be almost \$6.0 million (4.2% above budget). As described below, revenues are projected to be higher than budget while expenses are forecast lower than budget.

Table 4: Utility Operating Financial Forecast (in \$ thousands)

Financial Performance Measures June 30, 2020				
Utility Fund Forecast	Revenue	Expense	Surplus (Deficit)	% of Budget
	\$ 145,491	\$ 139,497	\$ 5,994	4.2%

Utility Revenue

Table 5: Utility Operating Revenue Forecast (in \$ thousands)

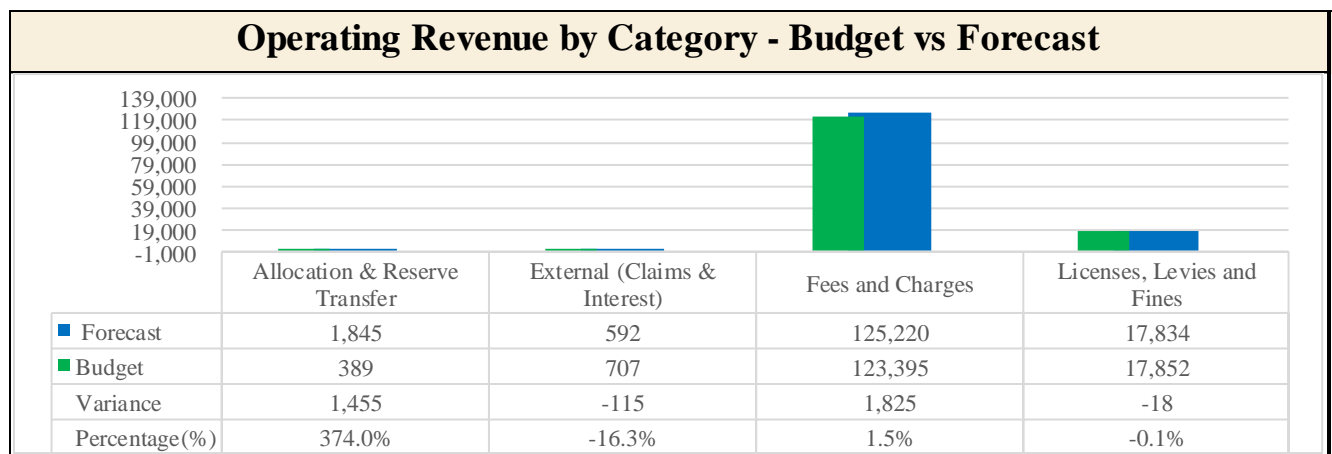
Financial Performance Measures June 30, 2020				
Utility Fund Revenue	Budget	Forecast	Variance	% of Budget
	\$ 142,344	\$ 145,491	\$ 3,147	2.2%

The Water and Sewer Utility provides water, wastewater, and drainage services primarily to customers in Regina. It is operated on a full cost-recovery, user-pay basis. Revenues collected from customers account for most of the revenue (88%) with the remainder of the revenue being derived from licenses and levies.

Utility revenues are mainly the result of fees and charges paid by customers through a daily base rate and through a volume (usage) charge. Revenues are influenced by environmental factors and customers can reduce their costs by conserving water which will reduce revenues. The mid-year forecast shows that revenues are currently projected to be \$3.1 million (2.2%) above the approved budget. Although it is estimated water consumption will be 9% lower than that of 2019 due to COVID-19 impacts on water consumption, overall fees and charges revenue is expected to be higher than budget as overall consumption is higher than the five-year average which is what the budget is based on. There is anticipated to be a 16% reduction in late payment penalties due to waiver of such fees to provide relief to taxpayers experiencing financial difficulties due to the pandemic.

Graph 3 presents the Utility Operating Revenue by category.

Graph 3: Utility Operating Revenue (in \$ thousands)



Allocations & Reserve Transfer – Includes allocated water charges for City properties and transfers to the Utility Reserve.

External (Claims & Interest) – Includes Claims and Late Payment Interest Penalties. In March 2020 Council approved the suspension of late payment charges and collection activities on all utility accounts until September 30, 2020. The financial impact is projected to be \$115,000.

Fees and Charges – Includes Water and Sewer Charges and Turn On/Off Administrative Charges. Mid-year forecast projects revenue to be \$1.8 million over budget. Water consumption is projected to be lower than that of 2019, however, overall consumption is slightly greater than the budgeted 5-year average.

Licences, Levies and Fines – Includes Drainage Levy and Non-Sufficient Fund Charges.

Utility Expense

Table 6: Utility Operating Expense (in \$ thousands)

Financial Performance Measures				
June 30, 2020				
Utility Fund Expense	Budget	Forecast	Variance	% of Budget
	\$ 142,344	\$ 139,497	\$ 2,847	2.0%

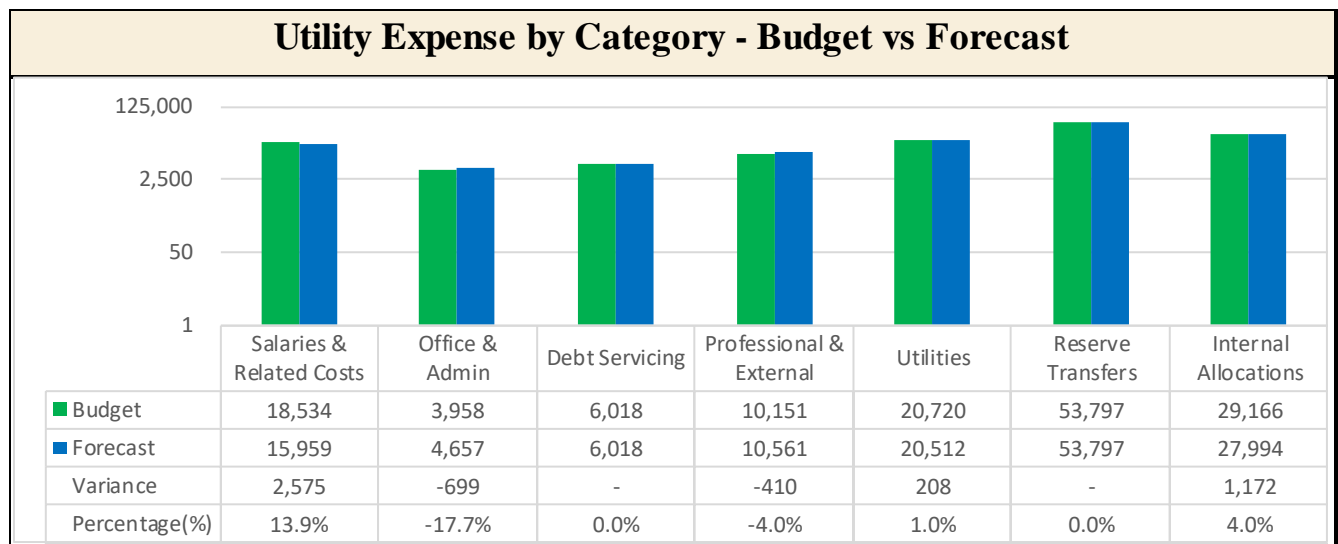
Utility Fund Operating expenses support the costs of delivering services in four main service areas:

- **Water Supply and Distribution:** The system provides water for residential, institutional, commercial, and industrial customers, as well as for fire protection.
- **Wastewater Collection and Treatment:** The wastewater system collects wastewater from all residential, institutional, commercial, and industrial customers in the City and treats wastewater in accordance with the Provincial and Federal governments' environmental regulations and industrial standards.
- **Storm Water Collection and Flood Protection:** The drainage system controls water runoff from rainfall and melting snow in and around the City.
- **Customer Service:** Customer service has two elements – Utility Billing (producing and collecting on utility billings) and Communications (being responsive to customer inquiries and needs).

Many factors influence the costs of delivering the utility services. The mid-year expenditure forecast currently reflects to be under budget mainly due to salary lag and vacancy management.

Graph 4 details the budget and forecast expenses by division.

Graph 4: Utility Operating Expense (in \$ thousands)



Salaries & Related Costs – Includes Salaries and Benefits, Professional Dues, Training and Development, and Travel. In mid April measures were taken to offset the projected the negative financial impacts of COVID-19 pandemic, including a hiring freeze and reductions in conferences, training and related travel expenditures. At mid-year, projected savings are almost \$2.6 million.

Office & Admin – Includes expenses such as Software Maintenance and Telephone Charges, Printing and Office Supplies, Materials Goods and Supplies. The variance is due to a projected increase in Cleaning Supplies, Water Meter parts, and pipes.

Debt Servicing – Includes Debenture Debt Principal and Interest payments.

Professional & External – Includes consulting, contracting and Bad Debt. The mid-year projection is an increase in the amount of Uncollectable Utility Charges and Contracted Services.

Utilities – Includes Electrical, Natural Gas and Water Supply costs. Projected savings at mid-year are \$208,000.

Reserve Transfers – Represents the current year transfer to the Utility Reserve.

Internal Allocations – Includes such charges as Fleet, Fuel, Landscape Trades. The projected variance is partly due to the drop in fuel prices.

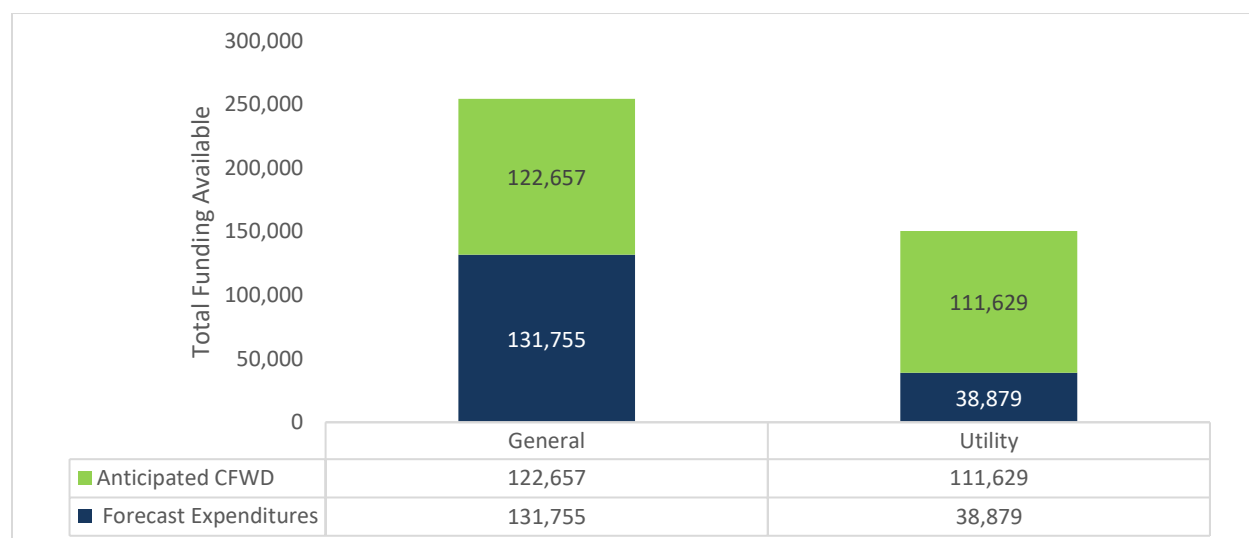
CAPITAL OVERVIEW

The delivery of services requires well maintained capital assets. The City continues to maintain and enhance its assets by prioritizing the investment in capital that will maintain or improve services or service levels.

The City's capital budget is a five-year program comprising an approved capital plan for the current year and a planned program for the succeeding four years. With the multi-year approach, some projects are designed to be completed over several years resulting in unspent capital funding at the end of the year that will be carried forward to the future year. The City is continuing to complete several multi-year projects and utilizing most of the funds available.

The City's 2020 Capital Budget totals \$181 million between General and Utility capital. The corporation started the year with a capital carry-forward of \$234 million between General and Utility capital. The City's capital funding and planned expenditures are summarized in the table below.

Graph 5: General and Utility Capital (in \$ thousands)



- ❖ **Total Funding Available:** combination of prior year's budget carry-forward and approved current year capital budget.
- ❖ **Total Anticipated CFWD:** project budget that will not be spent in current year but will be used to offset future project cost. This may be planned or unplanned.

The capital budget is primarily focused on the renewal of infrastructure, a priority of the strategic plan and linked to *Design Regina: The Official Community Plan* priority of long-term financial viability. Capital spending is in two categories: programs and projects. Programs are mainly ongoing capital costs that are designed to support the maintenance and renewal of assets to enhance and/or prolong their useful life. Capital projects are one-time costs with a defined start and end date, such as the cost of constructing a new asset.

In recent years, the City has been able to deliver more capital construction than budgeted, reducing the total capital carry forward. The 2020 construction season was delayed by six weeks due to the COVID-19 pandemic. Capital construction work has increased since the beginning of the pandemic but will be lower than planned for 2020. As such, the amount of total capital funding carried forward is expected to increase in 2020. The mid-year report details forecast capital expenditures as of June 30, 2020. The City is receiving Municipal Economic Enhancement Program (MEEP) funding in 2020 as outlined in City Council report CR20-57. As this funding was not finalized prior to June 30, it is not captured in this report. MEEP funding and associated capital projects will be reflected in future financial forecasts and the City's 2020 Annual Report.

There has been a significant increase in capital expenditures over the past five years to bridge the infrastructure gap faced by the City. This increase in capital expenditures has been funded primarily from an allocation of current year operating costs, reserves, debt, and third party funding. The current year contributions to capital funded from taxation revenue has increased from \$37 million to \$55 million in the last five years.

1. General Capital

The current 2020-2024 General Capital plan totals \$569 million. The General Capital Fund plans to spend \$111 million in 2020. This includes completing and/or advancing several projects including, but not limited to:

- City Operations - Landfill Facility
- Street Infrastructure Renewal Program
- Residential Roads Renewal Program
- Civic Fleet Replacement
- Facility Revitalization & Sustainability
- Outdoor Pool Renewal
- Dewdney Ave. Twinning-Courtney St. to West Bypass
- Regina Police Service Headquarter Complex
- South East Land Development

2. Utility Capital

The Utility Fund capital budget supports the delivery of the utility service through maintenance, renewal and replacements of a diverse infrastructure including water mains, storage reservoirs, pumping stations, building service connections, a wastewater treatment plant, wastewater and storm drainage sewers as well as drainage channels and creeks.

The 2020-2024 Utility Capital plan totals \$426 million and is fully funded by the Utility Reserve over the five-year plan. The Utility Capital Fund plans to spend \$39 million in 2020. The projected spending includes but not limited to the following projects:

- Trunk Relief Initiative
- Water Infrastructure Renewal
- Wastewater Collection Renewal - Integrated Works
- The Creeks Wastewater Pump Station Expansion-Design and Construction
- Storm Sewer Renewal - Catch-Up Program
- Water Reservoir Upgrade & Rehabilitation
- Water Pumping Station

CONCLUSION

The City of Regina is committed to accountability, transparency and following best practice in its financial reporting. The Mid-Year Financial Report provides a high-level summary on how the City is performing financially in relation to its 2020 Operating and Capital budgets. Financial projection presented in the 2020 Mid-Year Financial Report shows that the City is effectively managing its operations with the current challenging economic climate.

After the completion of the Mid-Year Financial Forecast, provincial funding was approved under the Municipal Economic Enhancement Recovery Program (MEEP) and the City approved the establishment of the Regina Economic Recovery Grant funded through the General Revenue Fund Reserve. In addition, negotiations are ongoing between the provincial and federal governments on the federal Safe Restart Program to support municipal operating costs and transit operations. These items are not included in this report.

The mid-year forecast is an unaudited point in time projection of the yearend results. There are a number of variables, such as further actions required due to the pandemic or unfavorable weather conditions, that are unknown at the time of the establishment of the mid-year forecast that could influence the year end results. Administration has used the best information available to predict the outcomes to the end of the year. Administration will continue to monitor the financial situation and balance fiscal stewardship with providing the services that citizens of Regina need.

City of Regina - FORECAST COVID 19 FISCAL IMPACTS

General Fund		
Revenue Category	Projected Year-End Variance	Notes & Assumptions
	Surplus/(deficit)	
Licenses, Levies & Fines Revenue		
Parking and Traffic Fines	(\$2,039)	Reduced traffic and City suspended enforcing 24 hour parking limits in residential areas
Business Licenses	(\$98)	Reduced due to social isolation
Animal Fine Revenue	(\$67)	Reduced due to increase number of people at home
Sub total	(\$2,204)	
Fees, Charges & Penalties		
Transit/Access Transit Revenue	(\$7,516)	Waiver of transit fees, change M-F service model to Saturday Service Model and reduced Shuttle contracts
Parking Meter Revenue	(\$1,065)	Reduced due to little to no downtown traffic during pandemic period. Recovery at 30-50% pre pandemic levels
Parks, Recreation and Culture Programs	(\$8,004)	Closures of facilities, skating rinks and swimming pools during pandemic lockdown. Recovery will be at 30-50% of pre pandemic levels
Building & Permit Fees	(\$816)	Reduced number of building permits issued
Property Tax Penalty	(\$695)	Extension of property tax payment deadline from June 30 to September 30. Assumed same level of payment compliance as 2019
Landfill Revenue	(\$435)	Reduced landfill charges
Sub total	(\$18,531)	
External Own Source Revenues		
Investment Income	(\$2,884)	Rapid decline in interest rates in first half of year
Sub total	(\$2,884)	
Total General Fund COVID-19 Revenue Impacts	(\$23,619)	
Expenditures		
Reduced Transit Operations costs	\$266	
Recreational Facility Operating Expenditures	\$3,883	
Electricity Consumption	\$400	
Increased Operating Costs due to COVID-19	(\$518)	
Contracted Services (Parking Enforcement)	\$192	
Total General Fund COVID-19 Expense Impacts	\$4,223	
Net Estimated COVID-19 General Fund Financial Impact	(\$19,396)	
Savings due to actions taken to reduce COVID-19 impacts & other variances	\$14,261	
Forecast General Fund Deficit	(\$5,135)	
Redirected Current Contributions to Capital (anticipated)	\$5,135	
General Fund Operating Forecast	\$0	

Utility Fund		
Utility Revenues		
Reduced Late Payment Fees & Collections	(\$289)	Suspension of collection activities in response to COVID-19
Other Water/Sewer Charges	\$3,436	Non-COVID increased revenue
Total Utility Fund Revenue	\$3,147	
Utility Expenses		
Increased Uncollectible Utility Charges	\$225	Increased uncollectible accounts due to COVID-19
Expense reductions	(\$3,072)	
Total Utility Fund Expenses	(\$2,847)	
Utility Fund Operating Forecast	\$5,994	

NOTICE OF MOTION

September 30, 2020

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that I will submit the following NOTICE of MOTION at the September 30, 2020 meeting of City Council:

Re: 9th Avenue North – Safety Adjustment

WHEREAS the safety of the public, residents and motorists is a primary responsibility of the City of Regina;

WHEREAS the aforementioned safety has been endangered due to transportation patterns altered by the building of the Regina Bypass;

WHEREAS the aforementioned danger is exacerbated because of high speeds, the proximity of housing and the design of roads;

WHEREAS the cost to rectify the infrastructure to address these issues exceeds \$10 million;

WHEREAS the funding stream and availability identified for implementation of the infrastructure alteration solution is decades away;

WHEREAS a commitment has been made to analyze and provide innovative and “green solutions” where applicable;

WHEREAS traffic congestion relief is always welcomed and change is embraced by industries when logical alternatives are presented; and

WHEREAS the Government of Saskatchewan has provided a solution that greatly reduces the danger of the current situation;

THEREFORE BE IT RESOLVED that Administration be directed to prepare a report for consideration by the Public Works and Infrastructure Committee in Q1 of 2021 outlining the implications and related costs of:

1. Removing the trucking transportation route designation from 9th Avenue North between the corresponding intersections of Pinkie Road and Pasqua Street;
2. Ensuring all applicable entities are concurrently updated, such as GPS databases; and
3. Cost-sharing of any necessary signage changes, including signage advising prohibition of trucks on 9th Avenue North on the Regina By-Pass.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Jason Mancinelli', written in a cursive style.

Jason Mancinelli
Councilor - Ward 9

NOTICE OF MOTION

September 30, 2020

City Clerk
City Hall
Regina, Saskatchewan

Dear Sir:

Please be advised that we will submit the following NOTICE of MOTION at the September 30, 2020 meeting of Regina City Council.

Re: Addictions Crisis

WHEREAS the number of overdoses and deaths caused by opioids in Regina are increasing significantly (in 2020 there have been 63 overdoses to date, compared to 21 in the whole of 2019);

WHEREAS the Official Community Plan recognizes that “Health and safety are key elements in ensuring that Regina remains a city of choice in which to live, work, and raise a family”;

WHEREAS public health is a matter of provincial jurisdiction, but the harm caused by substance use and addictions affects Regina residents;

WHEREAS city-funded agencies and services, like Regina Police Service and Fire and Protective Services, are already responsible for responding to overdoses in the community;

WHEREAS costs incurred applying Regina Police Service and Fire & Protective Services – our highest expense services – is a reactive solution and financially unsustainable, leading to negative tax implications;

WHEREAS City Council has already recognized the value of harm reduction in the Plan to End Homelessness;

WHEREAS City Council has approved the drafting of a Community Wellbeing and Public Safety strategy;

WHEREAS community organizations are taking on the responsibility of cleaning up used needles and drug paraphilia, as well as offering addiction services and supports; and

WHEREAS the City needs to show leadership in addressing these and other serious community and public health concerns;

THEREFOR BE IT RESOLVED that City Council commit to addressing the addictions and substance use crisis in Regina and that Administration:

1. Consider including addictions and substance use as part of the mandate for the Local Emergency Planning Committee;
2. Partner with community organizations to develop a City-wide needle cleanup and disposal strategy and funding model;
3. Work with community organizations, experts, users, Reconciliation Regina, Fire, the Regina Police Service, and the Saskatchewan Health Authority to develop a City-wide harm reduction strategy that may include, but not be limited to, needle drop off locations, safe consumption sites, safe drug supplies, wellness centres, traditional ceremonial spaces, detox facilities, supportive housing, and addiction support services, as part of the Community Wellbeing and Public Safety strategy;
4. Ensure that Indigenous communities are involved in the consultation and that Indigenous approaches to healing be considered in the strategy; and
5. Develop an advocacy strategy aimed at the provincial and federal governments to secure funding and support for harm reduction initiatives.

Respectfully submitted,



Andrew Stevens
Councillor – Ward 3



Councillor Bob Hawkins
Councillor – Ward 2



Lori Bresciani
Councillor – Ward 4



Jason Mancinelli
Councillor – Ward 9

BYLAW NO. 2020-61

THE BODY RUB ESTABLISHMENT LICENSING BYLAW

WHEREAS pursuant to *The Cities Act*, the city has the power to pass any bylaws for city purposes that it considers expedient in relation to: the peace, order and good government of the city; the safety, health and welfare of people and the protection of people and property, nuisances that affect the amenity of a neighbourhood and businesses, business activities and persons engaged in business;

WHEREAS the City of Regina considers it expedient to regulate body rub establishment businesses, business activities and persons engaged in body rub businesses to address safety, health and welfare of persons and the amenity of neighbourhoods; and

WHEREAS the City of Regina recognizes Parliament's jurisdiction to pass criminal laws and has no intention to abrogate or licence any activity intended to be an offence under the *Criminal Code* nor to create, duplicate or override criminal laws.

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

Part I – Purpose, Authority, Schedules and Interpretation

Purpose

- 1 The purpose of this Bylaw is to establish a licensing scheme and provide regulatory requirements for body rub establishments and workers.

Authority

- 2 The authority for this Bylaw is sections 8 and 9 of *The Cities Act* and in particular, clauses 8(1)(b), 8(1)(d), 8(1)(h) and 8(3).

Schedules

- 3 The following schedules are attached to and form part of this Bylaw:

Schedule A - Fees

Definitions

- 4 In this Bylaw:
- (a) **“affiliated”** means a person who offers, arranges, supervises, schedules, provides or is paid to perform body rub services; or works, either as an employee, contractor or other relationship, in a body rub establishment;
 - (b) **“applicant”** means a person who applies for a licence issued pursuant to this Bylaw and includes every operator of a body rub establishment in the case of a body rub establishment licence application;

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

City Solicitor

- (c) **“Board”** means the Regina Appeal Board established pursuant to Bylaw 2005-4 being *The Regina Appeal Board Bylaw*;
- (d) **“body rub establishment”** means: “Service Trade, Body Rub Establishment” as defined in *The Regina Zoning Bylaw, 2019* and includes any business where the services, activities offered or premises described in the referenced definition are offered, advertised in relation to or equipped to be offered and a reference to body rub establishment includes every operator thereof;
- (e) **“body rub services”** means any of the services described in the definition of body rub establishment;
- (f) **“body rub worker”** means a person affiliated with a body rub establishment;
- (g) **“bylaw enforcement officer”** means any person employed or appointed by the City as a bylaw enforcement officer;
- (h) **“certificate of approval”** means a certificate of approval as described in section 16 of this Bylaw;
- (i) **“certificate of approval review board”** means a review board or other body or person established by the Regina Police Service for the purposes of reviewing certificate of approval appeals;
- (j) **“Chief of Police”** means the Chief of the Regina Police Service or designate;
- (k) **“City”** means the municipal corporation of the City of Regina or where the context requires the geographical area within city limits;
- (l) **“City Manager”** means the City Manager for the City of Regina or designate;
- (m) **“development officer”** means development officer as described in *The Regina Zoning Bylaw, 2019*;
- (n) **“development permit”** means development permit as described in *The Regina Zoning Bylaw, 2019*;
- (o) **“licensee”** means a person who holds a licence issued pursuant to this Bylaw and includes every operator of a body rub establishment in the case of a body rub establishment licence;

- (p) **“licence inspector”** means any person employed with the City in the following positions and includes any designate of that person:
 - (i) City Manager;
 - (ii) Manager, Licensing and Parking Services;
 - (iii) Licensing Coordinator, Licensing and Parking Services; and
 - (iv) Licensing Officer;
- (q) **“operate”** or **“operator”** means to own, occupy, carry on business, or operate and includes any person who alone or with others controls, governs, manages, supervises, directs or is responsible for the activity carried on or offered at the premises and includes the person who is actually in charge at any particular time, every director and officer of a corporate entity, every partner or joint venturer in a partnership or joint venture and any owner or lessee of the premises upon which a body rub establishment is located;
- (r) **“patron”** means any person who attends at the body rub establishment for the purpose of receiving services;
- (s) **“person”** means an individual, proprietorship, partnership, corporation, association, or other legal entity;
- (t) **“valid”** means has not been refused, revoked, cancelled, expired, suspended or subject to conditions or restrictions limiting the authorization in the circumstances.

Part II – Licensing

Licence Required

- 5(1) No person shall operate a body rub establishment in the City without a valid and subsisting licence issued in accordance with this Bylaw.
- (2) A licence shall be required for each location and every operator shall be named as an applicant in the licence application.
- (3) If an operator of a body rub establishment is also a body rub worker, that person must also hold a licence as a body rub worker issued pursuant to this Bylaw.
- 6 No person shall offer, arrange, supervise, schedule, provide services or work, either as an employee, contractor or other affiliation, in a body rub establishment, without a valid and subsisting body rub worker licence issued in accordance with this Bylaw.

Licence Application Body Rub Establishment

- 7(1) Every applicant for a body rub establishment licence or the renewal of a body rub establishment licence shall provide all of the following, to the satisfaction of the licence inspector and in the form approved by the licence inspector:
- (a) an application in a form and content approved by the licence inspector;
 - (b) the address of the proposed place of business;
 - (c) the name of every operator of the body rub establishment, all of which will be considered as the applicant, including the full name, mailing address and telephone number for each person;
 - (d) a list of all business names, pseudonyms or aliases used in the past 12 months, currently in use or intended to be used during the licence period for every operator and the body rub establishment;
 - (e) where any applicant is a corporate entity, the legal name and certified copies of any incorporating documents reasonably required by the licence inspector to verify the corporate identity of the applicant;
 - (f) original valid government issued identification and documentation which verifies, for every operator:
 - (i) the identity of the person including a photo and unique identification number;
 - (ii) that the person is 18 years of age or older;
 - (iii) proof of residency or entitlement to work in Canada with such documentation containing no restrictions which may apply to the services provided in a body rub establishment, such as restrictions related to work in a body rub establishment, massage parlour, or similar work;
 - (g) a certificate of approval that is no older than 30 days at the time the application is complete, for every operator;
 - (h) proof of completion of a body rub establishment training program approved by the licence inspector completed within 90 days prior to the date of application for every operator;
 - (i) the approved development permit for the premises which approves the use “Service Trade, Body Rub Establishment” and if any conditions have been

imposed as part of the development permit, proof that all conditions have been met;

- (j) proof of any other approval required by law;
 - (k) all applicable fees required by Schedule A to this Bylaw;
 - (l) take part in any interview requested by the licence inspector intended to verify compliance with this Bylaw or to provide information to the applicant;
 - (m) any other information or documentation required or requested by the licence inspector in order to verify compliance with this Bylaw.
- (2) In addition to the requirements in section (1), every applicant for a body rub establishment licence or the renewal of a body rub establishment shall do the following, to the satisfaction of the licence inspector:
- (a) apply in person at the location required by the licence inspector, and if operated by multiple persons, each person is required to attend in order to provide the verification required by this Bylaw;
 - (b) take part in any interview requested by the licence inspector or Chief of Police intended to verify compliance with this Bylaw or to provide information to the applicant;
 - (c) submit to any inspection requested by the licence inspector or Chief of Police intended to verify compliance with this Bylaw.
- 8(1) A body rub establishment licence is only valid in relation to the operators named in the application form.
- (2) If a body rub establishment has a change in its operators during the term of the licence, then the licence shall be deemed to be expired.
- 9 The licensee or applicant in relation to a body rub establishment licence shall immediately notify the licence inspector in writing of any change to the information supplied in the licence application.
- 10 In the case of a body rub establishment operated only by the body rub worker affiliated with that establishment and no other body rub workers are affiliated with the establishment, the licence inspector may consolidate the application process for the establishment and worker into one application provided that all of the application requirements of this Bylaw are met.

Compliance with Laws

- 11(1) It shall be a condition of every body rub establishment licence that the licensee maintain, on a continuous basis, the standards and requirements necessary to obtain the licence, any standards imposed by this bylaw and compliance with all applicable laws.
- (2) The issuance of a licence by the City does not relieve that person of the responsibility to conform with any other law.

Licence Application Body Rub Worker

- 12(1) Every applicant for a body rub worker licence or renewal thereof shall provide all of the following, to the satisfaction of the licence inspector and in the form approved by the licence inspector:
- (a) an application in a form and content approved by the licence inspector;
 - (b) the name and address of the licensed body rub establishment with which that worker will be affiliated;
 - (c) full name, mailing address and telephone number;
 - (d) a list of all business names, pseudonyms or aliases used in the past 12 months, currently in use or intended to be used during the licence period;
 - (e) original valid government issued identification and documentation which verifies:
 - (i) the identity of the person including a photo and unique identification number;
 - (ii) that the person is at least 18 years of age;
 - (iii) proof of residency or entitlement to work in Canada with such documentation containing no restrictions which may apply to the services provided in a body rub establishment, such as restrictions related to work in a body rub establishment, massage parlour, or similar work;
 - (f) a certificate of approval that is no older than 30 days at the time the application is complete;
 - (g) proof of completion of a body rub establishment training program, completed within 90 days prior to the date of application, approved by the licence inspector;

- (h) all applicable fees required by Schedule A to this Bylaw.
- (2) In addition to the requirements in subsection (1), every applicant for a body rub worker licence or renewal thereof shall meet the following requirements to the satisfaction of the licence inspector:
- (a) that the applicant apply in person at the location required by the licence inspector;
 - (b) that a photograph be taken of the applicant by the licence inspector for placement on the licence;
 - (c) that the applicant take part in any interview or education session requested by the licence inspector or Chief of Police regarding safety, education on rights and similar topics.
- 13 The licensee or applicant for a body rub worker licence shall immediately notify the licence inspector in writing of any change in the information provided by the body rub worker in the licence application.
- 14 Every body rub worker shall produce the licence issued by the City when requested to do so by any person authorized by this Bylaw to enforce this Bylaw.
- 15 Every body rub worker shall participate in an interview or education session requested by the licence inspector or Chief of Police regarding safety, education on rights or similar topics at any time during the term of the licence as a condition of maintaining the worker's licence.

Certificate of Approval

- 16(1) Every applicant for a body rub establishment licence or body rub worker licence shall be required to hold a valid certificate of approval issued by the Chief of Police in accordance with the policy of the Regina Police Service for the duration of the licence term.
- (2) A certificate of approval may include a full enquiry into the applicant's suitability for a licence in the opinion of the Chief of Police, which may include, but is not limited to: an interview, background checks determined to be appropriate by the Chief of Police, eligibility to work in Canada, circumstances of offences, involvement in criminal activity relevant to operation of a body rub establishment.
- (3) Any decision to deny, suspend or revoke a certificate of approval may be appealed by the applicant to the certificate of approval review board, in writing in a form approved by the Chief of Police including the reasons for the appeal.

- (4) The certificate of approval review board shall provide its decision in writing to the applicant.
- (5) Notwithstanding anything contained herein, the Chief of Police is authorized to carry out a review, suspend or revoke any certificate of approval at any time.
- (6) Where a certificate of approval is denied, suspended or revoked pursuant to this section, the Chief of Police shall notify the licensee and the licence inspector immediately.

Inspection

- 17(1) Subject to Part IV of this Bylaw, every body rub establishment shall allow an inspection of the body rub establishment or comply with any request of the licence inspector or the Chief of Police for production of documents, records or other information at any time during the term of the licence as a condition of maintaining the body rub establishment licence.
- (2) Subject to Part IV of this Bylaw, every body rub establishment shall allow an inspection of the body rub establishment in order to facilitate the licence inspector or Chief of Police to make any contact with a body rub worker who is or may be affiliated with the business.

Licence Issuance

- 18 Upon filing of a completed application for a licence issued pursuant to this Bylaw, the licence inspector shall, following a reasonable period to review and conduct any further inquiry required to verify the information provided or as otherwise described in this Bylaw, either issue a licence, with any conditions the licence inspector deems appropriate, or refuse to issue or renew the licence.

Prohibition on Transfer

- 19 A licence does not confer any property right and no licensee may sell, transfer, assign, lease or otherwise dispose of or deal in the licence or the operator's interest in the licence.
- 20 Without limiting the generality of section 8, if a licensee with an operator that is a corporation is amalgamated, sold, transferred, dissolved or if any of its directors change, the licence is deemed to be expired.
- 21 If a body rub establishment relocates, the licence is deemed to be expired.

Licence Term

- 22 The term of a licence shall be from January 1 to December 31 in the same calendar year or if issued after January 1, the remaining portion of the calendar year in which the licence was issued.

Conditions

- 23(1) The licence inspector may impose any additional conditions on a licence issued pursuant to this Bylaw that are consistent with the intent of this Bylaw where the licence inspector is satisfied that:
- (a) the condition is necessary to ensure compliance with any requirements of this Bylaw;
 - (b) it is in the public interest to do so.
- (2) The licence inspector shall provide notice of any decision to impose conditions pursuant to this Bylaw to the licensee by mail at the address provided by the licensee on its application form.
- (3) The notice sent pursuant to subsection (2) shall advise the licensee of the reasons for the decision and the right to appeal to the Board, if available.
- (4) Nothing in this section limits the licence inspector's power to suspend, revoke or refuse to issue or renew a licence.

Licence Suspension, Revocation, Refusal

- 24(1) The licence inspector may suspend, revoke or refuse to issue or renew any licence pursuant to this Bylaw if:
- (a) the applicant or licensee fails to pay any fee required by this Bylaw;
 - (b) the applicant or licensee fails to provide any information required by this Bylaw;
 - (c) the licence was issued in error or based on false or misleading information;
 - (d) the licence inspector reasonably believes that the applicant or licensee has given false or misleading information in its application;
 - (e) the applicant or licensee does not or no longer meets the application requirements or any requirement of this Bylaw;
 - (f) the licence inspector reasonably believes that the applicant or licensee is in violation of any provision of this Bylaw or any other law;
 - (g) the applicant or licensee or a person affiliated with the licensee has refused to allow an inspection of the body rub establishment as authorized by this Bylaw;

- (h) any certificate of approval, development permit, licence, certification or similar process that is required as part of the application process is no longer valid, has been cancelled, revoked, denied or suspended;
 - (i) the licensee, or any director or officer, owner or operator of the licensee, or related corporate or other entity has previously been denied or had their licence suspended, revoked or refused pursuant to this Bylaw, or has been a director or officer, owner or operator of another entity which has had their licence suspended, revoked or refused pursuant to this Bylaw or is otherwise not eligible for a licence pursuant to this Bylaw; or
 - (j) continuance, issuance or renewal of the licence is not in the public interest.
- (2) The licence inspector shall send notice of any decision to suspend, revoke or refuse to issue or renew a licence pursuant to this Bylaw to the applicant or licensee by mail at the address provided by the applicant or licensee.
 - (3) The notice sent pursuant to subsection (2) shall advise the applicant or licensee of the reason for the decision and the right to appeal to the Board, if available.
- 25(1) Should the licence inspector suspend or revoke a licence, or the licensee wish to cancel or return a licence, the fee paid by the licensee shall not be returned.
- (2) Should the licence inspector refuse to issue the licence, the fee paid by the applicant shall be returned to the applicant.

Powers Additional

- 26 The power to suspend, revoke or refuse to issue or renew a licence or place conditions on a licence is in addition to the penalties contained in this Bylaw for breach of this Bylaw.
- 27 The licence inspector may suspend, revoke or refuse to issue or renew a licence or place conditions on a licence whether or not any person has been charged or convicted of an offence under this Bylaw or any other law.

Appeal

- 28 Subject to section 29, where the licence inspector has made any of the following decisions, the applicant or licensee to whom the decision relates may appeal that decision to the Board within 30 days of the date of the decision:
- (a) refused to issue or renew a licence under this Bylaw;
 - (b) revoked a licence under this Bylaw;

- (c) imposed a condition on the licence other than a condition that is a requirement of this Bylaw.
- 29 Any decision of the licence inspector that is a result of the revocation, cancellation, failure to obtain or error with respect to a certificate of approval, development permit, or any other permit in relation to which an appeal process has been established, shall not be eligible for appeal to the Board.
- 30 An appeal to the Board must be in writing and must be served on the City Clerk within 30 days of the date of the decision appealed from.

Stay of Decision

- 31(1) An appeal does not operate as a stay of the decision appealed from unless the licensee applies for a stay and the Board grants a stay.
- (2) The Board may only consider an application for a stay where:
- (a) the licensee has appealed the licence inspector's decision to revoke or refuse to renew the licence or apply conditions to the licence; and
 - (b) the licensee has applied for a stay in writing and has served this request on the City Clerk.
- (3) Where a stay is granted pursuant to this section, the licence revocation, refusal to renew or conditions applied are stayed until the Board makes a decision as to the appeal.

Part III – Body Rub Establishment Requirements

Operations

- 32 Every operator of a body rub establishment shall:
- (a) include the licence number assigned to the body rub establishment by the licence inspector pursuant to this Bylaw in or on every sign or advertisement in relation to the body rub establishment or any body rub worker affiliated with the body rub establishment;
 - (b) not be open for walk-in customers or pre-arranged services and shall not offer or provide services at its premises between the hours of midnight and 11:00 am;
 - (c) ensure that two body rub workers are present on the premises at all times when the body rub establishment is open for walk in customers or pre-arranged bookings or is providing services;

- (d) maintain a list of all body rub workers affiliated with the body rub establishment, including the following information, and immediately produce the list to anyone authorized to enforce this Bylaw upon request of that person:
 - (i) the full name of each body rub worker;
 - (ii) the birth date of each body rub worker;
 - (iii) any pseudonyms or aliases used by the body rub worker;
 - (iv) the telephone number of the body rub worker; and
 - (v) the licence number of the body rub worker;
- (e) provide any information to body rub workers or patrons or post any information within the body rub establishment requested to be provided or posted by the licence inspector or the Chief of Police;
- (f) not advertise or offer the services of any body rub worker who is not licenced pursuant to this Bylaw.

Premises

33 Every operator of a body rub establishment shall ensure that:

- (a) a valid licence issued pursuant to this Bylaw in relation to the body rub establishment is posted on its premises in a prominent and visible location at or near the entrance of the business premises;
- (b) there are no locking mechanisms on any interior door except where required by law, such as the building or fire code in force in Saskatchewan;
- (c) entrances to the premises are well lit and free from obstructions; and
- (d) working panic alarms are installed and maintained in or immediately adjacent to all rooms where service is provided.

Patrons

34 Every body rub worker and operator of a body rub establishment shall:

- (a) require all patrons to use the front entrance for entry and exit from the building;
- (b) not provide service to any patron:

- (i) who appears to be under the influence of alcohol or drugs;
- (ii) who is under the age of 18 years;
- (c) require government issued identification to be produced by all patrons in order to verify that the person is not under the age of 18 years.

Part IV – Enforcement

Enforcement Officials

- 35 For the purposes of any inspection authorized by this Bylaw, enforcement of this Bylaw and sections 324, 325, 326 and 328 of *The Cities Act*, the licence inspector, development officer, a bylaw enforcement officer and any member of the Regina Police Service are designated officers and authorized to inspect premises, enforce this Bylaw and undertake any action authorized pursuant to *The Cities Act*.

Inspection

- 36 Every body rub establishment operator shall permit any person authorized by this Bylaw to enter and inspect any business premises for the purpose of determining compliance with this Bylaw.
- 37(1) The inspection of property by the City to determine if this Bylaw is being complied with is hereby authorized.
- (2) Inspections pursuant to this Bylaw shall be carried out in accordance with section 324 of *The Cities Act*.
- (3) If a person refuses to allow or interferes with an inspection authorized by this section or if a person fails to respond to a reasonable request for access to a property, the City may apply for a warrant authorizing entry in accordance with section 325 of *The Cities Act*.

Offences

- 38 It is an offence:
- (a) to fail to comply with or contravene any provision of this Bylaw;
 - (b) for a body rub establishment to have in its employ, contract or affiliation, or advertise or offer the services of a body rub worker who does not have a valid licence issued pursuant to this Bylaw;
 - (c) to advertise or cause or allow to be advertised the provision of body rub establishment services unless the worker and/or body rub establishment advertised holds a valid licence issued pursuant to this Bylaw;

- (d) for a person to hold themselves out to be licenced under this Bylaw unless they hold a valid licence issued pursuant to this Bylaw;
 - (e) to fail to comply with any condition imposed on a licence;
 - (f) to provide false, incomplete or inaccurate information to the licence inspector;
 - (g) to obstruct a person who is authorized pursuant to this Bylaw to carry out an inspection or a person who is assisting in the inspection.
- 39 Any person who commits an offence as described in this Bylaw is liable on summary conviction:
- (a) in the case of an individual operator, to a fine no less than \$2,000 and not exceeding \$10,000 or in default of payment, to imprisonment for a term not exceeding 90 days;
 - (b) in the case of an operator that is a corporation, to a fine no less than \$2,000 and not exceeding \$25,000;
 - (c) in the case of an individual body rub worker who is not an operator, to a fine not exceeding \$10,000.
- 40 Offences under this Bylaw are designated as offences for which proceedings may be commenced pursuant to Part III of *The Summary Offences Procedure Act, 1990* by the issuance of a summons ticket.

Part V - Transitional

Bylaw 2005-4 Amended

- 41(1) Bylaw No. 2005-4, being *The Regina Appeal Board Bylaw* is amended in the manner set forth in this section.
- (2) Subsection 1(c) is amended by adding the following clause after clause (c.2):
- “(c.3) the refusal, revocation, suspension or placement of conditions on any licence pursuant to *The Body Rub Establishment Licensing Bylaw No. 2020-61*;
- (3) Subsection 4(2) is amended by adding the following clause after clause (a.2):
- “(a.3) review the refusal, revocation, suspension or placement of conditions on any licence pursuant to *The Body Rub Establishment Licensing Bylaw No. 2020-61* after providing the applicant or licensee the opportunity to be heard;”

(4) Section 8 is amended by adding the following subsection after subsection (5):

“(6) Where the Board reviews the refusal, revocation, suspension or placement of conditions on any licence pursuant to *The Body Rub Establishment Licensing Bylaw No. 2020-61*, the Board may:

- (a) confirm the decision of the Licence Inspector;
- (b) set aside the decision of the Licence Inspector;
- (c) order the Licence Inspector to make further inquiry into the facts of the case; or
- (d) vary the suspension or placement of conditions by the Licence Inspector.”

Effective Date

42 This Bylaw comes into force on January 1, 2021.

READ A FIRST TIME THIS 30th DAY OF September 2020.

READ A SECOND TIME THIS 30th DAY OF September 2020.

READ A THIRD TIME AND PASSED THIS 30th DAY OF September 2020.

Mayor

City Clerk

(SEAL)

CERTIFIED A TRUE COPY

City Clerk

Schedule A Fees

Type of Fee	Amount
Body Rub Establishment Annual Licence	\$1,200
Body Rub Establishment Annual Licence, with only one operator who is also the only body rub worker	\$1,300
Body Rub Worker Annual Licence	\$100

ABSTRACT

BYLAW NO. 2020-61

THE BODY RUB ESTABLISHMENT LICENSING BYLAW

PURPOSE:	To create a licensing scheme and regulate body rub establishments and workers.
ABSTRACT:	This Bylaw requires a licence to operate a body rub establishment and to work in a body rub establishment. Regulatory requirements are set out for body rub establishments.
STATUTORY AUTHORITY:	Section 8 of <i>The Cities Act</i>
MINISTER'S APPROVAL:	n/a
PUBLIC HEARING:	n/a
PUBLIC NOTICE:	n/a
REFERENCE:	Executive Committee, August 5, 2020, EX20-6 & City Council, September 2, 2020, CR20-78
AMENDS/REPEALS:	Amends <i>The Regina Appeal Board Bylaw No. 2005-4</i>
CLASSIFICATION:	Regulatory
INITIATING DIVISION:	Office of the City Solicitor
INITIATING DEPARTMENT:	Licensing and Parking Services