



**PUBLIC AGENDA
STANDING POLICY COMMITTEE ON
PLANNING, DEVELOPMENT
AND COMMUNITY SERVICES**

Monday, March 9, 2020
Council Chamber, City Hall
Committee Members:

**Councillor D. Hill, Chair, Councillor T. Davies, Vice Chair, Councillor H. Gough, Councillor Z. Jeffries,
Councillor A. Iwanchuk, His Worship, Mayor C. Clark (Ex-Officio)**

	Pages
1. CALL TO ORDER	
2. CONFIRMATION OF AGENDA	
Recommendation That the agenda be confirmed as presented.	
3. DECLARATION OF CONFLICT OF INTEREST	
4. ADOPTION OF MINUTES	1 - 11
Recommendation That the minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on February 11, 2020 be approved.	
5. UNFINISHED BUSINESS	
6. COMMUNICATIONS (requiring the direction of the Committee)	
6.1 Delegated Authority Matters	
6.1.1 Riversdale Business Improvement District - Zoning Definitions for Medical Clinics [File No. CK 4350-1]	12 - 12
A letter from Shane Biehn, Chair, Riversdale Business Improvement District Board of Management, dated February 19, 2020 is provided.	

Recommendation

That the information be received.

- 6.1.2 Riversdale Business Improvement District - Streetscape Master Plan for North Area of 20th Street West [File No. CK 4125-1]** 13 - 14

A letter from Shane Biehn, Chair, Riversdale Business Improvement District Board of Management, dated February 19, 2020 is provided.

Recommendation

That the information be received.

- 6.1.3 Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program [File No. CK. 710-1]** 15 - 20

A letter from Lenore Swystun, Chair, Municipal Heritage Advisory Committee, dated March 3, 2020 is provided.

Recommendation

That the information be received.

6.2 Matters Requiring Direction

6.3 Requests to Speak (new matters)

- 6.3.1 Julia Adamson - No Hunting within City Limits [File No. CK 185-2]** 21 - 23

A letter from Julia Adamson, dated February 14, 2020 is provided.

Recommendation

That the information be received.

7. REPORTS FROM ADMINISTRATION

7.1 Information Reports

Recommendation

That the reports contained in items 7.1.1 to 7.1.3 be received as information.

- 7.1.1 2019 Community Standards Year-End Report [File No. CK 430-34 and PL 430-1]** 24 - 42

A report of the General Manager, Community Services

Department is provided.

- 7.1.2 Update on City of Saskatoon Immigration Initiatives [File No. CK 100-21 and RCD 220-48] 43 - 50**

A report of the General Manager, Community Services Department is provided.

A video presentation will be provided.

- 7.1.3 Saskatoon Fire Department – Fire Training Facility Update [File No. CK 630-1] 51 - 53**

A report of the Fire Chief is provided.

7.2 Approval Reports

- 7.2.1 Urban Planning and Development Program Enhancements Budget Adjustment [File No. CK 261-15, x1702-1 and PL 4240-9] 54 - 60**

A report of the General Manager, Community Services Department is provided.

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that an additional \$625,000 in funding be allocated to Capital Project 2169 for POSSE LMS system and a Plan Review system implementation and that this funding be allocated from Community Services Department Plan Review and Inspection Service Stabilization Reserve.

7.3 Decision Reports

- 8. MOTIONS (notice previously given)**
- 9. GIVING NOTICE**
- 10. URGENT BUSINESS**
- 11. IN CAMERA SESSION (If Required)**
- 12. ADJOURNMENT**



PUBLIC MINUTES
STANDING POLICY COMMITTEE ON PLANNING,
DEVELOPMENT AND COMMUNITY SERVICES

Tuesday, February 11, 2020, 9:00 a.m.
Council Chamber, City Hall

PRESENT: Councillor T. Davies, Vice-Chair
 Councillor H. Gough
 Councillor A. Iwanchuk
 Councillor Z. Jeffries
 His Worship, Mayor C. Clark (Ex-Officio)

ABSENT: Councillor D. Hill

ALSO PRESENT: General Manager, Community Services L. Lacroix
 Solicitor J. Manastyrski
 Deputy City Clerk S. Bryant
 Committee Assistant P. Walter

1. CALL TO ORDER

The Vice-Chair called the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis people.

2. CONFIRMATION OF AGENDA

Moved By Councillor Iwanchuk

1. That the following letters be added to Item 7.1.3:
 1. Request to speak:
 1. Louis Christ, Prairie River Cruises Ltd., dated February 10, 2020;
 2. Will Brooks, Shakespeare on the Saskatchewan Festival Inc., dated February 10, 2020;
 2. That the letter submitting comments from Rick Deitner, dated February 10, 2020 be added to Item 7.2.1;
 3. That the items with speakers be heard immediately following Unfinished Business:

1. 6.3.1 - Andrew Wallace;
2. 7.1.3 - Louis Christ;
3. 7.1.3 - Will Brooks; and
4. That the agenda be confirmed as amended.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

3. DECLARATION OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ADOPTION OF MINUTES

Moved By Councillor Iwanchuk

That the minutes of Regular Meeting of the Standing Policy Committee on Planning, Development and Community Services held on January 14, 2020 be approved.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

Item 6.3.1 was considered next.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.1.1 Civic Naming Committee – Fourth Quarter Report 2019 [File No. CK. 6310-1]

A letter from the Civic Naming Committee, dated January 27, 2020 was provided.

Moved By Councillor Iwanchuk

1. That the following naming submissions be added the Names Master List:

Chief Mistawasis Bridge Naming Residual Submissions

- listed in Appendix 4 (submission #'s 1 through 38)

General Naming Requests

- Makohon
- Hazelwanter (Larry)
- Shiffman
- Zbeeshko; and

2. That the report of the General Manager, Community Services Department dated December 19, 2019, be forwarded to City Council for information.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

6.1.2 Arlene Chambers - Housing and Tenancy Issues in Saskatoon [File No. CK 150-1, x4400-1 and x750-1]

A letter from Arlene Chambers, dated January 28, 2020 was provided.

Moved By Councillor Iwanchuk

That the information be received and the letter joined to the file on Licensing of Rental Properties.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

6.2 Matters Requiring Direction

6.3 Requests to Speak (new matters)

6.3.1 Municipal Heritage Advisory Committee - Frances Morrison Central Library - Building Heritage Status [File No. CK 710-1, x650-1]

A letter from Lenore Swystun, Chair, Municipal Heritage Advisory Committee, January 6, 2020 along with a request to speak from Andrew Wallace, Committee Member, Municipal Heritage Advisory Committee, dated January 27, 2020 was provided.

General Manager, Community Services Lacroix introduced the item.

Andrew Wallace addressed the committee regarding the request from the Municipal Heritage Advisory Committee to add the Frances Morrison Central Library to City of Saskatoon's Heritage Register. He displayed photos of the Library during his presentation.

Moved By Councillor Gough

That the Administration provide a report on the Heritage Register and the strategy for its population going forward.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

Item 7.1.3 was considered next.

7. REPORTS FROM ADMINISTRATION

7.1 Information Reports

7.1.1 B1B Zoning District – Square Footage Restrictions – Retail and Restaurant Development [File No. CK 4350-1]

A report of the General Manager, Community Services Department was provided. Development Review Manager Dawson responded to questions of the Committee.

Moved By Councillor Iwanchuk

That Administration ensure the review on the Zoning Bylaw include review of the square footage restrictions on retail and restaurants in the B1B zoning district as well as an evaluation on horizontal and vertical mixed-use.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

7.1.2 University Sector Plan - Update [File No. CK 4110-49 and PL 4131-48]

A report of the General Manager, Community Services Department was provided. A/Long Range Planning Manager McShane responded to questions of the Committee.

Moved By Councillor Gough

That the information be received.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

7.1.3 Kinsmen Park Parking Strategy and Transportation Study [File No. CK 4205-9 and RCD 4206-KI-12]

A report of the General Manager, Community Services Department was provided along with the following letters requesting to speak:

- Louis Christ, Prairie River Cruises Ltd., dated February 10, 2020; and

- Will Brooks, Shakespeare on the Saskatchewan Festival Inc., dated February 10, 2020.

Special Use Facilities & Capital Planning Manager Libke presented the report.

Louis Christ addressed the committee in support of the recommendations for parking capacity in the area, however requested the recommendations be implemented immediately.

Will Brooks addressed the Committee in support of the recommendation for parking capacity in the area and requested the parking a traffic recommendations that have a short turn-around be implemented immediately to help mitigate parking demand.

General Manager, Community Services Lacroix and Recreation Services Manager Babyak responded to questions of the Committee. It was noted that during the open houses held on April 16 and November 18, 2019 a pilot for a bus loop was proposed for the area.

Moved By Councillor Iwanchuk

That the Administration report back on interim parking solutions for the 2020 season and on funding options and timeline for long-term solutions.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

Moved By Mayor C. Clark

That the Administration engage with the Saskatchewan Health Authority on the utilization of the zone 6 parking lot as a benefit for the destination area.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

The remainder of the agenda items were considered next starting with Item 6.1.1.

7.1.4 Usage of Kiwanis Memorial Park South [File No. CK 4205-16, x205-1 and RCD 4206-KW (BF 018-19)]

A report of the General Manager, Community Services Department was provided. Director of Parks Crilly presented the report with a PowerPoint. Director of Recreation and Community Development Roberts and Director of Parks Crilly responded to questions of the Committee.

Committee expressed support for this area being a festival site and does not want to see events limited as the feasibility study takes place.

Moved By Councillor Iwanchuk

That the information be received.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

7.2 Approval Reports

7.2.1 Proposed Amendments to Bylaw No. 7860, The Animal Control Bylaw, 1999 and Bylaw No. 8176, The Dangerous Animals Bylaw, 2003 [File No. CK 151-15 and RCD 151-3]

A report of the General Manager, Community Services Department was provided along with a letter submitting comments from Rick Deitner, dated February 10, 2020. General Manager, Community Services Lacroix and Director of Recreation and Community Development Roberts responded to questions of the Committee.

It was noted that the proposed regulation for a maximum of four dogs per owner at the off-leash areas is only limiting the amount of

dogs that can be off-leash at one time. This will be communicated to Rick Deitner in response to his concerns outlined in his letter.

Moved By Councillor Iwanchuk

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that:

1. Proposed amendments to Bylaw No. 7860, *The Animal Control Bylaw, 1999* and Bylaw No. 8176, *The Dangerous Animals Bylaw, 2003* as outlined in the February 11, 2020 report of the General Manager, Community Services Department, be approved; and
2. That the City Solicitor be requested to make the necessary amendments to Bylaw No. 7860, *The Animal Control Bylaw, 1999*, and Bylaw No. 8176, *The Dangerous Animals Bylaw, 2003*.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

7.3 Decision Reports

8. MOTIONS (notice previously given)

9. GIVING NOTICE

10. URGENT BUSINESS

11. IN CAMERA SESSION

Moved By Councillor Gough

That the Committee move *In Camera* to consider the following items.

In Favour: (5): Councillor Davies, Councillor Gough, Councillor Iwanchuk, Councillor Jeffries, and Mayor C. Clark

Absent: (1): Councillor Hill

CARRIED UNANIMOUSLY

11.1 Appointments - Street Activity Subcommittee [File No. CK 225-74]

[In Camera - Section 28 and Section 16(1)(b) and (d) of LAFOIPP]

The Deputy City Clerk reported that City Council, at its meeting held on October 28, 2019, considered draft Terms of Reference for the Street Activity Steering Committee and resolved, in part:

1. That the Terms of Reference, provided with the October 15, 2019 report of the General Manager, Community Services Department, for the Street Activity Subcommittee be accepted; and
2. That the Administration proceed as required to populate the Street Activity Subcommittee for 2020.

In accordance with the Procedures and Committees Bylaw, 2014, Section 82.1 (2) states the Council Committee shall appoint the Chair and provide for the membership and functions of each ad hoc committee.

Appointments are required for the following:

- One representative with lived experience or first voice;
- One representative from the Downtown Business Improvement District;
- One representative from the Riversdale Business Improvement District;
- One representative from the Broadway Business Improvement District; and
- The Chair.

12. RISE AND REPORT

The Standing Policy Committee on Planning, Development and Community Services convened *In Camera* at 10:49 a.m.

All Committee members were in attendance with the exception of Councillor Hill. Solicitor Manastyrski, General Manager, Community Services Lacroix, Deputy City Clerk Bryant and Committee Assistant Walter were also in attendance.

Mayor Clark excused himself from the meeting at 10:57 a.m.

The Committee moved to rise and report at 10:58 a.m. and reconvened publicly immediately thereafter.

The Committee reported as follows:

Agenda Item 11.1 Appointments – Street Activity Subcommittee

Moved By Councillor Gough

1. That the following be appointed to the Street Activity Sub Committee:
 - Brent Penner, Chair, Downtown Business Improvement District
 - Randy Pshebylo, Riversdale Business Improvement District
 - Dee Ann Mercier, Broadway Business Improvement District
2. That the Administration pursue applications seeking the representative with lived experience or first voice with a report back on the possibility of providing a honorarium for this position as well as access to the other supports provided to other civic committee members; and
3. That the information be received and remain In Camera under Sections 16 (1) (b) and (d) of LAFOIPP.

In Favour: (4): Councillor Davies, Councillor Gough, Councillor Iwanchuk, and Councillor Jeffries

Absent: (2): Councillor Hill, and Mayor C. Clark

CARRIED UNANIMOUSLY

13. ADJOURNMENT

The meeting adjourned at 10:59 a.m.

Councillor T. Davies, Vice-Chair

S. Bryant, Deputy City Clerk



February 19, 2020

City Clerks' Office
ATTN: SPC Planning, Development and Community Services
222 3rd Avenue North
Saskatoon, SK S7K 0J5

RE: REQUEST FOR REVIEW OF ZONING DEFINITIONS FOR MEDICAL CLINICS

The Riversdale Business Improvement District (RBID) is requesting a review of definitions regarding medical clinics, injection sites (or related services) and suitable zoning for them.

The Board of Management needs to be involved with future planning and zoning opportunities that affects area businesses and prefers to help shape the zoning language from the beginning of the dialog, not after drafts are being presented.

Will Council please direct appropriate departments to include the RBID with the two types of land uses as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to be 'Shane K. Biehn', written over a horizontal line.

Shane K. Biehn
Chair, Riversdale BID Board of Management

Riversdale Business Improvement District
[Facebook](#) | [Twitter](#) | [Web](#) | P 306.242.2711 | F 306.242.3012
Riversdale Business Improvement District
344 20th Street West, Saskatoon, SK, S7M 0X2



February 19, 2020

City Clerks' Office
ATTN SPC Planning, Development and Community Services
222 3rd Avenue North
Saskatoon, SK S7K 0J5

RE: MASTER PLAN FOR 20TH STREET WEST to 22ND STREET WEST

The need for a Streetscape Master Plan for the area north of 20th Street West to 22nd Street West is approaching its' 13th birthday since being drafted and the missed opportunities are being lost due to the absence of the Master Plan.

Recently completed paving and sidewalks are void of the amenities long planned for such as a bike lane to link River Landing to Caswell Hill on Avenue C, trees, increased on-street parking, and other pedestrian amenities.

Below are the recommendations from 2008 and an update from the 2017 Summary Notes Report:

Riversdale Local Area Plan May 20, 2008 Community Services Department, City Planning Branch.

6.4 COMPLETE A STREETScape MASTER PLAN FOR THE AREA NORTH OF 20TH STREET:

"That the Urban Design Committee give consideration to creating a streetscape Master Plan for the area north of 20th Street West up to 22nd Street West, and between Idywlyd Drive and Avenue D South. (page 12 Riversdale Local Area Plan May 20, 2008 Community Services Department, City Planning Branch).

The rehabilitation of buildings and development north of 20th Street between Idywlyd Drive and Avenue D up to 22nd Street is highly encouraged. Currently the streetscape in this area is not aesthetically pleasing, sidewalks have asphalt on them, and there are no amenities for pedestrians. The Riversdale LAPC and BID recommend that a Streetscape Masterplan be produced for this area. (page 130 Riversdale Local Area Plan May 20, 2008 Community Services Department, City Planning Branch)."

From the City of Saskatoon Community Services Department Thursday, April 13, 2017 Summary Notes Report:



6.4 Economic Development

Complete a Streetscape Master Plan for the Area North of 20th Street

"That the Urban Design Committee give consideration to creating a streetscape Master Plan for the area north of 20th Street West up to 22nd Street West, and between Idylwyld Drive and Avenue D South.

In December 2015, a report outlining the future projects for Urban Design was received. This project in Riversdale has been identified as within the top 10 high priority Urban Design projects. However, there is currently no funding allocated in Urban Design's budget for this project at this time.

That the Urban Design Committee give consideration to creating a streetscape Master Plan for the area north of 20th Street West up to 22nd Street West, and between Idylwyld Drive and Avenue D South. Complete a Streetscape Master Plan for the Area North of 20th Street."

Repeated hollow statements of "currently no funding allocated" and "when funding becomes available" and "give consideration to" have proven the priority is not going to deliver what the District today has needed for over a decade.

Funding is present. The priority is not.

The Riversdale Business Improvement District needs a Master Plan for this area as the bookends of River Landing and the Caswell Hill Bus Barns emerge into the vibrant people-places we envisioned.

The Riversdale BID respectfully requests that the SPC Planning, Development, Community Services and City Council acknowledge the Streetscape Master Plan should be completed for the end of 2021 in order to capture the new infill projects and investment we need to ensure success in our District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shane K. Biehn', with a stylized flourish at the end.

Shane K. Biehn
Chair, Riversdale BID Board of Management

March 3, 2020

Secretary, SPC on Standing Policy Committee on Planning, Development & Community Services

Dear Secretary:

Re: Municipal Heritage Advisory Committee (MHAC) – Letter of Support - Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program [File No. CK 710-1]

The Municipal Heritage Advisory Committee, at its meeting held on February 5, 2020 considered a report of the Administration regarding the delegation of approvals for grant incentives under the heritage conservation program and resolved:

That the information be received.

The Municipal Heritage Advisory Committee has reviewed this report with the Administration, and supports the recommendations as outlined in the report. During discussions, the Advisory Committee requested to have the Administration educate on how these applications are processed.

Yours truly,



Lenore Swystun, Chair
Municipal Heritage Advisory Committee

LS:ht

Attachment

cc: General Manager, Community Services Department
Director, Planning and Development, Community Services Department

Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program

ISSUE

The report provides information on the role of the Municipal Heritage Advisory Committee (MHAC) in reviewing applications of existing municipal heritage properties for grants up to and including \$10,000. Currently, there is no administrative process in place to formalize the role of MHAC in the review of grant applications of this amount through the Heritage Conservation Program.

BACKGROUND

City Council, at its Regular Business Meeting held on March 26, 2018, considered a report of the Standing Policy Committee on Planning, Development and Community Services, on the matter of formalizing administrative processes and the role of MHAC in the approval of designations and alterations to municipal heritage properties for projects under \$10,000. During this meeting, City Council resolved, in part, that:

“Administration consult with the Municipal Heritage Advisory Committee and report back to the Standing Policy Committee on Planning, Development and Community Services regarding opportunities to formalize the role of Municipal Heritage Advisory Committee in the approval or review of both designations and alterations to municipal heritage properties and to clarify what items go to the Committee for information and comments.”

Previous amendments to Bylaw No. 9298 The Heritage Property (Approval of Alterations) Amendment Bylaw, 2015, simplified the approval process for minor alterations, repairs and maintenance to designated municipal heritage properties. Further amendments were then made to Policy No. C10-020, Civic Heritage Policy and Bylaw No. 9170, The Procedures and Committees Bylaw, 2014, to outline these changes in review responsibilities.

Current processes for review of designations and alterations to municipal heritage properties are as outlined in Civic Heritage Policy No. C10-020:

- All applications for heritage designations must be reviewed by the Municipal Heritage Advisory Committee, followed by the Standing Policy Committee on Planning, Development and Community Services, and finally, City Council for approval.
- The General Manager, Community Services Department, can approve a grant that is equal to or less than \$10,000 in total.
- The Standing Policy Committee on Planning, Development and Community Services can approve a grant that is more than \$10,000 in total, up to a maximum of \$150,000.
- City Council can approve a grant under this Policy in excess of \$150,000

CURRENT STATUS

As per amendments made to the Civic Heritage Policy in 2018, applications under \$10,000 that do not alter the colour, texture, material, etc. of the character defining elements of a heritage property can be approved by Administration and are exempt from referral to the Municipal Heritage Advisory Committee. This has resulted in a faster review and a subsequent reduction in wait times on behalf of applicants. There is currently no formal administrative process to inform MHAC of the status of such reviews and approvals. As stated above, applications that propose a change to the character defining elements of a heritage property would be referred, by memo, to the Municipal Heritage Advisory Committee

DISCUSSION/ANALYSIS

To ensure that the Municipal Heritage Advisory Committee is kept apprised of all heritage funding applications, Administration will formally communicate to the Municipal Heritage Advisory Committee, in the form of a written memo, for all applications \$10,000 and under. This memo will be provided for information purposes, as part of the monthly agenda package, to outline any applications under \$10,000 that have been approved. Project details will be outlined within the memo, including the scope of work completed, its impact on the heritage designation, the project cost and the amount of funding to be provided.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

OTHER IMPLICATIONS

There are no environmental, privacy, or CPTED implications; a communication plan is not required at this time.

NEXT STEPS

Administration will draft a memo to inform the Municipal Heritage Advisory Committee of future grant application approvals, up to and including \$10,000 on an ongoing basis.

APPENDICES

1. Original report to City Council January 10, 2018 titled 'Delegation of Approvals for Grant Incentives under the Heritage Conservation Program'

REPORT APPROVALS

Written by: Haven Rees, Planner 16, Planning and Development
Reviewed by: Darryl Dawson, Manager Development Review, Planning and Development
Approved by: Paul Whitenect, Acting Director, Planning and Development
Lynne Lacroix, General Manager, Community Services Department

Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program

Recommendation

That a report be forwarded to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That approval of grant incentives over \$10,000 be delegated to the Standing, Policy Committee on Planning, Development and Community Services;
2. That approval of grant incentives less than, or equal to, \$10,000 be delegated to the General Manager, Community Services Department;
3. That the proposed amendments to Policy No. C10-020, Civic Heritage Policy, as outlined in this report, be approved; and
4. That the City Solicitor be requested to prepare the necessary amendments to Bylaw No. 9170, The Procedures and Committees Bylaw, 2014.

Topic and Purpose

The purpose of this report is to outline a revised process for grant approvals which necessitates amendments to Bylaw No. 9170, The Procedures and Committees Bylaw, 2014, and Policy No. C10-020, Civic Heritage Policy.

Report Highlights

1. Under the current process, City Council approves all grant incentives under the Heritage Conservation Program as contained in Policy No. C10-020, Civic Heritage Policy (Policy). A revised process that delegates approval of heritage grants to the Standing Policy Committee on Planning, Development and Community Services (Committee) will provide a more efficient, streamlined approach in the administration of the City of Saskatoon's (City) Heritage Conservation Program.
2. Delegation of grant approval for amounts less than, or equal to, \$10,000 to the General Manager, Community Services Department, will lead to further efficiencies.

Strategic Goal

This report supports the City's Strategic Goal of Continuous Improvement by looking for ways to streamline and improve processes within Saskatoon's civic government.

Background

At its October 23, 2017 meeting, City Council resolved, in part:

- "4. That the Administration provide a report to the Committee regarding possible policy changes for the delegation of authority on funding approvals for applications under the Heritage Conservation Program."

The City's 2012 Heritage Policy and Program Review also indicated that the City must cut "red tape" by simplifying and streamlining its procedures.

Report

Grant Approval Process

Currently, City Council approves all financial incentives under the Policy, which includes both grants and tax abatements. Grants and abatements under the Policy are only offered to those properties which have already been designated as Municipal Heritage Property.

Delegating grant approval to the Committee would streamline the approval process for time-sensitive projects under the Heritage Conservation Program. All tax abatements would continue to be approved at the discretion of City Council, as per *The Cities Act*. In addition, the Policy provides for additional funding in excess of \$150,000, approved at the discretion of City Council. The Administration is recommending that this provision continue to be approved by City Council.

Should City Council agree to delegate grant approval to the Committee as identified, an amendment will be required to Bylaw No. 9170, The Procedures and Committees Bylaw, 2014.

Grants of \$10,000 and Under

Over the past six years, there have been 28 applications for funding approved under the Heritage Conservation Program. As shown in the table below, a total of 19 applications over the past six years were for funding under \$10,000.

Year	Number of Applications	
	\$10,000 or Less	Over \$10,000
2012*	4	0
2013*	1	1
2014*	1	2
2015*	0	2
2016	3	1
2017	10	3
Total	19	9
* includes property tax abatements that would be approved as grants under the current Policy		

To provide for even greater efficiency in the administration of grants under the Heritage Conservation Program, the Administration is proposing that approval of grants less than, or equal to, \$10,000 be delegated to the General Manager, Community Services Department.

The Administration will continue to consult with the Municipal Heritage Advisory Committee with regard to approval of the conservation project associated with the grant to determine if it is a suitable request and meets with the requirements of the Policy.

The proposed amendments to the Policy are outlined in Attachment 1, with additions identified using highlighted bold font and deletions identified using highlighted strikethroughs.

Options to the Recommendation

Committee/City Council has the option of not approving proposed amendments to the Policy. Further direction from Committee/City Council would then be required.

Public and/or Stakeholder Involvement

Public and/or stakeholder consultations are not required at this time, as stakeholder feedback contributed to the development of the proposed policy refinement.

Policy Implications

If City Council approves the recommendation of this report, the Policy will be amended, as outlined in Attachment 1 of this report.

Other Considerations/Implications

There are no financial, environmental, privacy, or CPTED implications; a communication plan is not required at this time.

Due Date for Follow-up and/or Project Completion

Upon City Council's approval of the recommendation in this report, policy revisions will be completed and the amendment to Bylaw No. 9170, The Procedures and Committees Bylaw, 2014 will be brought forward by the City Solicitor.

Public Notice

Public notice, pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment

1. Proposed Amendments to Civic Heritage Policy

Report Approval

Written by: Catherine Kambeitz, Heritage and Design Coordinator, Planning and Development

Reviewed by: Lesley Anderson, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/PD/2018/MHAC – Delegation of Approvals for Grant Incentives Under the Heritage Conservation Program/ks

From: Julia Adamson <[REDACTED]>
Sent: Friday, February 14, 2020 9:53 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Friday, February 14, 2020 - 21:53

Submitted by anonymous user: 71.17.42.9

Submitted values are:

Date Friday, February 14, 2020
To His Worship the Mayor and Members of City Council
First Name Julia
Last Name Adamson
Email [REDACTED]
Address [REDACTED] Appleby Court
City Saskatoon
Province Saskatchewan
Postal Code [REDACTED]
Name of the organization or agency you are representing (if applicable)
Subject "No Hunting" inside the City of Saskatoon
Meeting (if known)
Comments

There have been reports from more than one citizen in Saskatoon who report to me that hunting is allowed in the city and that there are people who enjoy bow and arrow hunting at George Genereux Urban Regional Park and was flabbergasted that our non-profit group was engaging in environmental education and awareness, planning Park spring cleaning and bio blitz events, and protections for George Genereux Urban Regional Park.

There was an arrow found in 2016 park spring cleaning, and it was thought to be a "one-off" and now it is discovered to be a "favourite" hunting area, within the city limits and on city owned property.

Speaking to various City of Saskatoon departments everyone thought as did I it was quite illegal to hunt inside the city; however, it was discovered that the hunters were correct.

Then Sk Environment was contacted. They said, Oh, yes it is fine to hunt within city limits so long as the hunter follows the regulations.

<https://publications.saskatchewan.ca/api/v1/products/91571/formats/108448/download>

Within these regulations it states: "It is unlawful to:..... Hunt within 500 metres of a building, stockade or corral occupied by people or livestock without the consent of the owner or occupant in charge,"

Then the Saskatoon City Police were contacted. The police lieutenant whom answered the phone checked with her sergeant who said discharging a firearm in the city could result in a variety of tickets, endangering human life, mischief, discharging a firearm etc. But they figured bow and arrows as well as firearms should be covered under a street bylaw.

Bylaw 7200 - Traffic Bylaw, 1991 had not any information relating to hunting.

Then Bylaw No. 7767 The Recreation Facilities and Parks Usage Bylaw, 1998 was discovered. It says:

"Destruction of Wildlife 18. No person shall injure or kill any wildlife in any park unless written permission to do so has been received from the City. Fireworks and Firearms Prohibited 19. (1) No person shall discharge any firearm or any weapon in any Park or Recreation Facility unless written permission to do so has been received from the City."

The NE Swale and the Afforestation areas George Genereux Urban Regional park and Richard St. Barbe Baker Afforestation Area are not legally park spaces, they belong to land branch.

The same City of Saskatoon Bylaw No. 7767 also states;

"Fireworks and Firearms Prohibited 36. (1) No person shall discharge any firearm or any weapon in a Public Square unless written permission to do so has been received from the City. (2) No person shall discharge any firework in a Public Square unless written permission to do so has been received from the City."

Looking up the definition of the term "public square" "Public Square" means land owned, operated or controlled by the City or another civic agency and intended for public gatherings, displays or events and includes: City Hall Square and, in particular, the lands bordered by 3rd Avenue and 4th Avenue North, and 23rd Street and 24th Street East; and the lands that comprise River Landing including, Market Square and, in particular, the lands that are bordered by 3rd Avenue South, 19th Street, Avenue C South and the South Saskatchewan River;"

Then City Solicitor's office was contacted to check into this affair, to see if people could really, really hunt in the City of Saskatoon. Reché McKeague confirmed that the George Genereux Urban Regional Park and the Richard St. Barbe Baker Afforestation Area are not "parks" as defined in The Recreation Facilities and Parks Usage Bylaw, 1998. Therefore, the prohibition against the use of weapons in a park found in that Bylaw would not apply.

The solicitor did mention that somewhere in the future, there will be enacted the Blairmore Sector Plan which will address the future use or classification of these lands.

Meanwhile, all the lands which belong to "land branch" have no protections, and they are inside of City Limits. There are bio-blitzes, and clean ups, and University class projects, and tours going on in these areas, and that is not compatible with hunting.

So, because George Genereux Urban Regional Park, and Richard St. Barbe Baker Afforestation Area and the North East Swale (Small Swale?) are all receiving public attention for greenspace use, and are being appreciated for their aesthetic, natural, and historical heritage by a growing number of users, it would be wonderful for the City of Saskatoon to consider drafting a bylaw that actually says, no hunting inside of the city limits.

In the same hunting regulations mentioned previously, it mentioned that "It is unlawful to: "Hunt on posted land (e.g. no hunting or no trespassing) without the consent of the owner or occupant:

The MVA mentioned that they have their own bylaws, however they do not manage a large majority of the land area in this discussion.

Until that time comes when the lands which belong to "land branch" receive formal status, could the City of Saskatoon post a "No hunting" sign, please and thank you to create a safe space. Cranberry Flats is posted in this regards.

McKeague, suggested to write to council to address this matter.

Also, it seems an oxymoron that someone could really, really hunt within a city, and within the City of Saskatoon. Quite a few City of Saskatoon staff were amazed that there was not already a bylaw in place. The city Police thought there was a bylaw somewhere, but it turns out not really. Can there be a bylaw about this "no hunting in the city" as well?

Thank you for your time and attention to this matter.

Kind Regards
Julia Adamson

I wish to speak to City Council or a Committee where this message is directed to.

Attachments

The results of this submission may be viewed at:

<https://www.saskatoon.ca/node/398/submission/371041>

2019 Community Standards Year-End Report

ISSUE

This report summarizes work completed in 2019 by the Community Standards Division and provides an overview of significant projects anticipated in 2020.

BACKGROUND

The Community Standards Division is comprised of three core business functions: Bylaw Compliance, Licensing and Permitting, and Parking Services. Primary goals of the Division include the following:

- Providing a front-facing communication focal point for customers seeking assistance in bylaw, business development, or regulatory compliance;
- To be accountable for the stewardship, development and maintenance of standards, regulations, and bylaws as they relate to maintaining a healthy community; and
- Providing an effective delivery model with a clear and consistent approach in achieving resolution of bylaw contraventions.

The Community Standards Division's work program focuses heavily on the promotion of public education and communication related to bylaw matters, with a goal of minimizing the need for enforcement measures. The diverse portfolio of work managed by the Community Standards Division contributes to a high quality of life for City of Saskatoon residents and businesses.

DISCUSSION/ANALYSIS

The Community Standards Division led the development and implementation of several new programs and/or changes to existing regulations to the benefit of Saskatoon residents and businesses in 2019. The 2019 Year-End Report for the Community Standards Division provides an overview of the initiatives undertaken throughout 2019 and highlights significant projects anticipated in 2020 (see Appendix 1).

The 2019 Year-End Report also summarizes activity levels associated with key functions of the Community Standards Division, including data on bylaw investigation numbers, business licenses issued and management of on-street parking.

OTHER IMPLICATIONS

There are no financial, legal, environmental or social implications identified.

NEXT STEPS

The Community Standards Division reports annually on its activities.

APPENDICES

1. 2019 Community Standards Year-end Report

2019 Community Standards Year-End Report

REPORT APPROVAL

Written by: Matt Grazier, Manager, Bylaw Compliance
Reviewed by: Jo-Anne Richter, Director, Community Standards
Approved by: Lynne Lacroix, General Manager, Community Services

SP/2020/CS/PDCS – 2019 CS Year-End Report/pg

COMMUNITY SERVICES DEPARTMENT



2019

Community Standards

YEAR-END REPORT



WELCOME

Welcome to the 2019 Annual Report of the Community Standards Division which highlights some of the important initiatives and accomplishments from the past year and provides a look ahead to 2020.

The Community Standards Division was established in 2014 with a mandate to provide a one-stop access point for the efficient delivery of many external-facing functions on matters related to bylaw education and enforcement, business and taxi licensing and parking services.

The Community Standards Division led the development and implementation of several new programs and/or changes to existing regulations to the benefit of Saskatoon residents and businesses in 2019. Given the growth pressures experienced in recent years, technological and industry change, and changes in senior-level government legislation, policies need to be dynamic and responsive to Saskatoon's changing needs. 2019 efforts on new bylaw regulations and policy development include:

- Enhanced focus on finding opportunities to educate, with the intent of minimizing the need for more punitive enforcement measures in the long term;
- Development of a more comprehensive lot grading and drainage regulatory framework;
- Creation of the Vehicle for Hire Bylaw, which regulates Taxi and Transportation Network Company services;
- The continued refinement of cannabis-related regulations; and,
- A review of the Temporary Reserved Parking and Residential Parking Permit programs to improve customer service.

Work on these items involved extensive consultation and engagement with many stakeholders aimed at meeting the varied and complex needs of City residents and businesses.

The Community Standards Division is comprised of 35 staff, plus additional contract staff. In 2019, we invested in close to the equivalent of 100 staff training days to ensure that staff have the right tools to do their jobs efficiently and effectively, and in the interest of continuous improvement.

The Community Standards Division manages a diverse and challenging portfolio of work and continues to expand its reach and contributions to the vibrancy and quality of life in Saskatoon.

2019 BY THE NUMBERS

11,743 total business licensed

\$11.6 million in parking program revenues

4,841 investigations related to bylaw enforcement

1.4 million impressions on social media and print marketing campaigns

690 sign permits and portable sign licenses

WHAT'S INSIDE

Bylaw Compliance 4-7

Licensing and Permitting 8-12

Parking Services 13-16

- ▶ Undertook 4,841 investigations related to the administration and enforcement of the Zoning Bylaw, Traffic Bylaw, Drainage Bylaw, Temporary Sign Bylaw and Sidewalk Clearing Bylaw;
- ▶ Inspected 603 businesses for compliance with the City's Sewer Use Bylaw;
- ▶ Issued 613 portable sign licenses and 77 sign permits;
- ▶ Completed 333 development permit inspections to confirm that required site landscaping and off-street parking was established as per the approved development permit;
- ▶ Licensed 1,365 new businesses, reaching a record total of 11,743 businesses operating in the City;
- ▶ Licensed 221 taxis, two taxi brokerages and four transportation network companies;
- ▶ Processed nearly 30,000 parking customer service inquiries;
- ▶ Generated \$11.6 million in gross revenues through parking management strategies;
- ▶ Processed a total of 18,000 parking permits under a number of programs;
- ▶ Attained payment for 6,500 long overdue parking tickets through the Chronic Offender Parking Enforcement Program;
- ▶ Delivered almost 5,000 legal documents; and
- ▶ Generated approximately 1.4 million impressions through social media and print marketing campaigns using a lighthearted approach to draw attention to parking and sewer use regulations that residents might not otherwise be aware of.

BYLAW COMPLIANCE

The Bylaw Compliance Section functions as a focal point for customers seeking assistance on bylaw or regulatory compliance, while providing an effective bylaw delivery model through education and enforcement of a number of civic bylaws including the following:

1. The Zoning Bylaw No. 8770
2. The Traffic Bylaw No. 7200
3. The Drainage Bylaw No. 8379
4. The Sewer Use Bylaw No. 9466
5. The Sidewalk Clearing Bylaw No. 8463
6. The Temporary Sign Bylaw No. 7491
7. The Poster Bylaw No. 7565
8. The Property Maintenance and Nuisance Abatement Bylaw No. 8175

In addition to enforcing and providing education on the above-noted bylaws, the Bylaw Compliance Section reviews all sign permit applications for compliance with the City's Zoning Bylaw and inspects development sites to ensure that off-street parking and site landscaping is completed in accordance with Zoning Bylaw requirements.

BYLAW COMPLIANCE - 2019 ACCOMPLISHMENTS

2019 Investigations

In 2019, Bylaw Compliance staff conducted 4,841 inspections related to the administration and enforcement of the Zoning Bylaw, Traffic Bylaw, Drainage Bylaw, Temporary Sign Bylaw and Sidewalk Clearing Bylaw. The administration and enforcement of these bylaws is primarily complaint driven. In contrast, a total of 3,326 inspections were completed in 2018. Year-over-year, this resulted in an increase of approximately 46%. Inspection volumes for 2015 to 2019 are identified in Figure 1.

The year over year increase can largely be attributed to a broader focus placed on the enforcement of overgrown back lanes. Staff assess all properties within the block for which a complaint has been received and as a result may initiate files on a number of sites.

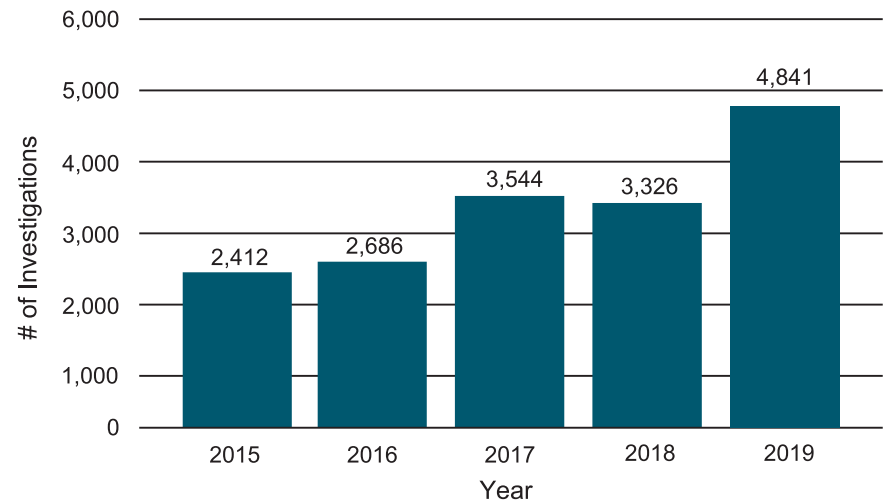


Figure 1 - Bylaw Compliance Investigation #'s, 2015-2019

The most common investigation types for 2019 are identified in Figure 2, with failure to maintain clear sidewalks and overgrown back lanes being the most prevalent.

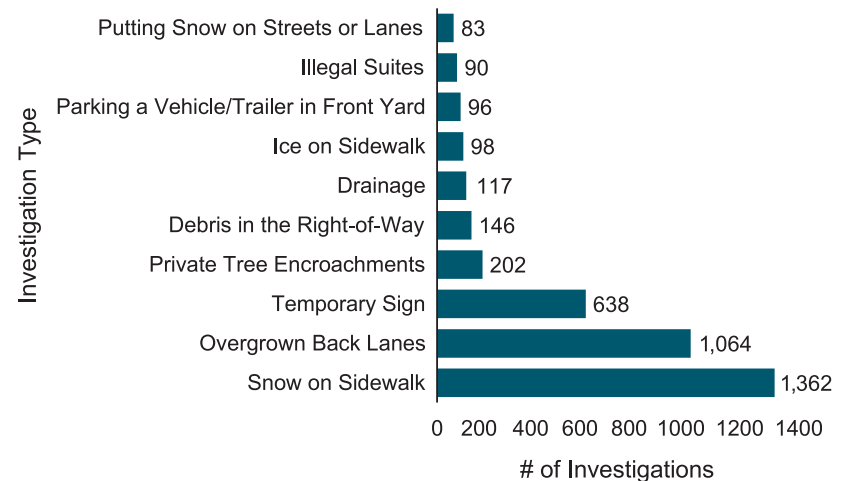


Figure 2 – 2019 Most Common Bylaw Complaints

2019 Sewer Use Inspections

Administration of the Sewer Use Bylaw occurs through routine proactive inspections of businesses to ensure they manage the quality of their wastewater discharges. Inspections and inspection frequency are determined by the Baseline Wastewater Discharge Inventory which identifies the various types of businesses that may discharge a substance of concern. This includes restaurants, public garages, car washes, and industrial uses.

In 2019, 603 businesses were inspected and owners/managers were provided information on wastewater best management practices and expectations for compliance with the City's Sewer Use Bylaw. In contrast, 376 inspections were conducted in 2018. The significant increase in the number of inspections completed is due in large part to the sewer use program operating with a full staffing complement in 2019. The inspection volumes are expected to continue at this rate in the coming years, with the goal of ensuring that each business, that has the potential to discharge a substance of concern, is inspected every two years.

Residential Sewer Use Education Campaign

The Bylaw Compliance Section led the development of a residential sanitary sewer use educational campaign, titled Prevent Irritable Sewer Syndrome. The objectives of the campaign were to educate the public on the proper disposal of household materials and foster an awareness of the negative impacts associated with improper disposal of materials such as grease and household waste down sinks and toilets. The campaign included the production of door hangers and flyers, social media and radio ads, signage and billboard placements. Through social media, door hanger and utility bill inserts, approximately 890,000 impressions were generated.



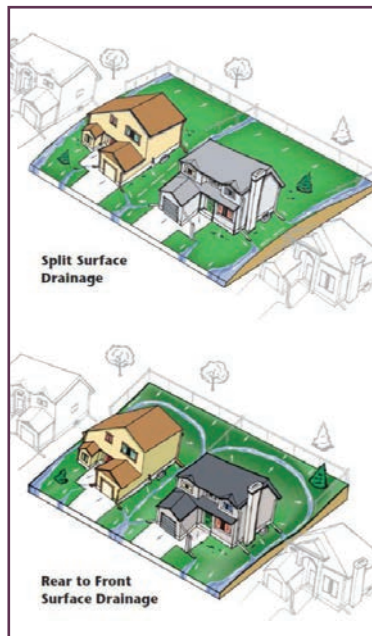
Drainage Regulatory Project

In 2019, the Bylaw Compliance Section completed a number of significant items related to the Drainage Regulatory Project. This included:

- Development of the Lot Grading City webpage which includes information on lot grading practices and lot grade types;
- Completion of the Lot Grading Database, which provides property owners with direct access to lot grade plans for their property;
- Improvements to the City's Building Permit workflow process to help ensure that proposed house types are suitable for the lot grade type (e.g. homes with walk-out basements); and
- Lot grading and drainage audits were conducted within a number of the City's new growth areas in order to evaluate the rate of compliance on new one-unit dwelling, multi-family and commercial sites, in comparison to the lot grades and storm water infrastructure identified and approved as part of the Development Permit. The audits identified compliance rates of 22% on one-unit dwelling sites, 68% on multi-family sites and 51% on commercial sites. These results help corroborate the need for additional tools to ensure lot grading and drainage infrastructure is completed as per the approved plans.

As a whole, the Drainage Regulatory Project is intended to provide a more comprehensive drainage regulatory framework aimed at mitigating lot grading and drainage conflicts between property owners.

Bylaw Compliance responded to 117 complaints involving drainage or lot grading matters in 2019.



Development Permit Reviews

Bylaw Compliance undertakes site inspections of commercial, industrial, and multiple-unit residential as well as some infill residential developments, to ensure that required site landscaping and off-street parking is completed in accordance with the plans submitted in support of the respective development permit applications. In 2019, Bylaw Compliance completed 333 development permit inspections. In comparison, 204 inspections were conducted in 2018, resulting in an increase of approximately 63%. The increase in 2019 development permit inspections was facilitated by training additional Inspectors, who could undertake inspections during off-peak times of their regular work.

Sign Permits and Licenses

The Sign Regulations, contained as Appendix 1 in the Zoning Bylaw, establishes the permit requirements for signs installed in specified zoning districts. In 2019, Bylaw Compliance issued 77 sign permits, in comparison to 88 sign permits issued in 2018, a decrease of approximately 13%.

Bylaw Compliance also administers the annual licensing of portable signs. In 2019, 613 portable sign licenses were issued. In comparison, 663 portable sign licenses were issued in 2018, resulting in a decrease of approximately 8%.

Saskatoon Fire/Bylaw Compliance Property Maintenance Pilot Program

A joint initiative by Saskatoon Fire and Bylaw Compliance to address a backlog of property maintenance complaints continued in 2019. Under this pilot program a bylaw inspector in the Community Standards Division has been trained to address Priority 3 property maintenance concerns. Priority 3 complaints involve situations that create a nuisance, such as tall grasses and weeds or junked vehicles, but present a negligible risk of injury to persons or damage to a building. In 2019, 1,006 inspections were completed under this program.

This program has been extended for an additional two year period, with additional staffing resources approved for 2020 and 2021 to address a remaining backlog of property maintenance complaint files. An update report will be provided to City Council on this item at the end of 2020.

Temporary Sign Bylaw Amendments and Election Sign Guide

Prior to the 2019 federal election, several amendments to the Temporary Sign Bylaw were approved. The amendments focused on updating the list of higher-speed roadways for which election sign are restricted.

An Election Sign Guide was also prepared and distributed to all candidates running for federal office. The Election Sign Guide provides a comprehensive overview of election signage regulations found in the Zoning Bylaw, Temporary Sign Bylaw and Poster Bylaw. Very few contraventions were observed or reported during the writ period leading up to the election, when elections signs were being placed.



LOOKING AHEAD TO 2020

- **Drainage Regulatory Project**

Work will continue on the drainage regulatory project, including recommendations for the implementation of a mandatory lot grading inspection process for infill, commercial and multi-family projects. Bylaw Compliance will also evaluate potential options for improving lot grading compliance for one-unit residential lots within the City's new suburban growth areas.

An educational document, which includes comprehensive information on lot grading and drainage, will also be released in the first quarter of 2020.

- **Good Neighbour Guide**

Bylaw Compliance's Good Neighbour Guide (GNG) will be released. The GNG is a customer-friendly print and online document that provides residents with an overview of municipal bylaws governing neighbourhood issues and advises residents of their rights and responsibilities as members of the community.

LICENSING AND PERMITTING

The Licensing and Permitting Section ensures the appropriate establishment of commercial, industrial and home based businesses through the application of City of Saskatoon Bylaw No. 8075 (Business License Bylaw), and all related policies. This section also manages taxi and rideshare licensing and plays a key role in bylaw and policy review and development within the corporation. Section responsibilities include the following:

- Reviewing applications for new business licenses, as well as annual renewals, and ensuring that development standards are met for the types of businesses involved;
- Amending and developing related policies and regulations;
- Collecting and disseminating licensing and business profile data for various publications;
- Publishing the Business Start-Up Guide, and creating other information brochures and documents;
- Reviewing and approving applications for outdoor sidewalk cafes and parking patios, mobile food trucks, mobile vendors and food carts; and,
- Management, administration and enforcement of the Vehicle For Hire Bylaw, approved in 2019 and which replaces the Taxi Bylaw, and Transportation Network Company Bylaw.

LICENSING AND PERMITTING - 2019 ACCOMPLISHMENTS

Business Growth

The Business License Program continued to see growth in the total number of licensed businesses operating in Saskatoon, which increased by 0.5% in 2019. In 2019, there was 11,743 businesses licensed, of which 6,756 were commercial businesses and 4,987 were home-based businesses. This increase represents a record high in the number of commercial businesses licensed in Saskatoon. In 2019, the number of commercial businesses increased by 2% while the number of home-based businesses decreased by 1%.

New Businesses

In 2019, a total of 1,365 new businesses were licensed, a slight increase compared to the 1,349 businesses licensed in 2018.

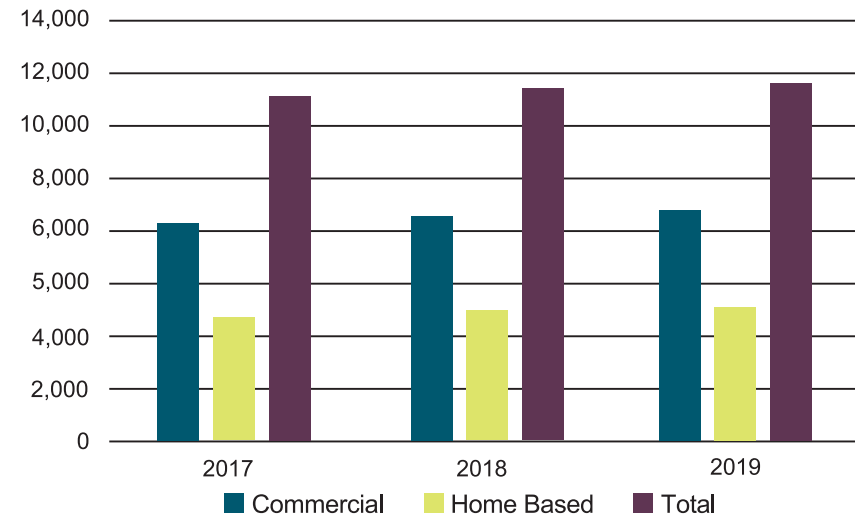


Figure 3 - Total Business (2017-2019)

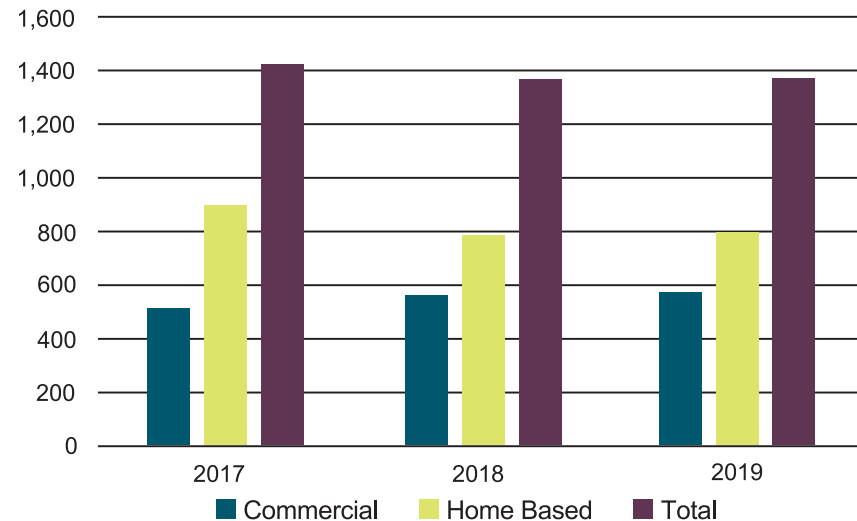


Figure 4 - New Businesses (2017-2019)

Adoption of Bylaw No. 9651, the Vehicles for Hire Bylaw.

In the interest of the public, the City of Saskatoon regulates and licenses all taxi and vehicle for hire service, including a system of criminal record and vulnerable sector checks for all drivers. The Vehicle for Hire Bylaw consolidated the existing Taxi Bylaw and Transportation Network Company Bylaw into a single bylaw. Operational amendments were also introduced to improve data collection and enforcement.

New Incentive Program for Wheelchair Accessible Taxis Implemented

Funded through a \$0.07 surcharge on all transportation network company trips, this incentive program was adopted to compensate wheelchair accessible taxi owners for the additional costs incurred providing service compared to standard taxi and vehicle for hire service. The surcharge was collected throughout 2019. Payments to vehicle owners will be made in early 2020, and is projected to be \$1,100 per vehicle owner. This incentive was further enhanced by a reduction in wheelchair accessible taxi licenses fees from \$525 per year, to \$25 per year, and the creation of a customer service training program for wheelchair accessible drivers. This initiative will be further supported by additional enforcement, with the objective of ensuring requests for wheelchair service are prioritized. At this time there are 26 wheelchair accessible taxis licensed to operate in the city.

Adoption of Enterprise Taxi License Program

A new program for temporary taxi licenses was adopted by City Council. The Enterprise Taxi License Program replaces the previous Seasonal Taxi License Program, and was developed through extensive consultation with the taxi industry.

Enterprise Taxi licenses were awarded by a lottery system to qualified experienced taxi drivers for a four-year term. The program increases the number of licenses from 24 to 35, but limits the taxi to being operated by one driver. Demand for taxi service fluctuates significantly, with high periods of demand requiring hundreds of taxis to provide service, and low periods when only dozens are needed. A

restriction on subleasing to a second driver, encourages the Enterprise license drivers to operate during peak periods, and limit the number of temporary taxis operating during slow periods when additional taxis are not required.



Amendments to Cannabis Business License Fees and Zoning Regulations

Following the implementation of licensing and zoning regulations to accommodate cannabis retail and production facilities in 2018, ongoing monitoring has been undertaken. Recognizing that there has been minimal draw on City administrative resources once a cannabis related business is established, the annual cannabis related business license renewal fee was reduced to \$85, reflecting the same renewal fee in place for other commercial and home-based businesses.

Zoning regulations for cannabis production facilities were also amended. Previously cannabis production facilities were a discretionary use in the IL1 District (General Light Industrial). Amendments to the Health Canada application process in 2019 now requires businesses to have a fully constructed production facility in place prior to submitting an application for a federal license. The discretionary use approval process was found to be unnecessary in ensuring that potential land use conflicts were addressed, and added uncertainty to the federal application process. For these reasons, amendments to the Zoning Bylaw to identify cannabis production facilities as a permitted use in the IL1 District were approved.



Taxi and Transportation Network Company Service Fees and Fares

There are currently 221 licensed taxis, of which 26 are wheelchair accessible, 35 are temporary enterprise, and 160 are permanent non-wheelchair accessible.

Two taxi brokerages and four transportation network companies are licensed.

Table 1 - Transportation Network Company and Taxi Fees

Transportation Network Company		Taxi	
Fees and Surcharges	Amount	Fees and Surcharges	Amount
TNC Licence Fee - 1 to 10 TNC vehicles	\$2,500	Taxi Licence Fee	\$525
TNC Licence Fee - 11 to 50 TNC vehicles	\$12,500	Taxi Broker Licence Fee	\$305
TNC Licence Fee - 11 to 50 TNC vehicle	\$25,000	Taxi Driver Licence Fee	\$35
Per-Trip Fee	\$0.20	Wheelchair Accessible Taxi Licence Fee	\$25
Per Trip Accessibility Surcharge	\$0.07	Temporary Wheelchair Accessible Taxi Licence Fee	\$25
		Enterprise Taxi Licence Fee	\$350
		Taxi Licence Transfer Fee	\$375
		Wheelchair Accessible Taxi Licence Transfer Fee	\$375
		Owner Plate Replacement Fee	\$25
		Enterprise Taxi Lottery Participation Fee	\$50

Table 2 - 2019 Transportation Network Company and Taxi Fares

Transportation Network Company	Taxi
General Fares	
Minimum Fare: \$3.75	Minimum Fare: \$3.75 for the first 130 metres or portion thereof
	\$0.25 for each additional 130 metres or portion thereof
	\$0.25 for each additional 35 seconds of time while the taxi is on a trip, including waiting at the request of passengers
General Van Fares	
	1.5 times the amount shown on the taximeter when a van taxi is carrying five or more passengers, or is carrying an amount of luggage or freight that cannot be accommodated by a sedan-type taxi.
Hourly Fares	
	\$40.00 per hour up to 16 kilometres
	\$1.92 for each additional kilometre in excess of 16.

LOOKING AHEAD TO 2020

- **Updated Regulations for Short Term Accommodations**

Short term accommodations, such as those facilitated by hosting platforms like Airbnb and VRBO, are rental tenancies in a dwelling for a period less than 30 days. The City currently regulates short term accommodations through the bed and breakfast home and hostel approval process and updated regulations are required to address significant changes in the industry. Public consultation was completed in October 2019 and an information report was brought forward to provide an overview of the consultation results, regulations in other Canadian municipalities, and options for amendments to existing regulations to adapt to changes in the industry. A land use report on this item will be tabled in the first quarter of 2020 for consideration of Council.

- **New cannabis retail store applications**

Effective September 2020, the Province of Saskatchewan will be removing the cap on the number of cannabis retail stores which can operate in a municipality. Previously the number of stores in Saskatoon was limited to seven. Licensing and Permitting staff expect to receive a number of new business license applications for cannabis retail stores. These will require additional evaluation to ensure that proposed locations are in compliance with a 160 metre separation distance from existing and proposed cannabis retail stores and 60 metres from sensitive land uses such as elementary or high schools, community centre, child care centre, park or public library.

continued on page 12

CONTINUED

Staff will continue to track time spent licensing and enforcing regulations, and determine if amendments are required to address changes in the industry resulting from changes to federal and provincial regulations, and to evaluate license fees.

- **Taxi and Transportation Network Company Consultation**

Municipal licensing regulations to allow for ridesharing through a transportation network company were adopted in December 2018. Taxis and TNCs are not identical industries, and each require unique regulations. However, the objective of the regulations is to ensure that the licensing requirements provide a level playing field. The Licensing and Permitting team will undertake further consultation with both industries in order to gather their input on the existing regulations, and to identify any further opportunities to establish more balanced regulations between industries. This will be a significant undertaking in 2020 with varying interests and perspectives on the optimization of regulations.

- **Sign Regulation Review**

The City regulates the use and forms of signs for safety and aesthetic reasons. The objective of sign regulations is to ensure that the use and placement of signage does not create a hazard or nuisance, that they are well maintained and that the number of signs does not affect the attractiveness of the city.

The Zoning Bylaw regulates the placement of signs on private property. Amendments to the regulations are required to ensure they continue to be relevant and are meeting the objective of the program. The first round of consultation with internal and external stakeholders was conducted in 2019. In 2020, the Community Standards Division will be implementing an engagement plan to continue to consult with stakeholders to determine updated amendments to existing sign regulations with the intent of having updated sign regulations in place by the end of 2020.

PARKING SERVICES

The Parking Section manages parking supply and demand within the City through a number of parking programs. Parking programs increase public safety, promote unrestricted traffic flow, and support a healthy business community. Ultimately parking management affects quality of life in Saskatoon.

Parking supply and demand management tools are enabled through the Traffic Bylaw (Bylaw 7200), Residential Parking Program Bylaw (Bylaw 7862), and the Impoundment Bylaw (Bylaw 8640). These bylaws allow for regulation of parking through:

- charging for parking time;
- charging for the exclusive use of parking spaces;
- restricting parking time;
- administration of a number of parking permit programs;
- parking enforcement; and
- impounding vehicles with significant outstanding parking tickets until payment is made.

In addition to funding the cost of the Parking Services programs, the parking revenues generated reduce reliance on property taxes, fund the streetscaping reserve and contribute to the funding of qualifying Business Improvement Districts.

Parking Services also provides:

- civic parking allocation and ongoing management of the program and lot maintenance;
- public education on parking requirements through one-on-one customer service, the city's webpage, public announcements and media campaigns and impoundment services for Police entities; and,
- personal delivery of time-sensitive legal documents such as subpoenas and summons on behalf of the Federal and Provincial Courts of Canada, the Federal, Provincial and Municipal Police Services of Canada and the City of Saskatoon.

2019 ACCOMPLISHMENTS

Staffing Contract

The procurement of a long-term staffing contract that include provisions for parking enforcement, impound lot, boot crew operations, and document delivery services as well as for Transportation's red light camera operations was undertaken in 2019 for implementation at the start of 2020.

Parking Policy

Policy review provided the opportunity to increase collaboration with internal and external stakeholders. For example, focus group meetings with participants have been facilitated as part of the Temporary Reserve Parking (TRP) program review. With the aid of the City's Public Engagement consultants, formal community consultation, data gathering processes, and follow-up options for the Residential Parking Permit (RPP) program review were completed.

Health and Safety Initiatives

Work to ensure the health and safety of staff is ongoing, including a process to implement the use of body cameras for the safety of City and contracted staff working for Parking Services.

Parking Operations Enhancements

Parking Services worked with Solicitors to develop a parking reservation contract to ensure consistent communication of the expectations and responsibilities of all participants in the TRP program.

Ongoing work undertaken by the Parking Operations team included:

- developing a more automated process for generating TRP customer bills reducing processing time by 70%;
- implementing a winter pilot to assess the performance and functionality of a signage system for use in delivering the reserved parking program;
- completing preventative maintenance on 81% of the flex parking pay stations, exceeding the annual target by six percent; and
- continued progress made on documentation of operational processes.

Customer service initiatives included a number of focus group meetings with key internal and external customers to gather input on the reserved parking program. As a result of these meetings, signage was improved, and reservation services were extended. By improving the timeliness for the set up and take down of reservations, these high demand parking spaces are made available to the public.

Permitting Operations

In 2019, a temporary Permitting Administrator was hired and funding was secured for a permanent position starting in 2020.

In addition to administering the various permitting programs Parking Permit Operations staff updated and documented the processes, standardised distribution lists, and updated mapping for the annual Fringe and Exhibition temporary permitting program. These efforts enable a more effective administration of this program and enhanced customer service. Ongoing review and updating of the administrative processes for other permitting programs continue.

Parking Enforcement Operations

Parking Enforcement Operations staff implemented new training and testing protocols to ensure a standard proficiency for Parking Enforcement Officers. Additional training aligned contract staff with the City's standard for the provision of quality customer service, and in providing evidence in court in defence of parking tickets issued.

Document Delivery Services

Nearly 5,000 legal documents were delivered in 2019 including 300 resulting from parking contraventions. Half of the delivered documents were related to City Bylaws and the other half were related to municipal, provincial, and federal police services.

Impoundment Operations

Impound Lot services include the intake and management of impounded vehicles at a secured lot which is staffed 24/7. Impoundments include seizures as a result of violations including parking infractions.

Of the 2,040 vehicles impounded in 2019, 83% were due to parking infractions, with the remaining 17% related to services provided to Bylaw Compliance, SPS and other policing services. Eighty percent of impounded vehicles were returned to the owner, with the remaining unclaimed vehicles being sent to disposal. In 2019, the Parking Services Section embarked on the Impound Lot Service Review to determine if continuance of this service is in the best interests of the Community.

Chronic Offender Parking Enforcement (COPE) Squad Operations

The COPE squad, also known as the "Boot Crew", was formed in 2007 with an enforcement mandate to locate, immobilize (boot) and arrange towing of vehicles of owners with long-term, outstanding parking tickets. The COPE Squad also arranges for impoundment of vehicles found to be in violation of the Traffic Bylaw, such as unregistered vehicles. As a result of the work provided by the COPE Squad, payment for 6,500 outstanding unpaid parking tickets was received in 2019.

Public Education

A focus on public education, through marketing and other communications for the last two years has resulted in an enhanced understanding of the regulations around parking related matters. Public Service Announcements sent out for holiday services clarify requirements for meter parking payment on holidays, and specify Impound Lot hours when owners can retrieve vehicles. When appropriate quick short-term communications to the public are done through service alerts issued through the City's website and the Parking webpage.

The 2019 Marketing program included:

- Driver education brochure - A brochure highlighting some of the most common parking infractions using common language and graphics to illustrate the requirements such as the distance to be maintained when parking near an intersection, fire hydrant, alley or driveway, was developed. Parking Enforcement staff may place this educational pamphlet on a vehicle parked in violation. The information is intended to help drivers become more informed of some of the more common infractions. This brochure is also posted on the City website: saskatoon.ca/sites/default/files/documents/community-services/parking-services/parking_in_saskatoon_brochure_web.pdf
- “Don’t YOU forget about me” campaign: A poster and social media campaign combined messaging about opportunity to use the WayToPark App and the importance of entering the correct license plate number when using the flex parking stations or WTP app.
- “You’re here for a good time, not a long time” campaign: Using the same advertising format and based on a similar theme of recognizable song lyrics, this campaign reminds people that vehicles must be moved from an on-street parking location within 72 hours, a change from the previous bylaw requirement of 36 hours.

The song lyric campaigns included radio ads and other advertising mediums including social media. Through social media alone, 565,500 people were reached through impressions, link clicks, and video views.



LOOKING AHEAD TO 2020

- **Residential Parking Program (RPP) Amendments**

In 2020, a report will be tabled for Council's review, with recommendations for program and policy updates. These revisions will better reflect the needs of the community and residents who live in neighbourhoods that experience significant on-street parking pressures, usually generated by nearby institutions or businesses.

- **Temporary Reserved Parking (TRP) Program Amendments**

A series of reports will be tabled for Council's consideration outlining recommended updates to the TRP Program. The program provides for reserved use of on-street pay parking for non-standard uses such as special events, development or maintenance on adjacent properties, tour bus parking, or parking patios.

- **Assessment of Data Bases and Technology Solutions**

An initiative, started in 2019, will see the completion of a report that identifies and provides an assessment of technological and business processes available to manage parking operations and services. The goal is to meet current and future needs of parking programs. The current systems in use, which includes Excel spreadsheets and various software programs that have a single purpose or have not been updated, may no longer be the most effective option. Recommendations for updates will also include consideration for systems that will enable staff to more effectively track, analyze and report data.

- **Implementation of Capital Project to Remove Parking Meter Posts, and manage the resuting impact**

A two-year Capital Project will start in 2020 to remove unnecessary meter posts left from the old pay parking system and undertake repair to the amenity strip. This work will also include the reinstatement of line marking to delineate on-street parking spaces, and implementation of a new TRP signage system for use in the TRP program.

- **Fleet Global Positioning System (GPS)**

Implementation of a corporate GPS system in fleet vehicles, including those used by Parking Services staff and contract staff, will support safety of our staff. GPS will also provide opportunities to improve routing, optimize effective vehicle use, and facilitate timely customer service.



Prepared by:
Community Standards,
Community Services Department

Printed February 2020

Update on City of Saskatoon Immigration Initiatives

ISSUE

Since the adoption of the Immigration Action Plan in 2014, Administration has been working both internally at the City of Saskatoon (City) and externally with the community to create a welcoming community for immigrants and refugees in Saskatoon. The importance of this work is reflected in the fact that in 2016, 15.6% of Saskatoon's population was foreign-born. A series of Saskatoon Immigration Quick Facts are provided in Appendix 1.

BACKGROUND

The Immigration Action Plan was adopted by City Council in 2014 to guide the City's efforts in addressing settlement and integration needs of newcomers, with an emphasis on building capacity in the community. Much of this work is led by the City's Immigration, Diversity and Inclusion Consultant (Consultant). A time-line history of the City's Immigration Initiatives is provided in Appendix 2.

In 2017, the City signed a three-year funding agreement with the Federal Government's Immigration, Refugees and Citizenship Canada for just over half a million dollars to support a Local Immigration Partnership (LIP) for the community to help improve the lives of newcomers in Saskatoon. As part of the agreement, Immigration, Refugees and Citizenship Canada funded a Local Immigration Partnership Coordinator. Appendix 3 serves as a timeline of the Local Immigration Partnership.

CURRENT STATUS

The Immigration, Diversity and Inclusion Consultant's role is to work towards a community inclusive of all residents with a focus on immigrants and refugees. The Consultant works internally with different departments in the City to ensure services and communications are accessible to all residents. Externally, the Consultant connects people and organizations in the community to help fill gaps in services for newcomers. The Consultant serves on a number of City and community committees to stay informed and help inform others. Much of this work has been funded through the Federal Government's Immigration, Refugees and Citizenship Canada grants.

Recent and ongoing work include:

1. Implementing a process to include privately sponsored refugees in the Leisure Access Program and the Discounted Bus Pass Program.
2. Establishing the Ethno-Cultural Network of Saskatoon.
3. Facilitating 'Borderless', a sub-committee of the Saskatoon Refugee Coalition to provide education and awareness opportunities for the public to learn about the refugee experience.

Update on City of Saskatoon Immigration Initiatives

4. Offering learning opportunities for those working front line with immigrants and refugees to help build a better understanding of the history and culture of Indigenous people in Saskatchewan and Canada as per Call to Action #93.
5. Working on the Research Junction Development Grant for a project entitled “The Local State and Local Citizenship: Exploring Issues and Options Regarding Voting Rights for Permanent Residents.

Saskatoon’s Local Immigration Partnership is an inter-sectoral committee which is developing a Newcomer Strategy and Action Plan to make Saskatoon more welcoming for newcomers and to improve accessibility to services through these goals:

- 1) Integrate newcomer needs into the community planning process;
- 2) Identify community-specific strategic priorities; and
- 3) Implement a settlement strategy and action plans to improve newcomer outcomes.

The key to this work has been the striking of several working committees made up of community leaders tasked with identifying solutions to barriers facing newcomers. Specifically, meaningful employment, language, social inclusion and civic integration and leadership among service providers.

DISCUSSION/ANALYSIS

Saskatoon strives to be a welcoming community. Although immigration is a shared federal and provincial responsibility, immigrants and refugees interact with municipal services such as recreation, transit, utilities, parking, etc. almost immediately upon arrival. Many municipal governments also actively undertake efforts with dedicated resources to attract newcomers to their communities. This is particularly true for municipalities with post-secondary institutions as there is an interest in encouraging international students to apply for permanent residence.

In recent years, capacity to meet the social understanding needs of newcomers has increased. This includes understanding of prevailing social norms, values and customs, inter-cultural relations and the historical and contemporary legacies of Indigenous people.

A substantial portion of that increased capacity has resulted largely from initiatives undertaken by settlement agencies, ethno-cultural agencies, private refugee sponsors, sectoral agencies (e.g., education boards, health boards etc.), religious organizations and Indigenous organizations.

In Saskatoon, people who come as immigrants, refugees, international students, etc. all have different needs (i.e.: professionals, trades people, university education and people coming from refugee camps). The role of both the Immigration, Diversity and Inclusion Consultant and the Local Immigration Partnership Coordinator are to recognize the diversity and ensure we not only understand these needs, but work to address needs through community responsiveness. The Immigration, Diversity and Inclusion

Update on City of Saskatoon Immigration Initiatives

Consultant and the Local Immigration Partnership Coordinator will continue to work to achieve the following objectives:

1. Saskatoon will be a welcoming community that will facilitate full participation of newcomers.
2. All sectors are responsive to needs of newcomers.
3. Newcomers contribute to the economic, social and cultural development needs of Saskatoon.

FINANCIAL IMPLICATIONS

Negotiations to finalize the details of a new 2020 to 2025 Local Immigration Partnership grant with Immigration, Refugees and Citizenship Canada are currently taking place. In advance of finalizing all details, the Federal Government has informed the City we have been pre-approved for approximately \$1.2 million, for this next five year five grant. This grant will be to enable us to continue the work of Local Immigration Partnership Saskatoon office. The Local Immigration Partnership Coordinator will continue to support an inter-sectoral working committee in developing a Saskatoon Immigration Strategy and Action Plan.

NEXT STEPS

For 2020, the Consultant will increase prioritization on building capacity within Saskatoon to ensure that civic services are inclusive to all residents including immigrants and refugees.

The Local Immigration Partnership will continue to gain support from community-wide leadership and action in the implementation of the Saskatoon Immigration Strategy. This will be done by enhancing collaboration, coordination and strategic planning at the community level in order to foster a more welcoming and inclusive community and improve settlement and integration outcomes for newcomers in Saskatoon.

APPENDICES

1. Saskatoon Immigration Quick Facts
2. City of Saskatoon Immigration Initiatives
3. Local Immigration Partnership for the Community of Saskatoon Timeline

REPORT APPROVAL

Written by: Tenille Thomson, Social Development Manager
Reviewed by: Kevin Kitchen, Community Development Manager
Andrew Roberts, Director of Recreation and Community Development
Approved by: Lynne Lacroix, General Manager, Community Services

SP/2020/RCD/PDCS – COS Immigration Initiatives/pg

From 2011 to 2016, **1.2 million** new immigrants permanently settled in Canada; about **250,000** immigrants each year.



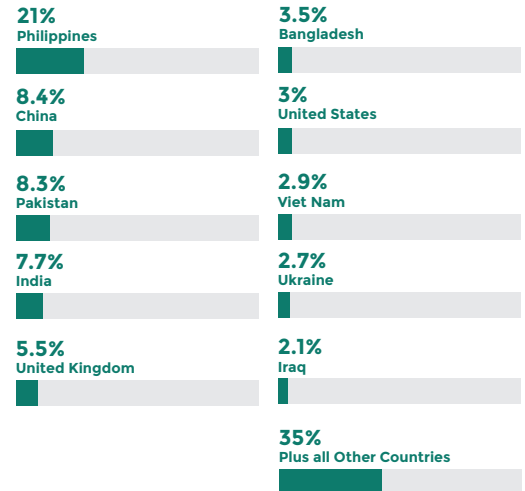
47,935 of these have chosen Saskatchewan with **18,585** calling Saskatoon home - about 3,700 a year deciding to live in Saskatoon. As of 2016, **15.6%** of Saskatoon's residents were foreign-born.

Source: IRCC, 2016 Census, The Conference Board of Canada

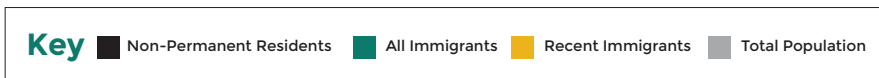
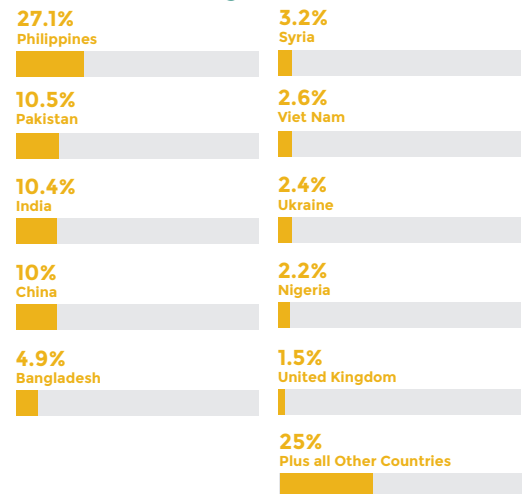
It is estimated that Canada needs **350,000** immigrants annually by 2035 to meet its workforce needs. Moving forward the target is more than **300,000** per year with the goal to reach **340,000** by 2020.

Source: IRCC, 2016 Census, The Conference Board of Canada

Top Ten Countries of Birth for All Immigrants



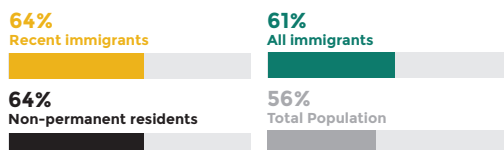
Top Countries of Birth for Recent Immigrants



Population in Private Households

45,160 or 16% All immigrants **18,585 or 6%** Recent immigrants **4,570 or 2%** Non-permanent residents

Post Secondary Education



Glossary

Immigrant refers to a person born outside of Canada who has been granted the right to live in Canada permanently by immigration authorities. Immigrants who have obtained Canadian citizenship by naturalization are included in this group.

Recent immigrant refers to an immigrant who first obtained his or her landed immigrant or permanent resident status in the last 5 years (between January 1, 2011 and May 10, 2016).

Government Assisted Refugees (GARs) are persons who before their arrival in Canada have been sponsored by the Government of Canada.

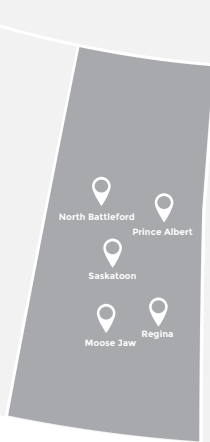
They receive financial and other supports for up to one year.

Privately Sponsored Refugees are persons selected from abroad by a private sponsor who agrees to provide financial and other support for one year. GARs and Privately Sponsored Refugees are called Convention Refugees and hold Permanent Resident status upon arrival.

Refugee Claimants are people who apply for refugee status while in Canada and is waiting for a decision on their claim from the Immigration and Refugee Board of Canada (source: IRCC, IPS)

Saskatchewan's Top 5 Destinations

Saskatoon is the top destination choice of immigrants in Saskatchewan. Of the total annual arrivals, about **80%** come as skilled workers seeking better economic outcomes while **11%** arrive as family members reuniting with their relatives. **9%** come as refugees who fear persecution or threats to their lives.



Location	Total Population	Immigrant Population	%	Recent Immigrants	%
Saskatchewan	1,070,569	112,490	10.5%	47,585	4.5%
Saskatoon	288,900	45,160	15.6%	18,585	6.4%
Regina	232,615	36,910	15.9%	16,195	7.0%
Prince Albert	42,380	3,060	7.2%	1,475	3.5%
Moose Jaw	34,015	2,655	7.8%	990	2.9%
North Battleford	18,945	1,895	10%	885	4.7%

Non-Official Languages Spoken

Tagalog	10.3%
Mandari	6.1%
Urdu	4.6%
Arabic	3.4%
Punjabi	2.9%
Bengali	2.9%
Cantonese	2.6%
Spanish	2.4%
Vietnamese	2.1%
Ukrainian	1.5%

16% all other non official languages

Living in a household that falls below at least one of the housing indicators of adequacy, suitability or affordability.



56%
Non-Permanent Residents



57%
Recent Immigrants



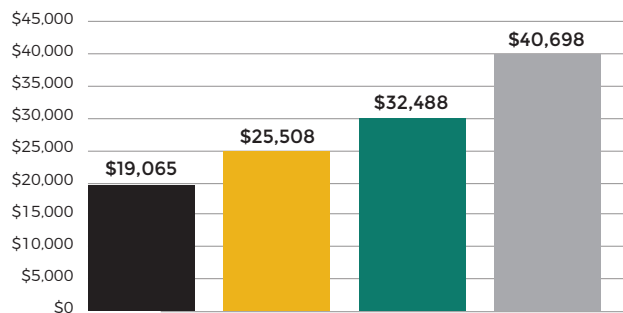
44%
All immigrants



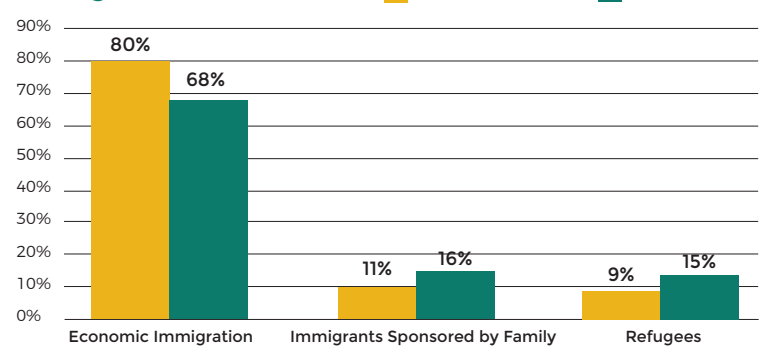
29%
Total Population



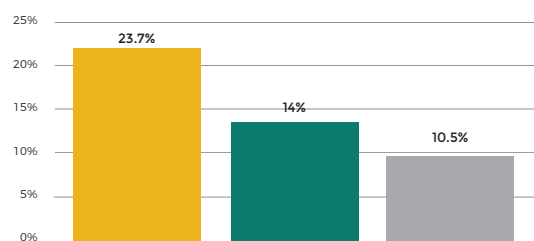
Median Income of Population (Aged 15+)



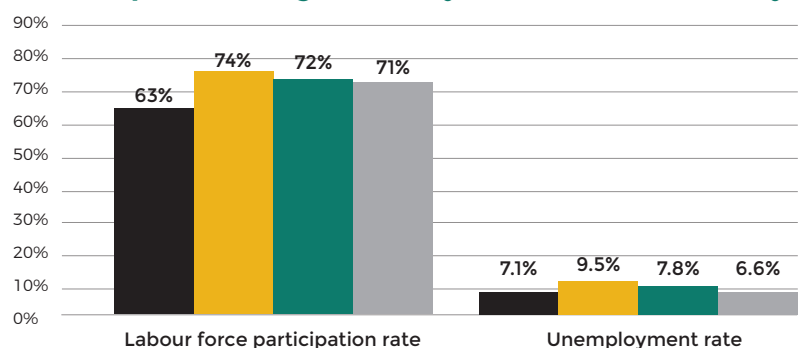
Immigration Admission



Prevalence of Low Income Status (LICO-BT)



Total Population (Aged 15+) by Labour Force Activity



City of Saskatoon Immigration Initiatives 1989-2020

1989: A culmination of lobbying by cultural organizations such as the Saskatoon Multicultural Council, African Cultural Congress of SK, etc. led to the formation and approval of a Race Relations Committee by City Council.

2000: City broadened the mandate and membership of the Race Relations Committee and renamed it the Cultural Diversity and Race Relations Committee (CD&RR).

2004: In 2004, City Council approved an updated Cultural Diversity & Race Relations Policy, complete with 4 community outcome statements to guide our actions and day to day business.

1. The workforce will be representative of the population of Saskatoon.
2. Community decision-making bodies will be representative of the whole community of Saskatoon.
3. There will be Zero tolerance for racism or discrimination in Saskatoon.
4. There will be awareness and understanding in the community regarding the issues and acceptance of the various cultures which make up Saskatoon.

2004/05: The Cultural Diversity and Race Relation Committee (CDRRC) made a recommendation to City council to have the City commission a report on Saskatoon's needs for immigrants and the needs of immigrants in Saskatoon. The CDRRC also recommended that the city explore funding opportunities from key federal and provincial agencies involved in the sector.

2006: City Council's approval led to the development of a report entitled: Building Saskatoon to Become a Global City: A Framework for an Immigration Action Plan.

2007: With funding from the federal and provincial governments, an Immigration Community Resource Coordinator was hired to work with the tri-government Steering Committee to create an immigration action plan and to pursue initiatives related to the integration and retention of newcomers to Saskatoon.

2007 – 2012: Multiple forums and initiatives were undertaken to enhance the welcoming nature of Saskatoon, including the development of an Immigration Action Plan.

2012: Evaluation and Assessment of the work undertaken over the previous five years, with regards to immigration initiatives, both by the City of Saskatoon and in the community (Taking Stock for Taking Action).

During its December 2012 budget deliberations, City Council approved the phasing in of the Immigration, Diversity and Inclusion Consultant (formerly, Immigration Community Resource Coordinator).

2013: “Capacity for Newcomer Settlement and Integration in Saskatoon: Taking Stock for Taking Action” evaluation and assessment report completed and accepted by City Council. Report was shared on the City of Saskatoon website.

2014:

- February of 2014, the Taking Stock report was presented back to the community
- Summer of 2014 a consultant was hired to write a plain language summary document of the Taking Stock Report.
- September of 2014 held an Intersectoral Community gathering on community coordination to discuss the need and objectives of structured community coordination (ie. LIPS). The report reflects the community’s strong desire to commit to doing the work of a partnership council to increase the capacity of the community to provide services to newcomers.

2015: As of January 2015, the position of Immigration, Diversity and Inclusion Consultant became a permanent position with the City of Saskatoon. With support from the community a grant funding application was submitted by the City of Saskatoon to Immigration, Refugees and Citizenship Canada requesting funding support for the formalization of a Local Immigration Partnership.

2017: The City signed a three-year funding agreement with Immigration, Refugees and Citizenship Canada (IRCC) for over half a million dollars to support a Local Immigration Partnership inter-sectoral committee to help improve the lives of newcomers in Saskatoon. A co-ordinator was hired and work began to form an inter-sectoral table around issues of immigration for the community of Saskatoon.

2020: The City has been pre-approved for a 5 year grant for the continued support of the work being undertaken by the Local Immigration Partnership.

**Local Immigration Partnership for the Community of Saskatoon:
Timeline 2004 – 2020**

2004-05	2006-07	2007-2014
<ul style="list-style-type: none"> • The Cultural Diversity and Race Relation Committee recommended the City commission a report on immigration in Saskatoon • The CDRRC also recommended that the city explore funding opportunities from key federal and provincial agencies involved in the sector. 	<ul style="list-style-type: none"> • Report : Building Saskatoon to Become a Global City: A Framework for an Immigration Action Plan. • Immigration Community Resource Coordinator was hired to create an immigration action plan 	<ul style="list-style-type: none"> • 2007 – 2012: Multiple forums and initiatives were undertaken to enhance the welcoming nature of Saskatoon, including the development of a Local Immigration Action Plan. • 2013-14 5 year report card; Taking Stock for Taking Action • report recommended the need for a Local Immigration Action Plan (LIP) in Saskatoon
2014-16	2016-17	2017-2020
<ul style="list-style-type: none"> • Community Forum "Does Saskatoon need/want a LIP?" • Community discussions on who to support the LIP • Submission of Proposal • Call for Proposal approvals delayed 	<ul style="list-style-type: none"> • LIP Proposal approved • Hired consultant to do preliminary work regarding governance structure • agreement signed • Coordinator hired 	<ul style="list-style-type: none"> • LIP Council formed, co-chairs approved • Immigrant Advisory Table formed • Working groups formed' • workplan established

Saskatoon Fire Department – Fire Training Facility Update

ISSUE

The Saskatoon Fire Department (the Department) must meet the demands of maintaining key skills in all disciplines in a safe and efficient manner. Considering the size and complexity of modern fire services, a purpose-built dedicated training facility (training facility) would best allow the Department to provide training in a controlled learning environment to meet short and long-term needs. Firefighter skills must meet required standards as defined by the *National Fire Protection Association (NFPA)* and *The Occupational Health and Safety Regulations, 1996*.

BACKGROUND

A training facility has been a part of business and future growth planning for over 31 years. The need for a training facility has become more urgent due to the increased complexity of required firefighter skills, regulatory frameworks, and our growing City. A training facility will be foundational for the Department to be able to meet these needs.

At the August 14, 2018 public meeting of the Standing Policy Committee on Planning Development and Community Services, the Department provided a presentation to highlight the need for a training facility. Committee resolved that the Administration report back, with more detail, on options for a SFD fire training facility. This included exploring the ability to expand to a corporate or regional facility as well as including other options in a phased approach.

CURRENT STATUS

The Department's Management Team engaged with staff through a Joint Labor/Management Committee (the Committee). The Committee researched comparable training sites in Canada and developed a project plan. Through this process, it became apparent that a broader training facility could meet the immediate training needs of the Department and address the training infrastructure requirements of other civic Divisions.

DISCUSSION/ANALYSIS

Work was undertaken to evaluate and assess various training facilities and operating models in Canada. These models range from fire-specific facilities to multi-divisional corporate safety training centers.

The municipalities included in the evaluation and assessment were Calgary, Edmonton, Vermillion, Regina, and Red Deer. There were also Provincial facilities located in Manitoba and British Columbia that were reviewed. Through this investigation, it was found there were a number of similarities between training facilities such as the presence of a classroom, burn tower, street scape, and structures for fire-science behavior. In addition to this, it was noted that some of the training facilities offered distinct uses such as industrial and wildland firefighting, technical rescue, and interoperability for multi-agency emergency response and preparedness.

This evaluation and assessment was instrumental in determining key features required of the site. The Committee continues to work on various aspects of the plan such as the potential parcel size, identification of stakeholders, and finalizing a phased approach to the development of a more comprehensive training facility.

Meetings have occurred between the Cities of Warman and Martensville and their respective fire services. The mutual benefit of a regional facility is commonly recognized.

Discussions have been initiated with the Rural Municipality of Corman Park and the Saskatoon North Partnership for Growth Committee (P4G) as a means to identify areas that might be suitable for a training facility. These discussions will be ongoing as the Committee nears possible land selection.

Initial discussions have occurred with Treasury Board Crown, Saskatchewan Public Safety Agency (SPSA), regarding the alignment of training curriculum development, offering of courses, and accreditation to best suit the needs of career, on call, and volunteer fire departments.

Key features of the phased approach have been prioritized and are shown below.

Phase 1

- Defined location for live fire training site
- Land acquisition
- Site preparation and servicing
- Movement of office structures
- Set up of live fire training area

Phase 2

- Indoor year round multipurpose training facility indoor facility
- Driving track with street scape for City of Saskatoon (CoS) Divisions
- Fire buildings and props for industrial high-angle training
- Water retention pond for firefighter dive training and CoS utilities and environmental studies
- Confined space training props for CoS Divisions and industrial recertification
- Practice sand box for CoS heavy equipment training (earth moving)
- Classrooms and lecture auditorium
- Props for CoS, provincial, and private utility training such as hydrants, power poles, natural gas appliances, underground vaults, and train derailment
- Grounds for collaborative training with agencies with a direct role in emergency planning and response such as Canadian National (CN) and Canadian Pacific (CP) railways, Shock Trauma Air Rescue Society (STARS), rural fire departments, private industry, and SPSA

Phase 3

- Training tower for high-rise evolutions
- Concrete drill square
- Paved practical skills training area

FINANCIAL IMPLICATIONS

The training facility is the number one priority for the Department. An approved capital project is not currently in place, therefore a report will be brought forward, prior to the end of Q2 of 2020, seeking post-budget approval for Phase 1. It is anticipated that there is adequate funding available in the Fire Facilities Funding Plan for Phase 1.

Phases 2 and 3 will be included and prioritized with the Fire Strategic Facility Master Plan report, planned for the end of 2020.

OTHER IMPLICATIONS

Land-use conflicts will be considered during land selection to address any social implication.

Environmental implications would be evaluated during the planning and development of each phase and best practices with respect to environmental stewardship incorporated where suitable.

At this time, there are no privacy or legal implications identified.

NEXT STEPS

The Committee will continue to explore partnerships through meetings, presentations, and public engagement.

Administration will report back with details regarding land location selection and purchase through the Standing Policy Committee on Finance.

Report Approval

Written by: Anthony Tataryn, Assistant Chief
Reviewed by: Teresa Quon, Senior Financial Business Partner
Jodi Manastyrski, Senior Solicitor
Approved by: Morgan Hackl, Fire Chief

Urban Planning and Development Program Enhancements Budget Adjustment

ISSUE

Administration is in the procurement process for two separate software systems, POSSE Land Management System (POSSE LMS) and Electronic Plan Review (Plan Review) system to support program enhancements within Building Standards, Planning and Development and Community Standards Divisions. Administration has determined the original scope of work can be achieved for \$2.865 million. To date, \$2.24 million has been approved for this project, including \$150,000 approved in 2021. The purpose of this report is to update the Standing Policy Committee on Planning, Development and Community Services and City Council on the project and seek approval for a budget adjustment.

RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that an additional \$625,000 in funding be allocated to Capital Project 2169 for POSSE LMS system and a Plan Review system implementation and that this funding be allocated from Community Services Department Plan Review and Inspection Service Stabilization Reserve.

BACKGROUND

In 2019, Capital Project 2169 was allocated \$465,000 to fund a customer satisfaction survey, operational and corresponding fee review, development of a business case and project plan for future online services and program enhancements.

In summer 2019, the City of Saskatoon (City) began developing a business case and strategy to implement recommendations from the Building and Development Operational Review, Infill Roundtable and Development Civic Service Review, to support economic growth and development through streamlined business practices.

In August 2019, the findings of the Building Development Permit Operation Review, the status of operational improvements and project work underway were presented to the Standing Policy Committee on Planning, Development and Community Services.

Following this, a business case was developed for the use of tools and technology to support online submission and payment of permit applications, concurrent plan review and the reengineering of business workflows within the City's current POSSE platform software to align with industry best practices.

One key goal of the project is to become a national leader in the delivery of building and development permits, by achieving a new service level, of two to five weeks for the review of typical commercial permits, by December 31, 2020.

Through fall 2019, business requirements to support the procurement of a Plan Review system and the reengineering of business workflows within the current POSSE platform were gathered. Engagement with industry, other municipalities and several divisions across the organization was included. It was identified there was greater value in moving to an out-of-the-box POSSE LMS solution rather than reengineering the current POSSE platform.

POSSE LMS provides a number of components that will directly support enhanced customer service, including:

- 1) an integrated online customer portal to support online applications, permit tracking and online payments;
- 2) improved work efficiencies;
- 3) improved functionality that provides additional opportunities to support the expansion of programs and services within the three Divisions and across the organization.

Based on business case estimates related to reengineering business workflows, City Council approved additional funding for a total of 2.24 million to Capital Project 2169 during 2020-2021 budget deliberations.

In October 2019, the project team initiated conversations to leverage the existing POSSE platform to a POSSE LMS solution, in accordance with Policy No. C02-045 – Purchasing Policy for Non-Standard Procurement to define the necessary project scope, schedule and costs.

The City issued a Request for Proposals (RFP) for an Electronic Plan Review system, including four-year licencing, on January 20, 2020, with a maximum contract value of \$250,000. The RFP has closed, but has not been awarded.

DISCUSSION/ANALYSIS

The POSSE LMS software provides an integrated solution with an online customer component that will support current workflows associated with various permits for Building Standards, Planning and Development and Community Standards, while offering a seamless interface between work groups and improved coordination. The software solution also provides functionality for new workflows aligned with the outcomes identified through industry engagement, such as concept plan reviews, subdivisions, rezoning and discretionary use approvals. The software also provides reporting features to improve performance tracking of services and communication with customers throughout the permitting process.

The total estimated costs to implement the original scope of work is \$2.865 million. Based on recent estimates, an additional \$625,000 allocation to the capital project would be required.

Urban Planning and Development Program Enhancements Budget Adjustment

An overview of the required project budget is presented below:

Item	Budget (\$000)
Plan Review System - Capital Costs for implementation	\$106
POSSE LMS - Capital Costs for implementation	
<ul style="list-style-type: none"> • Online Customer Portal – applications, tracking, communication, payment • Building and Development permits • Planning applications • Business licensing • Enhanced Reporting • Mobile Inspections 	\$1,870
Internal staff for change-management and implementation	\$470
Hardware - Computer Monitors	\$80
Engagement, marketing, communications and website upgrades	\$103
Contingency	\$236
CAPITAL PROJECT TOTAL	\$2,865
Annual Operating Impacts (\$000)	
Plan Review Licensing	\$50
POSSE LMS Licensing and support	\$86
TOTAL	\$136

POSSE LMS costing includes the purchase of individual modules, professional services and annual licensing to implement the solution. The annual operating costs of both POSSE LMS and the Plan Review system will be recovered through user fees.

The scale and size of change anticipated in the project presents a high level of risk. To mitigate risks, resources to support engagement and training with industry and internal staff and for implementation needs are included within the plan. Risks associated with the project are discussed in more detail in Appendix 1.

Upon approval the project is expected to begin in the second quarter of 2020. The POSSE LMS project will be delivered in two phases, beginning with workflows associated with the building and development permitting process, followed by planning and business licencing. It is anticipated all key deliverables will be completed by end of 2021. The Plan Review project will be delivered in a single phase by end of 2020.

The funding plan proposed for the capital project is as follows:

Funding Source	Approved Budget (\$000)	Additional 2020 Allocation (\$000)
Plan Review and Inspection Service Stabilization Reserve	\$1,620	\$625
Business Licensing Stabilization Reserve	\$250	
Productivity Improvement Loan	\$370	
Total	\$2,240	\$2,865

To fund additional costs, \$625,000 in funding is being proposed for allocation from the Plan Review and Inspection Service Stabilization Reserve in 2020. It is anticipated, with this additional funding, there would be a balance of \$1.906 million remaining in the stabilization reserve at the end of 2021, to cover revenue shortfalls within the building and plumbing permit program.

Administration is confident the addition of \$625,000 to carry out the currently identified scope of work will lead to improved service levels and the delivery of customer service aligned with industry needs. The realignment of business processes with technology has the potential for savings associated with paper costs and administration time. These indirect savings were not factored into the business case as the primary driver is a reduction in permit review timelines and improved customer satisfaction. These resultant indirect savings will be monitored as the project unfolds.

Consideration of Scope Options

While the original project scope has been the Administration's focus and is being recommended for approval, options to deliver additional scope, or a reduction in scope, were also considered to be viable.

Additional Project Scope

Under this option, the original scope would be implemented and expanded to include POSSE LMS workflows to support bylaw complaints and enforcement within the Community Standards Division. There are currently a variety of spreadsheets in use for this purpose; however, this approach provides limited functionality and is nearing capacity. The cost to add this functionality to the project scope would be about \$227,000. Currently, there is no dedicated funding source available.

The bylaw compliance workflows were considered as optional items. The costing reflects professional services to support implementation within Community Standards. Administration's review of the workflows indicated they will support improved customer service and tracking of bylaw compliance matters administered by Community Standards, including zoning and right-of-way contraventions, sign permitting, drainage complaints and sewer use inspection. These workflows may also be suited to similar work within other Divisions. Further evaluation of Divisional needs across the organization is required. It may be feasible to obtain competitive pricing for a larger group of work.

Should City Council select this option, Administration recommends City Council provide approval to implement the Plan Review system and the original scope of POSSE LMS with the vendor and that Administration be directed to report back on the estimated costs, scope and funding plan for the implementation of the bylaw compliance workflows. This would include the scope required to support the bylaw compliance workflows required by Community Standards and other work groups with similar needs, as appropriate.

Reduced Scope

The Plan Review system would be implemented under this option in order to support the project goal related to the reduction in permit review timelines. The POSSE LMS system would not be implemented, and additional work would be undertaken to support online submissions of Building and Development Permit applications.

Internal efficiencies related to alignment of business workflows would not be realized. New workflows, planning reviews and approvals would not be implemented. In this option, permit tracking, customer status updates and online payments would also not be developed.

The estimated cost to implement this reduced scope option is \$810,000 and will result in \$2.055 million of unallocated funding.

If this option is selected, procurement of the POSSE LMS system would not proceed. Administration recommends that it go back to market with a renewed RFP.

OTHER CONSIDERATIONS

Building Standards does not anticipate the increased cost of the project to affect building permit fee rates. The cost recovery model is largely dependent on permit volumes and operating expenses. Permit volumes and operating expenses will continue to be monitored to ensure cost recovery and budget forecasts are achieved.

Commercial Building Permit fees are approved to increase in 2021 to maintain cost recovery objectives within the commercial building permit program. Should revenues not perform as anticipated, there is risk the implementation of POSSE LMS may be delayed due to funding availability within the reserve.

NEXT STEPS

With direction from PDCS Committee and City Council, Administration will continue with the procurement and implementation of the Plan Review system and POSSE LMS software by concluding the negotiation of the formal contracts with the vendors and will begin implementation in summer of 2020.

APPENDICES

1. Project Opportunities and Risks

REPORT APPROVAL

Written by: Kara Fagnou, Director Building Standards
Reviewed by: Kari Smith, Senior Financial Business Partner
Lesley Anderson, Director Planning and Development
Jo-Anne Richter, Director Community Standards
Approved by: Lynne Lacroix, General Manager Community Services

SP/2020/BS/PDCS/Urban Planning and Development Program Enhancements Budget Adjustment/gsjdw

Project Opportunities and Risks

A summary of the project opportunities and risks associated with the original scope is listed below.

Opportunities/Advantages	Risks/Disadvantages
<p>Plan Review system</p> <ul style="list-style-type: none"> • Concurrent plan review and a reduction in permit review time by up to 50% • Improved customer service • Achieves goal of offering competitive, predictable, and consistent program • Supports online delivery of service aligned with industry needs <p>POSSE LMS system</p> <ul style="list-style-type: none"> • Includes an online customer portal to support customer permit tracking, status updates and processing online payments • Out of the box processes, align business with best practices • Enhanced reporting and performance tracking • Single system for permit services is expected to improve customer satisfaction 	<ul style="list-style-type: none"> • Speed of adoption, ultimate utilization and proficiency of use <ul style="list-style-type: none"> • Current capital funding is not sufficient to maximize full value of technology solution. • Speed of adoption, ultimate utilization, and proficiency of use

Administration recognizes that the project is not without risk and has identified key risks and mitigation strategies, summarized on the following page.

Risks	Mitigation Strategy
<p>Cost and schedule overruns</p>	<ul style="list-style-type: none"> • Phasing the POSSE LMS implementation allows for costs to be monitored. • Cost overruns will be managed by permitting delivery delays in schedule • Allocated funding for dedicated internal project manager to ensure resources are focused on project.
<p>Project does not realize benefits</p>	<p>Successful implementation and benefits relies on several different factors:</p> <ul style="list-style-type: none"> • Alignment of processes and people changing the way they do their work. Resources have been allocated to support change management and training. • Alignment of processes with industry needs. An external working group will be created to provide advice and recommendations and foster connections with industry and the project to support the successful implementation of the project. • Effective customer communication. To support successful customer communication, changes to our website will be completed in alignment with the results of the Website usability study.
<p>Project impacts operations affecting services and/or staff</p>	<ul style="list-style-type: none"> • Project budget includes funds to maintain existing systems for transitional period running parallel to ensure critical systems are not impacted. • Project implementation and go-live timing is designed to allow implementation to be developed, tested and moved into production without removing existing systems.
<p>Fusion Implementation:</p> <ul style="list-style-type: none"> • Resource availability • Financial integration of POSSE LMS system • Go-live timing 	<ul style="list-style-type: none"> • Fusion impacts assessed on a monthly basis. Mitigation strategies will continue to be developed as impacts arise with the intent to limit the impact on the project schedule.