



## **AGENDA**

### **REGULAR BUSINESS MEETING OF CITY COUNCIL**

Wednesday, January 31, 2024

9:30 a.m.

Council Chamber, City Hall

Submissions providing comments and/or requesting to speak will be accepted for public meetings using the online form at [saskatoon.ca/writetocouncil](https://saskatoon.ca/writetocouncil). If your submission includes a request to speak, you will be contacted by a representative from the City Clerk's Office with further information. **Submissions will be accepted no later than 5:00 p.m. on the Monday the week of the meeting.**

**Pages**

**1. NATIONAL ANTHEM AND CALL TO ORDER**

The Chair will call the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis People and confirm roll call.

**2. CONFIRMATION OF AGENDA**

**Recommendation**

That the agenda be confirmed as presented.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

9 - 51

**Recommendation**

That the minutes of the Regular Business Meeting of City Council held on December 20, 2023, be approved.

**5. PUBLIC ACKNOWLEDGMENTS**

**5.1 2023 Joint CUPE 59/City of Saskatoon Scholarship [CK 150-5]**

- Madelyn Grass
- Max Regier

**5.2 Council Members**

This is a standing item on the agenda in order to provide Council Members an opportunity to provide any public acknowledgements.

**6. QUESTION PERIOD**

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

**Recommendation**

That the Committee recommendations contained in Items 8.1.1 to 8.1.2; 8.2.1; 8.3.1 to 8.3.3; 8.4.1 to 8.4.4; and 8.5.1 to 8.5.5 be adopted as one motion.

**8.1 Standing Policy Committee on Environment, Utilities & Corporate Services**

- 8.1.1 Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area [EUCS2023-0406] 52 - 68**

**Recommendation**

That the design and construction of the 2024 RSBBA Site Enhancement Project be approved.

- 8.1.2 Long Term Organics Processing Options - Low Carbon Economy Challenge Application [EUCS2024-0102] 69 - 77**

**Recommendation**

That the Administration be directed to include a City-owned Organics Processing Facility for submission to the Low Carbon Economy Challenge Fund.

**8.2 Standing Policy Committee Transportation**

- 8.2.1 Repeal of Taxicab Licenses – Allocation Criteria Policy [TS2024-0102] 78 - 82**

**Recommendation**

That the City Clerk be instructed to repeal Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*.

<b>8.3</b>	<b>Standing Policy Committee on Planning, Development &amp; Community Services</b>	
8.3.1	<b>Municipal Heritage Advisory Committee - 2023 Annual Report [ADV2023-1107]</b>	83 - 90
	<b>Recommendation</b> That the 2023 Annual Report of the Municipal Heritage Advisory Committee be received as information.	
8.3.2	<b>Marr Residence Annual Report 2023 [PDCS2024-0104]</b>	91 - 95
	<b>Recommendation</b> That the Marr Residence 2023 Annual Report be received as information.	
8.3.3	<b>2024 Cultural Grant Capital Reserve Awards [PDCS2024-0101]</b>	96 - 101
	<b>Recommendation</b> That project funding recommended by the Cultural Grant Capital Reserve Assessment Committee, for 2024, as outlined in the January 10, 2024 report of the Community Services Division, be approved.	
<b>8.4</b>	<b>Standing Policy Committee on Finance</b>	
8.4.1	<b>Repeal of Tax Write-Offs, Deferrals and Exemptions Policy [FI2024-0101]</b>	102 - 107
	<b>Recommendation</b> That the City Clerk be instructed to repeal Council Policy C03-015, <i>Tax Write-Offs, Deferrals and Exemptions</i> .	
8.4.2	<b>Property Realized Reserve Withdrawal [FI2024-0105]</b>	108 - 112
	<b>Recommendation</b> That a withdrawal of \$736,849.40 from the Property Realized Reserve be approved to fund miscellaneous land development and related sales costs incurred during the period of December 1, 2022 to November 30, 2023.	
8.4.3	<b>Discover Saskatoon Contract [FI2024-0103]</b>	113 - 115
	<b>Recommendation</b> 1. That Discover Saskatoon's 2024/2025 contract be approved; and	

2. That the City Solicitor be instructed to prepare the agreement and have it executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

**8.4.4 Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial [FI2024-0106] 116 - 121**

**Recommendation**

1. That Administration be authorized to acquire a portion of Unit # 9 in Condo Plan No. 102359684, ISC Parcel Number: 203867679, 2502 Dawes Avenue, totaling 0.44 acres, from 101113657 Saskatchewan Ltd. for \$330,000 + \$25,000 for legal and subdivision fees for a new Fire Station No. 11;
2. That Capital Project No. 10074 “New Fire Stations and Upgrades” be used as the funding source for this purchase, including legal, administrative costs and disbursements; and
3. That the City Solicitor be requested to have the necessary agreements executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

**8.5 Governance and Priorities Committee**

**8.5.1 Appointment – Diversity, Equity and Inclusion Advisory Committee [CK 225-4-3] 122**

**Recommendation**

That Superintendent Tonya Gresty be appointed as the Saskatoon Police Service representative to the Diversity, Equity and Inclusion Advisory Committee to the end of 2025.

**8.5.2 Appointment – Pension Benefits Committee [CK 225-4-3] 123**

**Recommendation**

That Stephanie Green be appointed to the Pension Benefits Committee.

**8.5.3 Appointment – Saskatoon Public Library [CK 225-4-3] 124**

**Recommendation**

That Markel Chernenkoff be reappointed to the Saskatoon Public Library to the end of 2025.

**8.5.4 Appointment – Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place) [CK 225-4-3] 125**

**Recommendation**

That the City's representative be instructed to vote the City's proxy at the 2024 Annual General Meeting for the reappointment of Elanne Krainyk to the Centennial Auditorium and Convention Centre Board of Directors and the Saskatoon Centennial Auditorium Foundation Board of Directors throughout a term expiring at the conclusion of the 2026 Annual General Meeting.

- 8.5.5 Appointment – Saskatoon Environmental Advisory Committee [CK 225-4-3] 126**

**Recommendation**

That Councillor Loewen be appointed as an alternate Council resource member of the Saskatoon Environmental Advisory Committee for 2024.

**9. COMMITTEE REPORTS (not on Consent Agenda)**

- 9.1 Standing Policy Committee on Environment, Utilities & Corporate Services**

- 9.2 Standing Policy Committee Transportation**

- 9.2.1 Accessible Parking Review [TS2023-1204] 127 - 149**

**Recommendation**

1. That the proposed amendments to Bylaw No. 7200, the Traffic Bylaw, 1991, as outlined in the report of the Community Services Division dated December 5, 2023, be approved; and
2. That the City Solicitor be requested to make the necessary amendments to Bylaw No. 7200, the Traffic Bylaw, 1991.

- 9.3 Standing Policy Committee on Planning, Development & Community Services**

- 9.3.1 Repeal of Sidewalk Sales Policy [PDCS2024-0102] 150 - 153**

**Recommendation**

That the City Clerk be instructed to repeal Council Policy C07-001, *Sidewalk Sales*.

- 9.4 Standing Policy Committee on Finance**

## 9.5 Governance and Priorities Committee

- 9.5.1 **Downtown Event and Entertainment District – Private Partner Procurement Approach [DEED2023-01]** 154 - 160

### **Recommendation**

That the procurement approach for a private partner for operations management of one or both of the anchor facilities for the Downtown Event and Entertainment District, as outlined in the January 17, 2024 report of the Transportation and Construction Division, be approved.

## 10. ADMINISTRATIVE REPORTS

### 10.1 Transportation & Construction

### 10.2 Utilities & Environment

### 10.3 Community Services

### 10.4 Saskatoon Fire

### 10.5 Corporate Financial Services

- 10.5.1 **Low Carbon Economy Fund Application Intake [EUCS2024-0102]** 161 - 163

### **Recommendation**

1. That City Council approve and direct the Administration to submit an application for the Civic Conservatory to the Low Carbon Economy Fund;
2. That if any applications are successful, the Mayor and City Clerk be authorized to execute the agreement(s) from the Low Carbon Economy Fund under the Corporate Seal; and
3. That if required, the Senior Financial Business Partner be granted delegated authority to sign and submit progress reports and financial claims related to the project.

- 10.5.2 **Acquisition of Land from 302 Melville Street for CN Industrial Storm System Upgrades [CC2024-0104]** 164 - 168

### **Recommendation**

1. That the Administration be authorized to purchase a portion of Lot 11 Block 563, Plan No. 66S18566, ISC

Parcel No. 119989614) from 101196566 Saskatchewan Ltd., consisting of approximately 0.36 acres at a purchase price of \$486,000 as per the terms of the conditional agreement and that Capital Project P.01619.06.005 Storm Sewer Trunk and Collection Capacity Improvements – CN Industrial Drainage Improvements be used as the funding source; and

2. That the City Solicitor be requested to have the agreement executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

**10.6 Strategy & Transformation**

**10.7 Human Resources**

**10.8 Public Policy & Government Relations**

**11. LEGISLATIVE REPORTS**

**11.1 Office of the City Clerk**

**11.2 Office of the City Solicitor**

**11.2.1 The Tree Protection Bylaw, 2024 and Trees on City Property Policy - Proposed Bylaw No. 9957 [CC2024-0102] 169 - 218**

The following letters submitting comments are provided:

- Marnie Deighton, dated January 21, 2024;
- Deb Firus, Heart to Hands, dated January 22, 2024;
- Tom Gode, SOS Trees Coalition, dated January 22, 2024; and
- Claire Card, SOS Trees, dated January 23, 2024.

**Recommendation**

That City Council:

1. Consider Bylaw No. 9957, *The Tree Protection Bylaw, 2024*; and
2. Instruct the City Clerk to repeal and replace Council Policy C09-011, *Trees on City Property* with the new *Trees on City Property* policy attached to this report.

**11.2.2 The Building Bylaw, 2024 and The Plumbing Bylaw, 2024 - 219 - 282**

**Proposed Bylaw Nos. 9958 and 9959 [PDCS2023-0204]**

**Recommendation**

That City Council:

1. Consider Bylaw No. 9958, *The Building Bylaw, 2024*;
2. Consider Bylaw No. 9959, *The Plumbing Bylaw, 2024*; and
3. Instruct the City Clerk to make the required amendments to Council Policy No. C09-029: *The Plan Review and Building Inspection Program*.

**12. OTHER REPORTS**

**13. INQUIRIES**

**14. MOTIONS (NOTICE PREVIOUSLY GIVEN)**

**15. URGENT BUSINESS**

**16. GIVING NOTICE**

**17. IN CAMERA SESSION (OPTIONAL)**

**18. ADJOURNMENT**





## **MINUTES**

### **REGULAR BUSINESS MEETING OF CITY COUNCIL**

**Wednesday, December 20, 2023, 9:30 a.m.  
Council Chamber, City Hall**

**PRESENT:** His Worship, Mayor C. Clark, in the Chair  
Councillor C. Block  
Councillor T. Davies  
Councillor R. Donauer  
Councillor B. Dubois  
Councillor S. Gersher, via teleconference  
Councillor H. Gough  
Councillor D. Hill, via teleconference  
Councillor Z. Jeffries  
Councillor D. Kirton  
Councillor M. Loewen at 9:34 a.m.

**ALSO PRESENT:** City Manager J. Jorgenson  
City Solicitor C. Yelland  
Chief Financial Officer C. Hack  
General Manager, Community Services L. Lacroix  
General Manager, Transportation & Construction T. Schmidt  
General Manager, Utilities & Environment A. Gardiner, via teleconference  
A/City Clerk S. Bryant  
Committee Assistant H. Janzen

**1. NATIONAL ANTHEM AND CALL TO ORDER**

The Chair called the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis People and confirmed roll call.

Councillor Loewen entered the meeting at 9:34 a.m.

**2. CONFIRMATION OF AGENDA**

**Moved By:** Councillor Dubois

**Seconded By:** Councillor Block

1. That the letter from Robert Clipperton, Bus Riders of Saskatoon, dated December 16, 2023, be added to Item 8.2.1;
2. That the following letters be added to Item 9.2.1;
  - Requesting to Speak
    - Glenn MacKay, Saskatoon Travelodge Hotel, dated December 17, 2023;
    - Jason Hanson, dated December 17, 2023;
    - Jennifer Giocoli, Precision Auto Body, dated December 17, 2023;
    - Trent Lalonde, dated December 17, 2023;
    - Merlin Toth, dated December 18, 2023;
    - Mike Lee, First Choice Flooring, dated December 18, 2023;
    - Randy Pshebylo, Riversdale Business Improvement District, dated December 18, 2023;
    - Keith Moen, NSBA, dated December 19, 2023;
  - Submitting Comments
    - Anne Marie Schulte, dated December 13, 2023;
    - Bertrand Bartake, dated December 14, 2023;
    - Caylin Lee, dated December 17, 2023;
    - Charles Olfert, dated December 16, 2023;
    - Jasmine Hasselback, Saskatchewan Health Authority, dated December 17, 2023;
    - Leila Olfert, dated December 17, 2023;

- Lynne Meredith, dated December 17, 2023;
  - Robert Clipperton, Bus Riders of Saskatoon, dated December 16, 2023;
  - Ross Elliott, dated December 16, 2023;
  - Stephanie Siemens, dated December 18, 2023;
  - Kevin Dunbar, dated December 18, 2023;
  - Jon White, dated December 18, 2023;
  - Catherine Steier, dated December 18, 2023;
3. That the letter submitting comments be added to Item 9.2.2;
- Requesting to Speak
    - Daniel Fuller, dated December 15, 2023;
    - Jason Hanson, dated December 15, 2023;
    - Gordon Holtslander, Saskatoon Cycles, dated December 18, 2023;
    - Greg McKee, Bike Doctor, dated December 18, 2023;
  - Submitting Comments
    - Mark Wells, dated December 14, 2023;
    - Gordon Sarty, dated December 14, 2023;
    - Charles Olfert, dated December 16, 2023;
    - Tyler Rittinger, dated December 16, 2023;
    - Peter and Verna Gallen, dated December 17, 2023;
    - Leila Olfert, dated December 17, 2023;
    - Robert Clipperton, dated December 17, 2023;
    - Xiaomin Jiang, Ecowell Building Materials Co. Ltd., dated December 18, 2023;
    - Markel Chernenkoff, dated December 18, 2023;
    - Henrike Rees, Pedal Wenches Bike Club, dated December 18, 2023;
    - Malin Hansen, dated December 18, 2023;

4. That the following letters be added to Item 9.3.1;
  - Requesting to Speak
    - Bertrand Bartake, dated December 14, 2023;
    - Karen Kobussen, Strong Towns YXE, dated December 14, 2023;
    - Alan Wallace, National Affordable Housing, dated December 15, 2023;
    - Josh Delainey, dated December 16, 2023;
    - Nick Sackville, dated December 18, 2023;
    - Chris Guerette, Saskatchewan Realtors Association, dated December 18, 2023;
    - Cameron Choquette, Saskatchewan Landlord Association, dated December 18, 2023;
  - Submitting Comments
    - Julia Adamson, dated December 15, 2023;
    - Brahm Neufeld, dated December 17, 2023;
    - Chris Guerette, Saskatchewan Realtors Association, dated December 18, 2023;
    - Sherry Tarasoff, dated December 18, 2023;
5. That the following letters submitting comments be added to Items 9.2.1 and 9.2.2;
  - Cathy Holtslander, dated December 13, 2023;
  - Sarah Perrin, dated December 13, 2023;
  - Borhan Aldin, dated December 13, 2023;
  - Margot Gough, dated December 14, 2023;
  - Bettina Spreng, dated December 14, 2023;
  - Scott Wieting, dated December 14, 2023;
  - Noah Koh-Steadman, dated December 14, 2023;
  - Michael Sigrist, Canadian Light Source, dated December 14, 2023;

- Elia Tarasoff, dated December 14, 2023;
- Bonnie Weisbeck, dated December 14, 2023;
- Anne Hanson, dated December 14, 2023;
- Tyrell Harder, dated December 14, 2023;
- James Dobson, dated December 15, 2023;
- Siobhan Brennan, dated December 15, 2023;
- Andrew Haas, dated December 16, 2023;
- Tom Gode, SOS Trees Coalition, dated December 16, 2023;
- Tom Warkentin, dated December 16, 2023;
- Nancy Howse, dated December 16, 2023;
- Neumar Faria Reno Ramos, dated December 16, 2023;
- Carla Fehr, dated December 16, 2023;
- Lynn Oliphant, dated December 17, 2023;
- Melinda Wieting, dated December 17, 2023;
- Brahm Neufeld, dated December 17, 2023;
- Ward Wurtz, dated December 17, 2023;
- Arika Block, dated December 17, 2023;
- Jorge Hernandez Dominguez, dated December 17, 2023;
- Cindy Placatka, dated December 17, 2023;
- Tim May, dated December 17, 2023;
- Robert Judge, dated December 17, 2023;
- Zack MacGregor, dated December 17, 2023;
- Rahatjan Judge, dated December 17, 2023;
- Paul Buffel, dated December 18, 2023;
- Andrea Cowie, dated December 18, 2023;
- Eric Lamb, dated December 18, 2023;
- Earl Fogel, dated December 18, 2023;

- Royal Burke, dated December 18, 2023;
  - Murray Gross, dated December 18, 2023;
  - David Pastl, dated December 18, 2023;
  - Jessica Jack, dated December 18, 2023;
  - Eileen Klassen Hamm, dated December 18, 2023;
  - Charles Plante, dated December 18, 2023;
  - Terry Neefs, dated December 18, 2023;
  - Ingrid Larson, dated December 18, 2023;
  - Robyn Reist, dated December 18, 2023;
  - Ken Coutu, dated December 18, 2023;
  - Candace Savage, dated December 18, 2023;
  - Katherine Lawrence, dated December 18, 2023;
  - Ursula Acton, dated December 18, 2023;
  - Anna Cole, dated December 18, 2023;
  - Derek Friesen, dated December 18, 2023;
  - Jon Gutwin, dated December 18, 2023;
  - Laurence Thompson, dated December 18, 2023;
  - Emily Hopkins, dated December 18, 2023;
  - Robert Larson, dated December 18, 2023;
  - Cary and Tracy Humphrey, dated December 18, 2023;
  - Erin Edwards, dated December 18, 2023;
  - Jeanelle Bethel, The Plumb Shoppe Saskatoon Ltd., dated December 18, 2023;
  - Randy and Denyse Pastl, dated December 18, 2023;
6. That the items with speakers be considered immediately consideration of the Consent Agenda;
- 9.2.1

- Glenn MacKay, Saskatoon Travelodge Hotel;
- Jason Hanson;
- Jennifer Giocoli, Precision Auto Body;
- Trent Lalonde;
- Merlin Toth;
- Jason Aebig, Greater Saskatoon Chamber of Commerce;
- Mike Lee, First Choice Flooring;
- Randy Pshebylo, Riversdale Business Improvement District;
- 9.2.2
  - Larry Boehr;
  - Daniel Fuller;
  - Jason Hanson;
  - Gordon Holtslander, Saskatoon Cycles;
  - Greg McKee, Bike Doctor;
- 9.3.1
  - Bertrand Bartake;
  - Karen Kobussen, Strong Towns YXE;
  - Alan Wallace, National Affordable Housing;
  - Josh Delainey;
  - Nick Sackville;
  - Chris Guerette, Saskatchewan Realtors Association;
  - Cameron Choquette, Saskatchewan Landlord Association; and

7. That the agenda be confirmed as amended.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

### 3. **DECLARATION OF CONFLICT OF INTEREST**

#### 3.1 **Councillor S. Gersher - Proposed 2024 and 2025 Rate and Fee Increases – Bylaw No. 9941 The Vehicles for Hire Amendment Bylaw, 2023 (No. 4)**

Councillor Gersher declared a conflict of interest on the above item for only consideration of Bylaw No. 9941 *The Vehicles for Hire Amendment Bylaw, 2023 (No. 4)*, due to her family in business with something that can be perceived to be in conflict with the taxi and TNC industry.

### 4. **ADOPTION OF MINUTES**

**Moved By:** Councillor Davies

**Seconded By:** Councillor Donauer

That the following minutes be approved:

- Regular Business Meeting held on November 22, 2023; and
- City Council Budget held on November 28, 29, 30 and December 1, 2023.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

### 5. **PUBLIC ACKNOWLEDGMENTS**

#### 5.1 **2023-2024 Budz-Guenter Memorial Scholarship [CK 150-5]**

Mayor Clark congratulated Bridgette Koch as the recipient of the 2023-2024 Budz-Guenter Memorial Scholarship.

#### 5.2 **2023 Joint IBEW 319/City of Saskatoon Scholarship [CK 150-5]**

Mayor Clark congratulated Jacob Stalwick as the recipient of the 2023 Joint IBEW 319/City of Saskatoon Scholarship.

#### 5.3 **Council Members**

This is a standing item on the agenda in order to provide Council Members an opportunity to provide any public acknowledgements.

Councillor Block



Councillor Block recognized the passing of Helen and John Courtney. She acknowledged their contributions to the community followed by a moment of silence.

Councillor Block acknowledged Shirley Wright who is retiring from the Albert Community Centre. She thanked Shirley for her service and wished her a happy retirement and 77th birthday.

Mayor Clark

Congratulated the Facilities Management team at Remai Modern as they were awarded the National Air Filtration Association 2023 Clean Air Award.

Councillor Kirton

Congratulated Dana Kripki on being awarded Saskatoon Regional Economic Development Authority's 2023 Bruce Richet Award.

**6. QUESTION PERIOD**

**6.1 Councillor T. Davies - Snow Removal Cost Savings [CK 6290-1]**

Councillor Davies inquired about the potential cost savings for the City in light of the absence of snow and questioned the activities that the staff would be engaged in as a result.

General Manager, Transportation and Construction Schmidt provided an update with respect to the program.

**6.2 Councillor B. Dubois - Black Cart Garbage Bins [CK 7830-3]**

Councillor Dubois inquired whether the various sizes of black cart garbage bins would be showcased outside of City Hall for residents to view.

General Manager, Utilities and Environment Gardiner responded that in addition to City Hall, the black cart garbage bins would also be exhibited at the City's Lawson Heights and Lakewood civic centres.

**6.3 Councillor C. Block - Road Safety Audit for Wiggins Avenue and College Drive [CK 6000-1]**

Councillor Block asked if there is an update on the road safety audit for Wiggins Avenue and College Drive.

Director of Transportation Magus responded that the work is currently ongoing.

**7. UNFINISHED BUSINESS**

**8. CONSENT AGENDA**

There were no items removed from the Consent Agenda.

**Moved By:** Councillor Donauer

**Seconded By:** Councillor Davies

That the Committee recommendations contained in Items 8.1.1 to 8.1.3; 8.2.1; 8.3.1 to 8.3.6; 8.4.1 to 8.4.3; and 8.5.1 to 8.5.2 be adopted as one motion.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

Item 9.2.1 was considered next.

**8.1 Standing Policy Committee on Environment, Utilities & Corporate Services**

**8.1.1 Ownership Transfer Agreement – Saskatoon Light & Power Transmission Structures [EUCS2023-1203]**

1. That City Council approve Option 1 to allow for the transfer of ownership for the 14 transmission line structures from the W.J. Bunn substation to Lowe Road to SaskPower Corporation; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

**CARRIED UNANIMOUSLY**

**8.1.2 Saskatoon Water Post Budget Adjustments – Reallocation of Funds – Digester Tank Refurbishment [EUCS2023-1202]**

1. That funds in the amount of \$3,000,000 from Capital Project P.02581.01 – WW Facility Upgrade N40 be returned to the Wastewater Treatment Capital Reserve; and

2. That \$3,000,000 from the Wastewater Treatment Capital Reserve be reallocated to Capital Project P.02579.01 – WW Digester Tank 4.

**CARRIED UNANIMOUSLY**

**8.1.3 Budget Adjustment Request – Capital Project P.10028 Fire – Communications Centre Technology [EUCS2023-1201]**

1. That a budget decrease of \$900,000 to Capital Project P.02508 Fire – Station No. 5 Replacement be approved with the funds returned to the Civic Facilities Funding Plan; and
2. That a budget increase to Capital Project P.10028 Fire – Communications Centre Technology, to fully fund the requirements for the next-generation 9-1-1 system, in the amount of \$900,000 be approved, funded from the Civic Facilities Funding Plan.

**CARRIED UNANIMOUSLY**

**8.2 Standing Policy Committee Transportation**

**8.2.1 Saskatoon Transit Long-Term Fleet Renewal and Funding Strategy Update [TS2023-1205]**

A letter from Robert Clipperton, Bus Riders of Saskatoon, dated December 16, 2023, is provided.

That the updated fleet replacement strategy provided in the report of the Transportation & Construction Division dated December 5, 2023, be approved, subject to approval of funding from the federal government for the Zero Emission Transit Fund (ZETF) program.

**CARRIED UNANIMOUSLY**

**8.3 Standing Policy Committee on Planning, Development & Community Services**

**8.3.1 2023 Adjusted and 2024 Preliminary Prepaid Servicing Rates (Direct and Offsite) [PDCS2023-1204]**

1. That an adjustment be approved to the 2023 Prepaid Service Rates, as submitted under Appendix 1; and
2. That the Preliminary 2024 Rates be set at the 2023 rates and adjusted in late 2024 based on actual 2024 contract costs.

**CARRIED UNANIMOUSLY**

**8.3.2 Servicing Agreement - SaskEnergy Incorporated [PDCS2023-1207]**

1. That the Servicing Agreement with SaskEnergy Incorporated for a regulator station site within the Holmwood Development Area to cover Parcel B in Section 28, Township 36, Range 4, West of the 3rd Meridian be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the Servicing Agreement under the corporate seal.

**CARRIED UNANIMOUSLY**

**8.3.3 Parks and Recreation Levy and Community Centre Levy – 2023 Rates [PDCS2023-1201]**

1. That adjustments to the 2023 Parks and Recreation Levy rate, as outlined in the December 6, 2023 report of the Community Services Division, be approved;
2. That the 2023 Community Centre Levy rates for each developing neighbourhood, as outlined in the December 6, 2023 report of the Community Services Division, be approved;
3. That the Community Centre Levy be renamed to the School Land Levy; and
4. That beginning in 2024, the School Land Levy be based on the year-to-year cost of acquiring 10 acres of potential elementary school-site property in each developing neighbourhood.

**CARRIED UNANIMOUSLY**

**8.3.4 Vacant Lot and Adaptive Reuse Incentive Program – Proposed Policy Amendments [PDCS2023-1206]**

1. That the proposed amendments to Council Policy C09-035, the Vacant Lot and Adaptive Reuse Incentive Program Policy, as outlined in the December 6, 2023 report of the Community Services Division, be approved; and
2. That the City Clerk be requested to make necessary amendments to Council Policy C09-035, the Vacant Lot and Adaptive Reuse Incentive Program Policy.

**CARRIED UNANIMOUSLY**

**8.3.5 2023 Growth Monitoring Report [PDCS2023-1202]**

That the report be received as information.

**CARRIED UNANIMOUSLY**

**8.3.6 Conference Bid - Federation of Canadian Municipalities - FCM 2026, 2027 or 2028 [PDCS2023-1208]**

1. That City Council endorse the bid to host the FCM Conference and Trade Show in either 2026, 2027 or 2028; and
2. That City Council approve an exception to Policy C03-007, Special Events and approve a maximum financial commitment of \$300,000 for the event.

**CARRIED UNANIMOUSLY**

**8.4 Standing Policy Committee on Finance**

**8.4.1 Federation of Canadian Municipalities 2024-2025 Membership Fees [FI2023-1207]**

That the Federation of Canadian Municipalities 2024-2025 membership fees, in the amount of \$62,830.34, including GST, be paid.

**CARRIED UNANIMOUSLY**

**8.4.2 Saskatchewan Urban Municipalities Association (SUMA) 2024 Membership Fees [FI2023-1208]**

That the Saskatchewan Urban Municipalities Association 2024 membership fees, in the amount of \$133,936.46, including GST, be paid.

**CARRIED UNANIMOUSLY**

**8.4.3 Natural Resources Canada Financial Assistance Program [FI2023-1203]**

1. That Capital Project P.10004 Energy Management Program be increased by \$10,100 funded by Natural Resource Canada Funding;
2. That the Mayor and City Clerk be authorized to execute the Contribution Agreement from Natural Resource Canada under the Corporate Seal; and
3. That if required, the Senior Financial Business Partner be granted delegated authority to sign and submit progress reports and financial claims to the program.

**CARRIED UNANIMOUSLY**

**8.5 Governance and Priorities Committee**

**8.5.1 Governance Review – Other Bodies – Albert Community Centre Management Committee and Marr Residence Management Board [GPC2023-0902]**

1. That separate governance of the facilities be maintained with continued appointment of a member of Administration as a voting member; two-year appointment terms consistent between management bodies; and the addition of a second non-voting Administration member (Community Development Representative) to the Albert Centre Committee (Option 2);

2. That the Administration amend the Terms of Reference as required; and
3. That the Leadership Team Governance Subcommittee assist the Albert Centre Committee and the Marr Residence Board in preparing Meeting Procedures for adoption and public access.

**CARRIED UNANIMOUSLY**

**8.5.2 2024 Appointments - Boards, Commissions and Committees  
[CK 225-4-3]**

That the recommendations outlined in Sub-Items in Item 8.5.2 be adopted as one motion.

**CARRIED UNANIMOUSLY**

**8.5.2.1 2024 Appointments - Meewasin Valley Authority**

That the following be (re)appointed as City representatives to the Meewasin Valley Authority Board of Directors for 2024:

- Shantelle Watson, Saskatoon Tribal Council
- Councillor Dubois
- Councillor Gersher

**CARRIED UNANIMOUSLY**

**8.5.2.2 2024 Appointments – P4G – Saskatoon North  
Partnership for Growth District Planning Commission  
(P4G – DPC)**

That Trent Michelman be appointed to the P4G – Saskatoon North Partnership for Growth District Planning Commission as the joint member to the end of 2026.

**CARRIED UNANIMOUSLY**

**8.5.2.3 2024 Appointments - Board of Police Commissioners**

1. That John Lagimodiere be appointed to the Board of Police Commissioners to the end of 2025; and
2. That the City Clerk be directed to readvertise for the remaining citizen vacancy.

**CARRIED UNANIMOUSLY**

**8.5.2.4 2024 Appointments - Remai Modern Art Gallery of Saskatchewan**

That the City's representative be instructed to vote the City's proxy at the 2024 Annual General Meetings for the (re)appointment of the following to the Art Gallery of Saskatchewan Inc. Board of Directors and Saskatoon Gallery and Conservatory Corporation Board of Trustees throughout a term expiring at the conclusion of the 2026 Annual General Meetings:

- Roy Anderson
- Candice Grant
- Cheryl Thorson
- Terri Lemke

**CARRIED UNANIMOUSLY**

**8.5.2.5 2024 Appointments – Saskatoon Public Library Board of Directors**

That the following be appointed to the Saskatoon Public Library Board of Directors for 2025:

- Lindsay Brumwell
- Stacey Sirois

**CARRIED UNANIMOUSLY**

**8.5.2.6 2024 Appointments - SaskTel Centre Board of Directors**



That the City's representative be instructed to vote the City's proxy at the 2024 Annual General Meeting of the Saskatchewan Place Association Inc. Board of Directors for the (re)appointments of the following throughout a term expiring at the conclusion of the 2026 Annual General Meeting:

- Darla Deguire
- Trevor Jacek
- Randy Singler

**CARRIED UNANIMOUSLY**

**8.5.2.7 2024 Appointments – Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place)**

That the City's representative be instructed to vote the City's proxy at the 2024 Annual General Meeting for the reappointment of the following to the Centennial Auditorium and Convention Centre Board of Directors and the Saskatoon Centennial Auditorium Foundation Board of Directors throughout a term expiring at the conclusion of the 2026 Annual General Meeting:

- Sarah Alford
- Evan Sharp

**CARRIED UNANIMOUSLY**

**8.5.2.8 2024 Appointments - Saskatoon Fire Fighters' Pension Plan (New)**

That Stephanie Green be appointed to the Saskatoon Fire Fighters' Pension Plan to the end of 2026.

**CARRIED UNANIMOUSLY**

**8.5.2.9 2024 Appointments - Albert Community Centre Management Committee**

That Lisa Kirkham be reappointed as the Varsity View Community Association representative on the Albert Community Centre Management Committee to the end of 2024.

**CARRIED UNANIMOUSLY**

**9. COMMITTEE REPORTS (not on Consent Agenda)**

**9.1 Standing Policy Committee on Environment, Utilities & Corporate Services**

**9.2 Standing Policy Committee Transportation**

**9.2.1 Connecting Avenue C: Walking and Cycling Improvement Project [TS2023-1201]**

The following letters were provided:

- Requesting to Speak
  - Glenn MacKay, Saskatoon Travelodge Hotel, dated December 17, 2023;
  - Jason Hanson, dated December 17, 2023;
  - Jennifer Giocoli, Precision Auto Body, dated December 17, 2023;
  - Trent Lalonde, dated December 17, 2023;
  - Merlin Toth, dated December 18, 2023;
  - Jason Aebig, Greater Saskatoon Chamber of Commerce, dated December 6, 2023;
  - Mike Lee, First Choice Flooring, dated December 18, 2023;
  - Randy Pshebylo, Riversdale Business Improvement District, dated December 18, 2023; and
  - Keith Moen, NSBA, dated December 19, 2023.
- Submitting Comments

- Virginia Morley, Energy Doctor Home Renovations, dated December 4, 2023;
- Anne Marie Schulte, dated December 13, 2023;
- Bertrand Bartake, dated December 14, 2023;
- Caylin Lee, dated December 17, 2023;
- Charles Olfert, dated December 16, 2023;
- Jasmine Hasselback, Saskatchewan Health Authority, dated December 17, 2023;
- Leila Olfert, dated December 17, 2023;
- Lynne Meredith, dated December 17, 2023;
- Robert Clipperton, Bus Riders of Saskatoon, dated December 16, 2023;
- Ross Elliott, dated December 16, 2023;
- Stephanie Siemens, dated December 18, 2023;
- Kevin Dunbar, dated December 18, 2023;
- Jon White, dated December 18, 2023; and
- Catherine Steier, dated December 18, 2023.

The following letters submitting comments were provided for Items 9.2.1 and 9.2.2;

- Cathy Holtslander, dated December 13, 2023;
- Sarah Perrin, dated December 13, 2023;
- Borhan Aldin, dated December 13, 2023;
- Margot Gough, dated December 14, 2023;
- Bettina Spreng, dated December 14, 2023;
- Scott Wieting, dated December 14, 2023;
- Noah Koh-Steadman, dated December 14, 2023;
- Michael Sigrist, Canadian Light Source, dated December 14, 2023;

- Elia Tarasoff, dated December 14, 2023;
- Bonnie Weisbeck, dated December 14, 2023;
- Anne Hanson, dated December 14, 2023;
- Tyrell Harder, dated December 14, 2023;
- James Dobson, dated December 15, 2023;
- Siobhan Brennan, dated December 15, 2023;
- Andrew Haas, dated December 16, 2023;
- Tom Gode, SOS Trees Coalition, dated December 16, 2023;
- Tom Warkentin, dated December 16, 2023;
- Nancy Howse, dated December 16, 2023;
- Neumar Faria Reno Ramos, dated December 16, 2023;
- Carla Fehr, dated December 16, 2023;
- Lynn Oliphant, dated December 17, 2023;
- Melinda Wieting, dated December 17, 2023;
- Brahm Neufeld, dated December 17, 2023;
- Ward Wurtz, dated December 17, 2023;
- Arika Block, dated December 17, 2023;
- Jorge Hernandez Dominguez, dated December 17, 2023;
- Cindy Placatka, dated December 17, 2023;
- Tim May, dated December 17, 2023;
- Robert Judge, dated December 17, 2023;
- Zack MacGregor, dated December 17, 2023;
- Rahatjan Judge, dated December 17, 2023;
- Paul Buffel, dated December 18, 2023;
- Andrea Cowie, dated December 18, 2023;
- Eric Lamb, dated December 18, 2023;

- Earl Fogel, dated December 18, 2023;
- Royal Burke, dated December 18, 2023;
- Murray Gross, dated December 18, 2023;
- David Pastl, dated December 18, 2023;
- Jessica Jack, dated December 18, 2023;
- Eileen Klassen Hamm, dated December 18, 2023;
- Charles Plante, dated December 18, 2023;
- Terry Neefs, dated December 18, 2023;
- Ingrid Larson, dated December 18, 2023;
- Robyn Reist, dated December 18, 2023;
- Ken Coutu, dated December 18, 2023;
- Candace Savage, dated December 18, 2023;
- Katherine Lawrence, dated December 18, 2023;
- Ursula Acton, dated December 18, 2023;
- Anna Cole, dated December 18, 2023;
- Derek Friesen, dated December 18, 2023;
- Jon Gutwin, dated December 18, 2023;
- Laurence Thompson, dated December 18, 2023;
- Emily Hopkins, dated December 18, 2023;
- Robert Larson, dated December 18, 2023;
- Cary and Tracy Humphrey, dated December 18, 2023;
- Erin Edwards, dated December 18, 2023;
- Jeanelle Bethel, The Plumb Shoppe Saskatoon Ltd.,  
dated December 18, 2023; and
- Randy and Denyse Pastl, dated December 18, 2023.

Councillor Dubois introduced the item as Chair of the Standing Policy Committee on Transportation.

Council heard from the following speakers:

- Glenn MacKay, Saskatoon Travelodge Hotel, who responded to questions of Council.
- Jason Hanson, who responded to questions of Council.
- Jennifer Giocoli, Precision Auto Body, who responded to questions of Council.
- Trent Lalonde, who responded to questions of Council.
- Merlin Toth, provided a PowerPoint presentation and responded to questions of Council.
- Jason Aebig, Greater Saskatoon Chamber of Commerce, provided a PowerPoint presentation and responded to questions of Council.
- Mike Lee, First Choice Flooring, who responded to questions of Council.

The meeting recessed at 11:33 a.m. and reconvened at 11:47 a.m. with all members of Council in attendance.

- Randy Pshebylo, Riversdale Business Improvement District. He provided a handout to Council.
- Keith Moen, NSBA, who responded to questions of Council.

Director of Transportation Magus, City Manager Jorgenson, General Manager, Transportation and Construction Schmidt, City Solicitor Yelland, Director of Transportation Magus and Deputy City Clerk Bryant responded to questions of Council.

The meeting recessed at 1:07 p.m. and reconvened at 1:54 p.m. with all members of Council in attendance.

**Moved By:** Councillor Gough

**Seconded By:** Councillor Loewen

That the Connecting Avenue C: Walking and Cycling Improvements Functional Design Report be approved.

In Favour: (6): Mayor C. Clark, Councillor Block, Councillor Gersher, Councillor Gough, Councillor Kirton, and Councillor Loewen

Against: (5): Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Hill, and Councillor Jeffries

**CARRIED (6 to 5)**

MOTION ARISING

**Moved By:** Councillor Kirton

**Seconded By:** Councillor Loewen

That Administration report back with a detailed implementation plan for phase three.

In Favour: (4): Mayor C. Clark, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Against: (7): Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, and Councillor Hill

**DEFEATED (4 to 7)**

MOTION ARISING

**Moved By:** Councillor Kirton

**Seconded By:** Councillor Gough

That the Administration report back following implementation of Phase 1 on the impact to parking revenues and options to keep the streetscape reserve whole if impacts are notable.

In Favour: (5): Mayor C. Clark, Councillor Gough, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Against: (6): Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, and Councillor Hill

**DEFEATED (5 to 6)**

### **9.2.2 Neighbourhood Bikeways 30 km/h Speed Limit Policy [TS2023-1203]**

The following letters were provided:

- Requesting to Speak
  - Larry Boehr, dated December 11, 2023;
  - Daniel Fuller, dated December 15, 2023;
  - Jason Hanson, dated December 15, 2023;
  - Gordon Holtslander, Saskatoon Cycles, dated December 18, 2023; and
  - Greg McKee, Bike Doctor, dated December 18, 2023.
- Submitting Comments
  - Eduardo Marquez Escobedo, dated December 4, 2023;
  - Warren Galenzoski, dated December 6, 2023;
  - Mark Wells, dated December 14, 2023;
  - Gordon Sarty, dated December 14, 2023;
  - Charles Olfert, dated December 16, 2023;
  - Tyler Rittinger, dated December 16, 2023;
  - Peter and Verna Gallen, dated December 17, 2023;
  - Leila Olfert, dated December 17, 2023;
  - Robert Clipperton, dated December 17, 2023;
  - Xiaomin Jiang, Ecowell Building Materials Co. Ltd., dated December 18, 2023;
  - Markel Chernenkoff, dated December 18, 2023;
  - Henrike Rees, Pedal Wenches Bike Club, dated December 18, 2023; and
  - Malin Hansen, dated December 18, 2023.

The following letters submitting comments were provided (see Item 9.2.1):

- Cathy Holtslander, dated December 13, 2023;
- Sarah Perrin, dated December 13, 2023;
- Borhan Aldin, dated December 13, 2023;



- Margot Gough, dated December 14, 2023;
- Bettina Spreng, dated December 14, 2023;
- Scott Wieting, dated December 14, 2023;
- Noah Koh-Steadman, dated December 14, 2023;
- Michael Sigrist, Canadian Light Source, dated December 14, 2023;
- Elia Tarasoff, dated December 14, 2023;
- Bonnie Weisbeck, dated December 14, 2023;
- Anne Hanson, dated December 14, 2023;
- Tyrell Harder, dated December 14, 2023;
- James Dobson, dated December 15, 2023;
- Siobhan Brennan, dated December 15, 2023;
- Andrew Haas, dated December 16, 2023;
- Tom Gode, SOS Trees Coalition, dated December 16, 2023;
- Tom Warkentin, dated December 16, 2023;
- Nancy Howse, dated December 16, 2023;
- Neumar Faria Reno Ramos, dated December 16, 2023;
- Carla Fehr, dated December 16, 2023;
- Lynn Oliphant, dated December 17, 2023;
- Melinda Wieting, dated December 17, 2023;
- Brahm Neufeld, dated December 17, 2023;
- Ward Wurtz, dated December 17, 2023;
- Arika Block, dated December 17, 2023;
- Jorge Hernandez Dominguez, dated December 17, 2023;
- Cindy Placatka, dated December 17, 2023;
- Tim May, dated December 17, 2023;

- Robert Judge, dated December 17, 2023;
- Zack MacGregor, dated December 17, 2023;
- Rahatjan Judge, dated December 17, 2023;
- Paul Buffel, dated December 18, 2023;
- Andrea Cowie, dated December 18, 2023;
- Eric Lamb, dated December 18, 2023;
- Earl Fogel, dated December 18, 2023;
- Royal Burke, dated December 18, 2023;
- Murray Gross, dated December 18, 2023;
- David Pastl, dated December 18, 2023;
- Jessica Jack, dated December 18, 2023;
- Eileen Klassen Hamm, dated December 18, 2023;
- Charles Plante, dated December 18, 2023;
- Terry Neefs, dated December 18, 2023;
- Ingrid Larson, dated December 18, 2023;
- Robyn Reist, dated December 18, 2023;
- Ken Coutu, dated December 18, 2023;
- Candace Savage, dated December 18, 2023;
- Katherine Lawrence, dated December 18, 2023;
- Ursula Acton, dated December 18, 2023;
- Anna Cole, dated December 18, 2023;
- Derek Friesen, dated December 18, 2023;
- Jon Gutwin, dated December 18, 2023;
- Laurence Thompson, dated December 18, 2023;
- Emily Hopkins, dated December 18, 2023;
- Robert Larson, dated December 18, 2023;
- Cary and Tracy Humphrey, dated December 18, 2023;

- Erin Edwards, dated December 18, 2023;
- Jeanelle Bethel, The Plumb Shoppe Saskatoon Ltd., dated December 18, 2023; and
- Randy and Denyse Pastl, dated December 18, 2023.

Councillor Dubois introduced the item as Chair of the Standing Policy Committee on Transportation.

Council heard from the following speakers:

- Larry Boehr.
- Daniel Fuller.
- Jason Hanson, who responded to questions of Council.
- Gordon Holtslander, who responded to questions of Council.
- Greg McKee, Bike Doctor.

Director of Transportation Magus responded to questions of Council.

**Moved By:** Councillor Gough

**Seconded By:** Councillor Block

1. That Council Policy C0X-XXX, Reduced Speed Limits for Neighbourhood Bikeways, be approved; and
2. That the City Clerk be requested to adopt Council Policy C0X-XXX, Reduced Speed Limits for Neighbourhood Bikeways as outlined in this report.

In Favour: (8): Mayor C. Clark, Councillor Block, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Against: (3): Councillor Davies, Councillor Donauer, and Councillor Hill

**CARRIED (8 to 3)**

The meeting recessed at 3:58 p.m. and reconvened at 4:11 p.m. with all members of Council in attendance with the exception of Councillor Dubois.

### **9.3 Standing Policy Committee on Planning, Development & Community Services**

#### **9.3.1 Options for the Review of Minimum Parking Regulations [MPC2023-0502]**

The following letters were provided:

- Requesting to Speak
  - Bertrand Bartake, dated December 14, 2023;
  - Karen Kobussen, Strong Towns YXE, dated December 14, 2023;
  - Alan Wallace, National Affordable Housing, dated December 15, 2023;
  - Josh Delainey, dated December 16, 2023;
  - Nick Sackville, dated December 18, 2023;
  - Chris Guerette, Saskatchewan Realtors Association, dated December 18, 2023; and
  - Cameron Choquette, Saskatchewan Landlord Association, dated December 18, 2023.
- Submitting Comments
  - Nicole Burgess, Saskatoon & Region Home Builders' Association, dated December 8, 2023;
  - Julia Adamson, dated December 15, 2023;
  - Brahm Neufeld, dated December 17, 2023;
  - Chris Guerette, Saskatchewan Realtors Association, dated December 18, 2023; and
  - Sherry Tarasoff, dated December 18, 2023.

General Manager, Community Services Lacroix introduced the item.

Councillor Dubois re-entered the meeting at 4:13 p.m.

Council heard from the following speakers:

- Bertrand Bartake, provided a PowerPoint presentation.
- Karen Kobussen, Strong Towns YXE.
- Alan Wallace, National Affordable Housing, who responded to questions of Council.
- Josh Delainey.
- Nick Sackville.
- Chris Guerette, Saskatchewan Realtors Association.
- Cameron Choquette, Saskatchewan Landlord Association.

Senior Project Planner Gutmann responded to questions of Council.

**Moved By:** Councillor Davies

**Seconded By:** Councillor Kirton

That Administration undertake the work to pursue Option 3 – Remove Minimum Parking Requirements.

In Favour: (8): Mayor C. Clark, Councillor Block, Councillor Donauer, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

Against: (3): Councillor Davies, Councillor Dubois, and Councillor Jeffries

**CARRIED (8 to 3)**

**Moved By:** Councillor Jeffries

**Seconded By:** Councillor Block

That the hour of the meeting be extended beyond 5:00 p.m. to 5:25 p.m.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**9.4 Standing Policy Committee on Finance**

**9.5 Governance and Priorities Committee**

**10. ADMINISTRATIVE REPORTS**

**10.1 Transportation & Construction**

**10.2 Utilities & Environment**

**10.2.1 January 2024 Electrical Rate Change – Federal Carbon Charge  
[CC2023-1205]**

**Moved By:** Councillor Dubois

**Seconded By:** Councillor Gersher

1. That the proposed January 1, 2024, rate changes be approved for Saskatoon Light & Power's rates, as outlined in this report; and
2. That a one-time payment to eligible customers under the Saskatchewan Electric Heat Relief program be approved, as outlined in this report.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Gough

That permission be granted to introduce Bylaw No. 9946, *The Electric Light and Power Amendment Bylaw, 2023 (No. 2)*, and give same its FIRST reading.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Donauer

That Bylaw No. 9946 now be read a SECOND time.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Kirton

That permission be granted to have Bylaw No. 9946 read a third time at this meeting.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Gough

That Bylaw No. 9946 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

### **10.3 Community Services**

### **10.4 Saskatoon Fire**

### **10.5 Corporate Financial Services**

**10.6 Strategy & Transformation**

**10.7 Human Resources**

**10.8 Public Policy & Government Relations**

**11. LEGISLATIVE REPORTS**

**11.1 Office of the City Clerk**

**11.1.1 Municipal Revenue Sharing – Declaration of Eligibility  
[CC2023-1201]**

**Moved By:** Councillor Gough

**Seconded By:** Councillor Dubois

That City Council:

1. Confirms the City of Saskatoon meets the following eligibility requirements of the Municipal Revenue Sharing Grant - Declaration of Eligibility for the reporting year 2023-2024:
  - Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
  - Submission of the 2022 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
  - In good standing with respect to the reporting and remittance of Education Property Taxes;
  - Adoption of a Council Procedures Bylaw;
  - Adoption of an Employee Code of Conduct; and
  - All members of Council have filed and annually updated their Public Disclosure Statements, as required; and
2. Authorizes the City Clerk, to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**



## 11.2 Office of the City Solicitor

### 11.2.1 The Cemeteries Bylaw, 2023 - Proposed Bylaw No. 9950 [PDCS2023-0903, CCB2023-1104, GPC2023-0616]

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Donauer

That permission be granted to introduce Bylaw No. 9950, *The Cemeteries Bylaw, 2023*, and give same its FIRST reading.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Dubois

That Bylaw No. 9950 now be read a SECOND time.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Kirton

That permission be granted to have Bylaw No. 9950 read a third time at this meeting.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Jeffries

That Bylaw No. 9950 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gough  
**Seconded By:** Councillor Dubois

That City Council instruct the City Clerk to repeal the Cemetery Regulations effective January 1, 2024.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**11.2.2 The Private Crossings Amendment Bylaw, 2023 - Proposed  
Bylaw No. 9947 [TS2023-1102]**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Donauer

That permission be granted to introduce Bylaw No. 9947, *The Private Crossings Amendment Bylaw, 2023*, and give same its FIRST reading.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Dubois

That Bylaw No. 9947 now be read a SECOND time.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Kirton

That permission be granted to have Bylaw No. 9947 read a third time at this meeting.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Jeffries

That Bylaw No. 9947 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**11.2.3 The Traffic Amendment Bylaw, 2023 (No. 5) - Proposed Bylaw No. 9942 [TS2023-1103, CCB2023-1101]**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Donauer

That permission be granted to introduce Bylaw No. 9942, *The Traffic Amendment Bylaw, 2023 (No. 5)*, and give same its FIRST reading.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Dubois

That Bylaw No. 9942 now be read a SECOND time.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Kirton

That permission be granted to have Bylaw No. 9942 read a third time at this meeting.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Jeffries

That Bylaw No. 9942 now be read a THIRD time, that the bylaw be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**11.2.4 Proposed 2024 and 2025 Rate and Fee Increases [CCB2023-1101, CCB2023-1104, CCB2023-1108, CCB2023-1109]**

**Moved By:** Councillor Kirton

**Seconded By:** Councillor Donauer

That City Council instruct the City Clerk to make the necessary amendments to Council Policy C09-004: *Condominium Approvals*.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Donauer

That permission be granted to introduce Bylaw No. 9934, *The Development Applications Fee Amendment Bylaw, 2023*; Bylaw No. 9935, *The Plumbing Permits Amendment Bylaw, 2023*; Bylaw No. 9936, *The Building Amendment Bylaw, 2023*; Bylaw No. 9937, *The Private Swimming Pools Amendment Bylaw, 2023*; Bylaw No. 9938, *The Adult Services Licensing Amendment Bylaw, 2023*; Bylaw No. 9939, *The Business Licence Amendment Bylaw, 2023*; Bylaw No. 9940, *The Cannabis Business Licence Amendment Bylaw, 2023*; Bylaw No. 9943, *The Impounding Amendment Bylaw, 2023 (No. 2)*; Bylaw No. 9944, *The Animal Control Amendment Bylaw, 2023 (No. 3)*; Bylaw No. 9945, *The Dangerous Animals Amendment Bylaw, 2023 (No. 3)*; Bylaw No. 9948, *The Waterworks*

*Amendment Bylaw, 2023 (No. 2); Bylaw No. 9949, The Sewer Use Amendment Bylaw, 2023 (No. 2); Bylaw No. 9951, The Discounts and Penalties Amendment Bylaw, 2023; Bylaw No. 9952, The Assessment and Tax Certificates and Searches Amendment Bylaw, 2023; and Bylaw No. 9953, The Waste Amendment Bylaw, 2023 (No. 3), and give same their FIRST reading.*

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Dubois

That Bylaw Nos. 9934, 9935, 9936, 9937, 9938, 9939, 9940, 9943, 9944, 9945, 9948, 9949, 9951, 9952, and 9953 now be read a SECOND time.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher

**Seconded By:** Councillor Kirton

That permission be granted to have Bylaw Nos. 9934, 9935, 9936, 9937, 9938, 9939, 9940, 9943, 9944, 9945, 9948, 9949, 9951, 9952, and 9953 read a third time at this meeting.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**Moved By:** Councillor Gersher  
**Seconded By:** Councillor Jeffries

That Bylaw Nos. 9934, 9935, 9936, 9937, 9938, 9939, 9940, 9943, 9944, 9945, 9948, 9949, 9951, 9952, and 9953 now be read a THIRD time, that the bylaws be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

Councillor Gersher declared a conflict of interest for Bylaw No. 9941 due to her family being in business that could be seen to be in conflict with the taxi and TNC industry and excused herself from discussion and voting on the matter and left the meeting.

**Moved By:** Councillor Gough  
**Seconded By:** Councillor Block

That permission be granted to introduce Bylaw No. 9941, *The Vehicles for Hire Amendment Bylaw, 2023 (No. 4)*; and give same its FIRST reading.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Conflict (1) Councillor Gersher

**CARRIED UNANIMOUSLY (10 to 0)**

**Moved By:** Councillor Gough  
**Seconded By:** Councillor Dubois

That Bylaw No. 9941 now be read a SECOND time.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Conflict (1) Councillor Gersher

**CARRIED UNANIMOUSLY (10 to 0)**

**Moved By:** Councillor Gough

**Seconded By:** Councillor Jeffries

That permission be granted to have Bylaw No. 9941 read a third time at this meeting.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Conflict (1) Councillor Gersher

**CARRIED UNANIMOUSLY (10 to 0)**

**Moved By:** Councillor Gough

**Seconded By:** Councillor Jeffries

That Bylaw No. 9941 now be read a THIRD time, that the bylaws be passed and the Mayor and the City Clerk be authorized to sign same and attach the corporate seal thereto.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Conflict (1) Councillor Gersher

**CARRIED UNANIMOUSLY (10 to 0)**

Councillor Gersher re-entered the meeting.

**12. OTHER REPORTS**

**13. INQUIRIES**



**14. MOTIONS (NOTICE PREVIOUSLY GIVEN)**

**14.1 Councillor D. Kirton - Amendments to the Procedures and Committees Bylaw, 2014 [CC2023-1108]**

The A/City Clerk reported that Councillor Kirton provided the following Notice of Motion at City Council's Regular Business Meeting held on November 22, 2023.

"TAKE NOTICE that at the next Regular Business Meeting of City Council, I will move:

That Administration undertake appropriate public notice and bring forward to the next possible City Council meeting, amendments to *The Procedures and Committees Bylaw, 2014* that modify the applicable sections to:

1. Allow Regular Business to automatically reconvene following the conclusion of Public Hearings, provided the Public Hearing has adjourned prior to 9:00 p.m.; and
2. For a 2/3 majority of Council members present to make decisions regarding extension of meeting times."

Councillor Kirton introduced the item and following questions, revised his motion.

**Moved By:** Councillor Kirton

**Seconded By:** Councillor Gough

1. Allow Regular Business to reconvene with 2/3 majority of council present following the conclusion of the Public Hearing meeting, provided the Public Hearing meeting has adjourned prior to 9:00 p.m.; and
2. For a 2/3 majority of Council members present to make decisions regarding extension of meeting times.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

Against: (1): Councillor Hill

**CARRIED (10 to 1)**

**14.2 Councillor B. Dubois - Credit Card Processing Fee [CCB2023-1123]**

The A/City Clerk reported that Councillor Dubois provided the following Notice of Motion at City Council's Business Plan and Budget meeting held on November 28, 29, 30 and December 1, 2023.

"Take notice that I will move the following motion at the next Regular Business Meeting of City Council:

Whereas the City of Saskatoon allows payments for programs and services via credit card.

Whereas the City of Saskatoon is charged processing fees by credit card companies

Now Therefore I make the following motion:

That the Administration report on back to City Council and/or the appropriate Committee prior to the 2025 Budget adjustment process on (a) the average annual cost to the City for all credit card processing fees and (b) a potential approach to recover those costs."

Councillor Dubois introduced the item. City Manager Jorgenson responded to questions of Council.

**Moved By:** Councillor Dubois

**Seconded By:** Councillor Block

That the Administration report on back to City Council and/or the appropriate Committee prior to the 2025 Budget adjustment process on:

- a. The average annual cost to the City for all credit card processing fees and;
- b. A potential approach to recover those costs.

In Favour: (11): Mayor C. Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Jeffries, Councillor Kirton, and Councillor Loewen

**CARRIED UNANIMOUSLY (11 to 0)**

**15. URGENT BUSINESS**

**16. GIVING NOTICE**

**17. IN CAMERA SESSION (OPTIONAL)**

**18. ADJOURNMENT**

Prior to adjournment, Councillor Jeffries recited a holiday poem.

The meeting adjourned at 5:29 p.m.

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Mayor

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A/City Clerk



## **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES AND CORPORATE SERVICES**

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### **Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area (RSBBAA)**

#### **Recommendation of the Committee**

That the design and construction of the 2024 RSBBAA Site Enhancement Project be approved.

#### **History**

The Standing Policy Committee on Environment, Utilities and Corporate Services, at its meeting held on January 9, 2024, considered a report of the Utilities and Environment Division regarding the above. Your committee also received correspondence from the following regarding the matter:

- Tom Gode, SOS Trees Coalition
- Julia Adamson, Friends of the Saskatoon Afforestation Areas Inc.

#### **Attachments**

1. January 9, 2024 report of the Utilities and Environment Division;
2. January 7, 2024 letter from Tom Gode, SOS Trees Coalition
3. January 8, 2024 letter from Julia Adamson, Friends of the Saskatoon Afforestation Areas Inc.

## Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area

### ISSUE

Site enhancements at Richard St Barbe Baker Afforestation Area (RSBBAA) are planned as part of the City of Saskatoon's (City) Natural Infrastructure Fund (NIF) Green Network Project. This report seeks approval to proceed with the 2024 RSBBAA Site Enhancement Project (the Project) as described in this report. The scope for design and construction of the Project has been defined by available resources and time constraints of the NIF funding agreement.

### RECOMMENDATION

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council that the design and construction of the 2024 RSBBAA Site Enhancement Project be approved.

### BACKGROUND

At its regular business meeting on December 19, 2022, City Council received the [Natural Areas Management Pilots - Small Swale and Richard St Barbe Baker Afforestation Area](#) report and approved that Administration proceed with the development of pilots at the Small Swale and RSBBAA. The pilots include the preparation of Natural Area Management Plans and Conceptual Master Plans for each site.

At its regular business meeting on April 26, 2023, City Council received the [Natural Infrastructure Fund Budget Adjustment](#) report and approved, in part, that the capital projects outlined in the report be increased to include funding from NIF. This includes a recommended allocation of \$697,500 towards the Natural Areas Management Pilots project, listed as Activity 1.2.1 in Appendix 1 of the report. As part of the NIF funding, the pilots are required to complete site enhancements at one or both pilot sites.

### Engagement Results

Administration has engaged with Meewasin, RSBBAA user groups, and environmental organizations on the Project. These stakeholders are supportive of the Project and discussions with them have informed the location and design of the proposed enhancements.

From June to December 2023, Administration also engaged with stakeholders and the community on the pilots at RSBBAA and the Small Swale. A full engagement report will be provided with the final report on these pilot projects.

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## DISCUSSION/ANALYSIS

### Site Enhancement Project, NAMP, and Conceptual Master Plan

While preparing the NIF funding application, an opportunity was identified to carry out site enhancements as a go-early project generated from the development of Natural Area Management Plan (NAMP) Pilots and the Conceptual Master Plans (Plans) for RSBBA and the Small Swale. The Plans identify built elements, drainage, planting, and an establishment plan for each site and go-early opportunities for site enhancements that could be pursued in the short-term, subject to funding.

The go-early opportunities for both sites were reviewed for their potential eligibility under the NIF grant criteria. Eligible NIF projects must:

- Primarily be intended to create, expand, restore, improve, or enhance tangible natural infrastructure or hybrid infrastructure that is primarily of public use or benefit;
- Be substantially completed by December 31, 2024; and
- Be competitively tendered.

Once the NIF eligible improvements were identified, each improvement was assessed for the feasibility to complete the work on time and on budget, the level of risk, ongoing operational impacts, and the alignment with [Green Pathways](#).

Select improvements at RSBBA are recommended for the NIF funded go-early project. Enhancements at the Small Swale were also considered but, after consultation with internal and external stakeholders, improvements at this site are not recommended at this time. Development of a Concept Plan for the University Heights Neighbourhood #3 is underway, and the Small Swale still has active disturbances such as the Central Avenue Snow Storage Facility. As a result, it is not considered feasible to proceed with a NIF funded initiative at the Small Swale. Other opportunities to complete work at the Small Swale could be pursued in the future.

### RSBBA Site Enhancement Project Description

This report recommends site enhancements in the eastern portion of RSBBA (Appendix 1), including:

- Five new tree beds comprising approximately 1,800 native trees and shrubs;
- Upgrade of a 940-meter-long dirt trail to a crusher dust trail;
- Two new waste bins located at two parking lot entrances; and
- A swing gate at the southeast parking lot.

The Project is anticipated to have several benefits and address site challenges. The new tree beds will increase tree cover in exposed and windy areas. The existing dirt trail is degraded and uneven, creating access challenges. Upgrading the trail to crusher dust will create a more level surface that is more easily accessed, including by people who use mobility devices and strollers. The addition of two waste bins will encourage proper waste management. The swing gate will discourage unauthorized vehicle access into the site while still allowing maintenance vehicles through.

## Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area

Portions of the Project construction will occur within or adjacent to SaskPower and TransGas Easements, and as such, will be subject to approval of these companies prior to construction commencing. Specific conditions of these approval processes may result in minor adjustments to the Project design but are not anticipated to result in changes to the overall scope or cost.

The Project has been reviewed by the City's CPTED Review Committee, which recommended that the fenced planting areas be a minimum of 1 meter away from the edge of the new trail; and that the fencing around the planting areas be visually permeable. Both recommendations have been addressed in the Project design.

### Project Schedule

Subject to approval, construction of the Project would occur in 2024, followed by a three-year warranty period in 2025-2027. The Project will be turned over to the Parks and Facilities Departments for operations and maintenance beginning in the spring of 2028.

### Risks

The short timeframe and parameters of the NIF Funding create risks for the implementation of this Project. These risks and their mitigation measures are outlined in the table below.

Risk	Mitigation
Projects funded under NIF must be substantially complete by December 31, 2024, which is a short timeframe to complete a construction contract of this type.	The Project design emphasizes work that can be feasibly completed within the required timeframe.
Implementing the Project prior to the approval of the RSBBA Conceptual Master Plan creates a risk that the Project will not be aligned with the overall vision for the area.	The Project design is aligned with the draft Conceptual Master Plan. Key stakeholders have reviewed both the Project design and the draft Conceptual Master Plan and are supportive of the proposed work.
Implementing the Project prior to a level of service being approved for RSBBA creates a risk that the City is investing in assets that cannot be maintained long-term.	The Project has been designed to "stand alone" and does not require additional site work to be successful. The Project has been designed to minimize operating impacts. Operating impacts of the work will be brought forward for consideration in future budget deliberations.

### **FINANCIAL IMPLICATIONS**

The total capital cost to complete the Project is estimated to be \$430,500. Of this, the City's contribution to the Project is \$195,600, while the total NIF contribution is \$234,900. Funding is available in capital project P.02390.18 – Green Infrastructure Strategy (Natural Areas Management – Pilots and Policy Development).

In 2028, an operating impact of the Project for the Parks and Facilities Departments is estimated to be \$19,600.

### **OTHER IMPLICATIONS**

There are no privacy or legal implications identified.

#### Meewasin

Since the Project site is within Meewasin's Conservation Zone it is subject to their development review process and will be submitted in Q1 for consideration. Feedback or approval conditions may result in minor changes to the Project detailed design.

Conversations with Meewasin are ongoing regarding a potential role in natural area site management, and the alignment of the Project and the Natural Area Management Plan pilots with Meewasin's exploration of a potential National Urban Park.

#### Triple Bottom Line Considerations

The Project has undergone a Triple Bottom Line review to identify sustainability considerations, which were incorporated into the Project design. Some of these are listed below.

- Since there is no water access on site, the Project will reduce water use during tree establishment by planting drought-hardy tree species and using weed mats that conserve water.
- Environmental surveys and tree protection measures will be completed prior to the trail enhancements to ensure there is no damage or disruption to existing trees or sensitive species.
- The crusher dust trail will enhance accessibility to the site, including for people who use mobility devices and strollers.

#### Other RSBBA Partners

The Project is expected to have positive or neutral impacts to the existing site users. Two of the formal RSBBA user groups, Friends of the Saskatoon Afforestation Areas Inc. and the Fatlanders Fat Tire Brigade Inc., actively collaborated with the City on the Project design and are supportive of the proposed enhancements. The third formal user group, Cedar Villa Bicycle Trails Inc., has been consulted on the Project and has informed the City that the Project will have minimal impacts on their designated skills biking area, which is located on the west side of RSBBA.

Users of the nearby Southwest Off-Leash Recreation Area (SWOLRA) are anticipated to see a moderate benefit through the addition of a waste bin at the SWOLRA parking lot, and improved access for those accessing the SWOLRA from the southeast parking lot. Additional site users with no formal user agreements are expected to be positively impacted, especially from the trail improvements, which will improve the condition of the current trail and widen it, thereby reducing conflicts between trail users.



## Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area

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During trail construction, users will experience a short-term disruption and will be redirected to alternate site entrances and trails. Site users will be informed of the disruption through a communications plan, which will include on-site signage.

### **NEXT STEPS**

Subject to approval by City Council and Meewasin, an open competition to secure a contractor will be conducted in Q1 2024. Construction of the project will proceed in Q2, and will be substantially completed by December 31, 2024, per the NIF funding timelines.

A communication plan will be developed, considering the specific needs and interests of stakeholders, community members, and user groups, including those consulted during the engagement process. This list includes community associations, environmental advocacy groups, and Meewasin. Any closures or access restrictions due to construction will be communicated proactively.

The Natural Area Management Plans and Conceptual Master Plans for RSBBA and the Small Swale are being finalized and will be brought forward to Council in Q1-2 2024. The Natural Area Management Plan pilots for both sites will inform an operations and maintenance plan, including operations and maintenance needs, desired level of service, and roles and responsibilities for these sites.

### **APPENDICES**

1. RSBBA Site Enhancement Project – Detailed Design

#### Report Approval

Written by: Jessie Best, Project Manager

Reviewed by: Twyla Yobb, Watershed Protection Manager  
Darren Crilly, Director of Parks

Andrew Roberts, Director of Recreation and Community Development  
Jeanna South, Director of Sustainability

Approved by: Angela Gardiner, General Manager, Utilities and Environment

# RICHARD ST. BARBE BAKER AFFORESTATION AREA



## SHEET INDEX

- L-00 COVER SHEET
- L-01 SITE PLAN
- L-02 DETAILS
- L-03 NOTES
- L-04 NOTES

RSBBAA Site Enhancement Project - Detailed Design

Appendix 1

LEGEND:

	SITE BOUNDARY
	LIMIT OF SHEET



2023-12-05  
  
 Rob McDonnell  
 #192

DATE	DESCRIPTION	BY	
AS-BUILT FOR CONSTRUCTION FOR TENDER			
2023-12-05	FOR APPROVAL	RM	
2023-11-17	PRELIMINARY	RM	
	ISSUE DATES		
D			
C			
B	2023-12-05	100% APPROVAL RM	
A	2023-11-17	CLIENT REVIEW RM	
NO.	DATE	DESCRIPTION	BY

REVISIONS

CONSULTANT:



CLIENT:



PROJECT TITLE:

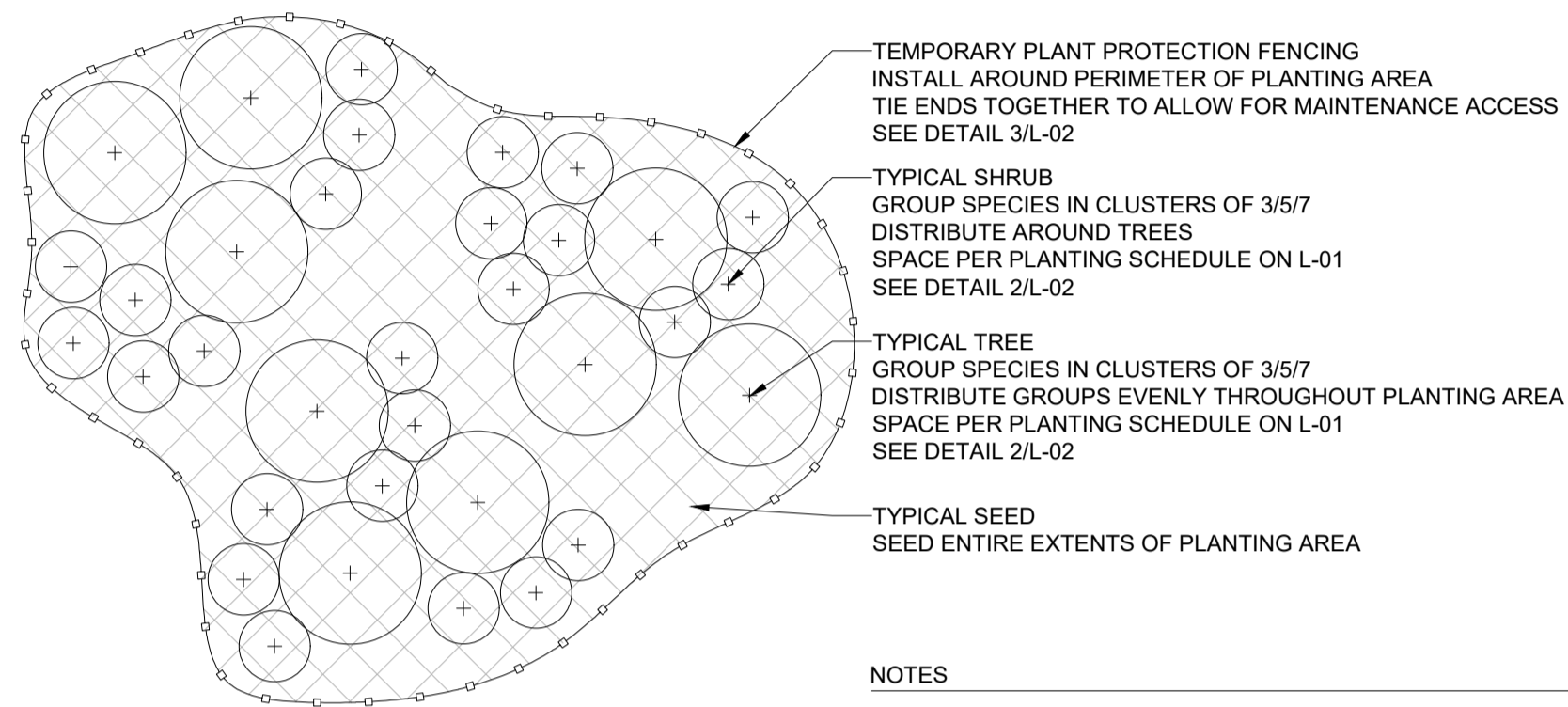
**RICHARD ST. BARBE BAKER AFFORESTATION AREA**  
 SASKATOON, SASKATCHEWAN

DRAWING TITLE:

**COVER SHEET**

VERSION NO.:	DRAWING NO.:
B	L-00

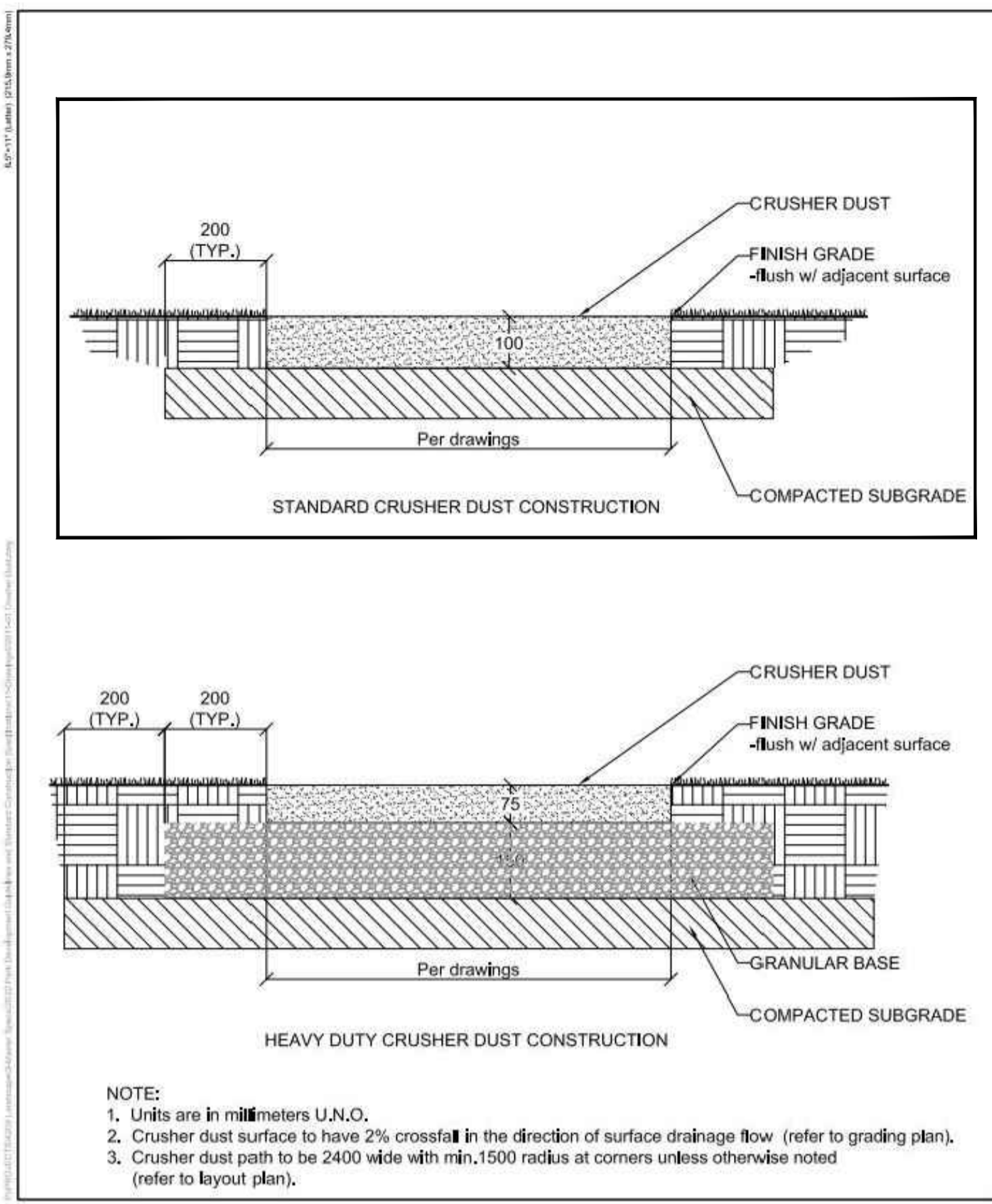




- NOTES
- LAYOUT IS INTENDED TO SHOW INTENT ONLY.
  - FINAL PLACEMENT OF PLANTS TO BE FIELD FIT ON SITE TO SITE CONDITIONS.
  - LOCATE PLANTS IN AREAS OF NATURAL LOW SPOTS WHERE POSSIBLE.

01 TYPICAL PLANTING AREA LAYOUT

L-02 SCALE: 1:100



City of Saskatoon

Drawing Title: Crusher Dust

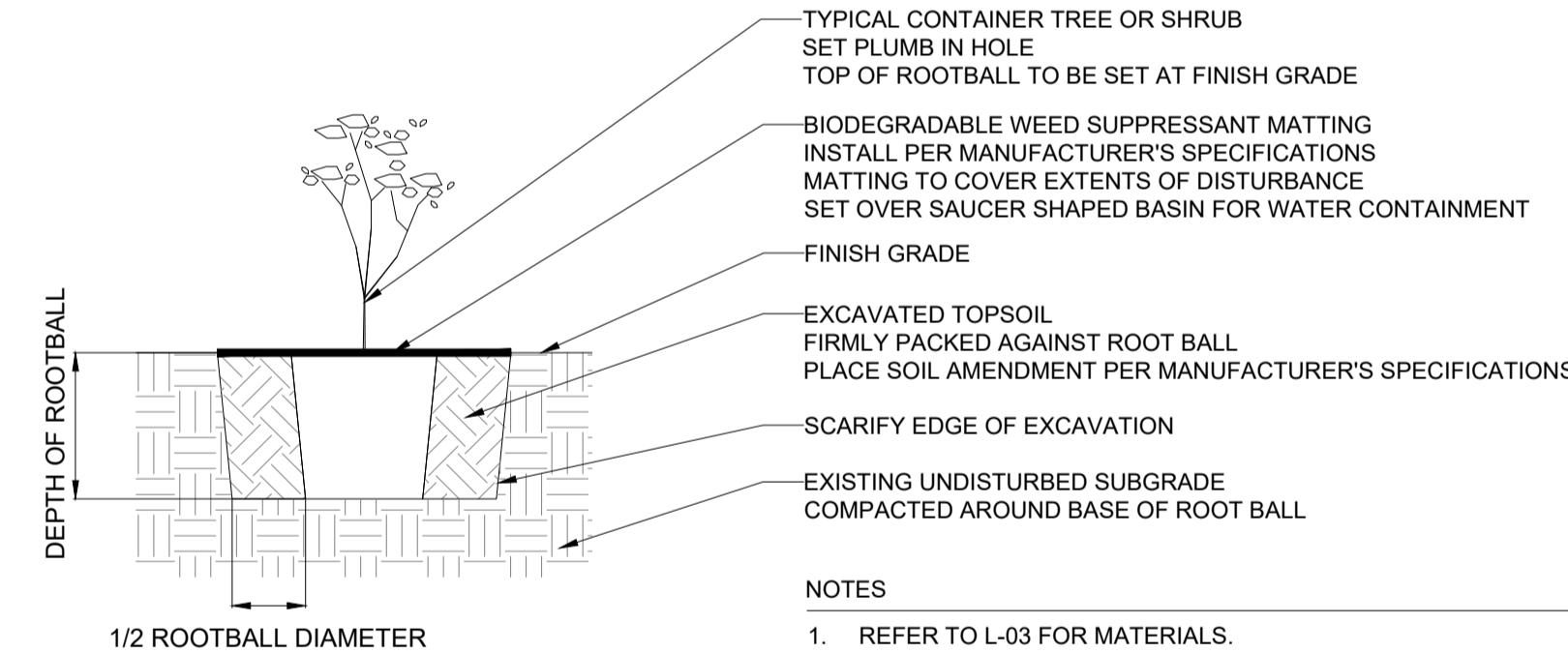
Drawing No.: 02511-01

Drawn: HMK Checked: BG Revised Date: YMD 21/12/09 Scale: 1:10

- NOTES
- FOLLOW 'STANDARD CRUSHER DUST CONSTRUCTION'.
  - REFER TO L-01 FOR WIDTH OF TRAIL.

04 CRUSHER DUST TRAIL

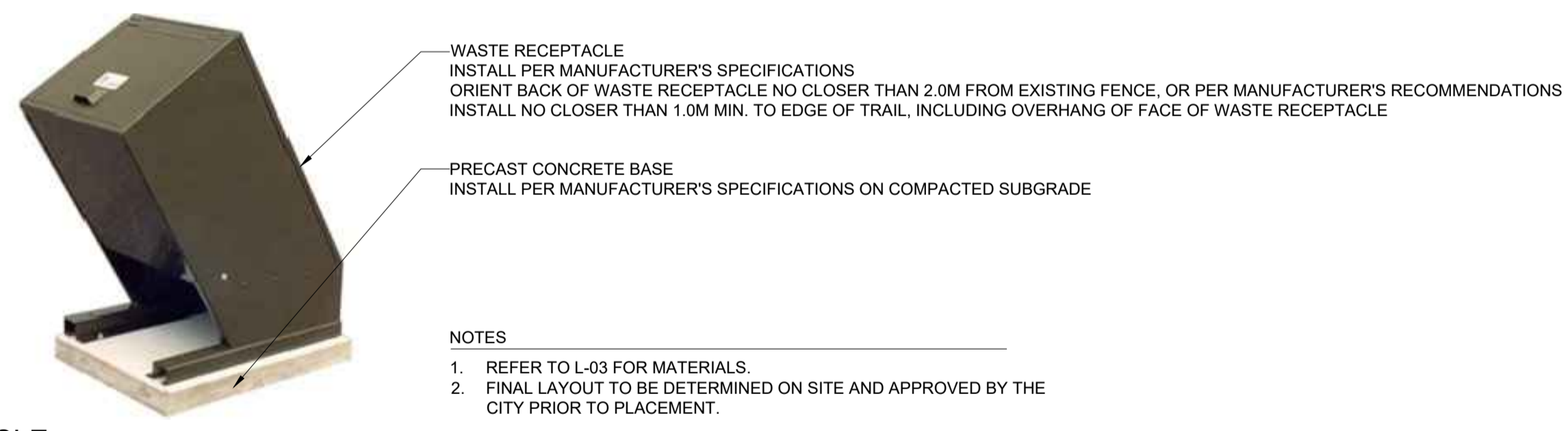
L-02 SCALE: NTS



- NOTES
- REFER TO L-03 FOR MATERIALS.

02 TYPICAL CONTAINER PLANTING

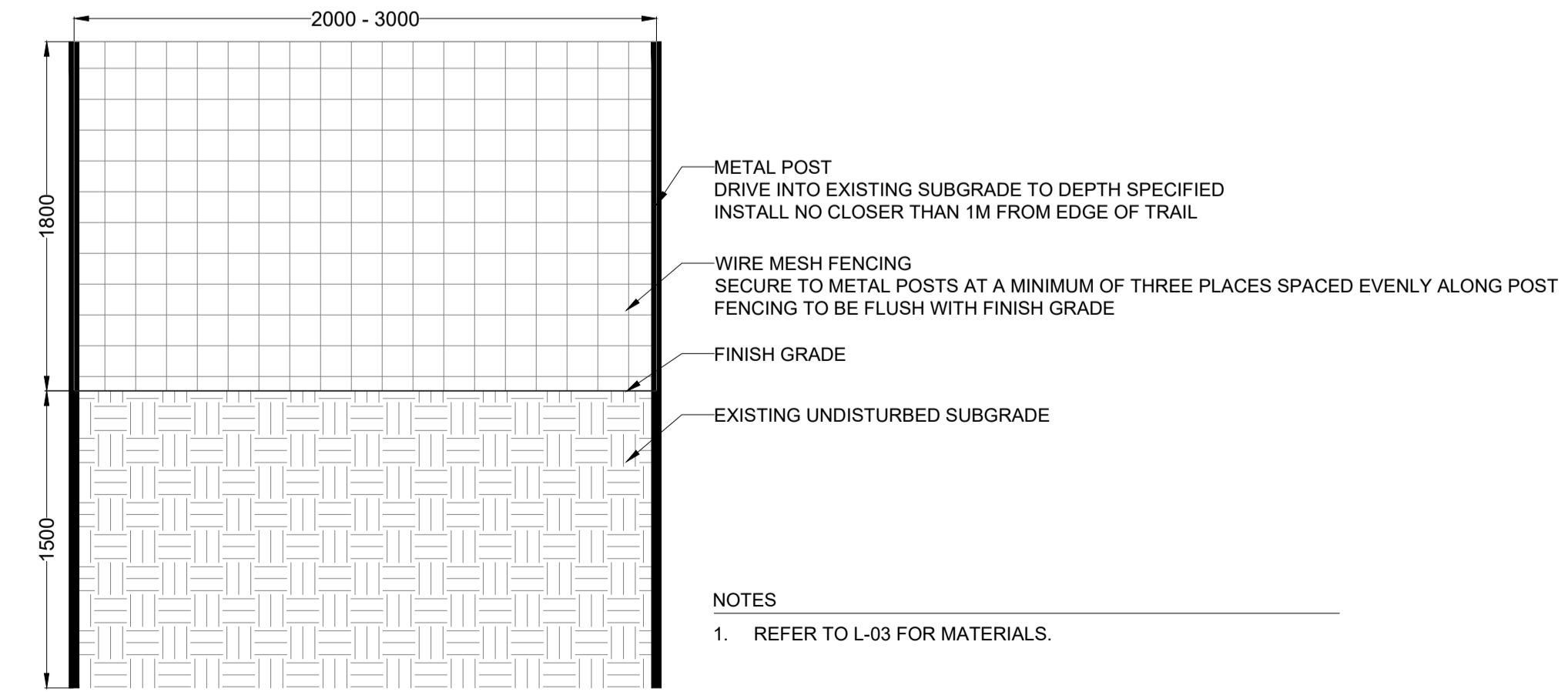
L-02 SCALE: 1:10



- NOTES
- REFER TO L-03 FOR MATERIALS.
  - FINAL LAYOUT TO BE DETERMINED ON SITE AND APPROVED BY THE CITY PRIOR TO PLACEMENT.

05 WASTE RECEPTACLE

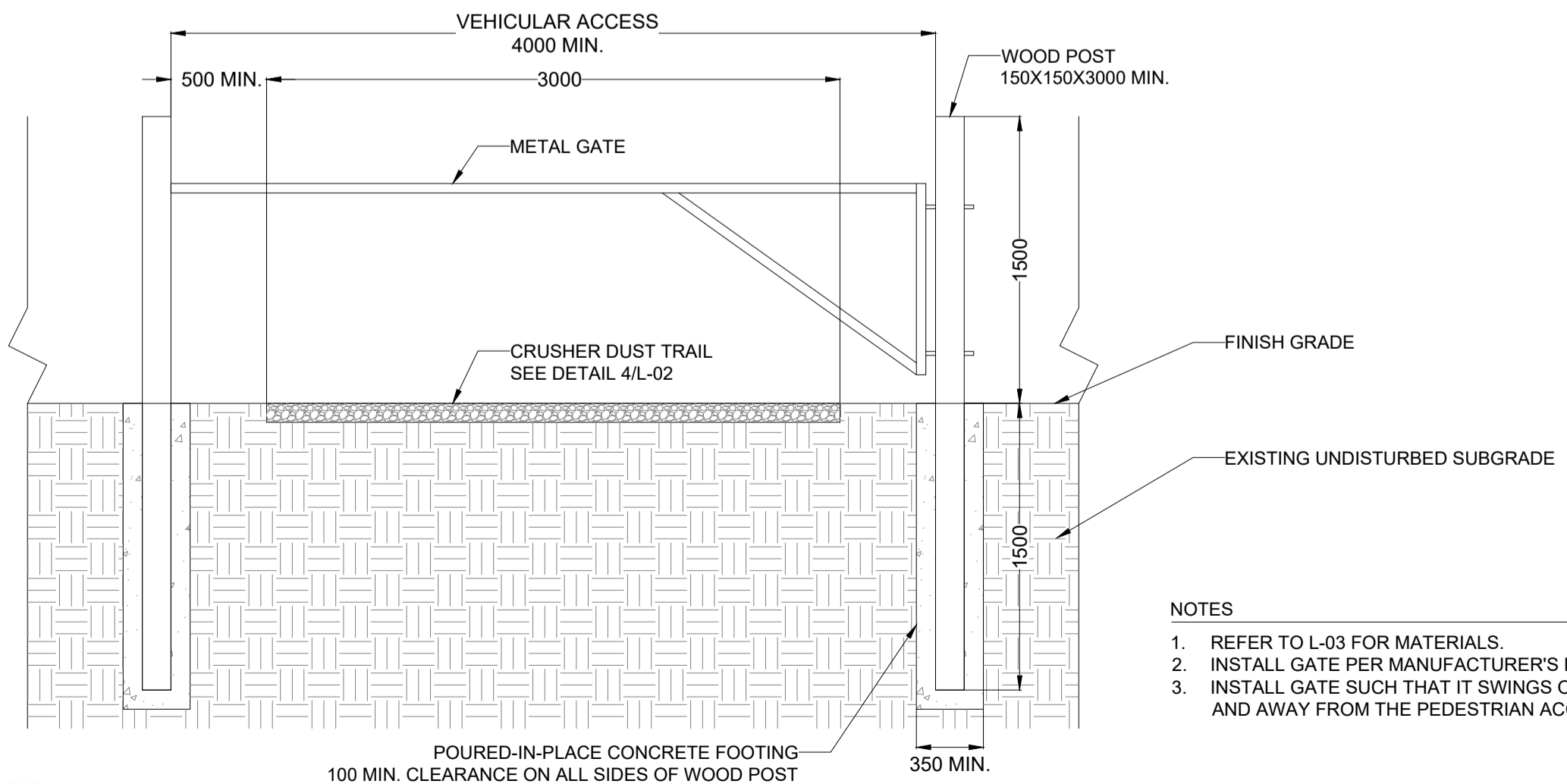
L-02 SCALE: NTS



- NOTES
- REFER TO L-03 FOR MATERIALS.

03 TEMPORARY PLANT PROTECTION FENCING

L-02 SCALE: 1:30



- NOTES
- REFER TO L-03 FOR MATERIALS.
  - INSTALL GATE PER MANUFACTURER'S RECOMMENDATIONS.
  - INSTALL GATE SUCH THAT IT SWINGS OPEN INTO THE PARKING LOT AND AWAY FROM THE PEDESTRIAN ACCESS.

06 GATE

L-02 SCALE: 1:30

- NOTES
- DIMENSIONS OF DETAILS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.

2023-12-05

The Alberta Association of Landscape Architects

Rob McDonnell #192

NO.	DATE	DESCRIPTION	BY
		AS-BUILT FOR CONSTRUCTION	
		FOR TENDER	
2023-12-05		FOR APPROVAL	RM
2023-11-17		PRELIMINARY	RM
		ISSUE DATES	

REVISIONS			
NO.	DATE	DESCRIPTION	BY
D			
C			
B	2023-12-05	100% APPROVAL	RM
A	2023-11-17	CLIENT REVIEW	RM

CONSULTANT:

wsp

CLIENT:

City of Saskatoon

PROJECT TITLE:

**RICHARD ST. BARBE BAKER AFFORESTATION AREA**

SASKATOON, SASKATCHEWAN

DRAWING TITLE:

**DETAILS**

VERSION NO.:	DRAWING NO.:
B	L-02

Unit: Sheet: 2023-12-05, 8:36:40 AM, By: Lorraine, Nicole, Proj: St. Barbe Baker Afforestation Area - Project: Fencing, Technical: 03, Landscape Architecture, Design: 05, Sheet: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60

**NOTES:**

**REFERENCES**

1. GOVERNMENT OF CANADA SEED ACT (2023) AND SEED REGULATIONS (2023).
2. GOVERNMENT OF SASKATCHEWAN WEED CONTROL ACT (2020) AND WEED REGULATIONS (2010).
3. CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS (2023).
4. CONTRACTOR ENVIRONMENTAL GUIDELINES, CITY OF SASKATOON (2019).

**GENERAL**

1. ALL WORK TO ADHERE TO CURRENT VERSION OF THE "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS". SEE 'SPECIAL CONDITIONS' FOR ANY WORK WHICH IS TO DEVIATE FROM THE STANDARDS CONSTRUCTION SPECIFICATIONS.
2. EROSION AND SEDIMENT CONTROL (ESC) MEASURES MUST BE IN PLACE THROUGHOUT ENTIRETY OF CONSTRUCTION ACTIVITIES. CONTRACTOR TO FOLLOW THE "CONTRACTOR ENVIRONMENTAL GUIDELINES." PRIOR TO CONSTRUCTION, CONTRACTOR TO REVIEW THE SITE WITH THE CITY AND MEEWASIN TO CONFIRM THE LOCATION OF IMPORTANT FEATURES, SENSITIVE SPECIES, AND TREES TO BE PROTECTED DURING CONSTRUCTION.
4. THE CONTRACTOR SHALL ARRANGE INSPECTIONS AND PROVIDE TIMELY NOTICE (48 HOURS MINIMUM) TO BOTH THE CLIENT AND THE CONSULTANT.
5. REPORT IN WRITING TO THE CONSULTANT AND THE CLIENT, PRIOR TO COMMENCING WORK, ANY CONDITIONS OR DEFECTS THAT ARE ENCOUNTERED ON SITE AND THAT MIGHT ADVERSELY AFFECT THE PERFORMANCE OF THE WORK.
6. CONTRACTOR TO CONFIRM LOCATION OF UTILITIES PRIOR TO DIGGING AND MAINTAIN THE REQUIRED OFFSETS DURING ALL STAGES OF WORK AND COORDINATE WITH EASEMENT-HOLDERS IF NEEDED TO ENSURE COMPLIANCE WITH PERMIT REQUIREMENTS.
7. STOCKPILING: ALL MATERIALS SHALL ONLY BE STORED IN APPROVED LAYDOWN LOCATION. PROTECT ALL MATERIALS FROM HARM WHILE BEING STORED. LAYDOWN AREA MUST BE RETURNED TO ORIGINAL STATE FOLLOWING REMOVAL OF MATERIALS.
8. INSURANCE:
  - 8.1. CONTRACTOR TO SHOW PROOF OF INSURANCE PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS".
9. MOBILIZATION AND DEMOBILIZATION:
  - 9.1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS".
10. PUBLIC SAFETY AND ACCESS CONTROL MEASURES:
  - 10.1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS".
11. PERMITS:
  - 11.1. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AND MAINTAINING ALL PERMITS REQUIRED TO EXECUTE THE WORK.
  - 11.2. WORK IS NOT TO BE PERMITTED WITHIN EASEMENT OR ROW'S UNLESS PERMISSION FROM EASEMENT HOLDER'S HAS BEEN OBTAINED IN WRITTEN FORMAT.
12. SURVEYS:
  - 12.1. SOMC SURVEY: PRIOR TO CONSTRUCTION, CONTRACTOR TO COMPLETE A SPECIES OF MANAGEMENT CONCERN (SOMC) SURVEY FOR THE AREA WITHIN THE FOOTPRINT OF DISTURBANCE. SURVEY IS TO BE COMPLETED BY A QUALIFIED BIOLOGIST OR APPROVED OTHER. SPECIES ARE TO BE GIS MAPPED AND FLAGGED. WORK IS NOT TO COMMENCE UNTIL WRITTEN DIRECTION FROM THE CLIENT OR THE CONSULTANT.
  - 12.2. NESTING BIRD SURVEY: SHOULD WORK OCCUR BETWEEN APRIL 15 AND AUGUST 31, A NESTING BIRD SURVEY SHALL BE REQUIRED PRIOR TO CONSTRUCTION. NESTING BIRD SURVEY TO BE COMPLETED BY A QUALIFIED BIOLOGIST, OR APPROVED OTHER. WORK IS NOT TO COMMENCE UNTIL WRITTEN DIRECTION FROM THE CLIENT OR THE CONSULTANT.
  - 12.3. LEGAL SURVEY: LOCATION OF EASEMENTS, ROWS, PROPERTY LINE, AND ALIGNMENT OF TRAIL TO BE CONFIRMED BY REGISTERED LAND SURVEYOR PRIOR TO DISTURBANCE.

**TESTING**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 01410 - TESTING LABORATORY SERVICES.

**RECORD DOCUMENTS**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 01783 - RECORD DRAWINGS, AND ALL RELATED SECTIONS.

**EXISTING PLANT MATERIAL**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02065 - EXISTING PLANT MATERIAL, AND ALL RELATED SECTIONS.
  - 2.1. SUBMITTALS:
    - 2.1.1. ENVIRONMENTAL PROTECTION PLAN.
  3. SPECIAL CONDITIONS:
    - 3.1. CONTRACTOR TO REVIEW THE EXISTING TREES WITH THE CITY, PARKS, AND SUSTAINABILITY TO DETERMINE WHICH TREES ARE TO BE PROTECTED DURING CONSTRUCTION.

**DEMOLITION REMOVAL AND SALVAGE**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02070 - DEMOLITION REMOVAL AND SALVAGE, AND ALL RELATED SECTIONS.
  2. SPECIAL CONDITIONS:
    - 2.1. TESTING:
      - 2.1.1. EXISTING TOPSOIL SHALL NOT BE TESTED.
    - 2.2. EXECUTION:
      - 2.2.1. SALVAGE TOPSOIL TO USE AS BACKFILL FOR CRUSHER DUST TRAIL. REMOVE AND DISPOSE OF ANY EXCESS MATERIAL OFF-SITE.
      - 2.2.2. STOCKPILE LOCATION TO BE APPROVED BY THE CITY PRIOR TO USE.

**ROUGH GRADING**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02210 - ROUGH GRADING, AND ALL RELATED SECTIONS.
  2. SPECIAL CONDITIONS:
    - 2.1. TESTING:
      - 2.1.1. SHALL NOT BE REQUIRED.
    - 2.2. EXECUTION:
      - 2.2.1. COORDINATE WITH 'CRUSHER DUST TRAIL'.

**TOPSOIL**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02212 - TOPSOIL, AND ALL RELATED SECTIONS.
  2. SPECIAL CONDITIONS:
    - 2.1. TESTING:
      - 2.1.1. SHALL NOT BE REQUIRED.
    - 2.2. PRODUCT:
      - 2.2.1. TOPSOIL A: EXISTING ON SITE, STOCKPILED, AND APPROVED FOR USE.
    - 2.3. EXECUTION:
      - 2.3.1. COORDINATE WITH 'CRUSHER DUST TRAIL'. BACKFILL TOPSOIL FROM EDGE OF CRUSHER DUST TRAIL TO EXISTING GRADES. MAXIMUM 33% SLOPE. PLACE TO DEPTHS REQUIRED.

**CRUSHER DUST TRAIL**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02511 - CRUSHER DUST TRAIL, AND ALL RELATED SECTIONS.
  2. SUBMITTALS:
    - 2.1. CRUSHER DUST MATERIAL PER SECTION 02511.
  3. SPECIAL CONDITIONS:
    - 3.1. EXECUTION:
      - 3.1.1. CONTRACTOR TO STAKE LAYOUT OF TRAIL AND OBTAIN APPROVAL PRIOR TO COMMENCEMENT OF PLACEMENT. ENSURE ALIGNMENT CAN ACCOMMODATE A WATER TRUCK WITHOUT OBSTRUCTION.
      - 3.1.2. FINAL PLACEMENT OF TRAIL IS NOT TO HARM SPECIES OF MANAGEMENT CONCERN OR EXISTING TREES.
      - 3.6.3. EXISTING TOPSOIL TO BE STOCKPILED AND USED FOR BACKFILLING. IMPORTED TOPSOIL IS NOT TO BE USED.
      - 3.6.4. COORDINATE WORK WITH EXISTING PLANT MATERIAL, DEMOLITION REMOVAL & SALVAGE, ROUGH GRADING, TOPSOIL, AND SEEDING.
      - 3.6.5. MATCH EXISTING GRADES WHILE MAINTAINING CROSS SLOPE, AND TIE INTO EXISTING PAVING.
      - 3.6.6. LONGITUDINAL SLOPE IS NOT TO EXCEED 5%.
      - 3.6.7. DISTURBANCE TO BE LIMITED AS MUCH AS POSSIBLE. SEED AND HYDROMULCH AREAS OF DISTURBANCE PER "SEEDING".
    - 3.7. TIMING - CRUSHER DUST TRAIL TO BE CONSTRUCTED IN THE SPRING PRIOR TO PLANTING.

**MISCELLANEOUS CONCRETE**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02523 - MISCELLANEOUS CONCRETE, AND ALL RELATED SECTIONS.
  2. SUBMITTALS:
    - 2.1. CONCRETE MATERIAL, PER SECTION 02523.
  3. SPECIAL CONDITIONS:
    - 3.1. TESTING:
      - 3.1.1. SHALL NOT BE REQUIRED.
    - 3.2. PRODUCT:
      - 3.2.1. POURED-IN-PLACE CONCRETE AND ACCESSORIES FOR USE AS FOOTINGS.
    - 3.3. EXECUTION:
      - 3.3.1. COORDINATE WORK WITH 'GATE'.

**WASTE RECEPTACLE**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02870 - SITE FURNISHINGS, AND ALL RELATED SECTIONS.
  2. SPECIAL CONDITIONS:
    - 2.1. SUBMITTALS:
      - 2.1.1. SUBMIT PRODUCT INFORMATION AND SPECIFICATIONS FOR APPROVAL PRIOR TO USE.
    - 2.2. PRODUCT:
      - 2.2.1. HAUL-ALL 'HID-A-BAG I' WITH PRECAST CONCRETE BASE OR APPROVED EQUIVALENT.
    - 2.3. EXECUTION:
      - 2.3.1. FINAL LOCATION TO BE DETERMINED ON SITE BY THE CITY.
      - 2.3.1. INSTALL PER DETAILS ON L-02.

**GATE**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02870 - SITE FURNISHINGS, AND ALL RELATED SECTIONS.
  2. SPECIAL CONDITIONS:
    - 2.1. SUBMITTALS:
      - 2.1.1. SUBMIT PRODUCT INFORMATION AND SPECIFICATIONS FOR APPROVAL PRIOR TO USE.
    - 2.2. PRODUCT:
      - 2.2.1. BEHLEN COUNTRY 'COATED GATE FOR LANDOWNER' OR APPROVED EQUIVALENT.
        - 2.2.1.1. SIZE: 4.0M MIN. (13') IN LENGTH.
        - 2.2.1.2. MATERIAL: METAL, FINISHED TO RESIST RUSTING AND CORROSION.
        - 2.2.1.3. FOOTING: POURED-IN-PLACE CONCRETE. REFER TO 'MISCELLANEOUS CONCRETE'.
        - 2.2.1.4. POST: 0.15 (6") X 0.15 (6") X3.0M MIN.(10' MIN.) SQUARE WOOD POST. CEDAR OR APPROVED OTHER.
        - 2.2.1.5. ACCESSORIES: LOCK TO BE SUPPLIED BY CITY.
    - 2.3. EXECUTION:
      - 2.3.1. FINAL LOCATION TO BE DETERMINED ON SITE BY THE CITY.
      - 2.3.2. INSTALL PER DETAILS ON L-02.

**EXISTING JERSEY BARRIERS**

1. SPECIAL CONDITIONS:
  - 1.1. PRODUCT:
    - 1.1.1. EXISTING CONCRETE JERSEY BARRIER.
  - 1.2. EXECUTION:
    - 1.2.1. RELOCATE EXISTING JERSEY BARRIER(S) TO LOCATION INDICATED ON L-01.
    - 1.2.2. FINAL LOCATION TO BE DETERMINED ON SITE BY THE CITY.

**SEEDING & HYDROMULCH**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02920 - NATURALIZED SEEDING, AND ALL RELATED SECTIONS.
  2. SUBMITTALS:
    - 2.1. SEED MIXES, PER SECTION 02920.
  3. SPECIAL CONDITIONS:
    - 3.1. SUBMITTALS:
      - 3.1.1. PURCHASE ORDER: WITHIN 60 DAYS OF AWARD OF CONTRACT, PROVIDE A COPY OF THE PURCHASE ORDER TO THE CONSULTANT DOCUMENTING THAT THE SEED HAS BEEN PRE-ORDERED. INCLUDE THE FOLLOWING:
        - 3.1.1.1. NAME AND ADDRESS OF SEED SUPPLIER(S).
        - 3.1.1.2. SCIENTIFIC AND COMMON NAME OF SEED SPECIES.
        - 3.1.1.3. QUANTITY AND ORIGINAL SEED PACKAGE LABELS.
      - 3.1.2. SUBSTITUTIONS:
        - 3.1.2.1. PROVIDE A LIST OF PROPOSED SUBSTITUTIONS FOR REVIEW AND APPROVAL SHOULD THE SPECIFIED SEED MIX BE UNAVAILABLE.
      - 3.1.3. SEED CERTIFICATES: ALL SEED SHALL BE TESTED BY A REGISTERED SEED LAB. SUBMIT CERTIFICATES OF SEED ANALYSIS FOR ALL SEED SPECIES FOR APPROVAL PRIOR TO DELIVERY OF SEED TO SITE. CERTIFICATES SHALL BE A MAXIMUM OF THREE (3) YEARS OLD. CERTIFICATES TO INCLUDE:
        - 3.1.3.1. SCIENTIFIC AND COMMON NAME OF EACH SPECIES.
        - 3.1.3.2. GERMINATION RATE OR TETRAZOLIUM RATE.
        - 3.1.3.3. PURITY.
        - 3.1.3.4. PERCENTAGE OF PURE LIVE SEED (PLS).
        - 3.1.3.5. LOCATION OF WHERE SEED WAS GROWN OR COLLECTED.
        - 3.1.3.6. WEED SPECIES AND COUNT (ZERO TOLERANCE FOR NOXIOUS WEEDS).
      - 3.1.4. HYDROMULCH: PRODUCT INFORMATION FOR APPROVAL PRIOR TO USE.
    - 3.2. PRODUCT:
      - 3.2.1. SEED MIX PER L-01. CERTIFIED PER 'GRASS SEED REQUIREMENTS' IN SECTION 02920.
      - 3.2.2. HYDROMULCH: FLEXTERRA OR APPROVED EQUIVALENT.
    - 3.3. EXECUTION:
      - 3.3.1. METHOD:
        - 3.3.1.1. SEEDING METHOD TO BE "MANUAL SEEDING" AS DEFINED BY SECTION 02920.
        - 3.3.1.2. SEED AT A RATE OF 40-45 KG/HA.
        - 3.3.1.3. HYDROMULCH PER MANUFACTURER'S RECOMMENDATIONS FOR AREAS OF EXPOSED SOIL ALONG EDGE OF TRAIL ONLY.
      - 3.3.2. AREAS TO BE SEEDED:
        - 3.3.2.1. SIDES OF TRAIL: SEED AND HYDROMULCH ALL AREAS OF DISTURBANCE. ASSUMES 0.5 M OF DISTURBANCE ON EITHER SIDE OF THE TRAIL.
        - 3.3.2.2. PLANTING AREAS: SEED EXTENTS OF PLANTING AREA. LIGHTLY SCARIFY OR RAKE TOPSOIL PRIOR TO APPLICATION OF SEED. DO NOT HYDROMULCH.
    - 3.4. PERFORMANCE MEASUREMENT & OVERSEEDING:
      - 3.4.1. AT FAC, SEEDED AREAS MUST SHOW SIGNS OF GERMINATION AND GROWTH WITH BARE AREAS LESS THAN 150X150MM IN SIZE, WITH AN AVERAGE DENSITY OF 60 TO 90 PLANTS PER M2.
      - 3.4.2. OVERSEED BARE AREAS USING THE SAME SEED MIX AND METHOD OF SEEDING AS ORIGINALLY SPECIFIED.

**PLANT MATERIAL - TREES & SHRUBS**

1. PER "CITY OF SASKATOON STANDARD CONSTRUCTION SPECIFICATIONS: PARKS", SECTION 02950 - PLANT MATERIAL, AND ALL RELATED SECTIONS.
  2. SUBMITTALS:
    - 2.1. PROPOSED PLANT MATERIAL, PER SECTION 02950.
  3. SPECIAL CONDITIONS:
    - 3.1. SUBMITTALS:
      - 3.1.1. PRODUCT INFORMATION FOR SOIL AMENDMENT AND BIODEGRADABLE WEED SUPPRESSANT MATTING.
        - 3.2. PRODUCT:
          - 3.2.1. PLANT MATERIAL OF SPECIFIED QUANTITY, SPECIES, AND SIZE PER L-01.
          - 3.2.2. BIODEGRADABLE WEED SUPPRESSANT MATTING. TERRAFIBRE 12X12" SQUARE HEMP MATS, OR APPROVED EQUIVALENT. TO BE USED AS AN ALTERNATIVE TO WOOD MULCH.
          - 3.2.3. SOIL AMENDMENT: GAIA GREEN 4-4-4 ALL PURPOSE FERTILIZER, OR APPROVED EQUAL SLOW RELEASE ORGANIC FERTILIZER. CONTRACTOR TO SUBMIT PRODUCT INFORMATION FOR APPROVAL PRIOR TO USE.
        - 3.3. EXECUTION:
          - 3.3.1. STAKE LIMITS OF PLANTING AREAS AND OBTAIN APPROVAL FROM THE CLIENT PRIOR TO PLANTING. FINAL LOCATION OF PLANTING AREAS SUBJECT TO CHANGE BASED UPON SITE CONDITIONS.
          - 3.3.2. WEEDS TO BE CONTROLLED PRIOR TO PLANTING PER "VEGETATION CONTROL". LAYOUT AND INSTALL THE TREES AND SHRUBS PER DETAILS ON L-02, INCLUDING:
            - 3.3.3.1. PLANTS.
            - 3.3.3.2. SOIL AMENDMENT.
            - 3.3.3.3. BIODEGRADABLE WEED SUPPRESSANT MATTING.
          - 3.3.4. DO NOT INSTALL TREE SUPPORT.
          - 3.3.5. SEED THE ENTIRE EXTENT OF THE PLANTING AREA PER "SEEDING".
          - 3.3.6. INSTALL PLANT PROTECTION FENCING IMMEDIATELY AFTER PLANTING IS COMPLETE. SEE "PLANT PROTECTION FENCING".
        - 3.4. TIMING:
          - 3.4.1. PLANTING TO OCCUR IN THE FALL AFTER THE CRUSHER DUST TRAIL HAS BEEN CONSTRUCTED.
        - 3.5. PERFORMANCE MEASUREMENT & PLANT REPLACEMENTS:
          - 3.5.1. 100% OF PLANTS TO BE IN GOOD HEALTH AT CCC.
          - 3.5.2. COMPLETE PLANT COUNT ONCE PER YEAR DURING THE GROWING SEASON OF THE MAINTENANCE PERIOD. PROVIDE RECORD TO THE CONSULTANT AND THE CITY, CLEARLY LISTING THE QUANTITY, SPECIES, AND LOCATION OF THE PLANTS WHICH HAVE SURVIVED AND ARE IN GOOD HEALTH. REPLACE PLANTS EACH YEAR TO MEET ORIGINAL QUANTITY, UNLESS OTHERWISE DIRECTED BY THE CONSULTANT OR THE CITY. SIZE OF REPLACEMENT PLANTS TO BE EQUAL OR GREATER TO THOSE WHICH WERE ORIGINALLY SPECIFIED.
          - 3.5.3. 80% OF PLANTS MUST BE IN GOOD HEALTH AT FAC.


**TEMPORARY PLANT PROTECTION FENCING**

1. SUBMITTALS:
  - 1.1. SUBMIT PRODUCT INFORMATION FOR FENCING FOR APPROVAL PRIOR TO SHIPMENT TO SITE.
2. PRODUCT:
  - 2.1. WIRE FENCING: STUCCO WIRE FENCING, 50X50MM SQUARE MESH, 14 GAUGE. SEE DETAILS FOR HEIGHT.
  - 2.2. POSTS: GREEN OR BLACK PAINTED T-POSTS. SEE DETAILS FOR LENGTH.
  - 2.3. ACCESSORIES: WIRE TO SECURE FENCING. ALL ACCESSORIES AND MATERIALS TO BE TREATED TO RESIST RUSTING OR CORROSION.
3. EXECUTION:
  - 3.1. COORDINATE WITH OTHER WORK.
  - 3.2. INSTALL FENCING AROUND EXTERIOR OF ALL PLANTING AREAS IMMEDIATELY FOLLOWING PLANTING.
  - 3.3. INSTALL PER DETAILS ON L-02.

LEGEND:

2023-12-05

**The Alberta Association of Landscape Architects**



**Rob McDonnell**  
#192

	AS-BUILT		
	FOR CONSTRUCTION		
	FOR TENDER		
2023-12-05	FOR APPROVAL	RM	
2023-11-17	PRELIMINARY	RM	
DATE	DESCRIPTION	BY	
ISSUE DATES			
D			
C			
B	2023-12-05	100% APPROVAL RM	
A	2023-11-17	CLIENT REVIEW RM	
NO.	DATE	DESCRIPTION	BY

REVISIONS

CONSULTANT:



CLIENT:



PROJECT TITLE:

**RICHARD ST. BARBE BAKER AFFORESTATION AREA**

SASKATOON, SASKATCHEWAN

DRAWING TITLE:

**NOTES**

VERSION NO.:	DRAWING NO.:
<b>B</b>	<b>L-03</b>



**Walter, Penny**

---

**Subject:** FW: Email - Communication - Tom Gode - Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area - CK 430-4  
**Attachments:** letter of support RSBB to Committee.docx

---

**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>  
**Sent:** Sunday, January 7, 2024 7:45 PM  
**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>  
**Subject:** Email - Communication - Tom Gode - Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area - CK 430-4

--- Replies to this email will go to [REDACTED] ---

Submitted on Sunday, January 7, 2024 - 19:43

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Sunday, January 07, 2024

**To:** His Worship the Mayor and Members of City Council

**First Name:** Tom

**Last Name:** Gode

**Phone Number :** [REDACTED]

**Email:** [REDACTED]

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** [REDACTED] 2nd st E

**Ward:** Ward 6

**Name of the organization or agency you are representing (if applicable):** SOS Trees Coalition

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Standing Policy Committee on Environment, Utilities and Corporate Services

**What agenda item do you wish to comment on ?:** Recommendation that City Council approve the design and construction of select site enhancements at the Richard St. Barbe Baker Afforestation Area (RSBBAA) in 2024

**Comments:**

We urge the Committee to fully support the proposed design and construction as proposed. SOS Trees Coalition stands ready to assist the City of Saskatoon in any way we can to expand and protect our vibrant urban forest.

**Will you be submitting a video to be vetted prior to council meeting?:** No





# SOS Trees Coalition

1618 - 9<sup>th</sup> Avenue North, Saskatoon, SK. S7K 3A1

[www.sostrees.ca](http://www.sostrees.ca)

7 January, 2024

To: The Standing Policy Committee on Environment, Utilities and Corporate Services

Re. Recommendation that City Council approve the design and construction of select site enhancements at the Richard St. Barbe Baker Afforestation Area (RSBBAA) in 2024

SOS Trees Coalition [http://www.sostrees.ca/](http://www.sostrees.ca) works in partnership with the City of Saskatoon, community organizations, private citizens and local media, to protect and expand the urban forest of Saskatoon.

While the RSBBAA as an afforestation area currently includes both native and non-native species including many elm & ash trees, all of which are highly vulnerable to disease. The proposed addition of 1800 native species of trees and shrubs will enhance the biodiversity of the trees, the understories and surrounding vegetation communities.

We know that trees are a major asset of the City and are important to help reduce the impact of our changing climate, maintain individual's health, and enhance the quality of life for all of our citizens.

We urge the Committee to fully support the proposed design and construction as proposed. SOS Trees Coalition stands ready to assist the City of Saskatoon in any way we can to expand and protect our vibrant urban forest.

We appreciate the City's time and effort to move forward with this initiative that will help the City continue to be a livable community for future generations. We look forward to a greener and more sustainable Saskatoon.

Tom Gode,  
SOS Trees Coalition  
[trees@sostrees.ca](mailto:trees@sostrees.ca)

## Walter, Penny

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**Subject:** FW: Email - Communication - Julia Adamson - Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area and Natural Areas Policy Framework - CK 430-4 and CK 4110-38

**Attachments:** January 10 PDCS Letter.pdf; January 9 EU&CS Letter.pdf

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**From:** Friends Saskatoon Afforestation Areas Inc <[friendsafforestation@gmail.com](mailto:friendsafforestation@gmail.com)>

**Sent:** Monday, January 8, 2024 9:24 AM

**To:** Web E-mail - City Clerks <[City.Clerks@Saskatoon.ca](mailto:City.Clerks@Saskatoon.ca)>

**Subject:** Email - Communication - Julia Adamson - Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area and Natural Areas Policy Framework - CK 430-4 and CK 4110-38

City Clerks office  
His Worship Charlie Clark and councillors of Saskatoon

The Friends of the Saskatoon Afforestation Areas Inc not profit charity wishes to submit the following letters to the upcoming committee meetings please.

The City of Saskatoon website is undergoing maintenance, so we are emailing our request in via email to present this information to the committees.

We have no videos to submit, and we do not wish to speak.

Kind Regards  
Julia Adamson

  
This email is being sent to you in regards to these two committee meetings:



## Friends of the Saskatoon Afforestation Areas Inc.

Registered Charity #777143876 RR 0001  
210 Appleby Court, Saskatoon, SK S7M 4B2

Standing Policy Committee on Environment, Utilities, and Corporate Services (EUCS)  
City of Saskatoon  
222 3rd Avenue North  
Saskatoon, SK, S7K 0J5

### **Re: Approval of Site Enhancement Design and Construction for Richard St Barbe Baker Afforestation Area [EUCS2023-0406]**

Dear Members of the Standing Policy Committee on EUCS,

On behalf of the Friends of the Saskatoon Afforestation Areas, we are writing to express our strong support for the proposed Site Enhancement Design and Construction for the Richard St Barbe Baker Afforestation Area (RSBBAA), as outlined in the report [EUCS2023-0406] submitted by Jessie Best, Project Manager YXE Green Infrastructure Strategy Sustainability City of Saskatoon.

The Richard St. Barbe Baker Afforestation Area stands as a testament to Saskatoon's commitment to heritage, climate action, and the protection of habitats for species at risk. Named after the renowned global conservationist Richard St. Barbe Baker, whose legacy includes the planting of billions of trees worldwide, this area is a vital green space in our city.

The proposed enhancements, including the addition of approximately 1,800 native trees and shrubs, signify a significant step towards the continued development and preservation of this natural haven. These enhancements align seamlessly with our city's broader environmental goals, contributing to climate change mitigation, biodiversity conservation, and improved public health.

Moreover, the inclusion of upgrades such as the conversion of a 940-meter-long dirt trail to a crusher dust trail, the installation of waste bins, and a swing gate at the southeast parking lot, will undoubtedly enhance the overall experience for visitors while addressing site challenges.

We understand that the proposed enhancements are partially funded through the City's Natural Infrastructure Fund (NIF) Green Network Project. This investment not only contributes to the improvement of RSBBAA but also aligns with our city's commitment to sustainable development and green infrastructure.

This meeting marks a crucial step in the approval process for this project, and we urge your careful consideration and support. The success of this proposal is not only essential for the Richard St. Barbe Baker Afforestation Area but also represents a significant contribution to Saskatoon's green initiatives and environmental legacy.

We sincerely appreciate your dedication to the well-being of our city's green spaces and your commitment to creating a sustainable and vibrant community. The proposed enhancements are anticipated to bring numerous benefits to the community, and we believe they will play a vital role in shaping the future of RSBBA.

Thank you for your time and consideration. We look forward to witnessing the continued growth and improvement of the Richard St. Barbe Baker Afforestation Area.

Sincerely,

Friends of the Saskatoon Afforestation Areas



# **STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES AND CORPORATE SERVICES**

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## **Long Term Organics Processing Options - Low Carbon Economy Challenge Application**

### **Recommendation of the Committee**

That the Administration be directed to include a City-owned Organics Processing Facility for submission to the Low Carbon Economy Challenge Fund.

### **History**

The Standing Policy Committee on Environment, Utilities and Corporate Services, at its meeting held on January 9, 2024, considered a report of the Utilities and Environment Division regarding the above. Your committee also received correspondence from Julia Adamson, Friends of the Saskatoon Afforestation Areas Inc.

Your Committee further resolved that the future decision report include consideration of and potential mitigation requirements related to odour nuisance for nearby land users with particular attention to residential and that experiences from other jurisdictions and relevant regulations be provided as context.

### **Attachments**

1. January 9, 2024 report of the Utilities and Environment Division
2. November 23, 2023 letter from Julia Adamson, Friends of the Saskatoon Afforestation Areas Inc.

## Long Term Organics Processing Options - Low Carbon Economy Challenge Application

### ISSUE

The City of Saskatoon (City) launched the Green Cart Program (Program) in May 2023. In 2020, Green Prairie Environmental Ltd. (GPE) was awarded a contract to process organics materials; however, GPE has not fulfilled their obligations under the organics processing contract. As a result, the City requires a long-term strategy for processing curbside organics with the objective to minimize processing costs and meet all regulatory requirements. Administration has completed preliminary analysis of two potential options; building a City-owned organics processing facility or procuring a third party for organics processing.

As work on the long-term strategy continues, the federal government is intaking applications for the Low Carbon Economy Challenge Fund (LCECF), which could cover up to 50% of costs of eligible projects. A City-owned organics processing facility is an eligible project for the LCECF. Applications for funding close on February 8<sup>th</sup>, 2024.

### RECOMMENDATION

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council that the Administration be directed to include a City-owned Organics Processing Facility for submission to the Low Carbon Economy Challenge Fund.

### BACKGROUND

At the Standing Policy Committee on Environment, Utilities and Corporate Services meeting on November 1, 2023, Administration reported that GPE was in default of the organics processing contract. During this meeting, the Committee requested that:

1. That when the permanent planning decision reporting comes forward, it include reporting on the engagement plan for impacted stakeholders;
2. That Administration report on appropriate separation distance between waste management facilities and residential land uses in the City of Saskatoon;

Since May 1, 2023, over 17,000 tonnes of organic materials have been processed from the Program. The Solid Waste Reduction and Diversion Plan projected that the annual diversion would be between 15,000 and 22,000 tonnes per year once the Program was fully operational. As of December 1, 2023, the lower range of the estimated diversion rate has been exceeded within the first seven months of the program.

In October of 2023, the Federal government began taking applications for the LCECF. The funding covers up to 50% of the construction costs for an eligible project. A City built organics processing facility potentially qualifies for this funding and the application

deadline is February 8, 2024. Ideally, a decision on whether to utilize a third-party or City-owned processing facility would be made prior to applying to the LCECF fund; however, since the full analysis between the two options will not be completed until after the LCECF deadline of February 8, 2024, the Administration is seeking approval to apply to the fund in the event the decision is made to build a City-owned processing facility. It is important to note that applying to the LCECF fund does not restrict future decision on the processing model and the City could still proceed with a third-party processor and withdraw the LCECF application in the future.

Alternatively, the Administration could have fast-tracked the analysis; however, if a final report on this matter was presented at January EUCS, it would have put Committee and Council in a difficult position of making a go/no-go decision in a very short turn-around time. Therefore, the Administration resolved to recommend application now, which will ensure the City has ample time to fully consider and decide on our direction.

**DISCUSSION/ANALYSIS**

Administration has completed a preliminary analysis for two potential options for long-term organics processing; building a City-owned organics processing facility or procuring a third-party for organics processing. Based on the analysis to date, both options are deemed feasible at this point and are summarized below. A hybrid of the two options is also being explored, where two facilities could operate. The hybrid has the advantage of reduced hauling costs as the City could be split into two zones, with the main disadvantage being decreased efficiency associated with operating two separate facilities.

**Option 1: City Owned Organics Processing Facility**

This option proposes to build a City-owned organics processing facility and pursue LCECF. The facility could be operated either by City employees or a third-party and process all Program materials including yard waste materials currently accepted at the West Compost Depot (Depot). The facility would be built to a 25,000 to 40,000 tonne capacity to accommodate current needs and estimated future capacity.

Administration’s preliminary estimate of the capital cost required to develop this facility is between \$17 to \$22 million. The potential site, located near the landfill, is already owned by the City and has the proper zoning designation. A loan would be required to fund the capital costs for the facility, which would be repaid through utility rates.

A cost per tonne estimate for this option has been included in Table 1 and includes both facility operating costs and debt repayments. An estimate has also been included to show the impacts of a successful application to the LCECF. The cost per tonne has been estimated assuming that 50% of facility construction costs are covered.

Table 1: 2026 Estimated Costs Per Tonne for Organics Processing

<b>Funding Type</b>	<b>Processing Cost (\$/ Tonne)</b>
City Owned Facility Financed with Debt Only	106-145
City Owned Facility Financed with Debt and 50% LCECF	81-113

The current estimates are based on presently available information and will be refined further as the analysis progresses. The LCECF has a significant positive impact to processing costs for this option.

**Option 2: Third Party Contract Curbside Organics**

This option proposes that the City undertake procurement of a long-term contract to engage a third-party waste management organization to establish and operate an organics processing facility. The facility would be responsible for processing and converting organic waste into compost. The procurement process will be similar to the 2019 Request for Proposal (RFP) process that awarded the original Program processing contract to GPE in 2020.

The following table has the estimated costs per tonne of materials processed by a third-party.

Table 2: 2026 processing costs for Program material through a third party

<b>Curbside Organics Processor</b>	<b>Processing Cost (\$/ Tonne)</b>
Third Party Contractor	125-150

**FINANCIAL IMPLICATIONS**

While development and analysis of the options continues, the Administration is recommending that a City-owned organics processing facility project be included in the submission projects, to the LCECF program, which will also include an application for the Civic Conservatory. There are no financial implications to apply for the LCECF. The Administration will make it clear in the application that Council will be making a decision on the matter in the coming months.

**OTHER IMPLICATIONS**

There are no other implications to apply for the LCECF. If City Council does not choose an option that includes a City-owned facility, the project will be withdrawn from the applications for LCECF.

**NEXT STEPS**

If the recommendation is approved, Administration will apply for a City-owned organics processing facility through the Federal LCECF.

A future decision report will seek City Council’s support for a long-term processing option. The decision report will include details on the funding strategy, appropriate set back distances for organics processing facilities and stakeholder engagement plans.

**Report Approval**

Written by: Dan Gauthier, Environmental Projects and Protection Manager  
Reviewed by: Brendan Lemke, Director of Water and Waste Operations  
Kari Smith, Director of Finance  
Clae Hack, Chief Financial Officer  
Approved by: Angela Gardiner, General Manager, Utilities and Environment

Admin Report - Long Term Organics Processing Options - Low Carbon Economy Challenge Application.docx



## Walter, Penny

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**From:** City Council  
**Subject:** FW: Email - Communication - Julia Adamson - Friends of the Saskatoon Afforestation Areas Inc - Curbside Organics Processing Contract Update - CK 7830-7  
**Attachments:** MCPA - WestCompost- Letter.pdf; Marius\_Fritz\_West Compost Letter-1.pdf

--- Replies to this email will go to [REDACTED] ---

Submitted on Thursday, November 23, 2023 - 15:53

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Thursday, November 23, 2023

**To:** His Worship the Mayor and Members of City Council

**First Name:** Julia

**Last Name:** Adamson

**Phone Number :** [REDACTED]

**Email:** [REDACTED]

**Address:** [REDACTED] Appleby Court

**Neighbourhood:** [Meadowgreen](#)

**City:** Saskatoon

**Province:** Saskatchewan

**Postal Code:** [REDACTED]

**Name of the organization or agency you are representing (if applicable):** Friends of the Saskatoon Afforestation Areas inc.

**What do you wish to do ?:** Submit Comments

**What agenda item do you wish to comment on ?:** November 1, 2023 SPC on EUC meeting 7.3.1 Curbside Organics Processing Contract Update [EUCS2023- 1102]

**Comments:**

Worship Mayor Clark and Councillors

This agenda item November 1, 2023 SPC on EUC meeting 7.3.1 Curbside Organics Processing Contract Update [EUCS2023- 1102] is set to come before a meeting again for follow up, and we wish to submit comments for consideration please. Thank you kindly.

Kind Regards

Julia

**Will you be submitting a video to be vetted prior to council meeting?: No**

Subject: Urgent Concerns Regarding Proposed Composting Plans  
Marius Fritz



November 17th, 2023

His Worship Mayor Clark and Councillors Office of the Mayor City of Saskatoon  
222 3rd Avenue North Saskatoon, SK S7K 0J5

Dear Mayor Clark and Councillors,

I represent myself, & I write to you as a board member of Friends of Saskatoon Afforestation Areas Inc.

Noise pollution & smell pollution are both things that we must pay mind to as a community. Within two kilometers of Montgomery Place & Partridge, the stench would upset the neighborhoods, especially children at St. Marguerite School. Moreover, the landfill is already close to Montgomery Place, so the area does not need another waste facility in the vicinity.

My parents got a green bin just this year, & I know a lot of other homes in our Nutana neighborhood have also been composting. Saskatoon is a fast-growing city, & with many new neighborhoods popping up, we need a place further out of the city to process the mass natural waste.

A solution I have is to combine the landfill and the west compost depot, and move them far south of the city. This would be good because both are already south west of the city, and to bring them together could standardize the protocol for odour management. To bring each business together might also be good for communication, because a central place is good to control work flow

Thank you for your time,

Sincerely,



Marius Fritz



**Friends of the  
Saskatoon  
Afforestation  
Areas Inc.**



# Friends of the Saskatoon Afforestation Areas Inc.

Registered Charity #777143876 RR 0001

[friendsafforestation@gmail.com](mailto:friendsafforestation@gmail.com) [friendsareas.ca](http://friendsareas.ca)

<https://stbarbebaker.wordpress.com/>

His Worship Mayor Clark and Councillors  
Office of the Mayor City of Saskatoon 222 3rd Avenue North Saskatoon, SK S7K 0J5

## **Re: Proposed Composting of Green Bin Collection at West Compost Depot**

Dear Mayor Clark and Councillors,

We are writing on behalf of the Friends of the Saskatoon Afforestation Areas, expressing our collective concern regarding the proposed composting plans that have recently come to our attention. We share the apprehensions raised by the Montgomery Place Community Association (MCPA) and other concerned residents, particularly in relation to odours and prevailing wind directions.

As an environmental group we recognize that composting, when done wisely and well is very much needed to take pressure off of our landfill. However, converting an open compost windrow facility to include kitchen waste has the potential to attract [vectors](#) and vermin such as rats, raccoons, [wild boar](#). Coyote and fox would be attracted to meat scraps, as well as being enticed by the rats, rodents and raccoons, a part of their diet

Placing fencing around the open windrow composting facility is one humane method to keep animals out of the actual site. However, fencing does not deter animals from being drawn to the site and thereby accessing neighbouring areas or being subject to roadway mortalities. It would be unfortunate to create a processing facility that may attract our native mammalian wildlife, only to subject them to pest management or extermination.

Any potentially adverse side effects need to be mitigated which means great attention to the control of odours. The odours are emissions of bioaerosols and microbial [volatile organic compounds](#) (VOCs) which arise from moulds, virus, algae and pollens. The concentrations of micro bacteria and fungal organisms in the air cause not only unpleasant odours, but also allergies and health symptoms.

In addition to residents, odours would affect the diverse user groups who frequent the Richard St. Barbe Baker Afforestation Area, George Genereux Urban Regional Park, and the tourists disembarking at the National Historic Site of the Canadian National Railways VIA rail station. Therefore, we stand united with MCPA in seeking solutions that prioritize the concerns of people, the environment, and our native wildlife.

In conclusion, we respectfully request that the City of Saskatoon thoroughly assess the potential impacts of the proposed composting plans on our community, its residents, the environment, and our native wildlife. We ask that the city administration proceed with due diligence and be proactive in addressing these issues in design, public consultation, and appropriate composting site management. We appreciate your attention to detail in this matter and look forward to a collaborative and informed decision-making process. This Saskatoon composting laboratory could well inform neighbouring agricultural producers, and green groups in Saskatoon, should solutions be found for the aforementioned concerns and disseminated through an education and awareness programme.

Thank you for your time and consideration.

Sincerely,

Friends of the Saskatoon Afforestation Areas



# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Repeal of Taxicab Licenses – Allocation Criteria Policy

### Recommendation of the Committee

That the City Clerk be instructed to repeal Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*.

### History

The Standing Policy Committee on Transportation, at its meeting held on January 9, 2024, considered a report of the City Solicitor's Office regarding the above.

### Attachment

January 9, 2024 report of the City Solicitor's Office.

## Repeal of Taxicab Licenses – Allocation Criteria Policy

### ISSUE

This report recommends the repeal of Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*.

### RECOMMENDATION

That the Standing Policy Committee on Transportation recommend to City Council that the City Clerk be instructed to repeal Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*.

### BACKGROUND

With the support and approval of the General Manager of Community Services as well as the City Clerk, the City Solicitor’s Office recommends repeal of Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*.

### DISCUSSION/ANALYSIS

Council Policy C02-011, *Taxicab Licenses – Allocation Criteria* has not been amended since 2001. This Policy sets out a process for the allocation of “taxicab licenses”, a process that is now fully set out in Bylaw No. 9651, *The Vehicles for Hire Bylaw, 2019*. As this Policy is no longer necessary given its subject matter is addressed in *The Vehicles for Hire Bylaw, 2019*, it is recommended that this Policy be repealed.

The Policy itself says it is administered by the “City Treasurer’s Branch”; however, the current *Vehicles for Hire Bylaw, 2019* falls under the administration of the General Manager of Community Services and matters respecting vehicles for hire are generally considered by the Standing Policy Committee on Transportation.

There are currently over 100 City Council policies. Some of these policies are out of date and no longer needed. The City Clerk’s Office intends to complete a review of all current policies, both City Council and Administrative. As this review is completed, you will see more reports like this one to either update or repeal out of date policies. The City Solicitor’s Office often reviews relevant policies when doing bylaw amendments and it was during that process that we became aware of the Policy, which is the focus of this report. To assist with the comprehensive review, the City Solicitor’s Office has agreed to bring forward recommendations to modernize or repeal existing policies as we become aware of them. This Policy is one of three that the Administration has determined at this time are now redundant and can be repealed without any negative consequence to the City.

**APPENDICES**

1. Council Policy C02-011, *Taxicab Licenses – Allocation Criteria*

Report Approval

Written by: Laura Thomson, Legal Counsel  
Reviewed by: Lynne Lacroix, General Manager, Community Services  
Adam Tittlemore, City Clerk  
Jeff Jorgenson, City Manager  
Approved by: Cindy Yelland, City Solicitor

Admin Report - Repeal of Taxicab Licenses – Allocation Criteria Policy.docx



# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C02-011*

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<b>POLICY TITLE</b> <i>Taxicab Licenses - Allocation Criteria</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>September 10, 2001</i>
<b>ORIGIN/AUTHORITY</b> <i>Legislation and Finance Committee Reports No. 20-1979 and 15-1993; and Administration and Finance Committee Report No. 11-2001</i>	<b>CITY FILE NO.</b> <i>307-1</i>	<b>PAGE NUMBER</b> <i>1 of 2</i>

## 1. PURPOSE

To ensure that taxicab licenses will be allocated in a fair and impartial manner and will be used for the purpose intended.

## 2. DEFINITIONS

2.1 Taxicab means a vehicle employed in the conveyance of passengers for hire but does not include:

- a) an ambulance;
- b) a bus;
- c) a vehicle especially designed to transport, for hire, persons confined to wheelchairs along with the said wheelchairs, and which does not carry for compensation any other type of passenger;
- d) a vehicle known as a "U-Drive" vehicle which is rented without a driver;
- e) a vehicle approved by the City of Saskatoon for use as a limousine; or
- f) a vehicle approved by the City of Saskatoon for use as a transportation depot limousine.

## 3. GENERAL POLICY

3.1 Qualifications - each applicant applying for a new taxicab license must:

Provide a certificate of registration issued by the administrator under The Vehicle Administration Act, s.s. 1986, c. V-2.1.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C02-011

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Taxicab Licenses - Allocation Criteria</i>	<i>September 10, 2001</i>	<i>2 of 2</i>

## 3.2 Allocation Process

- a) When Council considers it appropriate, it may issue additional licenses for owners of taxicabs used for the conveyance of passengers, through a public tender process.
- b) Licenses will be issued to applicants only upon approval of the License Inspector.
- c) The License Inspector shall, if for any reason he/she deems it expedient to do so, refer to City Council through the City Manager the application for a license and Council shall thereupon grant or refuse same.

## 3.3 License transfers

- a) Licenses issued by the City of Saskatoon can be transferred, in accordance with subsection 41(2) of Bylaw 6066.

## 3.4 License Term

- a) License - every license, unless the same is sooner forfeited, shall be for one year extending from January 1 through to December 31.

## 3.5 License Fees

- a) License fees shall be as provided for in Bylaw 6066, Schedule No. 1.
- b) The City may levy the license fee by distress under the provisions of the Urban Municipality Act.

## 4. RESPONSIBILITY

City Treasurer's Branch - responsible for the Administration of this policy.



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Municipal Heritage Advisory Committee - 2023 Annual Report**

### **Recommendation of the Committee**

That the 2023 Annual Report of the Municipal Heritage Advisory Committee be received as information.

### **History**

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on January 10, 2024, considered the 2023 Annual Report of the Municipal Heritage Advisory Committee.

### **Attachment**

2023 Annual Report of the Municipal Heritage Advisory Committee

## **ANNUAL REPORT AND WORK PLAN**

December 15, 2023

Secretary, Standing Policy Committee on Planning, Development and Community Services

**Re: 2023 Annual Report– Municipal Heritage Advisory Committee [ADV2023-1107**

The mandate of the Municipal Heritage Advisory Committee (the Committee) is to provide advice and guidance on matters relating to Heritage and heritage related matters.

### **Committee Membership**

Membership on the Committee for the year 2023 was as follows:

#### **Members**

- Stevie Horne, Saskatoon Public Library
- Louis Aussant, Saskatchewan Association of Architects
- Danielle Byl, Discover Saskatoon
- Jessica Gibson, Public
- Sarah Marchildon, Downtown Saskatoon Business Improvement District
- DeeAnn Mercier, Broadway Business Improvement District
- Alan Otterbein, Meewasin Valley Authority
- Randy Pshebylo, Riversdale Business Improvement District
- Syed Amin Sadat, Public Member
- Lenore Swystun, Saskatoon Heritage Society
- Lloyd Moker, Sutherland Business Improvement District
- Taylor Morrison, Saskatchewan REALTORS Association
- Laura Foley, Saskatoon Archaeological Society
- Cera Youngson, Public
- Vacant, Saskatchewan Indigenous Cultural Centre

#### **Resource Members**

- Councillor C. Block
- City Archivist J. O'Brien
- Heritage and Design Coordinator K. Grant

### **Work Plan Goals and Accomplishments**

The Committee had submitted the following work plan goals for 2023 to the Standing Policy Committee on Planning, Development and Community Services on March 14, 2022.

In 2023, Committee will:

1. Review Heritage Policies and Plan
2. Funding for the Heritage Conservation Program
3. Explore best practices around tangible and intangible heritage of other cities.
4. Continue to look at having more properties designated, including the Northeast Swale, Castles Schools and Bessborough Hotel
5. Indigenous Heritage
6. Heritage elements in the downtown area

In addition, Appendix 1 provides a summary of key topics and resolutions by meeting, and Appendix 2 provides a summary of 2022 expenditures.

## **2023 Reports and Communications**

### **Matters Referred by SPC, GPC or City Council**

#### *Referrals from the Standing Policy Committee*

- **Municipal Heritage Advisory Committee – Report on 2022 Work Plan [CK. 225-18]**
  - o The Administration provided a report back on the Committee’s 2022 work plan.
  - o Resolution: That the information was received.
    - Matter considered February 21, 2023
- **City Greenhouse Operating Model Update [PDCS2023-0206]**
  - o Committee received a presentation
  - o Resolution: The information was received, and that a letter was written to the Standing Policy Committee on Planning, Development and Community Services requesting the consideration of the heritage aspects, contemplate the refurbishment and potential for expansion of the City Greenhouse while the matter is being discussed.
    - Matter was considered February 21, 2023
- **Downtown Event and Entertainment District Plan [MHAC 2023-0201]**
  - o Committee received a presentation.
  - o Resolution: That the feedback on the matter be provided by Friday, February 24, 2023 to the Committee Assistant and that the Chair draft a letter to the Administration submitting the feedback of the Municipal Heritage Advisory Committee.
    - Matter was considered February 21, 2023
- **Greenhouse Operating Model Long-Term Options [PDCS2023-0206]**
  - o Committee received a presentation.
  - o Resolution: That the information be received.
    - Matter was considered June 20, 2023.

### **Reports/Recommendations Submitted to City Council:**

There were no reports from the Municipal Heritage Advisory Committee submitted directly to City Council.

### **Reports/Recommendations Submitted to the Standing Policy Committee on Standing Policy Committee on Planning, Development and Community Services:**

- **Canadian Pacific Railway Station – 305 Idylwyld Drive North – Funding Request**

Resolution: That the Municipal Heritage Advisory Committee support and forward this report to the Standing Policy Committee on Planning, Development and Community Services with the recommendation:

1. That funding be approved through the Heritage Conservation Program, up to a maximum of \$119,304.70, amortized over 10 years, for the repair of the roof at 305 Idylwyld Drive North, and that the General Manager, Community Services Division be authorized to remit payment of the grant following completion of the project; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that his Worship the Mayor and the City Clerk be authorized to execute the agreement, under the Corporate Seal.

- Matter considered January 24, 2023

- **Application for Municipal Heritage Property Designation – 850 University Drive**

Resolution: That the Municipal Heritage Advisory Committee support and forward this report to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare and bring forward a bylaw to designate the property at 850 University Drive, as a Municipal Heritage Property under the provisions of *The Heritage Property Act*, with such designation limited to the exterior of the building;
2. That the General Manager, Community Services Division, be requested to prepare the required notices for advertising the proposed designation; and
3. That \$2,500 be allocated from the Heritage Reserve Fund for supply and installation of a recognition plaque for the property

- Matter considered April 18, 2023

- **Third Avenue United Church – Heritage Designation Bylaw Amendment Request**

Resolution: That the Municipal Heritage Advisory Committee forward this report to the Standing Policy Committee on Planning, Development and Community Services with a recommendation to City Council:

1. That the City Solicitor be requested to prepare an amendment to Bylaw No. 9413, Third Avenue United Church Heritage Designation Bylaw, 2017, with such amendment limited to amending the bylaw to remove the Casavant organ from the designation; and
2. That the General Manager, Community Services Division, be requested to prepare the required notices for advertising the proposed bylaw amendment.

**Also**

That a letter be forwarded to the Standing Policy Committee on Planning, Development & Community Services requesting that the matter be deferred until stakeholders including the owner, the musical community, the City, public and any other relevant parties, can review and provide feedback on the heritage designation item prior to the consideration of the request to amend the Heritage Designation.

- Matter considered September 19, 2023

**Reports/Recommendations Submitted to the Governance and Priority Committee:**

There were no reports/recommendations from the Municipal Heritage Advisory Committee.


**Communication by Committee Representatives (Chair, Vice-Chair, or designate) to the local media:**

There were no matters communicated by Chair, Vice-Chair or designate to the local media for 2023.

**ATTACHMENTS**

1. Appendix 1 – 2023 Meeting Summary
2. Appendix 2 – 2023 Expenditures

Yours truly,



Stevie Horn  
**Chair**  
**Municipal Heritage Advisory Committee**

**Appendix 1 – 2023 Meeting Summary – Key Topics and Resolutions**

Meeting	Summary – Key Topics and Resolutions
January	<ul style="list-style-type: none"> <li>- Stevie Horn was appointed as Chair – Cera Youngson was appointed as Vice Chair</li> <li>- 2023 Membership was confirmed.</li> <li>- Verbal Updates on the following:               <ul style="list-style-type: none"> <li>o Doors Open Event</li> <li>o Heritage Festival</li> <li>o Knox United Church</li> <li>o Memorial Walk – 100<sup>th</sup> Anniversary</li> </ul> </li> <li>- Report – Canadian Pacific Railway Station – 305 Idylwyld Drive North – Funding Request</li> <li>- 2023 Budget was confirmed</li> <li>- Meeting format and dates were confirmed.</li> <li>- Membership Renewals for Heritage Saskatchewan and Saskatoon Heritage Society.</li> </ul>
February	<ul style="list-style-type: none"> <li>- Verbal updates on the following:               <ul style="list-style-type: none"> <li>o Heritage Festival</li> <li>o Night at the Roxy Event</li> <li>o City Archives Moving Downtown</li> </ul> </li> <li>- Report – MHAC Report on 2022 Work Plan</li> <li>- Report - City Greenhouse Operating Model Update</li> <li>- Report - Downtown Event and Entertainment District Plan</li> <li>- Workplan was confirmed for submission to the Standing Policy Committee on Planning, Development and Community Services. Feedback – Intangible Heritage</li> <li>- Memo – Heritage Review Project</li> <li>- Memo – Castle Schools</li> <li>- Memo – Wonderhub Signage</li> </ul>
March	<ul style="list-style-type: none"> <li>- Subcommittees Updates were provided.</li> <li>- Decision – Saskatchewan Municipal Board – Knox United Church</li> <li>- Verbal update on the following:               <ul style="list-style-type: none"> <li>o 3<sup>rd</sup> Avenue United Church – Status of an Organ</li> <li>o Doors Open Event</li> </ul> </li> <li>- The workplan was discussed.</li> </ul>
April	<ul style="list-style-type: none"> <li>- Report – Application for Municipal Heritage Property Designation – 850 University Drive</li> <li>- Verbal update on the following:               <ul style="list-style-type: none"> <li>o Heritage Conservation Project Charter</li> </ul> </li> </ul>



May	<ul style="list-style-type: none"> <li>- Verbal update on the following:             <ul style="list-style-type: none"> <li>o Doors Open Event</li> <li>o Next-of-Kin Memorial Avenue – Decoration Day Service</li> </ul> </li> <li>- Subcommittee Updates</li> </ul>
June	<ul style="list-style-type: none"> <li>- Subcommittee Updates</li> <li>- Report – Greenhouse Operating Model Long Term Options</li> <li>- Workplan items were discussed.</li> </ul>
September	<ul style="list-style-type: none"> <li>- Response from SPC on Planning, Development and Community Services regarding the request for change of the Heritage Awards</li> <li>- Verbal update was provided:             <ul style="list-style-type: none"> <li>o Geophysics Research at Nutana Pioneer Cemetery</li> </ul> </li> <li>- Report – Third Avenue United Church – Heritage Designation Bylaw Amendment Request.             <ul style="list-style-type: none"> <li>o Doors Open Event – Final Report</li> </ul> </li> </ul>
October	<ul style="list-style-type: none"> <li>- Subcommittee Update – Policy and Planning Subcommittee</li> <li>- Report – Intangible Cultural Heritage – Review Consideration</li> </ul>
November	<ul style="list-style-type: none"> <li>- Draft 2023 Annual Report was considered for approval</li> <li>- Presentation – National Trust Conference</li> </ul>

**Appendix 2 – 2023 Expenditure**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
February 2023	Heritage Saskatchewan Membership Renewal	\$52.50
February 2023	Saskatoon Heritage Society Membership Renewal	\$30.00
February 2023	Heritage Festival Registration	\$60.00
June 2023	Funding to Heritage Reserve for Doors Open Event	\$9,200.00
September 2023	Conference Registration – C. “Youngson – National Trust Conference	\$458.35
November 2023	Travel Expenses- C. Youngson – National Trust Conference	\$1891.54
	<b>Total</b>	<b>\$ 11,692.39</b>



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Marr Residence Annual Report 2023**

### **Recommendation of the Committee**

That the Marr Residence 2023 Annual Report be received as information.

### **History**

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on January 10, 2024, considered the 2023 Marr Residence Annual Report.

### **Attachment**

2023 Annual Report of the Marr Residence

**Marr Residence 2023 Annual Report**  
**Submitted by the Marr Residence Management Board**

<b>Della Marshall</b>	<b>Saskatoon Heritage Society</b>
<b>Braedan Hafichuk</b>	<b>Nutana Community Association (till Sept )</b>
<b>Dean Boyle</b>	<b>Infrastructure Services Department</b>
<b>Barb Lucas</b>	<b>Recording Secretary</b>
<b>Andrew Whiting</b>	<b>Member at Large ( till Dec.)</b>
<b>Olivia Swerhone-Wick</b>	<b>Member at Large</b>
<b>Karen Waldner</b>	<b>Member at Large</b>
<b>Tina Frerich</b>	<b>Member at Large ( till May )</b>

**The Marr Management Board respectfully  
submits to The City Of Saskatoon it's 2023 Annual Report**

**The Marr Residence Board Mandate is to :**

**Maintain and enhance the historical integrity of the site**

**Provide public access**

**Develop programming which increases public awareness of  
Saskatoon's history**

**Facebook continues to be used and is a good promotional tool. Our Website has been refreshed and helps get programming out to the community.**

**Again because of Covid 19 our School Tour Program did not happen this year. We hope next year will see us able to offer these tours again.**

**Special thanks goes to our gardeners, Jan Robbins , Bronwin Joyes and Sue Barrett for their hard work and dedication in keeping the Marr Garden so**

lovely and welcoming to the public. We also thank Jan Robbins for her hard work in keeping the snow cleared at the Marr during the winter. Garadener volunteer time is well over 60 hours.

Many thanks to Dean Boyle, from the City of Saskatoon , and his team who manage maintenance at the house . Fence replacement was completed this fall , along with interior painting.

We have started to utilized our volunteer this summer for the first time since Covid. Our volunteer list suffered greatly because of the pandemic. Like all organizations that rely on volunteers we are having difficulty in finding people interested and available. The board regretfully say three members resign this year , the board sent thanks to each for their service. In December we received notice from the City Clerks Office that we will have two new members-at-large joining the Board in January . We currently await the appointment of a Representative from the Nutana Community Association

We were pleased to be able to participate in the Saskatoon Heritage Festival which resumed this year at the Western Development Museum. We also were happy to be involved in Doors Open . Both these events proved very successful, giving us the opportunity to inform the public about the history of the Marr and Saskatoon.

I am pleased to report that we had over 1000 visitors to The Marr for our programming . Board members and volunteers were utilized in 45 spots, where they contributed over 180 volunteer hours. Board members and Sue Barrett also contributed over 21 hours for our presentation of John Huston's " A Christmas Carol". Six shows sold out for a total of 98 guests . On The Boards Staging Company was once again used to manage ticket sales and promotion. We will continue to use them because of there superior service.

This year we received the "Governance Review – Other Bodies- Albert Community Centre Management Committee and The Marr Residence Management Board " document from the City of Saskatoon's Governance and Priorities Committee. This document was shared with Marr Board members, a response was written by the board chair and with the approval of the board was forwarded to the Governance and Priorities Committee.

**There are a number of people who are the reason for the Marr Residence having such a successful year. Taren Meyers and her group of Vintage Sewers continue to use the Marr as their gathering place. Their willingness to share information on their projects has intrigued many visitors. Presentations by Al Morton ( Saskatoon Trains ) and Obert Frigstad ( Pioneer Cemetery ) were well attended and very informative.**

**I want to once again express my utmost appreciation to Sue Barrett for all she contributes to the Marr Residence.**

**Many thanks must go to my board members for their commitment to the Marr. Their dedication and support has made my job much easier.**

**To the City of Saskatoon who provide not only financial support but the resources to maintain the Marr. The Marr Board is very grateful !**

**Respectfully submitted**

**Della Marshall**

**Marr Residence Board Chair**

### **Programming at The Marr Residence for 2023**

<b>January 22</b>	<b>Vintage Sewers</b>
<b>February 12</b>	<b>Saskatoon Heritage Festival at Western Development Museum</b>
<b>February 19</b>	<b>Vintage Sewers</b>
<b>March 19</b>	<b>Vintage Sewers</b>

<b>May 28</b>	<b>Vintage Sewers</b>
<b>June 11</b>	<b>Vintage Sewers</b>
<b>June 25</b>	<b>Door's Open</b>
<b>July 2</b>	<b>Open House</b>
<b>July 9</b>	<b>" Nurse Miller and the Riel Resistance " Della Marshall</b>
<b>July 16</b>	<b>Vintage Games</b>
<b>July 23</b>	<b>Saskatoon Heritage Society Walking Tour – Dianne Wilson</b>
<b>July 30</b>	<b>Vintage Sewers</b>
<b>August 6</b>	<b>Learning About Rhubarb</b>
<b>August 13</b>	<b>Saskatoon Trains – Al Morton</b>
<b>August 20</b>	<b>Open House</b>
<b>August 27</b>	<b>Vintage Sewers</b>
<b>September 17</b>	<b>Pioneer ( Nutana) Cemetery -Obert Frigstad</b>
<b>September 24</b>	<b>Vintage Sewers</b>
<b>October 22</b>	<b>Vintage Sewers</b>
<b>November 19</b>	<b>Vintage Sewers</b>
<b>December</b>	<b>" A Christmas Carole " - John Huston</b>
	<b>Sunday December 3 through to Friday December 8</b>
<b>December 17</b>	<b>Vintage Sewers</b>



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **2024 Cultural Grant Capital Reserve Awards**

### **Recommendation of the Committee**

That project funding recommended by the Cultural Grant Capital Reserve Assessment Committee, for 2024, as outlined in the January 10, 2024 report of the Community Services Division, be approved.

### **History**

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on January 10, 2024, considered a report of the Community Services Division regarding the above, along with a letter from Leah Brodie, Nutrien Wonderhub.

### **Attachment**

1. January 10, 2024 report of the Community Services Division
2. January 8, 2024 letter from Leah Brodie, Nutrien Wonderhub



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## 2024 Cultural Grant Capital Reserve Awards

### ISSUE

The Cultural Grant Capital Reserve Assessment Committee has recommended funding of \$137,570.71 from the Cultural Grant Capital Reserve, as per Council Policy C03 - 003, Reserves for Future Expenditures, to three organizations, as identified in this report.

### RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that project funding recommended by the Cultural Grant Capital Reserve Assessment Committee, for 2024, as outlined in this report, be approved.

### BACKGROUND

The City's Cultural Grant Capital Reserve (Reserve) was created in 2010 to provide funding for periodic one-time capital projects to organizations currently receiving funding under the Culture Grant Program. In 2013, City Council approved several amendments to the program. The annual provision to the reserve is authorized by City Council through annual approval of the Business Plan and Budget. Since 2016, the annual contribution has been \$100,000 for the Cultural Grant component and \$20,000 for the Public Art component.

The recommendation for the allocation of funds is made by the Cultural Grant Capital Reserve Assessment Committee (Committee), in accordance with criteria outlined in [Council Policy C03-003, Reserves for Future Expenditures](#). There were three applications received by the October 2, 2023 deadline. The Committee met on November 8, 2023, and recommends funding to three applicants, as identified in this report. As per policy, applicants can receive a grant for up to 50% of their total project costs, and projects must be completed within 24 months of funding approval.

### DISCUSSION/ANALYSIS

The Reserve has an unallocated balance of \$506,803.14, available in 2024. All project applications were reviewed by the Committee, the following awards are recommended:

Major Grants (Maximum Award of \$80,000)	Award
<b>Nutrien Wonderhub (Children's Discovery Museum on the Saskatchewan INC.):</b> To purchase and implement an advanced and fully integrated Customer Relationship Management (CRM) and Point of Sale (POS) system, enhancing visitor engagement, operational efficiency and financial sustainability at Wonderhub.	\$ 49,549.82

## 2024 Cultural Grant Capital Reserve Awards

<b>Major Grants (Maximum Award of \$80,000)</b>	<b>Award</b>
<b>Persephone Theatre:</b> To fully replace the fly tower roof, right above the stage, which has hit its end of life and continues to leak significantly.	\$ 80,000.00
<b>Total</b>	<b>\$129,549.82</b>

<b>Minor Grants (Maximum Award of \$10,000)</b>	<b>Award</b>
<b>Saskatchewan Jazz Festival Inc.:</b> To purchase two 20 x 20 tents to be used by the Saskatchewan Jazz Festival, off-season programming and rented to other community organizations.	\$ 8,020.89
<b>Total</b>	<b>\$ 8,020.89</b>
<b>Grand Total</b>	<b>\$137,570.71</b>

### FINANCIAL IMPLICATIONS

Funding for the 2024 Cultural Grant Capital Reserve Awards is allocated from the Cultural Reserve. There are sufficient funds available for the proposed grants identified in this report. If approved, the remaining balance of the Cultural Grant component of the reserve will be \$369,232.43.

### OTHER IMPLICATIONS

There are no policy, environmental, privacy, or CPTED implications or considerations.

### NEXT STEPS

Pending City Council approval, the City will notify successful applicants of the award of funding for their respective projects. The three projects identified to receive funding are scheduled to be completed by August 31, 2024.

### REPORT APPROVAL

Written by: Kathy Allen, Arts and Grants Consultant

Reviewed by: Tenille Thomson, Community Development Manager

Andrew Roberts, Director of Recreation and Community Development

Approved by: Lynne Lacroix, General Manager, Community Services

SP/2024/CS/PDCS/2024 Cultural Grant Capital Reserve Awards/sk

## Lasby, Mary

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**Subject:** FW: Email - Communication - Leah Brodie - Nutrien Wonderhub - 2024 Cultural Grant Capital Reserve Awards - CK 1871-2  
**Attachments:** Nutrien Wonderhub - Support for 2024 Cultural Grant Capital Reserve Awards.pdf

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**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>  
**Sent:** Monday, January 8, 2024 2:32 PM  
**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>  
**Subject:** Email - Communication - Leah Brodie - Nutrien Wonderhub - 2024 Cultural Grant Capital Reserve Awards - CK 1871-2

--- Replies to this email will go to [leah@wonderhub.ca](mailto:leah@wonderhub.ca) ---

Submitted on Monday, January 8, 2024 - 14:28

Submitted by user: Anonymous

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Monday, January 08, 2024

**To:** His Worship the Mayor and Members of City Council

**Pronouns:** She/her/hers

**First Name:** Leah

**Last Name:** Brodie

**Phone Number :** [REDACTED]

**Email:** [leah@wonderhub.ca](mailto:leah@wonderhub.ca)

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** 950 Spadina Cres E

**Ward:** Ward 1

**Name of the organization or agency you are representing (if applicable):** Nutrien Wonderhub

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Standing Policy Committee on Planning, Development and Community - January 10, 2024 Services

**What agenda item do you wish to comment on ?:** 8.2.1 2024 Cultural Grant Capital Reserve Awards [PDCS2024-0101]

**Comments:**

Please see the attached letter.

**Attachments:**

- [Nutrien Wonderhub - Support for 2024 Cultural Grant Capital Reserve Awards.pdf](#)582.58 KB

**Will you be submitting a video to be vetted prior to council meeting?:** No

January 8, 2024

Standing Policy Committee on Planning, Development, and Community Services  
222 3<sup>rd</sup> Ave N  
Saskatoon, SK S7K 0J5

Dear Standing Policy Committee Members,

**Re: Support for 2024 Cultural Grant Capital Reserve Awards**

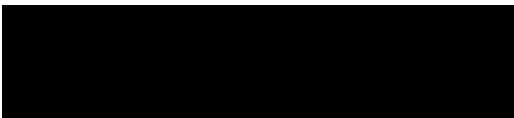
I am writing to express support for the recommendations put forth by the Cultural Grant Capital Reserve Assessment Committee regarding the allocation of funds from the Cultural Grant Capital Reserve for 2024.

As Saskatchewan's first and only children's museum, Nutrien Wonderhub is grateful for the recommendation to support the purchase and implementation of an advanced and fully integrated Customer Relationship Management (CRM) and Point of Sale (POS) system. This strategic investment in technology is a key component of Wonderhub's Digital Advancement Project which also includes migration from Google Workspace to Microsoft 365 and an upgrade for the museum's QuickBooks accounting software.

With nearly 120,000 visits in 2022-23, the recommended investment of \$49,549.82 from the Cultural Grant Capital Reserve will be instrumental in realizing this transformative project which is necessary to support the museum's continued growth. An advanced CRM and POS will improve the visitor experience, enhance supporter engagement, optimize operations, improve data security and management, and support the long-term financial sustainability of the museum for the benefit of children and families in our community.

I would also like to extend my support to the funding recommendations for Persephone Theatre and Saskatchewan Jazz Festival. Your support in approving the recommended funding for the 2024 Cultural Grant Capital Reserve Awards will facilitate three important initiatives and reaffirms City Council's commitment to fostering a vibrant and rich cultural landscape in Saskatoon.

With thanks,



Leah Brodie  
CEO, Nutrien Wonderhub



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Repeal of Tax Write-Offs, Deferrals and Exemptions Policy**

#### **Recommendation of the Committee**

That the City Clerk be instructed to repeal Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions*.

#### **History**

The Standing Policy Committee on Finance, at its meeting held on January 10, 2024, considered a report of the City Solicitor's Office regarding the above.

#### **Attachment**

January 10, 2024 report of the City Solicitor's Office.

## Repeal of Tax Write-Offs, Deferrals and Exemptions Policy

### ISSUE

This report recommends the repeal of Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions*.

### RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council that the City Clerk be instructed to repeal Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions*.

### BACKGROUND

With the support and approval of the Chief Financial Officer as well as the City Clerk, the City Solicitor's Office recommends repeal of Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions*.

### DISCUSSION/ANALYSIS

Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions* has not been amended since 1992.

Sections 2.1 through 2.3 of the Policy address tax exemptions for places of public worship and religious and educational residences, and applications for property tax write-offs and deferrals; however, these matters are now addressed in sections 262 and 263 of *The Cities Act*.

Section 2.4 of the Policy addresses amusement tax exemptions and refers to the "Legislation and Finance Committee", as well as to a bylaw that was repealed in 2000. Section 279 of *The Cities Act* along with Bylaw No. 7978, *The Amusement Tax Bylaw, 2000* currently address these matters.

As this Policy is no longer necessary given its contents are now addressed in *The Cities Act* as well as a City bylaw, it is recommended that this Policy be repealed.

There are currently over 100 City Council policies. Some of these policies are out of date and no longer needed. The City Clerk's Office intends to complete a review of all current policies, both City Council and Administrative. As this review is completed, you will see more reports like this one to either update or repeal out of date policies. The City Solicitor's Office often reviews relevant policies when doing bylaw amendments and it was during that process that we became aware of the Policy, which is the focus of this report. To assist with the comprehensive review, the City Solicitor's Office has agreed to bring forward recommendations to modernize or repeal existing policies as we become aware of them. This Policy is one of three that the Administration has

## Repeal of Tax Write-Offs, Deferrals and Exemptions Policy

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determined at this time are now redundant and can be repealed without any negative consequence to the City.

### **APPENDICES**

1. Council Policy C03-015, *Tax Write-Offs, Deferrals and Exemptions*

#### Report Approval

Written by: Laura Thomson, Legal Counsel  
Reviewed by: Clae Hack, Chief Financial Officer  
Adam Tittlemore, City Clerk  
Jeff Jorgenson, City Manager  
Approved by: Cindy Yelland, City Solicitor

Admin Report - Repeal of Tax Write-Offs, Deferrals and Exemptions Policy.docx



# City of Saskatoon

## City Policy

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**NUMBER**  
*C03-015*

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<b>POLICY TITLE</b> <i>Tax Write-Offs, Deferrals and Exemptions</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>June 22, 1992</i>
<b>ORIGIN/AUTHORITY</b> <i>Legislation and Finance Committee Report Nos. 22-1985; 35-1985; 25-1986; 32-1986; 3-1987; 5-1987; 14-1992</i>	<b>CITY FILE NO.</b> <i>CK 1910-2; CK 1965-0(1); CK 1895-4; CK 316-1</i>	<b>PAGE NUMBER</b> <i>1 of 3</i>

### 1. PURPOSE

To ensure that applications for tax write-offs and deferrals are handled in a fair and consistent manner.

### 2. POLICY

City Council may, based on recommendations from the Legislation and Finance Committee and subject to the following criteria, approve applications for property tax write-offs and deferrals and amusement tax exemptions.

#### 2.1 Places of Public Worship

- a) Pursuant to Clause 275(1)(d) of the Urban Municipality Act, the City shall exempt from property taxation every place of public worship and the land used in connection therewith to a maximum of:
  - i) 0.81 hectares; or
  - ii) 10 square metres of land for every one square metre of occupied building space used as a place of worship;

whichever is greater, that is owned by a religious organization, except any portion of that place or of that land that is used as a residence or for any purpose other than a place of public worship.

<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>PAGE NUMBER</b>
<i>Tax Write-Offs, Deferrals and Exemptions</i>	<i>June 22, 1992</i>	<i>2 of 3</i>

- b) Where land is owned by a religious organization and is used for public worship during the calendar year, the property taxes will be written off, only during the period when it is used for public worship, on that portion of the land which, in accordance with 2.1(a) above will be exempt from such taxes in the next calendar year.

2.2 Religious and Educational Residences

Religious and Educational Residences are not eligible for property tax rebates.

2.3 Applications for Property Tax Write-offs and Deferrals

- a) All applications must be accompanied by a full financial disclosure of the applicable properties.
- b) All applications for full or partial tax exemptions and deferrals must be submitted to the Legislation and Finance Committee not later than October 15 before the year in which the exemptions or deferrals will apply.
- c) All tax exemptions and deferrals shall be approved by City Council in accordance with the requirements of Section 275(2) and (3) of The Urban Municipality Act, with the appropriate bylaws authorized by City Council by December 1 in the year before the exemptions and deferrals will apply.

2.4 Amusement Tax Exemptions

All applications for exemptions from Amusement Tax, in accordance with the provisions of Section 7(b) of Bylaw No. 5724, must be submitted to the Legislation and Finance Committee (for subsequent recommendation to City Council) at least one month prior to the event. Any such application received later than this deadline shall be deemed to involve a request to rebate taxes which have been collected and as a result, may be considered within the eligibility criteria and available funding within the Assistance to Community Groups, Policy No. C03-018.

<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>PAGE NUMBER</b>
<i>Tax Write-Offs, Deferrals and Exemptions</i>	<i>June 22, 1992</i>	<i>3 of 3</i>

2.5 Exemption from Transient Trader License Fees

An organization involved in the sale of food may, subject to the approval of the City Treasurer, be granted exemption from the Transient Trader License fee provided:

- a) The organization sponsoring the sale is a service club, school, registered charity, church organization, or non-profit sports organization permanently located in the City of Saskatoon.
- b) All salespersons are members of the organization and no individual receives payment or commission for services rendered at the sale.
- c) The sale consists of food items only.
- d) Profits from the sale are used for the benefit of the Community or for school, church, or sports activities involving community commitment.
- e) The exemption is granted for only one sale per organization per year, with the duration of the sale not to exceed seven days.

3. RESPONSIBILITIES

a) Legislation and Finance Committee

Receive, review and make recommendations to City Council on applications for property tax write-offs and deferral and amusement tax exemptions.

b) City Assessor and City Treasurer

Administer and recommend amendments to this Policy.



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Property Realized Reserve Withdrawal**

#### **Recommendation of the Committee**

That a withdrawal of \$736,849.40 from the Property Realized Reserve be approved to fund miscellaneous land development and related sales costs incurred during the period of December 1, 2022 to November 30, 2023.

#### **History**

The Standing Policy Committee on Finance, at its meeting held on January 10, 2024, considered a report of the Corporate Financial Services Division regarding the above.

#### **Attachment**

January 10, 2024 report of the Corporate Financial Services Division.

## Property Realized Reserve Withdrawal

### ISSUE

In accordance with Bylaw No. 6774, The Capital Reserve Bylaw, 1993, the Property Realized Reserve (PRR) funds expenditures from land sales and acquisitions by the City of Saskatoon (City) and other miscellaneous land development costs for preparing land for resale. As per past practice, City Council approval is being sought for the withdrawal of these funds from PRR.

### RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council that a withdrawal of \$736,849.40 from the Property Realized Reserve be approved to fund miscellaneous land development and related sales costs incurred during the period of December 1, 2022 to November 30, 2023.

### BACKGROUND

Annually, the Corporate Financial Services Division submits a summary of expenditures incurred on land sales and acquisitions to be funded from PRR for City Council approval. This period has been identified from December 1 of the previous fiscal year to the end of November of the current fiscal year.

### DISCUSSION/ANALYSIS

The expenditures for the period December 1, 2022 to November 30, 2023 requiring City Council approval to withdraw from PRR are included in Table 1.

Table 1 – Transfer to PRR

Item	Amount
Real Estate Commissions – current year	\$ 934,739.35
Real Estate Commissions – prior year adj	(244,736.83)
Environmental Assessment	42,992.33
Subdivision	1,925.00
Land Title Registration / Search Costs	1,929.55
<b>Total</b>	<b>\$ 736,849.40</b>

The expenditures in Table 1 include an amount of \$42,992.33 in environmental remediation costs of future land development and possible land acquisitions.

The real estate commissions for the current year as in Table 1 are a result of \$20.75 million in industrial sales. The prior year adjustment for real estate commissions is a result of reclassifying sales from the PRR to Neighbourhood Land Development fund sales that were realized in the Aspen Ridge and Evergreen mixed use commercial area.

All commissions paid by the City are consistent with City Council Policy C09-015 Real Estate Commissions – Sale of City Owned Land.

**FINANCIAL IMPLICATIONS**

The financial implications are addressed in the body of this report. If approved, an amount of \$736,849.40 will be funded from PRR.

**OTHER IMPLICATIONS**

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

**NEXT STEPS**

No further action is required.

**APPENDICES**

1. 2023 Transfer to PRR Reserve

**REPORT APPROVAL**

Written by: Carol Lyons, Financial Analyst  
Reviewed by: Kari Smith, Director of Finance  
Frank Long, Director of Saskatoon Land  
Approved by: Clae Hack, Chief Financial Officer

Admin Report – Property Realized Reserve Withdrawal.docx

GENERAL SUSPENSE - 2022  
GL Account #240040  
Reclassification to PRR

Date	JE Number	Vendor	Description	Amount	Commissions	Subdivision	Enviro. Assess.	Title Registrations/ Searches	Total
<b>PROPERTY REALIZED GENERAL</b>									
			<b>Balance forward Dec 01/22:</b>	\$ 1,101,562.71					\$ 1,101,562.71
12/31/2022	Dec1-Nov30	PRR Withdrawal from Suspense	Last years entry	\$ (1,101,562.71)					\$ (1,101,562.71)
12/22/2020	APB112663	PINTER & ASSOCIATES LT	R805791 - Phase 1 ESA Auditorium Ave	\$ (137.50)			\$ (137.50)		\$ (137.50)
12/22/2020	APB112663	PINTER & ASSOCIATES LT	R805791 - Phase 1 ESA Auditorium Ave	\$ 2,887.50			\$ 2,887.50		\$ 2,887.50
12/22/2020	APB112861	PINTER & ASSOCIATES LT	R805523 - Phase II ESA Auditorium Ave	\$ (405.50)			\$ (405.50)		\$ (405.50)
12/22/2020	APB112920	D-CODE ENGINEERING LTD	R806360 - HBAC Subdivision	\$ (78.75)		\$ (78.75)			\$ (78.75)
12/22/2020	JCN280235	City of Saskatoon - Cross Charge	Soils Eng - Auditorium Ave	\$ 520.00			\$ 520.00		\$ 520.00
12/22/2020	APB112861	PINTER & ASSOCIATES LT	R805523 - Phase II ESA Auditorium Ave	\$ 8,515.50			\$ 8,515.50		\$ 8,515.50
12/22/2020	APB112920	D-CODE ENGINEERING LTD	R806360 HBAC Subdivision	\$ 1,653.75		\$ 1,653.75			\$ 1,653.75
12/22/2020	JCN280269		Transposition Error - PRR Withdrawal Dec19-Nov20	\$ 270.00	\$ 270.00				\$ 270.00
12/31/2022	100003622	City of Saskatoon	Q4 SOILS ENG XCHG Aspen Place	\$ 357.70			\$ 357.70		\$ 357.70
12/31/2022	100003622	City of Saskatoon	Q4 SOILS ENG XCHG 17TH St W FOI Multiple Propertie	\$ 71.54			\$ 71.54		\$ 71.54
12/31/2022	100003622	City of Saskatoon	Q4 SOILS ENG XCHG Garowmski Site Visit	\$ 107.31			\$ 107.31		\$ 107.31
12/31/2022	100314370	City of Saskatoon	Q4 SOILS ENG XCHG 11 St ESA	\$ 357.70			\$ 357.70		\$ 357.70
1/13/2023	1900000591	ICR Commercial Real Estate	750 64th Street	\$ 94,435.40	\$ 94,435.40				\$ 94,435.40
1/24/2023	5000079078	Bersch Consulting	FML Asbestos Review	\$ 1,160.00			\$ 1,160.00		\$ 1,160.00
1/27/2023	1900000597	ICR Commercial Real Estate	Lot 4 Block 283	\$ 44,255.00	\$ 44,255.00				\$ 44,255.00
2/13/2023	100004095	Information Services Corporation	ISC Fees – UH3 Parcel A, Plan 101459314 Ext 34	\$ 240.00				\$ 240.00	\$ 240.00
2/14/2023	1900000609	Colliers McClocklin Real Estate Corp	Lots 4 & 5 Block 284 - Marquis Industrial	\$ 82,750.10	\$ 82,750.10				\$ 82,750.10
2/24/2023	1900000613	ICR Commercial Real Estate	4112 & 4120 Shoquist Ave	\$ 82,574.00	\$ 82,574.00				\$ 82,574.00
2/28/2023	100004087	Information Services Corporation	Title registration / searches	\$ 12.00				\$ 12.00	\$ 12.00
3/6/2023	1900000619	ICR Commercial Real Estate	3902 Brodsky Avenue	\$ 86,029.60	\$ 86,029.60				\$ 86,029.60
3/20/2023	100004226	Information Services Corporation	ISC Fees–Gramowski acqs.–LSD 11&12, RM of Corman P	\$ 1,668.00				\$ 1,668.00	\$ 1,668.00
4/20/2023	5000000312	Dillon Consulting	Field Investigation Aspen PI	\$ 5,975.00			\$ 5,975.00		\$ 5,975.00
4/27/2023	100004303	City of Saskatoon re: Dillon Consulting	Field Investigation Aspen PI	\$ 27.07			\$ 27.07		\$ 27.07
4/27/2023	100430664	City of Saskatoon Re: Bersch Consulting	FML Asbestos Review	\$ 27.07			\$ 27.07		\$ 27.07
5/18/2023	5000000320	Dillon Consulting	Field Investigation ESAll Muskeg	\$ 5,734.60			\$ 5,734.60		\$ 5,734.60
5/24/2023	5200095456	Dillon Consulting	Field Investigation ESAll Muskeg	\$ (324.60)			\$ (324.60)		\$ (324.60)
5/29/2023	100004453	City of Saskatoon	Q1 Soils Eng Land - SPS Firing Range	\$ 143.08			\$ 143.08		\$ 143.08
5/29/2023	100004453	City of Saskatoon	Q1 Soils Eng Land - Aspen Place Phs 2 Muskeg Lake	\$ 429.24			\$ 429.24		\$ 429.24
5/29/2023	100457736	City of Saskatoon	Q1 Soils Eng 11 Street ESA	\$ 143.08			\$ 143.08		\$ 143.08
6/16/2023	100004584	City of Saskatoon	Geotech Investigation	\$ 87.94			\$ 87.94		\$ 87.94
6/23/2023	1900000711	ICR Commercial Real Estate	107 Radu Cres	\$ 21,412.00	\$ 21,412.00				\$ 21,412.00
6/23/2023	1900000712	Colliers McClocklin Real Estate Corp	Lot 4 Block 948	\$ 20,422.23	\$ 20,422.23				\$ 20,422.23
6/28/2023	1900000715	ICR Commercial Real Estate	123 & 127 Radu Cres	\$ 64,421.26	\$ 64,421.26				\$ 64,421.26
6/29/2023	1900000717	Colliers McClocklin Real Estate Corp	111 Radu	\$ 42,665.00	\$ 42,665.00				\$ 42,665.00
6/30/2023	100004673	City of Saskatoon re: Dillon Consulting	Field Investigation ESAll Muskeg	\$ 29.79			\$ 29.79		\$ 29.79
7/5/2023	1900000719	Cushman and Wakefield Saskatoon	805 & 813 64th St E	\$ 91,531.00	\$ 91,531.00				\$ 91,531.00
7/5/2023	1900000720	ICR Commercial Real Estate	821 64th St E	\$ 62,712.70	\$ 62,712.70				\$ 62,712.70
7/17/2023	1900000755	Re/max Bridge City	727 731 & 64th Street	\$ 38,160.00	\$ 38,160.00				\$ 38,160.00
7/17/2023	5000000335	MPE Engineering Ltd	Geotech Investigation	\$ 2,837.76			\$ 2,837.76		\$ 2,837.76
7/17/2023	100004802	City of Saskatoon	Marquis Ph 11-2 – Subdivision Application	\$ 250.00		\$ 250.00			\$ 250.00
7/18/2023	1900000768	ICR Commercial Real Estate	Surface Parcels 203983285 and 203983274	\$ 60,595.51	\$ 60,595.51				\$ 60,595.51
7/25/2023	1800002046	MLCN Investment Management Corp	50% cost share for ESA Phase II	\$ (5,692.50)			\$ (5,692.50)		\$ (5,692.50)
7/31/2023	100004762	City of Saskatoon	Geotech Investigation	\$ 165.36			\$ 165.36		\$ 165.36

**GENERAL SUSPENSE - 2022**  
**GL Account #240040**  
**Reclassification to PRR**

Date	JE Number	Vendor	Description	Amount	Commissions	Subdivision	Enviro. Assess.	Title Registrations/ Searches	Total
8/1/2023	100004961	Information Services Corporation	ISC Easements Marquis Phase 11	\$ 100.00		\$ 100.00			\$ 100.00
8/9/2023	1900000770	Re/max Bridge City	122 & 126 Radu Cres	\$ 34,900.50	\$ 34,900.50				\$ 34,900.50
8/18/2023	1900000774	Re/max Bridge City	Lot 1 Block 948	\$ 19,371.50	\$ 19,371.50				\$ 19,371.50
8/22/2023	5000000349	MPE Engineering Ltd	Geotech Investigation	\$ 10,690.99			\$ 10,690.99		\$ 10,690.99
8/25/2023	1900000811	Colliers McClocklin Real Estate Corp	114 Radu Cres	\$ 17,755.37	\$ 17,755.37				\$ 17,755.37
9/30/2023	100005125	Information Services Corporation	Title registration / searches	\$ 9.55				\$ 9.55	\$ 9.55
10/16/2023	5000000386	Geransky Bros Construction Ltd	Dirt removal Muskeg Lands Inv 2310-145	\$ 5,000.00			\$ 5,000.00		\$ 5,000.00
10/20/2023	1900000878	Re/max Bridge City	Lot 1 Block 947 Plan 102393828	\$ 23,626.18	\$ 23,626.18				\$ 23,626.18
10/23/2023	100005190	Evergreen	Commission - Parcel ZZ - code correct	\$ (92,983.20)	\$ (92,983.20)				\$ (92,983.20)
10/23/2023	100005190	Aspen Ridge	Commission on Parcel O - code correct	\$ (86,402.51)	\$ (86,402.51)				\$ (86,402.51)
10/23/2023	100005190	Evergreen	Parcel HI sales commission - code correct	\$ (65,351.12)	\$ (65,351.12)				\$ (65,351.12)
11/1/2023	100005221	City of Saskatoon	Geotech Investigation	\$ 439.70			\$ 439.70		\$ 439.70
11/24/2023	5000000399	Dillon Consulting	Soil remediation SPS Range	\$ 7,689.00			\$ 7,689.00		\$ 7,689.00
11/27/2023	1900000895	Colliers McClocklin Real Estate Corp	1218 Eidem Road	\$ 46,852.00	\$ 46,852.00				\$ 46,852.00
11/30/2023	100005403	Saskatoon Police Service	SPS Gun Range Remediation soil work 50% cost share	\$ (3,844.50)			\$ (3,844.50)		\$ (3,844.50)
									\$ -
			<b>Property Realized General Subtotal</b>	<b>736,849.40</b>	<b>690,002.52</b>	<b>1,925.00</b>	<b>42,992.33</b>	<b>1,929.55</b>	<b>736,849.40</b>





## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Discover Saskatoon Contract**

#### **Recommendation of the Committee**

1. That Discover Saskatoon's 2024/2025 contract be approved; and
2. That the City Solicitor be instructed to prepare the agreement and have it executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

#### **History**

The Standing Policy Committee on Finance, at its meeting held on January 10, 2024, considered a report of the Corporate Financial Services Division regarding the above.

#### **Attachment**

January 10, 2024 report of the Corporate Financial Services Division.

## Discover Saskatoon Contract

### ISSUE

Discover Saskatoon's contract expires at the end of 2023. This report provides an overview of the proposed contract to cover 2024 and 2025.

### RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council:

1. That Discover Saskatoon's 2024/2025 contract be approved; and
2. That the City Solicitor be instructed to prepare the agreement and have it executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

### BACKGROUND

At the September 26, 2022 regular meeting of City Council when considering the [Discover Saskatoon Contract Administration Report](#) Committee resolved, in part:

- “1. That option 2 be approved and the Administration be directed to renew the Discover Saskatoon contract with a one-year bridge contract with a 5% increase in annual funding;
3. That the Administration work with Discover Saskatoon regarding a revised contract format with a focus on Key Performance Indicators that could be tied to financial incentives and report back to the Standing Policy Committee on Finance in 2023.”

In addition, during the 2024/2025 Budget Deliberations when considering the [Operating Budget Options](#) City Council resolved to include a \$15,000 and \$14,900 inflationary increase in Discover Saskatoon's 2024 and 2025 operating grant.

### DISCUSSION/ANALYSIS

As approved in the 2024/2025 Budget Deliberations, the annual operating grant to Discover Saskatoon has been set at \$604,200 in 2024 and \$619,100 in 2025. This includes both the Discover Saskatoon operating grant as well as the previous Sports Tourism Grant amount.

As directed, the Administration has had several discussions with Discover Saskatoon over the past year regarding the renewal of their contract. Discussions have included the potential introduction of performance metrics as well as the potential of a bonus structure similar to Saskatoon Regional Economic Development Authority's (SREDA) current contract.

Despite these discussions there remains several uncertainties which need to be addressed to inform and finalize a longer-term contract. One of the more meaningful

uncertainties is that the City of Saskatoon (City) has changed significantly since the existing models for both SREDA and Discover Saskatoon were established. With the recent appointment of a new CEO for SREDA as well as Discover Saskatoon's desire to increase the scope of their mandate to include a bigger role in the Tourism Economy and Business Development spaces further discussions are required to ensure alignment between the City, SREDA and Discover Saskatoon prior to significant changes to the funding agreement. Details surrounding what changes to Discover Saskatoon's mandate and the associated cost/benefit to the City of Saskatoon need to be further clarified by Discover Saskatoon prior to any potential significant contractual changes.

SREDA's contract is currently in place until the end of 2025. A two-year contract with Discover Saskatoon would align with SREDA's contract and allow for further discussions to take place prior to any changes to the current agreement. The key components in the 2024/2025 contract with Discover Saskatoon would include the following:

- the funding, noted above and as approved in the 2024/25 budget, would be set out in the contract;
- the services Discover Saskatoon is required to provide would largely be similar to what they provided under the previous agreement including maintaining a year-round visitor information centre; developing and launching campaigns to attract visitors, both national and international, conducting familiarization tours with travel influencers, site selectors and event holders; and continuing to engage and seek to attract conventions and special events;
- the term would be for two years and there would be an option to renew for an additional two years, subject to the parties reaching an agreement of the terms and costs of any such renewal being approved by City Council;
- Discover Saskatoon would have to provide audited financial statements to City Council prior to May 15 each year;
- Discover Saskatoon would have to maintain the appointment of two members of City Council to their board; and
- Consistent with the previous agreement, the funding could not be used for items such as golf tournaments or services provided to directly to members.

### **FINANCIAL IMPLICATIONS**

The proposed operating grants of \$604,200 and \$619,100 have been approved as part of the 2024/2025 Multi-Year Business Plan and Budget.

### **NEXT STEPS**

City Administration will continue to work with SREDA and Discover Saskatoon in preparation of both organizations potential contract renewals in 2026.

### **REPORT APPROVAL**

Written and Approved by: Clae Hack, Chief Financial Officer

Admin Report - Discover Saskatoon Contract.docx



## **STANDING POLICY COMMITTEE ON FINANCE**

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### **Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial**

#### **Recommendation of the Committee**

1. That Administration be authorized to acquire a portion of Unit # 9 in Condo Plan No. 102359684, ISC Parcel Number: 203867679, 2502 Dawes Avenue, totaling 0.44 acres, from 101113657 Saskatchewan Ltd. for \$330,000 + \$25,000 for legal and subdivision fees for a new Fire Station No. 11;
2. That Capital Project No. 10074 "New Fire Stations and Upgrades" be used as the funding source for this purchase, including legal, administrative costs and disbursements; and
3. That the City Solicitor be requested to have the necessary agreements executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

#### **History**

The Standing Policy Committee on Finance, at its meeting held on January 10, 2024, considered a report of the Corporate Financial Services Division regarding the above.

#### **Attachment**

January 10, 2024 report of the Corporate Financial Services Division.

## Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial

### ISSUE

City Council adopted the National Fire Protection Association 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments in 2003. This standard specifies safe and effective emergency response standards for all services provided by the Saskatoon Fire Department (SFD) in the City of Saskatoon (City). Striving to achieve that standard, the placement of fire stations is key to the effective and efficient delivery of emergency services to residents and ensuring the occupational safety and health of firefighters.

### RECOMMENDATION

That the Standing Policy Committee on Finance recommend to City Council:

1. That Administration be authorized to acquire a portion of Unit # 9 in Condo Plan No. 102359684, ISC Parcel Number: 203867679, 2502 Dawes Avenue, totalling 0.44 acres, from 101113657 Saskatchewan Ltd. for \$330,000 + \$25,000 for legal and subdivision fees for a new Fire Station No. 11;
2. That Capital Project No. 10074 “New Fire Stations and Upgrades” be used as the funding source for this purchase, including legal, administrative costs and disbursements; and
3. That the City Solicitor be requested to have the necessary agreements executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

### BACKGROUND

SFD has worked extensively with the City’s GIS (Geographic Information System) Mapping team over the years to develop and implement a deployment analysis model to optimize Fire Station locations. The model uses a long-term statistical approach to continually analyze SFD’s travel times to emergency response for the entire city.

At its April 4, 2023 meeting, the Standing Policy Committee on Environment, Utilities and Corporate Services (EUCS) presented the [SFD Strategic Facilities Plan](#). Notably, the data reveals a significant city-wide annual increase in incidents, with fire District 1 (Fire Station 1 – 125 Idylwyld Dr So) and District 2 (Fire Station 2 – 3311 Diefenbaker Drive) carrying 56% of the workload for the entire city in 2023. The call volume continues to rise in District 2 and the south portion of this district had a 33% incident increase in 2023. This south portion is referred to as district 2B as per the SFD District Map (Appendix 1).

### DISCUSSION/ANALYSIS

Due to the increased calls for service and out-of-range calls, the new construction of

## **Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial**

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Fire Station Nos. 10 and 11 remain a priority for SFD to ensure emergency response objectives can be met. To improve coverage for the southwest portion of the city a new Fire Station along Dawes Ave significantly improves first in response to Montgomery Place, Southwest Industrial, Holiday Park, Meadowgreen, West Industrial, Pleasant Hill, King George, Fairhaven, Agpro Industrial, and CN Yards Management Area.

The proposed 0.44-acre site along Dawes Avenue has been identified as the location based on:

- Central location based on mapping analysis to best serve the southwest portion of District 2;
- Close to an arterial roadway for fast and predictable access; and
- Proximal to the intersection at Dawes Avenue and 11<sup>th</sup> St W where signal pre-emption would allow for light queuing and improve initial response.

Administration has entered into a conditional agreement with 101113657 Saskatchewan Ltd. for the acquisition of 0.44 acres (as shown on Appendix 2) that would allow for construction of a new Fire Station No. 11 along Dawes Ave. Noteworthy details of the agreement are:

- Purchase price of \$330,000;
- Legal fee and subdivision payment of \$25,000;
- Conditional upon City Council approval by January 31, 2024;
- Seller responsible for the subdivision and removal of the site from the existing condo plan; and
- Closing Date would be 30 days following the completion of the subdivision and issuance of a Transform Approval Certificate.

### **FINANCIAL IMPLICATIONS**

The purchase price of \$330,000 is based on land value of \$750,000 per acre which represents fair market value for the land.

With the lands currently being part of a Registered Condominium Plan (condo plan), the City would pay the Seller \$25,000 to cover the legal fees associated with removing these lands from the condo plan and subdividing into a fee simple parcel.

Sufficient funds for the purchase of this land exist in the SFD's Capital Project No. 10074, New Fire Stations and Upgrades.

### **OTHER IMPLICATIONS**

A communication plan will be developed to share information with impacted stakeholders and the broader community. Key elements will include explaining the SFD's service model and the benefit to the entire community. A variety of tools will be used including media events, news releases, information on the City's website, flyers, and social media messages.

**Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial**

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

**NEXT STEPS**

Upon consideration and approval by Standing Policy Committee on Finance, the City Solicitor's Office will be requested to prepare the appropriate agreement to complete the purchase of land as noted above.

The seller would be required to complete the subdivision; a process which can take between 6 and 12 months.

Construction of a new Fire Station No. 11 along Dawes Ave would be anticipated to commence in 2025.

**APPENDICES**

1. SFD District Map
2. Drawing Showing Proposed Land Acquisition

**REPORT APPROVAL**

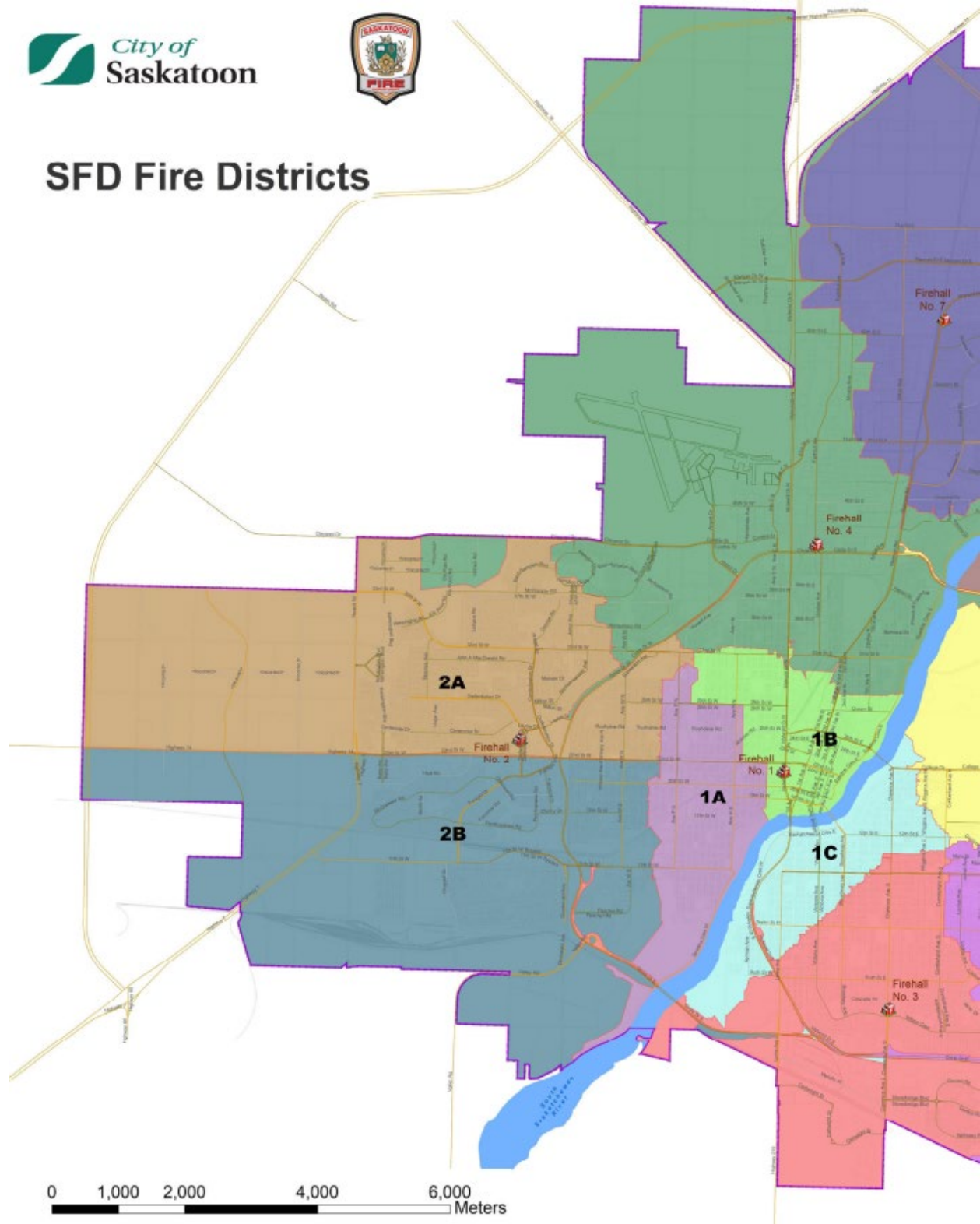
Written by: Scott McCaig, Manager, Real Estate Services  
Doug Wegren, Assistant Fire Chief  
Reviewed by: Morgan Hackl, Fire Chief  
Frank Long, Director of Saskatoon Land  
Approved by: Clae Hack, Chief Financial Officer

Admin Report - Land Acquisition for New Fire Hall Station No. 11, Portion of 2502 Dawes Avenue, Southwest Industrial.docx

SFD District Map



SFD Fire Districts





Drawing Showing Proposed Land Acquisition



0.44ac

Final area to be determined by surveyor and subdivision from Condominium Plan No. 102359684.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Appointment – Diversity, Equity and Inclusion Advisory Committee**

#### **Recommendation of the Committee**

That Superintendent Tonya Gresty be appointed as the Saskatoon Police Service representative to the Diversity, Equity and Inclusion Advisory Committee to the end of 2025.

#### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered the above agency appointment to the Diversity, Equity and Inclusion Advisory Committee.



# **GOVERNANCE AND PRIORITIES COMMITTEE**

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## **Appointment – Pension Benefits Committee**

### **Recommendation of the Committee**

That Stephanie Green be appointed to the Pension Benefits Committee.

### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered the above appointment to the Pension Benefits Committee.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Appointment – Saskatoon Public Library**

#### **Recommendation of the Committee**

That Markel Chernenkoff be reappointed to the Saskatoon Public Library to the end of 2025.

#### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered the above appointment to the Saskatoon Public Library.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Appointment – Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place)**

#### **Recommendation of the Committee**

That the City's representative be instructed to vote the City's proxy at the 2024 Annual General Meeting for the reappointment of Elanne Krainyk to the Centennial Auditorium and Convention Centre Board of Directors and the Saskatoon Centennial Auditorium Foundation Board of Directors throughout a term expiring at the conclusion of the 2026 Annual General Meeting.

#### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered the above appointment to the Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place).



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Appointment – Saskatoon Environmental Advisory Committee**

#### **Recommendation of the Committee**

That Councillor Loewen be appointed as an alternate Council resource member of the Saskatoon Environmental Advisory Committee for 2024.

#### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered the above appointment.



# STANDING POLICY COMMITTEE ON TRANSPORTATION

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## Accessible Parking Review

### Recommendation of the Committee

1. That the proposed amendments to Bylaw No. 7200, the Traffic Bylaw, 1991, as outlined in the report of the Community Services Division dated December 5, 2023, be approved; and
2. That the City Solicitor be requested to make the necessary amendments to Bylaw No. 7200, the Traffic Bylaw, 1991.

### History

The Standing Policy Committee on Transportation, at its meeting held on January 9, 2024, considered a report of the Community Services Division regarding the above.

### Attachment

December 5, 2023 report of the Community Services Division.  
December 4, 2023 letter from Gordon Koop

## Accessible Parking Review

### ISSUE

This report provides findings and recommendations related to the Accessible Parking Review, for Saskatoon's on-street pay parking zones.

### RECOMMENDATION

That the Standing Policy Committee on Transportation recommend to City Council:

1. That the proposed amendments to Bylaw No. 7200, the Traffic Bylaw, 1991, as outlined in this report, be approved; and
2. That the City Solicitor be requested to make the necessary amendments to Bylaw No. 7200, the Traffic Bylaw, 1991.

### BACKGROUND

The Standing Policy Committee on Transportation, at its meeting held on December 5, 2022, received the Accessible Parking Review – Scope of Work Report. The report outlined the plan and scope for the Accessible Parking Review (Review), which included a review of the City of Saskatoon's (City) Accessible Parking Permit Program (Program) and an audit of the current on-street accessible parking infrastructure within pay parking areas in the Downtown, Riversdale, Broadway and Sutherland Business Improvement Districts (BIDs).

The Program operates in conjunction with the SaskAbilities Accessible Parking Program. SaskAbilities operates its program by issuing parking placards to individuals with specific mobility challenges for use in designated parking stalls. SaskAbilities has issued approximately 20,000 accessible parking placards across Saskatchewan.

Since the SaskAbilities program does not directly address paying for on-street parking in Saskatoon, the City implemented the Accessible Parking Permit Program (Program) in 1960 and charged a \$15 annual fee. The Program provides users with free parking in pay parking zones and eliminates the need for users to navigate to parking meters. The fee was increased to \$20 per year in 1981 and has not been adjusted since that time. The Program permit, which comes in the form of a circular hologram sticker adhered to a SaskAbilities placard, is optional for users of the SaskAbilities placard. An example placard and Program permit can be found in Appendix 1.

City Council, at its Regular Business meeting on May 27, 2019, approved amendments to [Bylaw No. 7200, The Traffic Bylaw, 1991](#) (Traffic Bylaw), to increase the maximum amount of time vehicles can park on a street from 36 hours to 72 hours. By extension, this amendment lengthened the amount of time Program users can park on the street. Appendix 2 details the provisions of the Program permit in various types of parking stalls. The Traffic Bylaw further stipulates the Program permit must be attached to the SaskAbilities placard and displayed in such a way that they are clearly visible from outside the vehicle.



The Standing Policy Committee on Transportation, at its meeting on August 8, 2023, received the Pilot Project – Accessible Loading Zone Ramps [report](#). Administration will be completing a one-year pilot project regarding the installation of accessibility ramps for loading zones, complete with accessible side clear zones at three locations, to review design standards for three scenarios: combined curb and sidewalk, separate curb and sidewalk, and wide sidewalk. If the pilot project is successful, Administration will report back on a proposed accessible loading zone policy for public right of ways. A new policy would provide guidance and regulation regarding installation of accessibility ramps and other features, to provide loading zones that are accessible to all users.

### **DISCUSSION**

#### Accessible Parking Permit Program

The Review was completed to improve the Program by aligning with the needs of the community, best practices elsewhere, and to mitigate program risk.

In terms of Program usage, since 2018, an average of 2,960 Program permits have been sold every year. Since the Program permits are attached to a SaskAbilities placard and move with the user, not necessarily the vehicle, tracking usage of permits in an automated way is not currently possible. Based on parking enforcement observations, it is common to see the same vehicles, with the Program permit, parked in a pay parking zone for an entire day, which is currently permitted as per the Traffic Bylaw, but was never the intent for use when the Program was established. Based on manual counts undertaken in the downtown pay parking zones in 2023, approximately 8% of parked vehicles have a Program permit.

Given the current Program rate of \$20 per year and the on-street parking rate of \$2 per hour, the Program offers up to 10 hours of recovered pay parking revenue per year per permit sold. At a parking rate of \$2.50 that, pending budget approval, will come into effect in 2024 and no corresponding change to the Program fee, the recovered pay parking revenue per year will be only eight hours per permit sold. In other words, a Program user utilizing more than eight hours in a pay parking zone per year will lead to foregone parking revenue for the City.

#### Accessible Parking Review/Audit

A review was undertaken to identify potential deficiencies with accessible parking inventory in pay parking areas and to inform the need for additional design specifications related to accessible parking infrastructure.

Loading zones are permitted to be used for accessible parking. The SaskAbilities placard alone allows users to park in a loading zone for time limit posted on the street, while the placard plus a Program permit allows users to park in a loading zone for up to 72 hours. The purpose of allowing parking, for disabled parking permit holders, in loading zones is due to a lack of designated parking stalls, for people with disabilities, in pay parking areas. [Council Policy C07-025, the Loading Zones Policy](#) details provisions related to loading zones, such as the dimensions, number and placement. Loading zone dimensions are typically 7 metres in length by 2.5 metres in width and are located near accessible entry points, such as driveway accesses or pedestrian ramps.

[Council Policy C07-026, the On-Street Accessible Parking Areas Policy](#) defines criteria for installation of on-street accessible parking areas and provides a process for applicants to have an accessible parking space installed on the public right-of-way in the street in front of or flanking their property. This policy addresses the dimensions of a typical accessible parking area as being 7 metres in length and 2.5 metres in width.

### ENGAGEMENT

While conducting the Review, Administration worked closely with stakeholders. Refer to Appendix 3 for a list of the stakeholders consulted. Consultation consisted of two phases:

**Phase One** – this phase sought to develop an understanding of the community and stakeholder feedback and to assist Administration with forming recommendations. This was conducted by meeting with stakeholder organizations individually throughout Q1 2023.

An Engage Page was setup for the Review and directed people to an online survey. Letters were sent to current users of the Program in March 2023, and the online survey was open until the end of May 2023, to receive feedback from users. Results from the survey's 356 respondents can be found in Appendix 4. The response rate on the survey was 14% of current Program Permit holders.

**Phase Two** – based on key themes identified during Phase One, proposed recommendations were made for modification of the Program and feedback was sought on these proposed recommendations. Stakeholder organizations were notified of the draft recommendations in June 2023, and letters were sent to Program users in September 2023. The draft recommendations were then finalized, based on results from these consultations.

The Saskatoon Accessibility Advisory Committee was consulted in February 2023 for Phase One and in September 2023 for Phase Two.

### FINDINGS

#### Accessible Parking Permit Program

Following the first phase of consultation with stakeholders, key themes were formed and are identified below:

- **Inadequate on-street accessible stalls** – Users and stakeholder organizations cited a lack of on-street accessible parking stalls that are appropriately designed;
- **Lack of awareness about the Program** – Most organizations consulted were not aware the Program existed. Furthermore, many users were not aware of the various parking permissions the permit provided;
- **Desire to continue the Program in some way** – most users and organizations that knew about the Program were appreciative of its existence and would like to see it continued;
- **Streamlining the Program purchasing process** – those consulted believed improvements could be made to the Program's purchasing process to make it more convenient for users; and

- **Larger accessibility related questions** – Users indicated a desire for a holistic accessibility strategy around the public right-of-way and snow clearing standards to ensure Saskatoon’s streets are more accessible for everyone. Some examples were snow clearing processes and levels of service, locations and design of accessibility entry ramps between the street and sidewalk and incompatibility between bike lanes and parking accessibility. Users also desired for the Program permit to be usable in off-street parking areas, such as at hospitals or in other private parking lots where the City does not have jurisdiction. Stakeholder feedback that falls outside the scope of this review, and is related to City services, has been shared with the appropriate internal Departments.

### Accessible Parking Review/Audit

Visual confirmation and measurements were taken of all on-street accessible parking stalls within the pay parking areas in the Downtown, Riversdale, Broadway and Sutherland BIDs. Accessible parking stalls averaged 5.7 metres in length and 3.3 metres in width. Access between the accessible stall to the nearest curb cut varied between 5 to 45 metres, depending on location, and averaged 18 metres in distance. This distance usually involves traversing into or across traffic. The lack of standardized proximity between curb ramps and accessible parking stalls indicates a potential gap in the current infrastructure and may pose a safety concern for users of accessible parking stalls.

As loading zones can be used as accessible parking alternatives, visual confirmation of loading zones was also completed over the summer of 2023. A count of loading zones and accessible parking zones, by BID, can be found in Appendix 5. Appendix 6 provides a map of the locations of the parking stalls.

## **RECOMMENDATIONS**

Administration is recommending several ways in which on-street accessible parking could be enhanced by aligning with the needs of the community, incorporating best practices and mitigating program risk. Furthermore, the recommendations align with the key themes expressed during the first phase of consultation, for which a summary table is provided in Appendix 7. Findings from the accessibility audit have also been used to inform these recommendations.

- **Develop on-street accessible parking standards** – standards can be applied to improve on-street accessible parking conditions as per the accessible parking review/audit and users indicating a need for more on-street accessible parking stalls. Standards could include accessible parking stall location and size, frequency, stall demarcation and location of the curb cuts in relation to the stall.
  - During the standards development period, it is recommended to continue allowing SaskAbilities placard users to park in loading zones, where vehicles displaying a valid SaskAbilities placard may park up to the maximum time limit for the area, instead of the time limit on the loading zone;
  - This recommendation aligns with the City’s Accessibility Action Plan; and
  - Development of the noted on-street accessible parking standards and specifications can occur throughout 2024.

- **Enhanced communication of the Program** – improvements can be made to enhance user awareness of Program provisions and the Program itself:
  - **Program provisions** – improve awareness about Program provisions by initiating the following actions:
    - Improve take-away informational sheets upon point of purchase at City Hall. These sheets, which already exist, can be improved by better informing users where they can park and for how long. Distribution to users, at point of purchase, can also be made more consistent; and
    - Renewal notices and communication can be sent to users via email. This will require additional data collection to be undertaken at the point of sale at City Hall.
  - **Awareness of the Program** – as many potential users are not aware that the Program exists, the following actions can be taken:
    - Provide SaskAbilities with informational pamphlets and posters related to the Program;
    - Improve the Program website to be more user friendly and informative; and
    - Make the “Accessible Parking Permit Program” naming standard, consistent across all public communication modes.
- **Program Fee** – phased-in fee increases for a permit year that runs from November 1 to October 31. With the new annual fee increased to \$60 for the 2024-2025 permit year and further increased to \$100 per annual Program permit for the 2025-2026 permit year, or \$30 and \$50 on a prorated six-month basis:
  - In 1981, the Program fee was set at \$20, and the pay parking rate was \$0.50 per hour. Since 1981, costs to administer the program have also increased, resulting in significant Program subsidization at the current permit fee of \$20;
  - To help address cost as a barrier for low income users of the Program, an application process is proposed to be developed where qualified users can apply for a subsidized permit, based on 50% of the annual permit fee. Furthermore, a phase-in approach to the fee increase is also recommended;
  - The proposed fee of \$100 per year is still on the low end of the range but more comparable to other cities that charge a fee for accessible permits, including Regina’s fee of \$150 per year and Victoria’s fee of \$60 per month and helps achieve a higher rate of Program cost recovery. A municipal scan is provided in Appendix 8;
  - The increase in the fee amount may mean the Program no longer makes financial sense for those who seldom park in a pay parking area. As the Program is optional, payment through the mobile parking application provides a payment solution for users who only have the SaskAbilities placard, thereby avoiding the need to navigate to a parking pay station; and
  - Amendments to the Traffic Bylaw are required to incorporate the proposed fee schedule.

- **Time restrictions** - from 72 hours to 4 hours:
  - The intent of the pay parking zones is to promote parking turnover to ensure adequate parking options exist for all those who require it. By reducing the time, an appropriate balance is being found between the needs of Program users and other users of the pay parking zones, and would be more aligned with the original spirit and intent of the Program;
  - Rather than parking in a pay parking zone for up to 72 hours without moving, users will need to move their vehicles every four hours, during enforcement hours;
  - During Phase Two consultation, given mobility challenges, the Program users expressed the need for more time than initially proposed in the recommendation, of time-on-the-street, such as the 90 minutes to two hours in Riversdale, and three-hours in most other pay parking zones;
  - The proposed four-hour time restriction is comparable to other cities, as highlighted in the municipal scan; and
  - Amendments to the Traffic Bylaw are required to incorporate the proposed time restrictions.
  
- **Automation:**
  - This recommendation facilitates the option for users to purchase permits online, creating a more convenient and streamlined process for purchasing the accessible permit that does not involve coming into City Hall;
  - Users who prefer an in-person point of purchase will still be able to come to City Hall to purchase their permit; and
  - The Parking Technology project, which will include automation, is scheduled to begin in Q2/Q3 2024. No immediate action items are currently identifiable, as the project is in its preliminary stages.

Following Phase Two consultations, initial proposed recommendations were modified to align with the desires of users more appropriately.

### **FINANCIAL IMPLICATIONS**

Approximately \$60,000 in revenue is recognized from Program permit sales. The recommended changes to the Program fee will yield increases in annual Parking revenue. Precise revenue impacts are difficult to identify given the low-income application option and potential changes in consumer behaviour, which may result from the fee and Program changes. If warranted, a budget adjustment will be included with the 2026/2027 Operating Budget submission. Any capital and/or operating expenses associated with modifying existing infrastructure in accordance with the proposed on-street accessible parking standards will be identified in future reporting and addressed through future budgets requests.

## **OTHER IMPLICATIONS**

The Province of Saskatchewan introduced *The Accessible Saskatchewan Act* in November 2022, which received Royal Assent in May 2023, but has not yet come into force. This Act will outline rules which governments and organizations must follow to remove barriers for persons with a disability. This includes rules for the built environment, involving buildings, places and spaces.

Advice on rules will be developed by an Accessibility Advisory Committee, which is currently being established by the Province of Saskatchewan.

Currently, an interdepartmental accessibility working group is preparing a 2023 Accessibility Action Plan Status Report to review the City's current standards and implementation of the 2008 Accessibility Action Plan. This report will provide an update on the status of the 2008 Accessibility Action Plan initiatives and key recommendations. The preparation of this report will inform the next steps required to move the City's Accessibility Action Plan forward and will be used to prepare a request for future budget requests.

The City is developing a user-fee/corporate subsidization policy aimed to create a principles-based approach to all subsidies and fees so requests for subsidies can be considered in the appropriate policy context. Development on this policy item is expected to commence in 2024, and results of this work will inform any future considerations related to subsidized rates for this Accessible Parking Permit Program.

## **NEXT STEPS**

Proposed Traffic Bylaw amendments, related to Program fee and time restrictions, are anticipated to be tabled at a City Council agenda in early to mid 2024 and come into effect in October 2024 for the 2024-2025 permit year. Recommendations, related to developing on-street accessible standards and enhancing communication of the program, can occur in 2024. Automating the permit purchasing process is a component of the Parking Technology project, which is currently underway.

Stakeholder organizations were notified of the finalized recommendations. Finalized recommendations were also posted on the Accessible Parking webpage and on social media. Communication on City Council's decision related to Program changes will be shared with users of the Program in 2024.

## **APPENDICES**

1. SaskAbilities Placard and City Program Permit Example
2. Program Parking Provisions, by Stall Type
3. List of Stakeholders Consulted
4. Results from User Survey
5. Count of On-Street Loading Zones and Accessible Parking Zones in Pay Parking Zones by BID
6. Locations of On-Street Loading Zones and Accessible Parking Zones in Pay Parking Zones by BID
7. Recommendations - Key Themes Alignment Table
8. Accessible Parking Permit Programs – Municipal Scan

**REPORT APPROVAL**

Written by: Mitch Nemeth, Parking Policy and Permitting Manager

Reviewed by: Wayne Sum, Parking Services Manager  
Matt Grazier, Director of Community Standards  
Jay Magus, Director of Transportation

Approved by: Lynne Lacroix, General Manager of Community Services

SP/2023/CS/Transportation/Accessible Parking Review/mt

# SaskAbilities Placard and City Program Permit Example



SaskAbilities accessible parking placard

City of Saskatoon accessible 2022-2023 permit



## Accessible Parking Permit Parking Provisions, by Stall Type

Stall type	SaskAbilities blue placard ONLY (parking must be paid in pay parking zones, unless stated otherwise)	SaskAbilities placard + City Accessible Parking Permit (parking is free in all cases)
Disabled parking loading zones (5-15 mins)	For time allowed in stall	For time allowed in stall
Disabled parking zones	For posted time on the street	Free, up to 72 hours
Loading Zones	Free, for posted time on the street	Free, for posted time on the street
Standard pay parking stalls	For posted time on the street	Free, up to 72 hours
Residential Parking zones (no payment required)	For posted time on the street	Can remain in same stall for up to 72 hours

## List of Stakeholders Consulted

Canadian National Institute for the Blind

Christian Horizons Saskatchewan

Elmwood Residences Inc.

Inclusion Saskatchewan

OUTSaskatoon

People First of Canada

SaskAbilities

Saskatchewan Association of Rehabilitation Centres

Saskatchewan Human Rights Commission

Saskatoon Accessibility Advisory Committee

Saskatoon Business Improvement Districts

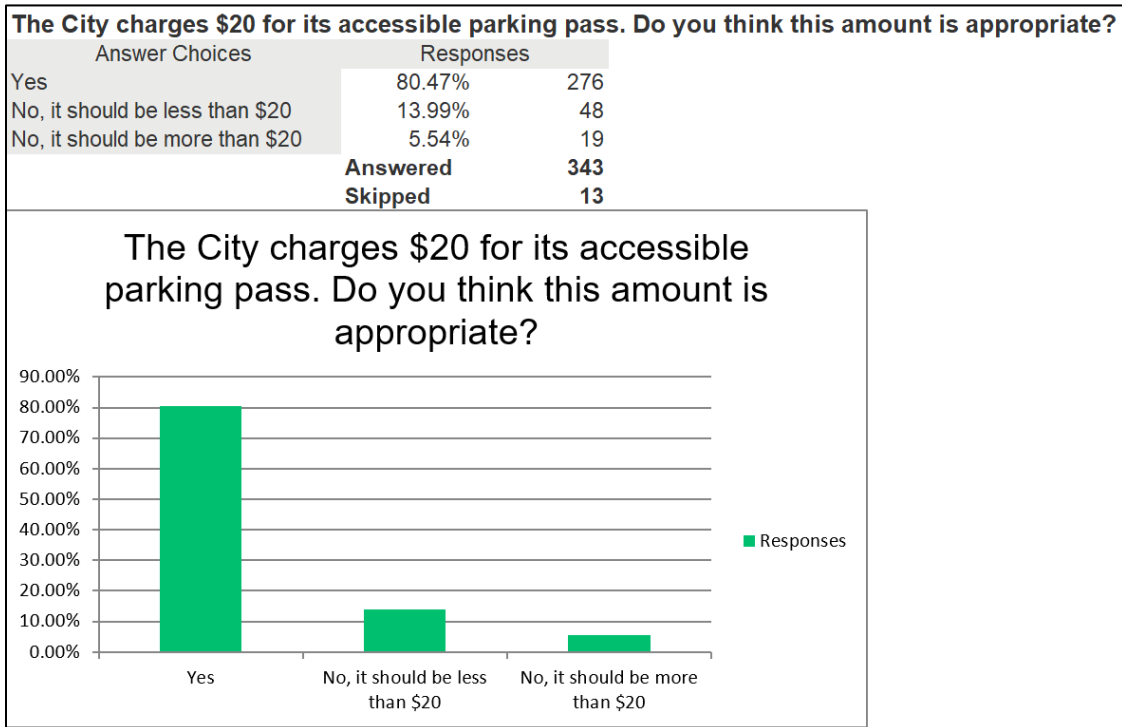
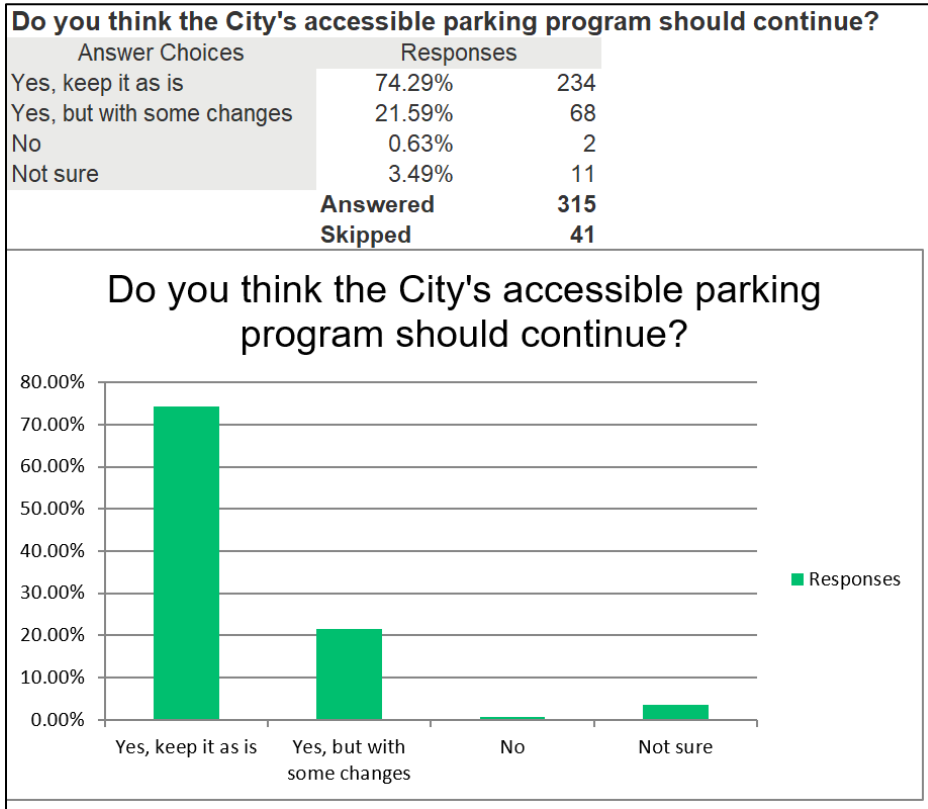
Saskatoon Council on Aging

Spinal Cord Injury Saskatchewan Inc.

Accessible parking permit users

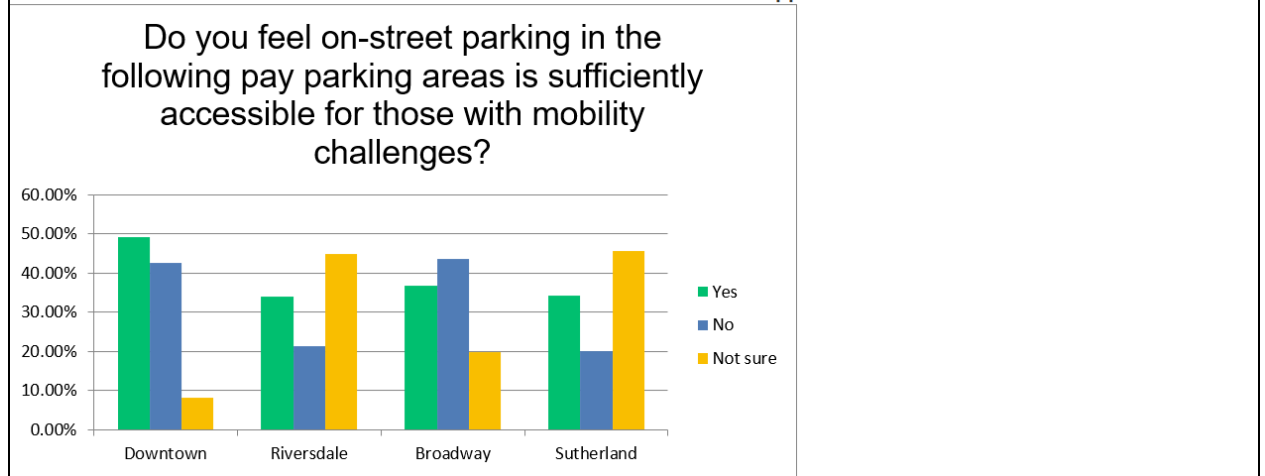
Relevant internal civic departments

## Results From User Survey



**Do you feel on-street parking in the following pay parking areas is sufficiently accessible for those with mobility challenges?**

	Yes	No	Not sure	Total
Downtown	49.25% 164	42.64% 142	8.11% 27	333
Riversdale	33.93% 113	21.32% 71	44.74% 149	333
Broadway	36.64% 122	43.54% 145	19.82% 66	333
Sutherland	34.23% 114	20.12% 67	45.65% 152	333
	<b>Answered</b>			<b>333</b>
	<b>Skipped</b>			<b>23</b>



**Count of On-Street Loading Zones and Accessible Parking Zones<sup>1</sup> in Pay Parking Zones by BID**

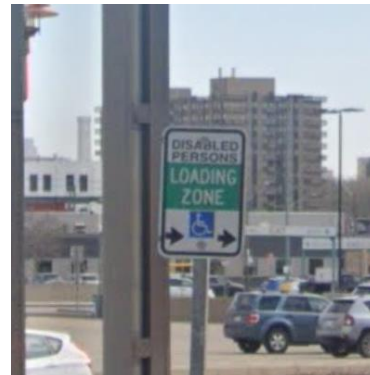
<b>BID</b>	<b>Count of on-street accessible parking zones and accessible loading zones</b>	<b>Count of on-street loading zones</b>	<b>Total</b>
Downtown	7	126	133
Riversdale	1	17	18
Broadway	1	10	11
Sutherland	1	4	5
<b>Total</b>	<b>10</b>	<b>157</b>	<b>167</b>

Accessible Parking Zone  
2<sup>nd</sup> Ave S, Persephone Theatre



Source: Google Maps

Accessible Loading Zone  
Auditorium Ave and 22<sup>nd</sup> St E

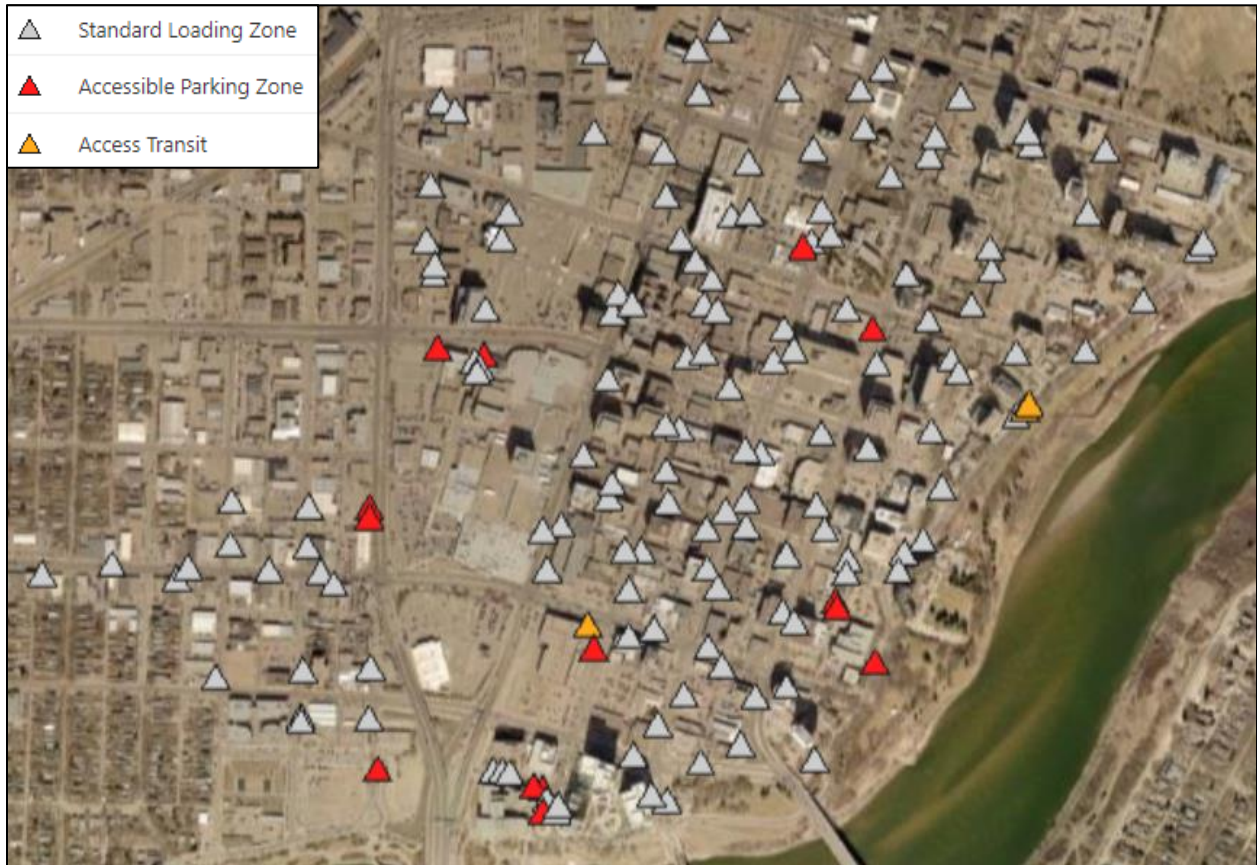


Source: Google Maps

<sup>1</sup> There are two types of on-street parking options designated for accessible parking users – accessible parking zones and accessible loading zones. These two parking types are used interchangeably with disabled parking zones and disabled loading zones, as indicated by signage. On-street loading zones, while having unique provisions for accessible parking users, can be used by all drivers, and are not designated specifically for accessible parking users.

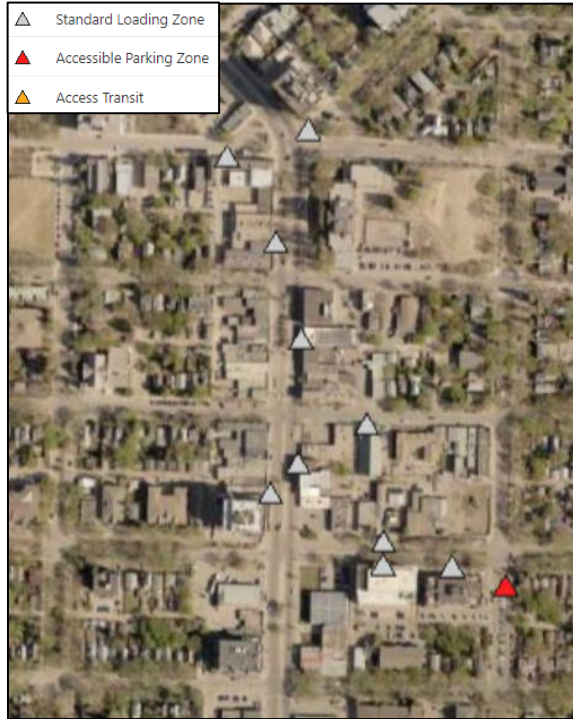
# Locations of On-Street Loading Zones and Accessible Parking Zones in Pay Parking Zones by BID

Downtown and Riversdale BIDs<sup>1</sup>



<sup>1</sup> includes pay parking lots operated by the City

## Broadway BID



## Sutherland BID



**Recommendations - Key themes alignment table**

<b>Key Theme</b>	<b>Proposed Recommendation</b>	<b>Objective</b>	<b>Actions</b>
Inadequate on-street accessible stalls	1. Development of Standards	Develop standards to include accessible parking stall location, frequency, stall dimension and location of the curb cuts in relation to the stall.	Develop on-street accessible parking standards
Lack of awareness about the Program	2. Enhanced communication of the program	Improve communication related to program provisions and awareness of the program	Take steps to improve awareness of Program and its provisions
Desire to continue the Program in some way	3. Fee and time restriction change	Align the fee and time restrictions of the permit to help ensure that permit fee more closely aligns with the value of pay parking and that an adequate supply of on-street parking exists through parking turnover.	Phased permit fee increase to \$60 per year in 2024-2025 permit year and to \$100 per year in 2025-2026 permit year.  Reduce time restrictions from unlimited (72 hours) to 4 hours
Streamlining the program purchasing process	4. Automation	Integrate the program with the Parking Technology Project to streamline the purchasing process.	The Parking Technology project will commence in Q2/Q3 2024.



## Accessible parking permit programs - municipal scan

City	Requires accessible placard <sup>1</sup> ?	Cost of city permit program	Notes
Calgary, AB	Yes	No separate city program	Placard required to park in accessible stalls; payment required
Edmonton, AB	Yes	No separate city program	Placard users are eligible to park for up to 2 hours for free at all on-street EPark zones
Halifax, NS	Yes	No separate city program	Placard users may park for free in accessible parking stalls; time restrictions are dependent on location, date and time
London, ON	Yes	No separate city program	Placard users may park for free at any on-street pay parking stall for up to the time limit posted
Moose Jaw, SK	Yes	No separate city program	Placard required to park in accessible stalls; payment required
Ottawa, ON	Yes	No separate city program	Placard users are eligible to park for up to 4 hours for free at Pay & Display machines and in “no parking” zones
Prince Albert, SK	Yes	No separate city program	Placard required to park in accessible stalls; payment required
Regina, SK	Yes	\$150 per year (\$12.50 per month)	City permit allows for up to three hours for free at one or two-hour pay parking stalls
<b>Saskatoon, current</b>	<b>Yes</b>	<b>\$20 per year</b>	<b>City permit allows for up to 72 hours for free at any pay parking stall</b>
<b>Saskatoon, proposed</b>	<b>Yes</b>	<b>\$60 per year for the 2024-2025 permit year; \$100 per year for the 2025-2026 permit year</b>	<b>City permit allows for up to 4 hours for free at any pay parking stall</b>
Toronto, ON	Yes	No separate city program	Placard users may park for free at any on-street metre for up to 24 hours

<sup>1</sup> Placard programs are often operated by third parties and vary by province. SaskAbilities operates the accessible placard program in Saskatchewan.

Vancouver, BC	Yes	No separate city program	Placard required to park in accessible stalls; payment required; allowed 30 minutes in loading zones provided the user is actively loading/unloading
Victoria, BC	Yes	Monthly - \$60 per month Daily - \$4 per day	City permit allows unlimited parking at any on-street metered space (excludes 20-min metres and disabled parking zones)
Windsor, ON	Yes	No separate city program	Placard required to park in accessible stalls; payment required
Winnipeg, MB	Yes	No separate city program	Placard users are eligible for 4 hours at pay-stations when the maximum time is purchased and for 4 hours at non-pay station spaces restricted to 1 or 2 hours. An additional 30 minutes may be purchased starting after the 4 hours if the maximum time was previously purchased

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**From:** City Council  
**Subject:** 7.2.1 Communication - Gordon Koop - Accessible Parking Review - CK 6120-0

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**From:** Web NoReply <web-noreply@Saskatoon.ca>  
**Sent:** Monday, December 4, 2023 7:49 AM  
**To:** City Council <City.Council@Saskatoon.ca>  
**Subject:** Email - Communication - Gordon Koop - Accessible Parking Review - CK 6120-0

--- Replies to this email will go to [REDACTED] ---

Submitted on Monday, December 4, 2023 - 07:49

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Monday, December 04, 2023

**To:** His Worship the Mayor and Members of City Council

**Pronouns:** He/him/his

**First Name:** Gordon

**Last Name:** Koop

**Phonetic spelling of first and/or last name:** Cope

**Phone Number :** [306-306-XXXX](tel:306-306-XXXX)

**Email:** [REDACTED]

**Address:** [REDACTED] Smith Place

**Neighbourhood:** [Parkridge](#)

**City:** Saskatoon

**Province:** Saskatchewan

Postal Code: S7M [REDACTED]

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Standing Policy Committee on Transportation

**What agenda item do you wish to comment on ?:** Accessible Parking Permits Program.

**Comments:**

I would like to thank the Standing Policy Committee on Transportation for taking the time to hear my concerns with the proposed changes to the Accessible Parking Permits Program. I would also like to thank my counselor, David Kirton, for keeping me informed and providing me with information on this subject.

My first concern is regarding the proposed increase in fees from \$20 to \$100. While I appreciate an increase may be warranted, an increase of 500% seems quite dramatic, especially for the population of users in the program. It is unfortunate that a review of the fee structure hasn't been conducted since 1981 and potentially a gradual increase would be easier to take, but that is not the current circumstances. With that being said, this is not a simple increase at the rate of inflation.

It is also disappointing to read of this proposal following the response in the stakeholder engagement. Based on the information provided, it is clear that only a small percentage of users participated in the survey but the message was clear that the majority was satisfied with fees that were the same or less. Again, this is not to say an increase is not warranted but it would seem counterintuitive to hear such a strong response and then dramatically increase it, well past inflation.

The presentation of the municipal scan does provide insight into the diverse approach for managing the Accessible Parking Permits Program. What the scan fails to do is take into consideration the other variables that may contribute to the development of their program. These considerations may include the accessibility and effectiveness of their public transit system, the locations to various amenities, and how the parking program is regulated (e.g. only downtown, an expanded area, etc.). Why I ask if these considerations are taken into account, is to ask what the objective of the program as well as the objective of the proposed changes. It is presented that part of the objective of the program is to mitigate the need to use the parking meters. But I imagine that another objective is within the name of the program – Accessible Parking. It would be safe to assume that for the majority in the program, having access to parking, in which allows them to participate and pursue shopping, entertainment, and dining within the heart of Saskatoon without worrying about other considerations, is the epitome of Accessible.

The use of the app would address the need to find and access the parking meter. But increasing the cost of the program may effectively make the program no longer accessible to those that do need it. Many within the program are facing mobility challenges that may already create obstacles in the type of careers they pursue and the net income they may benefit from (due to potential increased medical costs). I would plead with the committee and council to seriously consider if Saskatoon is the type of city that encourages the inclusion of all persons, including offering, what truly is, an Accessible Parking Permit Program.

My second concern is the proposed amendment to the time restrictions. I think it is fair to say that on street parking is not likely required for 72 hours but decreasing it to 4 hours, again, seems like a dramatic change. Again, those participating in the Program already have obstacles with mobility, which may very well extend to time. It is often inherent that things may take longer when faced with mobility issues. To compound that with a "tight" time clock, seems counterintuitive to providing an accessible experience in Saskatoon. I write as only one user experiencing mobility issues. The ability to enjoy downtown Saskatoon, without worrying about moving my vehicle or determining if permit fees fit into my fixed senior's income is a vital piece to why Saskatoon shines. While I may be able to afford the increase in the Parking Permit, I am only one user. While I certainly do not use parking for 72 hours or may not even use it for 4 hours, I am only one user. I do not speak for all users but can certainly empathize with the impacts such changes may have on many more users in the program.

Again, I wish the committee to think carefully about the matter of the increase in fees and decrease in time restrictions, as such changes are rarely reversed. A little peace of mind for Program users seems like a stronger benefit than the unknown financial implications that the City may see in revenue.

Respectfully  
Gordon Koop

**Will you be submitting a video to be vetted prior to council meeting?: No**



# **STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES**

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## **Repeal of Sidewalk Sales Policy**

### **Recommendation of the Committee**

That the City Clerk be instructed to repeal Council Policy C07-001, *Sidewalk Sales*.

### **History**

The Standing Policy Committee on Planning, Development and Community Services, at its meeting held on January 10, 2024, considered a report of the City Solicitor's Office regarding the above.

### **Attachment**

January 10, 2024 report of the City Solicitor's Office

## Repeal of Sidewalk Sales Policy

### ISSUE

This report recommends the repeal of Council Policy C07-001, *Sidewalk Sales*.

### RECOMMENDATION

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the City Clerk be instructed to repeal Council Policy C07-001, *Sidewalk Sales*.

### BACKGROUND

With the support and approval of the General Manager of Community Services as well as the City Clerk, the City Solicitor's Office recommends repeal of Council Policy C07-001, *Sidewalk Sales*.

### DISCUSSION/ANALYSIS

Council Policy C07-001, *Sidewalk Sales* has not been amended since 1981 and does not reflect current practice. For example:

- This Policy indicates that the “Engineering Department” is responsible for approving sidewalk sales and administering the Policy; however, the Transportation and Construction Division confirmed that they no longer play any role with respect to approving sidewalk sales.
- This Policy indicates that approvals are issued pursuant to the “Use of Street” Bylaw; however, that Bylaw no longer includes provisions respecting sidewalk sales.
- This Policy states that sidewalk sales will be limited to two days in duration; however, in practice, the City permits lengthier sidewalk sales (the annual Downtown Sidewalk sale, as an example, is three days long).
- This Policy states that merchants must provide at least two weeks’ notice of proposed sales; however, in practice, persons must submit applications prior to January 1 of each year.
- This Policy states that sidewalk sales will be limited to one per year per merchant, which is no longer accurate.

Current practice is to approve or deny requests for sidewalk sales in the context of special event applications. Outside of special events, sidewalk sales are not permitted. Special events are discussed in Council Policy C07-003, *Temporary Road Closures*.

As this Policy does not reflect current practice, and current practice is set out in a separate Council policy, it is recommended that this Policy be repealed.

## Repeal of Sidewalk Sales Policy

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There are currently over 100 City Council policies. Some of these policies are out of date and no longer needed. The City Clerk's Office intends to complete a review of all current policies, both City Council and Administrative. As this review is completed, you will see more reports like this one to either update or repeal out of date policies. The City Solicitor's Office often reviews relevant policies when doing bylaw amendments and it was during that process that we became aware of the Policy, which is the focus of this report. To assist with the comprehensive review, the City Solicitor's Office has agreed to bring forward recommendations to modernize or repeal existing policies as we become aware of them. This Policy is one of three that the Administration has determined at this time are now redundant and can be repealed without any negative consequence to the City.

### APPENDICES

1. Council Policy C07-001, *Sidewalk Sales*

#### Report Approval

Written by: Laura Thomson, Legal Counsel  
Reviewed by: Lynne Lacroix, General Manager, Community Services  
Adam Tittlemore, City Clerk  
Jeff Jorgenson, City Manager  
Approved by: Cindy Yelland, City Solicitor

Admin Report - Repeal of Sidewalk Sales Policy.docx



# City of Saskatoon

## Council Policy

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**NUMBER**  
*C07-001*

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<b>POLICY TITLE</b> <i>SIDEWALK SALES</i>	<b>ADOPTED BY:</b> <i>CITY COUNCIL</i>	<b>EFFECTIVE DATE</b> <i>SEPTEMBER 14, 1981</i>
<b>ORIGIN/AUTHORITY</b> <i>CITY COMMISSIONER REPORT NO. 31-1981</i>	<b>CITY FILE NO.</b>	<b>PAGE NUMBER</b> <i>1 of 1</i>

### 1. PURPOSE

- a) To promote retail trade.
- b) To protect the general public.
- c) To ensure compliance with legislation.

### 2. POLICY

2.1 The City may approve sidewalk sales provided the following criteria are met:

- a) The sidewalk sale must be a co-ordinated effort by retail stores in the area.
- b) Sidewalk sales will be limited to one per year per merchant.
- c) Each sidewalk sale will be limited to two days duration.
- d) The merchant(s) involved must provide the City Engineer with a minimum of two weeks prior notice.
- e) A minimum of one-half of the sidewalk width must remain free of obstruction for pedestrian use. The minimum remaining free portion shall be 1.5m (5 feet).

2.2 The City Engineer may approve sidewalk sales meeting the above criteria, under the "Use of Street" bylaw.

2.3 Sidewalk sales not meeting the above criteria require City Council authorization. The application must, in all cases be submitted through the Engineering Department.

### 3. RESPONSIBILITY

The Engineering Department is responsible for administering this policy.



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Downtown Event and Entertainment District – Private Partner Procurement Approach**

#### **Recommendation of the Committee**

That the procurement approach for a private partner for operations management of one or both of the anchor facilities for the Downtown Event and Entertainment District, as outlined in the January 17, 2024 report of the Transportation and Construction Division, be approved.

#### **History**

The Governance and Priorities Committee, at its meeting held on January 17, 2024, considered a report of the Transportation and Construction Division regarding the above.

Following consideration of the report and in addition to the recommendation put forward above, your Committee further resolved that the administration report that is forwarded to City Council include potential wording for inclusion of a request for the bidder's approach to creating good jobs for those working within the facility including wage livability considerations in the plan for community benefit outcome element list.

Your Administration has provided the following statement in relation to resolution noted in the previous paragraph:

That the Administration add the following to the submission requirements within the community benefit outcomes subsection of the Partnership Approach section of the Request for Proposal:

“Strategy for creating and sustaining good jobs and wages (e.g., benefits, policies to support employee well-being, career development and advancement strategies, strategies to ensure wages are competitive with cost of living).”

#### **Attachment**

January 17, 2024 report of the Transportation and Construction Division

## Downtown Event and Entertainment District – Private Partner Procurement Approach

### ISSUE

The City of Saskatoon (City) is seeking a potential private partner to provide operations management and contribute funding to the development of the new event centre/arena and/or new or expanded convention centre. What approach will be used for the procurement process?

### RECOMMENDATION

That the procurement approach for a private partner for operations management of one or both of the anchor facilities for the Downtown Event and Entertainment District, as outlined in the January 17, 2024 report of the Transportation and Construction division, be approved.

### BACKGROUND

At its November 19, 2018 Regular Business Meeting, City Council received a report entitled "[TCU Place / SaskTel Centre Market Analysis](#)," and resolved:

1. That the Administration be directed to include a future Arena/convention centre when planning the future of Saskatoon's Downtown;
2. That the focus of the planning work include consideration of an entertainment district, not just an arena and/or convention facility;
3. That the Administration report back on terms of reference for a process for identifying the best location for a future entertainment district and how it would fit into a wider vision for a strong downtown for the future;
4. That one of the overall principles be to seek approaches that minimize the reliance on Property taxes to pay for this arena; and
5. That the approach also recognize that while the City of Saskatoon has a leadership role, it will take collaboration with stakeholders and the community as a whole to come up with the best solution."

At its April 26, 2021 Regular Business Meeting, City Council received a report entitled "[A Vibrant Future for Saskatoon's Downtown - An Exploration of Potential Funding Opportunities to Bring the Vision to Life](#)," and resolved, in part:

1. That Council confirm pursuit of a downtown entertainment district/BRT, including the necessary transit and parking improvements, as a priority for the City of Saskatoon;
2. That the Administration be directed to work with stakeholders and other levels of government on achieving a detailed funding plan based on the Administration's presentation of April 19, 2021, (investigating all funding opportunities that include information on potential bonds for the arena)

with the goal of constructing the entertainment district with no contributions from property taxes.”

At its January 25, 2023 Regular Business Meeting, City Council received a report entitled “[Downtown District Event Centre and Convention Centre - Potential Private Partner](#),” which recommended securing a private partner to provide operations management and contribute capital funding toward the development of the new event centre and/or new or expanded convention centre to reduce the overall funding required to be secured from other sources. This report noted that the guiding principles and expectations utilized in the future Request for Proposal (RFP) would be presented to City Council prior to issuance of the RFP. City Council resolved:

“That Option 4 - Operate Facilities Under Private Management with a Competitive Procurement Process, be approved.”

At its June 14, 2023 meeting, the Governance and Priorities Committee received a letter from the Saskatoon Poverty Reduction Partnership on behalf of the Community Benefit Coalition entitled “[Community Benefits Framework & Downtown Event and Entertainment District](#),” and resolved, in part:

- “2. That the Administration report back outlining the development process, implications and opportunities for a Community Benefits Framework for major capital projects in Saskatoon;
3. That reporting include specific consideration of a Community Benefit Agreement applying to the Downtown Event and Entertainment District (DEED) project; and
4. That the Administration engage with the growing Community Benefit Coalition stakeholders convened by Saskatoon Poverty Reduction Partnership (SPRP) when developing the report.”

At its September 13, 2023 meeting, the Governance and Priorities Committee received a report entitled “[Downtown Event and Entertainment District – Revenue Instruments](#),” which presented the results of an analysis of five non-property tax revenue instruments and described the Administration’s intention to incorporate accommodations tax, facility fees, tax-increment financing, and parking revenue from the new parking structure into the draft funding plan for the Downtown Event and Entertainment District, and expected to be presented to City Council in early 2024.

The City retained the services of a Deal Structure and Negotiations Advisor (Hunden Strategic Partners), a Legal Advisor (MLT Aikins LLP), and Fairness Advisor (P1 Consulting) to assist in the development of the procurement packages for a public-private partnership along with a long-term operations contract for one or both of the anchor facilities within the proposed Downtown Event and Entertainment District.

## **DISCUSSION/ANALYSIS**

### Community Benefit Areas of Interest

Members of the City's project team have met and corresponded with members of the local Community Benefit Coalition. The purpose of the discussions was to gain a better understanding of their areas of interest with respect to establishing community benefit targets in relation to the Downtown Event and Entertainment District project and, in particular, to the private partnership for operations management of one or both of the anchor facilities.

Through this consultation, it was established that the following areas of interest could form community benefit outcomes within a future private partnership agreement:

- Employment opportunities/training, targeted to equity-deserving communities (e.g., women, Indigenous people, persons with disabilities, new immigrants, 2SLGBTQ+ community members, and visible minorities);
- Procurement opportunities below open competition thresholds directed to Indigenous, local, and social purpose businesses, and social enterprises;
- Living wage commitments; and
- Social and financial investments to support community vibrancy (e.g., development of community amenities, investment in social programs, community events, etc.).

In meetings with various representatives of Saskatoon's newcomer community, the Administration is also aware of a desire for rental space that accommodates self-catering with pre-prepared cultural cuisines for large communal gatherings.

Community benefit agreements are very complex. The Administration is working on a comprehensive report back regarding this issue. In the meantime, community benefit areas of interest have been incorporated into the RFP process for this procurement.

The Administration carefully considered how to address a living wage requirement within the RFP. The Administration is proposing that this item be addressed during the negotiation phase of the procurement. Including it as a minimum requirement within the RFP could have significant additional cost and possibly unexpected implications. Working with the preferred proponent during the negotiation phase will give the City the opportunity to discuss and develop options with the proponent that can then be brought back to City Council for consideration prior to contract award.

### Procurement Process

A Request for Qualifications (RFQ) has been deployed to pre-qualify proponents based on their expertise, experience, capabilities, and other relevant qualifications for operations management of one or both of the future venues. The RFP will be issued to proponents pre-qualified through the RFQ process. The preferred proponent will be the respondent who provides the highest scoring RFP submission, as evaluated by an evaluation panel made up of City staff and the Deal Structure and Negotiations Advisor and monitored by the Fairness Advisor.

Detailed design and construction services for the venues are not within the scope of this operations management private partner procurement.

Request for Proposals Evaluation Criteria

The RFP evaluation criteria are as follows, with evaluation based on the summary of the submission requirements provided below each criterion.

1. Partnership Approach (30%)

The Partnership Approach will be evaluated based on the respondent plans to provide venue management services for one or both of the venues including:

- Details on how the respondent will be compensated;
- The term of the operations management contract(s);
- Plan for community benefit outcomes, including elements such as:
  - Strategy and plan for inclusion of workforce diversity and development targeting under-represented groups (women, Indigenous people, persons with disabilities, new immigrants, 2SLGBTQ+ community members, and visible minorities);
  - Supply chain diversity with procurement opportunities below competition thresholds for diverse suppliers, as defined by the [City's Purchasing Policy](#);
  - Facility rental availability for community events at reasonable market rates where the organizer can self-cater the event, including any limitation on advanced booking periods or other considerations;
  - Proposed social and financial investments to support community vibrancy (e.g., development of community amenities, investment in social programs, community events, etc.); and
- Plan for maintaining existing event centre/arena and convention centre employees.

2. Operator Services (10%)

Operator Services will be evaluated based on the respondent's planned approach to work with the City to develop an operational plan for the venue(s) and describing how the plan will be implemented. The operational plan is expected to include the following:

- A preliminary marketing, sponsorship, and sales plan;
- A preliminary customer service plan for events at the venue(s); and
- A list of management reports to demonstrate the operational and financial effectiveness of the respondent if selected to provide venue management services.

3. Projected Venue Performance (15%)

The respondent is expected to provide the projected performance of the venue(s) in the form of a 10-year proforma, with consolidated data for the combined venues if proposing on both.

**4. Financial Capability, Proposed Capital Contributions (40%)**

This section is to include the respondent's proposed capital contributions to the venue(s) (i.e., upfront investment, ongoing payment to the City over the term of the contract, or a hybrid approach), including any designated use and source of funds, which would be evaluated based on total net present value. The respondent is to provide evidence of financial capability to manage and operate the venue(s).

**5. Contractual Agreements/Other Information (5%)**

In this section the respondent will be expected to provide the following:

- Samples of any form of contract the City may be requested to sign, including sample agreements or a summary of terms from realized past projects; and
- Any other information which the City should consider in evaluating the respondent's qualifications specifically related to this project.

Following closure of the RFP stage, negotiations would be undertaken with the preferred proponent to further refine details surrounding the various elements of the preferred proponent's proposal, and to determine financial implications of various options including:

- Programming and operations management of the public plaza;
- Overall responsibility for future stages of project development including coordination of the detailed design and construction subject to a future approved funding plan; and
- Living wage commitments.

The results would be presented to City Council for review and approval.

There will be opportunity for the City to undertake negotiations with the private partner at any point during the contract term should the City wish to explore any options or opportunities related to the contract.

**FINANCIAL IMPLICATIONS**

Securing a private partner to contribute funding toward the development of the new event centre/arena and/or new or expanded convention centre will reduce the overall funding required to be secured from other sources.

**OTHER IMPLICATIONS**

Further analysis of the governance relationship between the City and a potential private partner will need to be finalized as the procurement progresses. The timing for this is expected to be during negotiations with the preferred proponent following the RFP stage. For example, if the preferred proponent's proposal for private management of one of the facilities is not of sufficient benefit to the City, this component could potentially be negotiated out of the agreement and that facility would feasibly remain under a similar operating model to what is currently employed, or a separate private management procurement considered.

There are no communications, Triple Bottom Line, policy, privacy, or CPTED implications or considerations emerging from this report. These will be considered in future reports as required.

**NEXT STEPS**

The Administration will report back to the Governance and Priorities Committee, tentatively in April 2024, with a summary of the results of the procurement process.

**Report Approval**

Written by: Dan Willems, Director of Technical Services  
Reviewed by: Terry Schmidt, General Manager, Transportation and Construction  
Approved by: Jeff Jorgenson, City Manager

Admin Report - Downtown Event and Entertainment District – Private Partner Procurement Approach.docx



## Low Carbon Economy Fund Application Intake

### ISSUE

The Government of Canada is accepting applications for the Low Carbon Economy Fund. The Administration is requesting City Council Approval to submit applications for the Civic Conservatory, and per a previous report, a City of Saskatoon (City) owned Organics Process Facility.

### RECOMMENDATION

1. That City Council approve and direct the Administration to submit an application for the Civic Conservatory to the Low Carbon Economy Fund;
2. That if any applications are successful, the Mayor and City Clerk be authorized to execute the agreement(s) from the Low Carbon Economy Fund under the Corporate Seal; and
3. That if required, the Senior Financial Business Partner be granted delegated authority to sign and submit progress reports and financial claims related to the project.

### BACKGROUND

The Low Carbon Economy Fund (LCEF) was originally launched in 2017 with the program goals being the reduction of Canada's GHG emissions, generate clean growth and build resilient communities. To be eligible under the Challenge Fund, projects are required to result in GHG emissions reductions in 2030 (70% of project score) and align with Canada's goals for net-zero emissions by 2050 (15% of project score). The remaining project score is related to non-GHG benefits such as clean growth, the environment, Indigenous leadership and health and safety.

At its June 28, 2021 meeting, when considering [Civic Conservatory Renewal Options](#), City Council resolved:

1. "That Option 3 – "Restoration Plus" as the basis for capital planning and potential funding applications through other government funding programs with consideration of future expansion in the design (Option 2), be approved."

At its January 9, 2024 meeting, when considering the [Long Term Organics Processing Options – Low Carbon Economy Challenge Application](#), the Standing Policy Committee on Environment, Utilities and Corporate Services resolved in part:

1. "That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council that the Administration be directed to include a City-owned Organics Processing Facility for submission to the Low Carbon Economy Challenge Fund;"

The recommendation from the January 9, 2024 meeting will be considered at the same City Council meeting as this report on January 31, 2024.

## **DISCUSSION/ANALYSIS**

### Civic Conservatory

The Civic Conservatory was originally built in 1964 and had attracted over 80,000 visitors annually prior to closing in 2017. Condition assessments indicate that while the existing concrete columns and beam structures are adequate, the remainder of the building envelope, roof design, mechanical systems, health and safety measures and accessibility are all in need of replacement prior to reopening. The June 28, 2021, Civic Conservatory Renewal Options report detailed options on the extent of the retrofit for future applications for government funding. In general, the project involves the following components:

- Repair and renewal of the roof;
- Replacement of the glazing to a more energy efficient and bird-friendly glass product;
- Installation of an upgraded heating and cooling system;
- Restoration of the walled garden adjacent to the south elevation of the Civic Conservatory;
- Repair of the east (river side) heritage brick wall; and
- Enhancements to address accessibility of the conservatory area, which may include addition of an external walkway/ramp.

As the Civic Conservatory and the adjoining Mendel Building (now housing the Nutrien Wonderhub) is a designated municipal heritage property, any retrofit and/or expansion must proceed in a way that is sensitive to the heritage character-defining elements. A Class D cost estimate for the work from the June 28, 2021 report was \$6.0 million and is currently being updated.

### City Organics Process Facility

While development and analysis of the options for Organics Processing continues, the Standing Policy Committee on Environment, Utilities and Corporate Services has recommending to City Council that a City-owned organics processing facility project be included in the submission projects, to the LCECF program. If approved, through a separate report at today's meeting, the Administration will make it clear in the application that City Council will be making a decision on the matter in the coming months.

City Council approval is required to give the Mayor and City Clerk the ability to execute the Agreement on behalf of the City. Additionally, more Federal funding programs are requiring a resolution of City Council to give Administration the ability to submit claims and project status reports on the program. Administration is also requesting approval that the Senior Financial Business Partner be granted delegated authority to sign and submit any progress reports and financial claims related to the project to meet all the administrative requirements of the funding program.

**FINANCIAL IMPLICATIONS**

The LCEF will cover 50% of eligible costs of a project up to \$50.0 million. Currently the Civic Conservatory has no funding available for the City portion of costs and would need to report back regarding funding options if the application is successful.

**OTHER IMPLICATIONS**

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

**NEXT STEPS**

The Administration will report back to City Council at the appropriate time to create capital projects for those that do not have an existing project, also to report on funding plans for the project.

**REPORT APPROVAL**

Written by:                 Jeremy Meinema, Senior Financial Business Partner  
Reviewed by:               Kari Smith, Director of Finance  
Approved by:               Clae Hack, Chief Financial Officer

Admin Report - Low Carbon Economy Fund Application Intake.docx

## **Acquisition of Land from 302 Melville Street for CN Industrial Storm System Upgrades**

### **ISSUE**

The City of Saskatoon's (City) storm water drainage system outlet at the intersection of Melville Street and Portage Avenue in the CN Industrial neighbourhood requires repair and replacement. The City does not have a registered easement on the existing storm water drainage outlet pipe and needs to acquire land from the landowner to allow for the construction of a replacement outlet pipe to connect the Melville Street storm drainage system to the storm pond south of the CN Rail line.

### **RECOMMENDATION**

1. That the Administration be authorized to purchase a portion of Lot 11 Block 563, Plan No. 66S18566, ISC Parcel No. 119989614) from 101196566 Saskatchewan Ltd., consisting of approximately 0.36 acres at a purchase price of \$486,000 as per the terms of the conditional agreement and that Capital Project P.01619.06.005 Storm Sewer Trunk and Collection Capacity Improvements – CN Industrial Drainage Improvements be used as the funding source; and
2. That the City Solicitor be requested to have the agreement executed by His Worship the Mayor and the City Clerk under the Corporate Seal.

### **BACKGROUND**

The City is currently completing infrastructure improvements in the CN Industrial neighbourhood. The infrastructure improvements include watermain replacement, ditch grading and capacity improvements, standardized crossing culverts, roadway construction and an upgraded outlet pipe.

The current drainage outlet at this location daylights at the CN Rail track to the south and has no dedicated drainage path or endpoint. The storm water infrastructure at this location is also undersized based on current standards and needs to be replaced due to its current condition. The City does not have a registered easement for the existing storm water outlet pipe that runs through 404 Melville Street. It's suspected that the outlet would have been installed as part of CN's development of the area and an easement would not have been taken out at that time or part of the sale of the land from CN to the owner of the property.

To complete the infrastructure upgrades as planned for the CN Industrial neighbourhood, a new storm pipe connection from Melville Street to the storm pond south of the CN Rail tracks is required. The construction of this storm pipe connection would require a directional bore under the CN Rail line.

The City's practice is to install utility services and pipes in locations where an easement exists or in the absence of an existing easement, obtain an easement so the City has

future access to the City-owned infrastructure to ensure future maintenance or replacement can occur when needed. Given the depth and size of the storm pipe being planned for installation, a 12-metre-wide easement is required.

### **DISCUSSION/ANALYSIS**

The CN Industrial Infrastructure Improvement project is part of the Government of Canada Natural Infrastructure Fund (NIF) program, where NIF is contributing 60% of eligible construction costs. The CN Industrial Infrastructure Improvement project started in 2023 and is required to be completed by the end of 2024 to comply with the City-NIF agreement deadline. The storm water drainage outlet pipe construction needs to start in February 2024 to take advantage of winter conditions and allow the remaining phases of work (traditional storm sewer and remaining ditch improvements) to be completed in the regular construction season of May to October 2024. The improved drainage system along Melville Street and Portage Avenue needs this upgraded storm outlet pipe to reduce flooding during rain events and spring melt. A contractor has been selected for the project to complete the work starting in February 2024 through the City's public procurement process.

The City has been working towards obtaining an easement for the pipe connection from Melville Street to the storm pond south of the CN Rail line for over a year with various property owners along Melville Street. Given existing infrastructure and area elevations, routing options for the pipe connection are limited. While considering the limited pipe connection locations, Administration had negotiated with all the owners of the potential connecting locations and a pipe connection through the 302 Melville Street property (as shown on Appendix 1) has been deemed to be most beneficial, financially, and logistically.

Although an easement was the preferred option of Administration as it would relieve the City of long-term maintenance and ownership considerations, the property owner of 302 Melville Street was not supportive of the City obtaining an easement and instructed that a sale of the 12-metre-wide easement area could occur. Given the project requirements and the willingness of the property owner to sell a portion of their property, Administration deemed the purchase option acceptable.

The 302 Melville Street property owners were willing to work with the City on an agreement that would allow for the pipe connection to occur.

Through negotiations with the property owner, a conditional purchase agreement has been reached, notable terms of the agreement include:

- Purchase price of \$486,000, less applicable adjustments on the closing date,
- A \$50,000.00 refundable deposit.
- Conditional upon approval of City Council (Council) on or before February 28, 2024.
- City obtaining possession of the land upon Council approval.

## Acquisition of Land from 302 Melville Street for CN Industrial Storm System Upgrades

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- Seller granting City use of the “Shared Access Area” as shown on Appendix 1 for the construction purposes related to the project.
- City paying the Seller \$30,000 for the Seller to relocate a building, trailer and all other items located on the land within 15 days of Council approval.
- City responsible for the:
  - relocation of the Seller’s gate so that it does not extend into the Melville frontage of the land;
  - relocation of the Seller’s existing driveway so it does not extend into the Melville frontage of the land;
  - installation of a 6’ chain link fence along the westerly portion of the land; and
  - subdivision of the land before November 30, 2024.
- Closing date would be the sooner of 30 days following the completion of the subdivision or November 30, 2024, or a date as agreed upon by the parties.

As part of the negotiations, the City commissioned a third-party appraisal to provide an opinion of value for both a 12-metre-wide easement and purchase scenario. The appraisal concluded an opinion of value for the purchase based upon a land value of \$1.45M per acre and an easement impact to value of roughly half of that amount.

Given the tight project timelines and the willingness of the property owner to sell, Administration deemed the purchase option acceptable and chose to not pursue obtaining an easement. Obtaining an easement would have added time to the process and jeopardized the City’s ability to complete the project and corresponding NIF funding.

Based upon the market value appraisal, a negotiated value of \$1.35M per acre was agreed to with the City also being responsible for the items listed above as the notable terms of the agreement. Including the \$30,000.00 for the trailer/building/other relocation payment, it is anticipated that the other City commitments as part of the agreement would cost \$60,000 to satisfy resulting in total cost to project of \$546,000.00 for the acquisition.

### **FINANCIAL IMPLICATIONS**

Funds for this purchase and agreement related costs are available in Capital Project P.01619.06.005 Storm Sewer Trunk and Collection Capacity Improvements – CN Industrial Drainage.

The land acquisition costs are not considered eligible costs through the NIF program. However, this land purchase is required for most of the project (~~\$6.4~~ 4.3 million) to proceed which is eligible under the NIF program. Not acquiring this land would place the larger project at risk of not being able to be completed within the required timelines and not receiving the \$2.6 million in NIF funding to complete this important project.

### **OTHER IMPLICATIONS**

## Acquisition of Land from 302 Melville Street for CN Industrial Storm System Upgrades

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The typical process for an acquisition of this type would be for a report to first go to Committee for consideration and then Committee would make a recommendation to Council on how to proceed. Given the tight project timelines, a report directly to Council was deemed necessary.

### **NEXT STEPS**

If approved, the proposed acquisitions would proceed to close and title to the lands would be transferred to the City. Once the land has been subdivided, the City would explore options to recapture some of the acquisition costs.

### **APPENDICES**

1. Land for Acquisition from 302 Melville Street

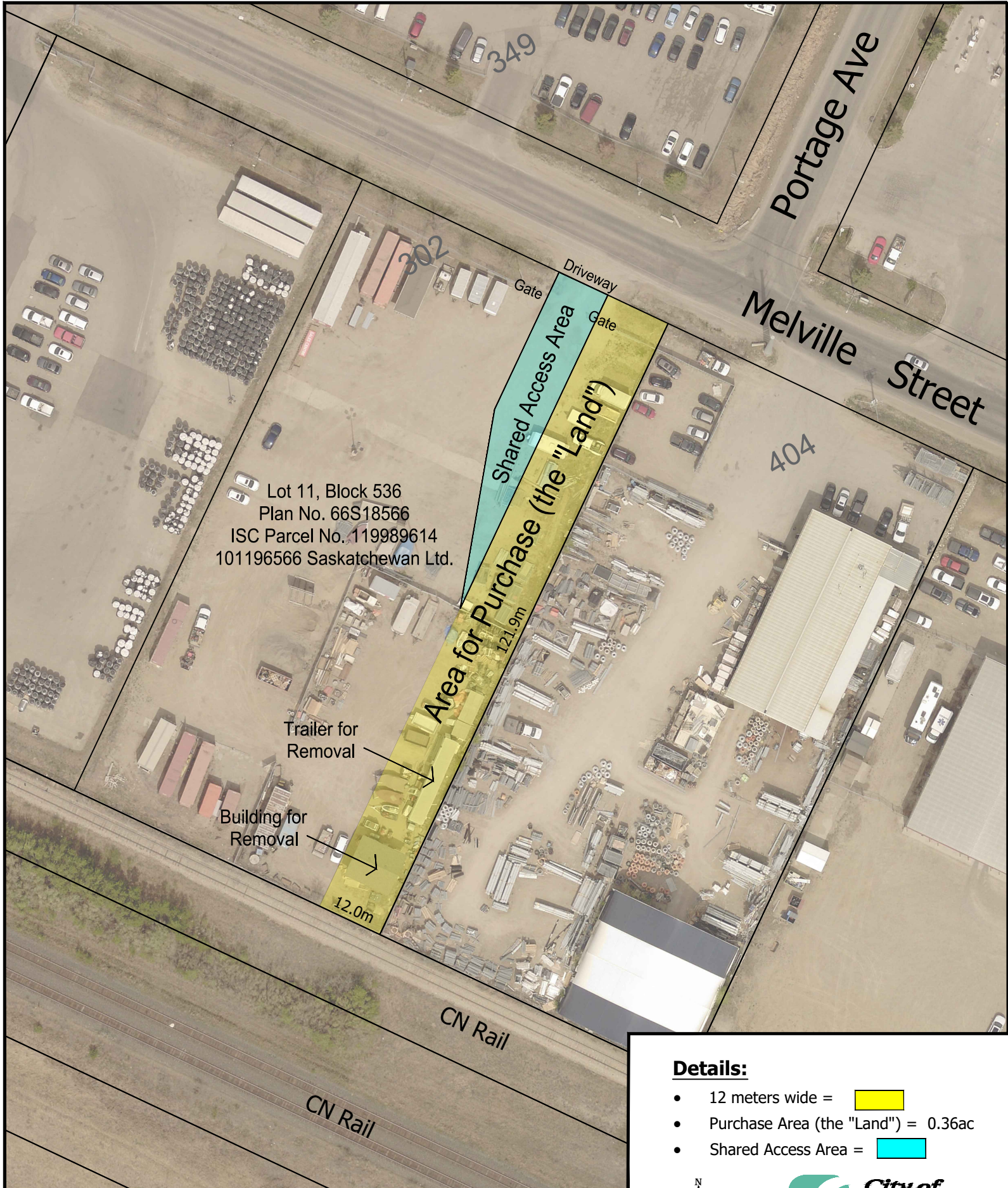
### **REPORT APPROVAL**

Written by: Scott McCaig, Real Estate Manager  
Mitch McMann, Storm Water Utility Manager

Reviewed by: Russ Munro, Director of Saskatoon Water  
Angela Gardiner, General Manager, Utilities & Environment

Approved by: Clae Hack, Chief Financial Officer

Admin Report - Acquisition of Land from 302 Melville Street for CN Industrial Storm System Upgrades.docx





## The Tree Protection Bylaw, 2024 and Trees on City Property Policy

### ISSUE

This report submits Bylaw No. 9957, *The Tree Protection Bylaw, 2024* (“Bylaw”) as well as a new *Trees on City Property* policy for City Council’s consideration.

### RECOMMENDATION

That City Council:

1. Consider Bylaw No. 9957, *The Tree Protection Bylaw, 2024*;
2. Instruct the City Clerk to repeal and replace Council Policy C09-011, *Trees on City Property* with the new *Trees on City Property* policy attached to this report.

### BACKGROUND

At its [December 19, 2022 Regular Business Meeting](#), City Council considered a report of the General Manager, Utilities and Environment dated December 5, 2022, and resolved:

1. That the proposed changes to tree protection be approved;
2. That the City Solicitor be instructed to draft a tree protection bylaw;
3. That the City Solicitor be permitted to make any consequential amendments that may be identified with respect to other bylaws; and
4. That the City Clerk undertake amendments to Council Policy C09-011, *Trees on City Property*, as required, in conjunction with the tree protection bylaw, and based on the proposed changes, as outlined in the December 5, 2022 report of the General Manager, Utilities and Environment.

### DISCUSSION/ANALYSIS

In accordance with City Council’s instructions, we are pleased to submit Bylaw No. 9957, *The Tree Protection Bylaw, 2024* and proposed amendments to the *Trees on City Property* policy for City Council’s consideration.

Due to the number of amendments required, the City Clerk’s Office recommended repealing and replacing, rather than amending, Council Policy C09-011, *Trees on City Property*.

No amendments to other bylaws or policies were identified as required at this time.

**APPENDICES**

1. Proposed Bylaw No. 9957, *The Tree Protection Bylaw, 2024*.
2. Proposed new Council Policy CXX-XXX, *Trees on City Property*.
3. Original Council Policy C09-011, *Trees on City Property*.

Report Approval

Written by: Laura Thomson, Legal Counsel

Reviewed by: Cindy Yelland, City Solicitor

Admin Report - The Tree Protection Bylaw, 2024 and Trees on City Property Policy.docx

**BYLAW NO. 9957**  
**The Tree Protection Bylaw, 2024**

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# BYLAW NO. 9957

## The Tree Protection Bylaw, 2024

The Council of the City of Saskatoon enacts:

### PART I Preliminary Matters

#### Short Title

1. This Bylaw may be cited as *The Tree Protection Bylaw, 2024*.

#### Definitions

2. In this Bylaw:
  - (a) **“City property”** means any land owned, leased, controlled or maintained by the City;
  - (b) **“General Manager”** means the General Manager of Community Services or their designate;
  - (c) **“injure”** includes the following:
    - (i) pruning;
    - (ii) applying pesticides, either directly or indirectly to a tree;
    - (iii) applying harmful chemicals, such as gasoline, either directly or indirectly to a tree;
    - (iv) interfering with a tree’s access to water, air or nutrients;
    - (v) removing or interfering with a tree’s protective device;
    - (vi) carving into or otherwise marking the bark of a tree;
    - (vii) a vehicle or other equipment hitting or otherwise coming into contact with a tree;

- (d) **“near a tree”** means within 6 metres of the trunk of a tree, measured from the nearest point of the trunk;
- (e) **“protective device”** means any device or structure used to protect a tree from injury, including anti-compaction devices, barriers and fencing;
- (f) **“tree”**:
  - (i) means any plant that reaches a height of 4.5 metres or more at maturity; and
  - (ii) includes any part of a tree, including its root system;
- (g) **“tree protection plan”** means a plan, in a form approved by the City, for work being undertaken near a tree on City property that:
  - (i) describes the proposed work to be completed, including the nature of the work, timelines for completion and how the proposed worksite will be accessed;
  - (ii) identifies the measures that will be taken to minimize or eliminate injury to or destruction of trees on City property; and
  - (iii) includes any other information or documentation as required by the City;
- (h) **“tree removal costs”** means the costs of removing a tree, including labour, disposal, clean up and area restoration costs, as determined by the City;
- (i) **“tree’s appraised value”** means the monetary value of a tree, as determined by the City;
- (j) **“work”** means any work that will or may result in injury to or destruction of a tree on City property, including the following:
  - (i) any work involving heavy equipment, machinery or vehicles;
  - (ii) construction projects;
  - (iii) building moves and demolitions;
  - (iv) installation of large stones, boulders or other significant landscaping features;

- (v) excavations and significant grade changes.

### **Purpose**

- 3. The purpose of this Bylaw is to protect trees on City property by:
  - (a) prohibiting injury to or destruction or removal of trees on City property without City approval;
  - (b) prohibiting the attachment of items or materials to a tree on City property without City approval;
  - (c) prohibiting the placement or parking of heavy equipment, machinery, vehicles or construction materials on or near trees on City property without City approval;
  - (d) regulating work occurring near trees on City property; and
  - (e) regulating the planting of trees on City property.

### **Application**

- 4.
  - (1) This Bylaw applies to all trees on City property.
  - (2) For the purposes of this Bylaw, a tree is considered to be on City property if 50% or more of its trunk is on City property, as determined by the City.
  - (3) The entirety of a tree on City property is protected by this Bylaw, including any part of a tree on City property that may be located on, over or below private property.

## **PART II Prohibited Activities**

### **Prohibited Activities**

- 5.
  - (1) No person shall, without the prior approval of the City:
    - (a) injure or destroy, or permit injury to or destruction of, a tree on City property;
    - (b) remove, or permit the removal of, a tree from City property;

- (c) attach, or permit the attachment of, any item or material to a tree on City property;
  - (d) place or park, or permit to be placed or parked, heavy equipment, machinery, vehicles or construction materials on or near a tree on City property;
  - (e) plant a tree, or permit the planting of a tree, on City property; or
  - (f) conduct, or permit to be conducted, any work near a tree on City property.
- (2) Notwithstanding subsection (1), prior approval of the City is not required with respect to the following:
- (a) trees in back lanes;
  - (b) trees in areas that are subject to a plan that:
    - (i) has been approved by the General Manager; and
    - (ii) outlines specific tree protection, management and replacement measures specific to the area;
  - (c) minor landscaping such as hand digging or mowing;
  - (d) any work or persons that cannot be regulated by this Bylaw due to the application of superseding federal or provincial legislation;
  - (e) the temporary placement of items such as extension cords, lights or decorations on a tree between the months of October and March, inclusive, so long as doing so does not create a safety hazard or cause injury to a tree;
  - (f) the placement or parking of heavy equipment, machinery, vehicles or construction materials on or near a tree if the equipment, machinery, vehicles or materials are placed on a driveway, street or paved path;
  - (g) the clearing of tree roots from sewer lines.



PART III  
**Approvals and Permits**

**Planting Trees on City Property**

6. (1) A person may apply to the City for approval to plant a tree on City property.
- (2) In reviewing applications to plant a tree, the City may consider any factor it considers relevant, including the following:
  - (a) appropriateness of the proposed planting site and species of tree;
  - (b) distance from infrastructure, including other trees;
  - (c) the long-term costs of maintaining the tree.
- (3) The City may attach any terms or conditions it considers appropriate to an approval to plant a tree on City property, such as a requirement to water the tree for a specified period of time.
- (4) A person who receives an approval to plant a tree on City property must comply with any terms or conditions of the approval.
- (5) Any tree that is planted on City property immediately becomes subject to this Bylaw, regardless of whether the tree was planted with or without City approval.

**Permits to Work Near Trees on City Property**

7. (1) Prior to working or permitting work near a tree on City property, a person shall, unless otherwise exempt by the City or this Bylaw, apply to the City for a permit to work near a tree on City property.
- (2) A permit to work near a tree on City property may be issued upon:
  - (a) submission of an application, including a tree protection plan, that is satisfactory to the City;
  - (b) payment of, or agreement to pay, any required costs that may be applicable, as determined by the City, including the following:
    - (i) a deposit;

- (ii) tree removal costs;
    - (iii) an amount equivalent to a tree's appraised value;
    - (iv) tree replacement or relocation costs, including costs of labour and costs to establish a tree, as determined by the City;
    - (v) costs to prune an injured tree;
    - (vi) an amount reflecting the decrease, as determined by the City, in a tree's appraised value as a result of injury; and
  - (c) submission of any other information or documentation, such as proof of insurance, as may be required by the City.
- (3) The City shall provide written reasons to a person whose application for a permit is denied.
- (4) A permit holder must notify and obtain approval of the City in the event there is a change to the nature or scope of the work to be conducted that was originally approved by the City.
- (5) The City may attach any terms or conditions it considers desirable to a permit, including the following:
- (a) a requirement to comply with a tree protection plan, which may include a requirement to install protective devices;
  - (b) a requirement to adhere to City specifications and procedures relating to tree protection.
- (6) A person who receives a permit pursuant to this section must comply with any terms or conditions of the permit.
- (7) In the event a tree is injured by a permit holder without the prior approval of the City, the permit holder shall pay to the City any costs relating to the injured tree, including an amount reflecting the decrease, as determined by the City, in the tree's appraised value as a result of the injury.
- (8) In the event a tree is destroyed by a permit holder without the prior approval of the City, the permit holder shall pay to the City tree removal costs, costs of tree replacement as determined by the City and the tree's appraised value.

### **Permits May Be Revoked or Amended**

8. (1) The City may revoke or amend a permit issued pursuant to section 7 where a permit holder:
  - (a) fails to comply with any provision of this Bylaw;
  - (b) fails to comply with a term or condition of their permit;
  - (c) gave false or misleading information in an application for a permit; or
  - (d) changes the nature or scope of the work from what was originally approved by the City.
- (2) The City may additionally amend a permit where, due to material changes in circumstances or new information that was not known at the time the permit was issued, it is determined that the initial permit's terms or conditions are not affording trees on City property with adequate protection.
- (3) The City may revoke or amend a permit regardless of whether the permit holder has been charged with or convicted of an offence under this Bylaw.
- (4) The City shall provide written reasons to a person whose permit is revoked or amended.

### **Right to Appeal Permit Decisions**

9. (1) A person may, in accordance with the requirements of this section, appeal the City's decision to deny, amend, revoke or impose terms or conditions on a permit.
- (2) A person may not appeal a City's decision to use a particular formula to determine a tree's appraised value or the decrease in a tree's appraised value as a result of injury.
- (3) An appeal pursuant to subsection (1) may be made to the Environmental Management Appeal Board.
- (4) A notice of appeal must:
  - (a) be in a form approved by the City;
  - (b) be filed with the Environmental Management Appeal Board and served onto the City within 30 days of the date of the notice of the City's decision; and

- (c) set out the reasons for the appeal and the material facts upon which the appeal is based.

**PART IV  
Administration and Enforcement**

**City May Remedy Contraventions**

- 10. (1) The City may remove from City property:
  - (a) any item or material that has been attached to or placed near a tree in contravention of this Bylaw, and charge the person who attached or placed, or permitted the attachment or placement of, the item or material with the costs of removal and disposal; and
  - (b) any tree that was planted in contravention of this Bylaw, and charge the person who planted or permitted the planting of the tree with tree removal costs.
- (2) Where a person is required to install a protective device and has failed to do so, the City may install the required protective device and charge the person who was required to install the protective device with all costs associated with the installation.
- (3) The City may move or relocate any heavy equipment, machinery, vehicles or construction materials that has been placed or parked on or near a tree on City property in contravention of this Bylaw.

**Order to Remedy Contravention**

- 11. (1) If the City finds that a person is contravening this Bylaw, the City may issue a written order pursuant to section 328 of *The Cities Act* requiring the owner or occupant of the land to which the contravention relates to remedy the contravention.
- (2) Without limiting the generality of subsection (1), an order may require persons to do either or both of the following:
  - (a) adjust working practices in a specified manner to help reduce or eliminate potential injury to or destruction of trees on City property;
  - (b) cease working or permitting other persons to work near a tree on City property.

### **Appeal of Order to Remedy Contravention**

12. A person may appeal an order made pursuant to section 11 by:
  - (a) filing a notice of appeal, including grounds for the appeal, with the Environmental Management Appeal Board in accordance with section 329 of *The Cities Act*, and
  - (b) serving a copy of the notice of appeal on the City.

### **Administration and Enforcement**

13. (1) The administration and enforcement of this Bylaw is delegated to the General Manager.
- (2) The General Manager is authorized to further delegate the administration and enforcement of this Bylaw, in whole or in part, to other employees of the City.

### **Entry Onto Private Land**

14. (1) The City may enter onto private land for any purpose related to the protection of trees on City property, including the following:
  - (a) ensuring compliance with this Bylaw;
  - (b) ensuring compliance with the terms or conditions of a permit issued pursuant to this Bylaw;
  - (c) removing items or materials that have been attached to a tree on City property, including removing items that have been lawfully attached pursuant to clause 5(2)(e) when necessary for maintenance or other purposes;
  - (d) maintaining or removing a tree on City property;
  - (e) evaluating a tree's health or assessing whether a tree on City property poses a hazard.
- (2) Inspections carried out pursuant to this Bylaw shall comply with section 324 of *The Cities Act*.

PART V  
**Offences and Penalties**

**Offences and Penalties**

15. (1) No person shall:
- (a) contravene or fail to comply, or permit another person to contravene or fail to comply, with any provision of this Bylaw;
  - (b) contravene or fail to comply, or permit another person to contravene or fail to comply, with an order made pursuant to this Bylaw;
  - (c) contravene or fail to comply, or permit another person to contravene or fail to comply, with any term or condition of an approval or a permit;
  - (d) hinder or obstruct, or attempt to hinder or obstruct, a person lawfully carrying out the administration or enforcement of this Bylaw; or
  - (e) give false or misleading information in an application for an approval or a permit.
- (2) Every person who contravenes subsection (1) is guilty of an offence and liable on summary conviction:
- (a) in the case of an individual, to a fine of not more than \$10,000.00 and, in the case of a continuing offence, to a further fine of not more than \$2,500.00 for each day during which the offence continues; and
  - (b) in the case of a corporation, to a fine of not more than \$25,000.00 and, in the case of a continuing offence, to a further fine of not more than \$2,500.00 for each day during which the offence continues.
- (3) In addition to the penalties set out in subsection (2), a judge or justice of the peace may order a person to pay additional costs related to the offence committed, including the following:
- (a) costs to prune an injured tree;
  - (b) tree removal costs;
  - (c) an amount equivalent to a tree's appraised value or an amount reflecting the decrease, as determined by the City, in a tree's appraised value as a result of injury;

- (d) tree replacement or relocation costs, including costs of labour and costs to establish the tree, as determined by the City;
- (e) costs to install or replace protective devices.

### **Failure to Comply with Order to Remedy Contravention**

16. A conviction for failing to comply with an order to remedy a contravention does not relieve the person convicted from complying with the order, and the convicting judge or justice of the peace may, in addition to any fine imposed, order the person to comply, within a specified time, with the order.

### **Notice of Violation Offences**

17. (1) The City may issue a notice of violation to any person who has, in contravention of this Bylaw:
- (a) attached or permitted the attachment of any item or material to a tree on City property;
  - (b) placed or permitted the placement of heavy equipment, machinery, vehicles or construction materials on or near a tree on City property;
  - (c) removed or interfered with, or permitted the removal of or interference with, a protective device;
  - (d) failed to install a protective device as required;
  - (e) pruned a tree on City property;
  - (f) applied pesticides or harmful substances directly or indirectly to a tree on City property; or
  - (g) planted a tree on City property.
- (2) The following procedure applies to notices of violation issued pursuant to subsection (1):
- (a) the notice of violation must require the recipient of the notice to pay to the City the applicable minimum penalty set out in section 18;
  - (b) the fine may be paid:

- (i) in person, during regular office hours, to a cashier located at City Hall, Saskatoon, Saskatchewan;
  - (ii) by deposit, at the depository located at the main entrance to City Hall, Saskatoon, Saskatchewan; or
  - (iii) by mail, addressed to Corporate Revenue, City Hall, 222 – 3<sup>rd</sup> Avenue North, Saskatoon, Saskatchewan, S7K 0J5;
- (c) if the fine is paid before the date when the person contravening this Bylaw is required to appear in court to answer the charge, the person shall not be prosecuted for the offence;
- (d) the amount of the fine shall be discounted to \$50.00 for a first offence if paid within 14 calendar days of the date of the notice of violation;
- (e) the date of payment shall be determined as follows:
- (i) for payment in person, the date of payment shall be the date payment is received by the City;
  - (ii) for payment by deposit, the date of payment shall be the date payment is deposited in the depository at City Hall;
  - (iii) for payment by mail, the date of payment shall be the post marked date on the remittance;
- (f) notices of violation that have been cancelled or dismissed by the court shall not be counted toward calculating whether an offence is a first, second, third or subsequent offence.

### **Minimum Penalties**

18. (1) Where a person contravenes any provision of this Bylaw for which a notice of violation may be issued, the minimum penalty is as follows:
- (a) for a first offence, \$100.00;
  - (b) for a second offence, \$250.00;
  - (c) for a third or subsequent offence, \$500.00.
- (2) Where a person fails to comply with an order made pursuant to section 11 of this Bylaw, the minimum penalty is as follows:



- (a) for a first offence, \$500.00;
- (b) for a second offence, \$750.00;
- (c) for a third or subsequent offence, \$1,000.00.

**PART VI**  
**Application of Other Bylaws and Coming Into Force**

**Application of Other Bylaws**

19. In the event of a conflict between this Bylaw and another bylaw, the bylaw that affords the most protection prevails.

**Coming into Force**

20. This Bylaw comes into force on the day of its final passing.

Read a first time this	day of	, 2024.
Read a second time this	day of	, 2024.
Read a third time and passed this	day of	, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
CXX-XXX

<b>POLICY TITLE</b> <i>Trees on City Property</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>January 31, 2024</i>
<b>ORIGIN/AUTHORITY</b>	<b>CITY FILE NO.</b>	<b>PAGE NUMBER</b> <i>1 of 10</i>

## 1. PURPOSE

1.1 The purpose of this Policy is to:

- (a) ensure all trees on City property are adequately protected and preserved from unnecessary injury or destruction;
- (b) prevent or minimize destruction of or injury to trees on City property during development, construction, maintenance and other activities;
- (c) regulate the planting, care, maintenance and removal of trees on City property;
- (d) identify how compensation owing is calculated in the event a tree is injured or destroyed; and
- (e) identify the sources of funding and permitted uses of the Tree Replacement Fund.

## 2. SCOPE

2.1 This Policy applies to all trees on City property.

2.2 For the purposes of this Policy:

- (a) a tree is considered to be on City property if 50% or more of its trunk is on City property, as determined by the Parks Department; and
- (b) the entirety of a tree on City property is protected by this Policy, including any part of a tree on City property that may be located on, over or below private property.

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### 3. POLICY STATEMENT

- 3.1 The City is committed to protecting, preserving, enhancing and perpetuating the health and beauty of the City’s trees and urban forest for the enjoyment of its current and future residents.
- 3.2 Trees on City property:
  - (a) are living assets that are owned by the City and maintained as a legacy for all residents of Saskatoon;
  - (b) are valuable public assets, and one of the only public assets that appreciates in value over time; and
  - (c) provide various essential services and other benefits to the community, including storm water management, the improvement of air and water quality, temperature moderation, shade, habitat for wildlife, greenhouse gas sequestration and generally improving the quality of life of residents.
- 3.3 The City recognizes that mature, established trees provide more benefits to the community compared to younger trees due to their exponentially greater canopy and root systems.
- 3.4 The City recognizes that development, construction and maintenance-related work may result in tree injury or destruction.
- 3.5 The City’s *Urban Forest Management Plan* aims to manage and protect the City’s urban forest and includes a goal of increasing canopy cover from 9% (2017) to a minimum of 15% by 2060.
- 3.6 The City’s *Pathway to a Sustainable Urban Forest: Implementation of the Urban Forest Management Plan 2022 - 2031* promotes urban forestry initiatives that reflect the City’s reconciliation, equity, diversity and inclusion objectives.
- 3.7 The City is committed to maintaining relationships with Indigenous communities and organizations through meaningful dialogue, and cares for the urban forest with appreciation for and recognition of the importance of nature to Indigenous peoples.
- 3.8 *The Tree Protection Bylaw, 2024* sets out the requirements that the public must follow with respect to trees on City property.

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- 3.9 This Policy is intended to both supplement *The Tree Protection Bylaw, 2024* as well as set out the procedures that City employees, departments and contractors are expected to follow with respect to trees on City property.
- 3.10 All trees on City property will, to the fullest extent possible, be protected in accordance with the provisions of this Policy.

#### 4. DEFINITIONS

- 4.1 Unless otherwise defined in this Policy, definitions in *The Tree Protection Bylaw, 2024* apply, with any necessary modification, to the interpretation of this Policy.
- 4.2 Bylaw – *The Tree Protection Bylaw, 2024*.
- 4.3 DBH – “diameter at breast height”, as measured at 1.3 metres above ground level.
- 4.4 Hazardous – a tree that poses a risk of falling in whole or in part, or that otherwise poses a risk to public safety or property.
- 4.5 Landscape Trees – trees in highly maintained areas, such as parks and boulevards.
- 4.6 Maintain – to maintain a tree in any manner, including pruning and installing protective devices.
- 4.7 Natural Stand Trees – trees in natural areas largely dominated by native vegetation, including forests, bluffs and riparian areas.
- 4.8 Shelterbelt Trees – trees planted closely together in rows.

#### 5. POLICY

- 5.1 Recognition for Donated Trees
  - (a) Plaques recognizing the donors of donated trees planted on City property may be permitted in accordance with Council Policy C09-027, *Gifts and Memorial Program*.

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5.2 Planting, Care and Maintenance of Trees on City property

- (a) The planting, care and maintenance of trees on City property will be:
  - (i) in accordance with this Policy, good arboricultural practices and any other standards and practices established by the City; and
  - (ii) guided by the standards of the International Society of Arboriculture.

5.3 Requests for Maintenance and Removal of Trees on City Property

- (a) Members of the public as well as City employees and departments may submit requests to maintain or remove trees to the Parks Department.
- (b) Maintenance requests involving pruning of such significance that a tree is essentially being removed or destroyed may be handled as requests for removal of the tree.
- (c) The determination respecting whether a tree on City property should be maintained or removed will be made by the Parks Department.
- (d) Before removing or approving the removal of a tree, the Parks Department will in all cases first explore alternative options that may be available.
- (e) When considering requests for maintenance or removal of a tree on City property, the Parks Department may consider any factor it considers relevant, including whether the tree:
  - (i) is hazardous;
  - (ii) interferes with the visibility of a traffic control device;
  - (iii) interferes with the passageway of pedestrians, cyclists or vehicular traffic;
  - (iv) interferes with access to, or otherwise needs to be cleared away from, infrastructure;

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- (v) is infested with insects or infected by disease that negatively affects or could negatively affect the health of the tree;
  - (vi) is dead or dying; and
  - (vii) requires general tree care or maintenance, including for the preservation of the health of the tree.
- (f) Examples of other factors the Parks Department may consider in addition to those set out in clause (e) include:
- (i) whether the tree is located within an environmentally sensitive area, a habitat restoration area or a protected area;
  - (ii) whether the tree's location is of special significance;
  - (iii) whether the tree is exceptional in any way, such as in respect to species, size or distinctive features;
  - (iv) whether the tree's species is classified as endangered, threatened or at-risk, or the tree is an active habitat for a species classified as endangered, threatened or at-risk; and
  - (v) whether the tree is located in an under-treed area or neighbourhood (i.e., an area or neighbourhood with below average canopy cover).
- (g) Trees will not be maintained or removed merely for the purpose of:
- (i) opening up views from private property;
  - (ii) making commercial signs, billboards or other forms of advertising more visible to the public;
  - (iii) reducing shade;
  - (iv) aesthetics;
  - (v) reducing insect, bird or other wildlife activity;
  - (vi) reducing the presence of leaves, fruit, seeds, sap or needles; or
  - (vii) controlling or eliminating damage or potential damage caused by tree roots.

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- (h) Requests to maintain or remove a tree may also be made in the context of applications for permission to work near trees, as further described in sections 5.4 and 5.5.
- (i) Requests to remove trees for reasons other than those mentioned elsewhere in this section will be considered on a case-by-case basis, however in general:
  - (i) trees that are healthy, sound and over 15 centimetres DBH will not be removed; and
  - (ii) trees that are healthy, sound and less than 15 centimetres DBH may be relocated or replaced, subject to payment of tree replacement or relocation costs, including costs of labour and costs to establish the tree, as determined by the Parks Department.
- (j) In the event that the City receives a request to maintain or remove a tree that the City determines is not on City property, the City will advise the person who made the request that:
  - (i) the tree is not on City property; and
  - (ii) the City will take no action respecting the tree's maintenance or removal.

#### 5.4 Permits to Work Near Trees – Members of the Public

- (a) Members of the public wishing to work near a tree on City property must, unless otherwise exempt by the City or the Bylaw, obtain a permit from the Parks Department.
- (b) Requests from members of the public to maintain or remove a tree on City property for purposes related to construction, such as moving buildings or constructing, widening or refinishing driveways, will be considered in the context of applications for permits to work near trees.
- (c) The Parks Department will not approve requests to construct driveways within 3 metres of a tree on City property at 1 unit, 2 unit or semi-detached unit dwellings.

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5.5 Protection of Trees by Employees, Departments and Contractors of the City

- (a) The City will take all reasonable precautions to prevent unnecessary injury to or destruction of trees on City property.
- (b) Subject to clause (c), employees, departments and contractors of the City will not, without the prior approval of the Parks Department:
  - (i) injure or destroy a tree on City property;
  - (ii) attach an item to a tree on City property;
  - (iii) conduct work near a tree on City property;
  - (iv) plant trees on City property; or
  - (v) place or park heavy equipment, machinery, vehicles or construction materials on or near a tree on City property.
- (c) Prior approval of the Parks Department is not required with respect to:
  - (i) trees in back lanes;
  - (ii) trees in areas that are subject to a plan that:
    - (A) has been approved by the General Manager; and
    - (B) that outlines specific tree protection, management and replacement measures specific to the area, which may include City-owned golf courses and campgrounds;
  - (iii) minor landscaping such as hand digging or mowing;
  - (iv) the placement or parking of heavy equipment, machinery, vehicles or construction materials near a tree if the equipment, machinery, vehicles or materials are placed or parked on a driveway, street, sidewalk or other paved path;
  - (v) the clearing of tree roots from sewer lines;



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- (vi) trees on land within the inventory of the Saskatoon Land Department;
  - (vii) the pruning of trees by Saskatoon Light & Power for the purposes of protecting existing power infrastructure; and
  - (viii) any activity that is exempt from the application of this Policy by the General Manager.
- (d) The Parks Department may approve:
- (i) the marking of trees for any purpose considered necessary; and
  - (ii) the attachment of items to trees in cases where attachment is considered to cause minimal to no harm to the tree.
- (e) Employees, departments and contractors of the City working near trees on City property:
- (i) are required to adhere to the City's tree protection standards, as outlined in the City's *Tree Protection Guidelines*; and
  - (ii) may, similar to members of the public, be required to adhere to tree protection plans, install protective devices and pay compensation to the Parks Department.

#### 5.6 Compensation and Tree Valuation

- (a) Compensation owing for injured or destroyed trees will be calculated by the Parks Department in accordance with this Policy and the City's specifications.
- (b) The Parks Department will determine whether a tree is most appropriately categorized as a landscape tree, a shelterbelt tree or a natural stand tree.
- (c) For landscape trees, compensation owing will be determined in accordance with the edition of the *Guide for Plant Appraisal* by the Council of Tree and Landscape Appraisers that has been adopted by the Parks Department.

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- (d) For shelterbelt trees and natural stand trees, compensation owing will be determined by calculating the cost of purchasing, planting, establishing and replacing trees at a 3 to 1 ratio.
- (e) Replacement planting may reduce compensation owing, subject to planting plans being reviewed and approved by the Parks Department.
- (f) Irrigation and other installed tree infrastructure may, subject to approval of the Parks Department, be credited against the total monetary compensation, to a maximum amount of the compensation owing.
- (g) In determining appropriate amount of compensation owing, the Parks Department may consider any other factor considered relevant and may, where considered appropriate, waive or reduce the requirement to pay compensation.

#### 5.7 Tree Replacement Fund

- (a) The Deferred Tree Replacement Account is continued as the Tree Replacement Fund.
- (b) Any funds received in respect to injured or destroyed trees, including compensation and fines, will be remitted to the Tree Replacement Fund.
- (c) The Tree Replacement Fund will be used primarily for the purposes of planting or replacing trees but may also be used for other purposes related to trees such as maintaining and protecting trees, site rehabilitation or restoration and enhancement of the urban forest.
- (d) Expenditures of \$50,000.00 or more for one project from the Tree Replacement Fund must be approved by Council.

## 6. RESPONSIBILITIES

### 6.1 Parks Department

- (a) The protection, planting, care and maintenance of trees on City property, including establishing technical standards and practices;

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- (b) Reviewing requests to plant trees, work near trees and maintain, remove or relocate trees on City property;
- (c) Making determinations respecting the health of trees on City property, including determining whether a tree is infested or infected;
- (d) Determining whether trees are located on private or City property;
- (e) Implementing necessary control measures, including pesticide application or tree removal, where appropriate, to prevent the transmission of infestations or infections to other trees;
- (f) Determining tree value and calculating compensation owing;
- (g) Generally responsible for administering the provisions of this Policy, and making recommendations for updates to this Policy as required.

6.2 General Manager, Community Services

- (a) Approving plans mentioned in paragraph 5.5(c)(ii)(A);
- (b) Approving exemptions mentioned in subclause 5.5(c)(viii).

6.3 City Departments

- (a) Cooperating with the Parks Department and ensuring compliance with this Policy by employees and contractors, including paying compensation and installing protective devices as required.

6.4 Council

- (a) Considering and, where appropriate, approving amendments to this Policy.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-011

<b>POLICY TITLE</b> <i>Trees on City Property</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>April 10, 1989</i>
		<b>UPDATED TO</b> <i>December 20, 2010</i>
<b>ORIGIN/AUTHORITY</b> <i>Planning and Development Committee Reports 13-1989 and 44-1989; Planning and Operations Committee Report No. 8-2008; and Administrative Report No. 21-2010</i>	<b>CITY FILE NO.</b> <i>CK. 4139-4</i>	<b>PAGE NUMBER</b> <i>1 of 8</i>

## 1. PURPOSE

To affirm that trees on City Property are “living” assets owned by the City of Saskatoon and maintained as a legacy for the citizens of the City of Saskatoon.

To protect, preserve and perpetuate the health, beauty and safety of the City of Saskatoon’s urban forest for the enjoyment of its citizens, past, present and future.

To ensure that all trees on City Property are adequately protected from unnecessary destruction, loss and damage.

To establish a protocol for responding to requests for tree maintenance or removal of trees that were not planted on City Property and whose main stem is less than 50% on City Property.

## 2. DEFINITIONS

2.1 City – means the City of Saskatoon.

2.2 City Property – means all land owned, controlled or maintained by the City including parks, boulevards, buffer strips, medians, streets, rights-of-way and natural stands.

2.3 Boulevard – means that portion of a right-of-way that extends from the edge of the street to the property line of the adjacent property, not including the sidewalk.

2.4 Buffer Strip – means City Property set aside for the purpose of providing an aesthetic barrier to act as a buffer between adjacent land uses and prevent through sites.

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C09-011

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POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>2 of 8</i>

- 2.5 Median – means that part of the roadway which divides the lanes of traffic moving in opposite directions, commonly called the centre boulevard, and includes traffic islands, lay-bys and traffic circles.
  
- 2.6 Natural Stand - means areas on City Property where trees are in their natural state, and includes riverbanks and bluffs.
  
- 2.7 Pruning – means the removal of specific branches for the purpose of preserving the health and appearance of a tree and for public safety.
  
- 2.8 Tree or tree – means both trees on City Property that have 50% or more of the main stem on a Boulevard, and includes all parts of the tree, including the roots.
  
- 2.9 International Society of Arboriculture – means the worldwide professional organization dedicated to fostering a greater awareness of trees and promoting research, technology, and the professional practice of arboriculture.
  
- 2.10 Agencies – means the Meewasin Valley Authority, and public and private utilities.
  
- 2.11 Compensation Formula – means the value to be utilized in establishing equitable compensation for damage and/or loss of Trees, and will be based on the current edition of the “*Guide for Establishing Values of Trees and other Plants*” as adopted by the International Society of Arboriculture.
  
- 2.12 Additional Costs – means all labour, vehicles, equipment, and materials of the City associated with the removal, relocation, pruning and other tree maintenance activities.
  
- 2.13 Deferred Tree Replacement Account – means an account established to hold funds collected as compensation for tree loss or damage and that will be utilized for the replacement and/or additional tree planting or maintenance in subsequent years.
  
- 2.14 dbh – means “Diameter at breast height”, the accepted arboriculture method of measuring the diameter of a tree.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-011

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>3 of 8</i>

2.15 Straddling Tree – means a tree that is partly on City Property but whose main stem is more than 50% on private property. For the purposes of determining the property line, the City may rely on a surveyor or its own records. With respect to measuring a main stem, the measurement is to be taken at ground level, just above the trunk flare from the midpoint of the tree, perpendicular to the curb. For multi-stem trees, ownership is determined by where the majority of the stems lie, using the same technique. Burls or other growth and/or anomalies are not included in the measurement.

### 3. IMPLEMENTATION OF THE POLICY

#### POLICY STATEMENT

All trees situated on City Property will be protected under the provisions of this Policy.

The planting, care and maintenance of trees on City Property will be in accordance with the standards and practices established by the City.

In the case of Straddling Trees, upon receipt of a request for maintenance of a tree that is touching or straddling City Property, the owner will be advised that the tree is privately owned and that the City is prepared to maintain the tree in accordance with City standards and practices provided the owner consents, in writing, to such maintenance and agrees to be bound by the terms of this Policy.

#### IMPLEMENTATION PROCESS AND PROCEDURE

- 3.1 Planting - residents may, subject to City approval, plant trees on City Property.
- 3.2 Recognition of Donations - the City will not allow signage in recognition of the donor of trees planted on City Property except in the case of signage for veterans' memorials.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C09-011

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<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>4 of 8</i>

### 3.3 Maintenance and Removal

The City will observe the following priorities when responding to requests from residents, contractors and agencies for the maintenance or removal of trees on City Property:

- Public hazard;
- Interference with overhead utility lines;
- Disease; and
- General tree care.

Trees on City Property may not be removed, pruned, or destroyed in any way, without explicit written consent from the City of Saskatoon, and subject to the following:

- a) Trees will not be pruned, trimmed or removed merely for the purpose of opening up views from private property.
- b) Except for traffic signs or signals or street signs, trees obstructing commercial signs, billboards, or other forms of advertising, will not be pruned, trimmed or removed merely for the purpose of making the commercial sign more visible to the public.
- c) Trees will not be removed for the purpose of relocating driveways or structures unless:
  - i) the tree can be successfully relocated; or
  - ii) the tree can be replaced by one of similar quality; and
  - iii) the replacement or removal costs will be paid by the owner making the request, and such costs will be based on the Compensation Formula and any Additional Costs.

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b> <i>C09-011</i>
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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>5 of 8</i>

- d) Requests to remove or replace trees for reasons other than those cited above will be dealt with on their own merit; however, in general:
  - i) trees that are healthy and sound, and over 15cm (6”) dbh will not be removed;
  - ii) trees that are healthy and sound, and less than 15 cm (6”) dbh can be relocated, subject to the Additional Costs; and
  - iii) trees that are not healthy and sound, may be pruned and monitored for health, or removed.

### 3.4 Protection

The City will expect residents, contractors, agencies and the City working near or carrying on any operation near a tree on City Property to take reasonable precautions to prevent damage to such trees.

- a) The City will seek to hold liable residents, contractors, Agencies and motor vehicle owners or drivers for any loss of or damage to tree(s) on City Property occurring as a consequence of work, operations, deliberate acts, motor vehicle accidents or negligence, and such loss claimed will be an amount based on the Compensation Formula and any Additional Costs.
- b) Residents, contractors and Agencies will be required to adhere to the City’s Tree Protection Guidelines for Construction Sites, attached to this Policy as Schedule “C”.
- c) In the case of an application for demolition, construction, development or building move with respect to property where there are or are likely to be trees on City Property impacted, the applicant will be required, as a condition of any such permit, to acknowledge in writing that the applicant agrees that the appropriate measure for damages to trees on City Property will be based on the Compensation Formula, and further will be obliged to deliver to the City a deposit equal to the total estimated value of the tree(s) on City Property on or near the site, based on the Compensation Formula, plus an amount equal to twenty percent (20%) of the same, and this deposit will be retained as a damage holdback by the Infrastructure Services Department. In the alternative to delivery of the deposit, the applicant may



# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C09-011*

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<b>POLICY TITLE</b>	<b>EFFECTIVE DATE</b>	<b>UPDATED TO</b>	<b>PAGE NUMBER</b>
<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>6 of 8</i>

provide evidence of insurance to the City naming the City as an additional insured on a comprehensive general liability insurance policy applicable to the work that is to be performed. In the event that trees on City Property are either damaged or destroyed as a result of the work performed, the City will either retain an amount of the deposit or make a claim under the insurance policy equal to the amount of the damages sustained based on the Compensation Formula.

### 3.5 Straddling Trees

- a) The City will follow the implementation process and procedure set out above, and treat such trees in the same manner as trees on City Property.
- b) In addition, in the case of Straddling Trees the following provisions will apply:
  - i) The owner requesting that the City prune or maintain a Straddling Tree will be advised in writing that the tree is privately owned and that the City is prepared to maintain the tree in accordance with the City's standards and practices provided the owner signs a consent to tree maintenance form, a copy of which is attached to this Policy as Schedule "A";
  - ii) Pruning or maintenance of a Straddling Tree will be scheduled at the City's convenience as part of routine activities in the subject area; and
  - iii) If the Straddling Tree is dead, hazardous or no longer viable to maintain, the City will undertake to remove the tree in accordance with its tree removal schedule for the area.
- c) The value of the tree will be calculated as per Section 4.1 of this policy.

# CITY OF SASKATOON COUNCIL POLICY

<b>NUMBER</b> <i>C09-011</i>
---------------------------------

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<i>Trees on City Property</i>	<i>April 10, 1989</i>	<i>December 20, 2010</i>	<i>7 of 8</i>

### 3.6 Building Moves

All building moves will be required to follow the procedures as outlined in the “Building Move Information and Guidelines” contained in The Building Bylaw, Bylaw No. 7306.

- a) The building mover (contractor) is responsible for all damages to City trees, associated with the move, and all associated costs.
- b) Each applicant for a building move permit will be required to issue a deposit or bond for the total amount of the estimated tree’s value plus twenty percent (20%) for damage holdback, issued to the Infrastructure Services Department.

## 4. EQUITABLE COMPENSATION FORMULA AND TREE VALUATION

4.1 The value to be used in establishing compensation for damage to or loss of a tree on City Property will be based on the then current “Guide for Establishing Values of Trees and Other Plants” adopted by the International Society of Arboriculture. In the case of damage that is repairable, the damage will be appraised and the reduced tree value and/or cost of the repair will be used to determine the Compensation Formula, a copy of which is attached to this Policy as Schedule “B”.

- 4.2 a) If an existing tree is 6” or less in diameter, the cost per tree to move it to an alternate location is approximately \$500, however, actual cost of labour, equipment and materials will be charged after completion of the work.
- b) If a tree is larger than 6” in diameter and requires cutting down, the cost is approximately \$1,500 (including labour, equipment and materials), however, actual cost will be charged after completion of the work.
- c) If the tree is replaced at the same or an alternate location, the cost of a new tree is \$310, plus labour, equipment and materials for staking, mulching and watering, ranging from approximately \$110 to \$200, depending on location and bid price, however, actual cost will be charged after completion of work.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
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## 5. DEFERRED TREE REPLACEMENT ACCOUNT

- 5.1 The City will establish a fund to retain any monies received for compensation with respect to trees on City Property and the fund will be utilized for the purposes of tree replacement or enhancement of the urban forest.

## 6. RESPONSIBILITIES

### 6.1 Infrastructure Services Department

- a) Establish technical standards and practices pertaining to the planting, care and maintenance of trees on City Property.
- b) Administer the provisions of this Policy.

### 6.2 City Council

- a) Consider and, where appropriate, approve amendments to this Policy.

### 6.3 The City of Saskatoon

- a) Consider and, where appropriate, reimburse all costs associated with the cutting down and/or replacement of each tree that is affected by all projects initiated by the City of Saskatoon, with all costs being charged to the appropriate Capital or Operating Budget.

**SCHEDULE "A" TO POLICY C09-011**



**Urban Forestry**

**CONSENT TO TREE MAINTENANCE FOR BOUNDARY LINE (STRADDLING)  
STREET TREES**

I/We, \_\_\_\_\_ am/are the registered owner of  
(please print name)

\_\_\_\_\_ (please print address including postal code)

in the City of Saskatoon and, as such, I/we request the City of Saskatoon (the City) to provide maintenance of the tree(s) located on my property, on the border of the road allowance, as described below.

I/we agree that any maintenance service provided by the City shall be in accordance with the current policy and practice of the City.

I/we understand and agree that the City shall not be liable for any claims whatsoever in respect of the tree(s) and I/we hereby agree to save harmless and fully indemnify the city, its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the City arising out of the City's performance or non-performance of the tree maintenance services described below.

I/we agree that for a period of 3 years from the date of maintenance to neither prune, nor remove the tree(s) without prior written authorization from the City of Saskatoon, Urban Forestry. I/we understand that I/we will be responsible for paying the cost of the city work if the terms of this agreement are violated

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Witness

Date: \_\_\_\_\_

**For City Use Only**

TREE ID	POS	SPECIES	DBH	OWN	MNT	Location Detail

**SCHEDULE "B" TO POLICY C09-011**

**Trunk Formula Method Worksheet\***

Case # \_\_\_\_\_ Property: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser(s): \_\_\_\_\_

**Field Observations**

- 1. Species: \_\_\_\_\_ Cell# \_\_\_\_\_
- 2. Condition: \_\_\_\_\_
- 3. Trunk Circumference: \_\_\_\_\_ in/cm Diameter: \_\_\_\_\_ in/cm
- 4. Location % = Site \_\_\_\_\_ Contribution \_\_\_\_\_ Placement \_\_\_\_\_ ÷ 3 = \_\_\_\_\_

**Regional Plant Appraisal Committee and/or Appraiser-Developed or - Modified Information**

- 5. Species rating: \_\_\_\_\_
- 6. Replacement Tree Size (diameter) \_\_\_\_\_ in/cm  
(Trunk Area) \_\_\_\_\_ in<sup>2</sup>/cm<sup>2</sup>TA<sub>R</sub>
- 7. Replacement Tree Cost \_\_\_\_\_  
(see Regional Information to use Cost selected)
- 8. Installation Cost \$ -
- 9. Installed Tree Cost \$ -
- 10. Unit Tree Cost \_\_\_\_\_ per in<sup>2</sup>/cm<sup>2</sup>  
(see Regional Information to use Cost selected)

**Calculations by Appraiser using Field and Regional Information**

- 11. Appraised Trunk Area:  
(TA<sub>A</sub> or ATA<sub>A</sub>; use Tables 4.4-4.7)  
or c<sup>2</sup> (#3) \_\_\_\_\_ x 0.08 \_\_\_\_\_ 0 in<sup>2</sup>/cm<sup>2</sup>  
or d<sup>2</sup> (#3) \_\_\_\_\_ x 0.785 \_\_\_\_\_
- 12. Appraised Tree Trunk Increase (TA<sub>INCR</sub>)  
(TA<sub>INCR</sub>) = TA<sub>A</sub> or ATA<sub>A</sub> \_\_\_\_\_ in<sup>2</sup>/cm<sup>2</sup> - TA<sub>R</sub> \_\_\_\_\_ 0 in<sup>2</sup>/cm<sup>2</sup> = \_\_\_\_\_ in<sup>2</sup>/cm<sup>2</sup>
- 13. Basic Tree Cost =  
TA<sub>INCR</sub> \_\_\_\_\_ in<sup>2</sup>/cm<sup>2</sup> x Unit Tree Cost \$ - per in<sup>2</sup>/cm<sup>2</sup> + Installed Tree Cost = \$ -  
= \$ -
- 14. Appraised Value =  
Basic Tree Cost \$ \_\_\_\_\_ x Species Rating 0% x Condition 0% x Location 0%  
= \$ -

15. If the Appraised Value is \$5,000 or more, round it to the nearest \$100; if it is less, round to the nearest \$10

16. Appraised Value = \$ -

Items 5 through 10 are determined by the Regional Plant Appraisal Committee. The Wholesale Replacement Tree Cost, the Retail Replacement Tree Cost, or the Installed Tree Cost (#9) divided by the Replacement Tree Size (#6) can be used for the Unit Tree Cost (#10), or it can be set by the Regional Plant Appraisal Committee.

\* Developed by The Council of Tree & Landscape Appraisers and Endorsed by the International Society of Arboriculture (ISA)

## **SCHEDULE C TO POLICY C09-011**

### **Preventing tree damage in a construction zone**

Equipment and vehicles can injure tree trunks, break branches, tear bark or damage roots. Construction damage may result in reducing the value of the tree or lead to the decline and death of a tree.

The purpose of these guidelines is to reduce the number of trees which are unnecessarily damaged or removed as a result of any construction activities.

Anyone failing to adhere to the tree protection policies and guidelines will be financially responsible for any resulting damage to trees. Restitution for damages to City trees will be assessed on the value of the plant material as well as the cost of any removal or repairs.

Any unauthorized excavations, removal, relocation, pruning, or damage in part or whole of existing trees adjacent to your work site is not allowed and may result in a fine or penalty that may be imposed under this policy.

#### **1. Plan ahead**

Prior to proceeding with any construction near City trees, a city arborist must be contacted.

#### **2. Protective fencing and hoarding**

A protective barrier or fencing will be required to keep vehicles and equipment away from trees.

For trees within 3-5 meters of construction, place a standard snow fence at the farthest possible distance from the tree(s).

For trees within 1-3 meters of construction, use 12.5 mm (1/2") thick plywood sheeting, 1220 mm (48") in height, enclosing tree(s) at the farthest possible distance from trees.

For trees within 1 meter of construction, use 39 X 89 X 2400 mm (2" X 4" by 8' long) boards secured vertically at 300 mm (12") intervals around the tree trunk with strapping or an equivalent method of securing the boards.

Tree Protection barriers are to be erected prior to the commencement of any construction or grading activities and are to remain in place throughout the entire duration of the project.

#### **3. Protecting tree roots**

Severing major tree roots impact both the health and stability of a tree. The critical root zone area is within the drip line of the tree.

## **SCHEDULE C TO POLICY C09-011**

### **Preventing tree damage in a construction zone**

#### **4. Do not pile or leave fill near the tree trunk**

Most roots are located in the upper 30 cm of the soil, piling soil over them or changing the grade near an established tree will reduce water infiltration and air exchange around the roots.

#### **5. Digging around trees**

Excavations within 3.0 meters of a tree:

You will only be permitted to excavate on one side of the tree.

All exposed roots must be pruned with a sharp pruning tool to provide a clean severance of the root.

Exposed roots must be protected from drying out during construction by placing a tarp over the excavation wall during construction.

Backfill around the roots as soon as possible.

Excavations beyond 3.0 meters of a City tree:

Excavations beyond 3.0 meters of a tree, roots are to be backfilled around the roots as soon as possible to prevent any exposed roots from drying out.

#### **6. Prevent compaction under the drip line of a tree**

No grade changes, storage of materials or equipment is permitted within the critical root zone area of a tree.

To prevent compaction of the root zone, a wood chip mulch 15 cm (6") in depth within the root zone of the tree and 10 cm (4") away from the trunk is required.

#### **7. Water**

Adequate water over the entire root zone is required during and after construction.

If the soil in the root zone has been compacted, aeration to improve conditions for oxygen supply and water uptake by the roots is required. Holes drilled throughout the root zone to a depth should be at least 30 cm deep.

#### **8. Tree Removal and Relocation**

Any requests for removal, cutting, pruning, or relocating a tree must be approved by the Parks Manager.

**Janzen, Heather**

---

**Subject:** FW: Email - Communication - Marnie Deighton - Tree Protection Bylaw - CK 4200-0

**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>

**Sent:** Sunday, January 21, 2024 7:44 PM

**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>

**Subject:** Email - Communication - Marnie Deighton - Tree Protection Bylaw - CK 4200-0

--- Replies to this email will go to [REDACTED] ---

Submitted on Sunday, January 21, 2024 - 19:44

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Sunday, January 21, 2024

**To:** His Worship the Mayor and Members of City Council

**Pronouns:** She/her/hers

**First Name:** marnie

**Last Name:** deighton

**Phonetic spelling of first and/or last name:** Day ton

**Phone Number :** [REDACTED]

**Email:** [REDACTED]

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** [REDACTED] 10th St E

**Ward:** Ward 6

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Jan 31/24



**What agenda item do you wish to comment on ?:** Tree Protection

**Comments:**

I can think of no better action or gesture to address climate change than to do all we can to protect our trees. There is no better way to clean our air and of course they also provide amazing beauty and shade. Protection of our trees tells our residents and the world something very important about our values as a city. We can be a leader in living respectfully with our neighbours- including the trees who provide so much for us. Though we often take them for granted , trees are key to our survival. Thank you for reading and considering this important work.

**Will you be submitting a video to be vetted prior to council meeting?:** No

**Janzen, Heather**

---

**Subject:** FW: Email - Communication - Deb Firus - Heart to Hands - Tree Protection Bylaw - CK 4200-0  
**Attachments:** Tree Protection Letter.docx

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**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>  
**Sent:** Monday, January 22, 2024 7:39 AM  
**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>  
**Subject:** Email - Communication - Deb Firus - Heart to Hands - Tree Protection Bylaw - CK 4200-0

--- Replies to this email will go to [REDACTED] ---

Submitted on Monday, January 22, 2024 - 07:38

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Monday, January 22, 2024

**To:** His Worship the Mayor and Members of City Council

**First Name:** Deb

**Last Name:** Firus

**Phonetic spelling of first and/or last name:** [REDACTED]

**Phone Number :** [REDACTED]

**Email:** [REDACTED]

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** [REDACTED] McPherson Ave

**Ward:** Ward 7

**Name of the organization or agency you are representing (if applicable):** Heart to Hands

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Tree Protection Bylaw January 31/24

**What agenda item do you wish to comment on ?:** Tree Protection Bylaw January 31/24

**Comments:**

Thank you for your attention to this matter.

**Attachments:**

- [Tree Protection Letter.docx](#)12.66 KB

**Will you be submitting a video to be vetted prior to council meeting?:** No

January 22, 2024

To Mayor and City Council

I fully support the Tree Protection Bylaw that is about to be voted on. I ask you to support it as well.

It is a step in providing for the future of city trees. They are an asset that we must not ignore. They provide sanctuary for our species as well as all other related species. We are in this climate issue together and tree protection and prorogation is essential for our future. Trees provide a respite from so many weather conditions. They also provide a haven for our physical and emotional well-being. Think of the last time you stepped into a grove of trees and immediately felt a sigh of relief from either the heat, cold or wind. Trees help people to be happier and healthier. There is nothing better than looking out your window and seeing trees in all their health and seasonal glory.

Please support this Bylaw and encourage others to do the same.

Thanking you in advance.

Deb Firus

█ McPherson Ave.

Saskatoon, SK.

█

**Janzen, Heather**

---

**Subject:** FW: Email - Communication - Tom Gode - SOS Trees Coalition - Tree Protection Bylaw - CK 4200-0  
**Attachments:** Bylaw letter support Council.docx

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**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>  
**Sent:** Monday, January 22, 2024 2:35 PM  
**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>  
**Subject:** Email - Communication - Tom Gode - SOS Trees Coalition - Tree Protection Bylaw - CK 4200-0

--- Replies to this email will go to [trees@sostrees.ca](mailto:trees@sostrees.ca) ---

Submitted on Monday, January 22, 2024 - 14:34

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Monday, January 22, 2024

**To:** His Worship the Mayor and Members of City Council

**First Name:** Tom

**Last Name:** Gode

**Phone Number :** [REDACTED]

**Email:** [trees@sostrees.ca](mailto:trees@sostrees.ca)

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** [REDACTED] 2nd st E

**Ward:** Ward 6

**Name of the organization or agency you are representing (if applicable):** SOS Trees Coalition

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** City Council January 31, 2024

**What agenda item do you wish to comment on ?:** Tree Protection Bylaw

**Comments:**

Attached

**Attachments:**

- [Bylaw letter support Council.docx](#) 1.02 MB

**Will you be submitting a video to be vetted prior to council meeting?:** No



# SOS Trees Coalition

1618 - 9<sup>th</sup> Avenue North, Saskatoon, SK. S7K 3A1

[www.sostrees.ca](http://www.sostrees.ca)

21 January, 2024

To: His Worship the Mayor and Members of the City Council

Re. Proposed Tree Protection Bylaw

SOS Trees Coalition <http://www.sostrees.ca/> works in partnership with the City of Saskatoon, community organizations, private citizens and local media, to enhance and expand the impact of tree education through citizen involvement both at the individual and public policy level.

We know that trees are a major asset of the City and are important to help reduce the impact of our changing climate, reduce the heat dome effect, and enhance the quality of life for all of our citizens. We also know that it will take up to 100 years to fully replace the environmental and economic benefits when a large old tree is lost. Protection is the most cost effective and efficient method to maintain our significant City's urban tree canopy.

We urge the Council to fully support the proposed Tree Protection Bylaw. We believe that the Tree Protection Bylaw when implemented will improve the City of Saskatoon by protecting our existing trees and expanding our forest canopy making the City more sustainable and desirable.

We appreciate the City's time and effort to move forward with this bylaw that will help to ensure a future for our urban forest and help the City continue to be a livable place for future generations. We look forward to a greener and more sustainable Saskatoon.

Tom Gode,  
SOS Trees Coalition  
[trees@sostrees.ca](mailto:trees@sostrees.ca)

**Janzen, Heather**

---

**Subject:** FW: Email - Communication - Claire Card - SOS Trees - Tree Protection Bylaw - CK 4200-0  
**Attachments:** Jan 23 2024 letter to City Council .pdf

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**From:** Web NoReply <[web-noreply@Saskatoon.ca](mailto:web-noreply@Saskatoon.ca)>  
**Sent:** Tuesday, January 23, 2024 9:35 AM  
**To:** City Council <[City.Council@Saskatoon.ca](mailto:City.Council@Saskatoon.ca)>  
**Subject:** Email - Communication - Claire Card - SOS Trees - Tree Protection Bylaw - CK 4200-0

--- Replies to this email will go to [REDACTED] ---

Submitted on Tuesday, January 23, 2024 - 09:07

Submitted by user: [REDACTED]

Submitted values are:

**I have read and understand the above statements.:** Yes

**I do not want my comments placed on a public agenda. They will be shared with members of Council through their online repository.:** No

**I only want my comments shared with the Mayor or my Ward Councillor.:** No

**Date:** Tuesday, January 23, 2024

**To:** His Worship the Mayor and Members of City Council

**Pronouns:** She/her/hers

**First Name:** Claire

**Last Name:** Card

**Phone Number :** [REDACTED]

**Email:** [REDACTED]

**I live outside of Saskatoon:** No

**Saskatoon Address and Ward:**

**Address:** [REDACTED] 9th Ave N

**Ward:** Ward 1

**Name of the organization or agency you are representing (if applicable):** SOS Trees

**What do you wish to do ?:** Submit Comments

**What meeting do you wish to speak/submit comments ? (if known)::** Jan 31 2024



**What agenda item do you wish to comment on ?:** Tree Protection Bylaw

**Comments:**

As a member of Ward 1 which is a mature neighborhood with many old trees that provide maximal environmental benefits I would like to see the protection for trees strengthened.

**Attachments:**

- [Jan 23 2024 letter to City Council .pdf](#) 34.24 KB

**Will you be submitting a video to be vetted prior to council meeting?:** No

Jan 23, 2024

Dear Mayor and City Councillors,

I am writing in support of the *Tree Protection Bylaw*. I am a long-term resident of City Park in Ward 1. This neighborhood is full of mature older trees. City Park is currently seeing a cycle of renewal with older smaller homes being replaced by new and larger infills. These construction activities if performed without adequate protection of the trees, results in unnecessary damage to tree roots and results in tree loss.

The *Tree Protection Bylaw* will improve construction practices. Its goal is to protect the trees during construction. The residents of City Park enjoy the trees as part of a livable and vibrant neighborhood. Many people specifically live in this neighborhood because they enjoy the environment provided by the beautiful mature trees.

City Park as one of the City's most walkable neighborhoods, and it has benefited by the mature tree canopy in many ways. The tree canopy protects residents from the wind, cools the area from the summer heat, supplies habitats for birds and other animals and removes significant amounts of carbon dioxide, a main contributor to greenhouse gas emissions. The trees are a community asset and are in need of protection.

Thank you for your time and consideration.

Yours, Claire Card

## APPROVAL REPORT

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# The Building Bylaw, 2024 and The Plumbing Bylaw, 2024

### ISSUE

This report submits Bylaw No. 9958, *The Building Bylaw, 2024* and Bylaw No. 9959, *The Plumbing Bylaw, 2024* (“Bylaws”) for City Council’s consideration.

This report also submits housekeeping amendments to Council Policy No. C09-029: *The Plan Review and Building Inspection Program*.

### RECOMMENDATION

1. That City Council consider:
  - (1) Bylaw No. 9958, *The Building Bylaw, 2024*; and
  - (2) Bylaw No. 9959, *The Plumbing Bylaw, 2024*; and
2. That City Council instruct the City Clerk to make the required amendments to Council Policy No. C09-029: *The Plan Review and Building Inspection Program*.

### BACKGROUND

At its [August 30, 2021 Regular Business Meeting](#), City Council considered a report of the General Manager, Community Services dated August 16, 2021 and resolved:

1. That the proposed amendments to Bylaw No. 9455, *The Building Bylaw, 2017*, as outlined the August 16, 2021 report of the General Manager, Community Services be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw amendments to Bylaw No. 9455, *The Building Bylaw, 2017*.

At its [February 22, 2023 Regular Business Meeting](#), City Council considered a report of the General Manager, Community Services dated February 8, 2023 and resolved:

1. That the proposed redraft of Bylaw No. 6583, *The Plumbing Permits Bylaw* as outlined within the February 8, 2023 report of the General Manager, Community Services, be approved; and
2. That the City Solicitor be requested to prepare the necessary bylaw to repeal and replace existing Bylaw No. 6583, *The Plumbing Permits Bylaw*.

### DISCUSSION/ANALYSIS

In accordance with City Council’s instructions, we are pleased to submit Bylaw No. 9958, *The Building Bylaw, 2024* and Bylaw No. 9959, *The Plumbing Bylaw, 2024* for City Council’s consideration.

The report recommending amendments to *The Building Bylaw, 2017* stated that building permitting practices associated with deep excavation and shoring systems would also be amended, however after further review, the department decided not to make changes to these practices at this time.

Due to the number of housekeeping amendments required, *The Building Bylaw, 2017* has been repealed and replaced rather than amended. In addition to various amendments to ensure alignment with the Province's new *Construction Codes Act*, including alignment with amendments to the regulations that came into force on January 1, 2024, examples of other amendments include the following:

- To align with current practice, the fee section has been updated to require payment of fees prior to the issuance of a permit, unless payment by invoice is otherwise permitted by the City;
- Requirements respecting smoke alarms and carbon monoxide detectors have been updated;
- The purpose section has been expanded to cover all matters addressed in the Bylaw;
- Department and division names have been updated to align with the City's current corporate structure;
- The definition sections have been reformatted and modernized; unnecessary definitions have been removed and new definitions have been added;
- "Part" headers as well as a table of contents have been added.

*The Construction Codes Act* requires municipalities to submit building and plumbing bylaws to the Province for approval. Drafts of the Bylaws were provided to the Province in advance of their submission to City Council. The Province provided its pre-approval of the drafts on January 10, 2024.

This report additionally submits proposed housekeeping amendments to Council Policy No. C09-029: *The Plan Review and Building Inspection Program*. It is recommended that the policy be amended to update references from the repealed *Uniform Building and Accessibility Standards Act* to the current *Construction Codes Act*, and to update names of City divisions to align with the City's current corporate structure.

## **NEXT STEPS**

Following approval of City Council, the Bylaws will be submitted to the Province for final approval. The Bylaws will fully come into force on the date of the Province's approval.

**APPENDICES**

1. Proposed Bylaw No. 9958, *The Building Bylaw, 2024*.
2. Proposed Bylaw No. 9959, *The Plumbing Bylaw, 2024*.
3. Proposed Council Policy No. C09-029: *The Plan Review and Building Inspection Program*.

Report Approval

Written by: Laura Thomson, Legal Counsel  
Approved by: Cindy Yelland, City Solicitor

Admin Report - The Building Bylaw, 2024 and The Plumbing Bylaw, 2024.docx

**BYLAW NO. 9958**

**The Building Bylaw, 2024**

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**BYLAW NO. 9958**  
**The Building Bylaw, 2024**

The Council of the City of Saskatoon enacts:

PART I  
**Preliminary Matters**

**Short Title**

1. This Bylaw may be cited as *The Building Bylaw, 2024*.

**Definitions**

2. (1) In this Bylaw:
  - (a) “**Act**” means *The Construction Codes Act*;
  - (b) “**alteration**” means a change to any matter, thing or occupancy that is regulated by the Act, including renovations, repairs, additions and the intentional destruction or removal of part of a building;
  - (c) “**applicant**” means:
    - (i) the owner of a building or property, or the authorized representative of the owner, who applies for a building or occupancy permit; or
    - (ii) the person to whom a building permit is transferred;
  - (d) “**authorized**” means authorized in writing;
  - (e) “**demolition**” means the intentional destruction or removal of the entirety of a building;
  - (f) “**ground oriented dwelling unit**” means a building containing a dwelling unit or units with no dwelling unit located above another dwelling unit and with separate direct access to the exterior at ground level;

- (g) “**NBC**” means the edition of the National Building Code of Canada declared to be in force pursuant to section 3 of *The Building Code Regulations*;
  - (h) “**NECB**” means the edition of the National Energy Code of Canada for Buildings declared to be in force pursuant to section 3 of *The Energy Code Regulations*;
  - (i) “**NFC**” means the edition of the National Fire Code of Canada declared to be in force pursuant to section 3 of *The Fire Safety Regulations*;
  - (j) “**occupancy permit**” means a permit issued by the City that gives the owner of a building permission to occupy the building for its intended use, including an occupancy permit authorizing the occupancy of an existing dwelling unit under Part VI;
  - (k) “**prescribed form**” means a form prescribed by, and available from, the City;
  - (l) “**public place**” means any public property owned or controlled by the City, including streets, sidewalks, boulevards, medians and parks;
  - (m) “**seasonal building**” means a building that is used for not more than 6 months at a time on an annual basis, including structures such as seasonal greenhouses and ice cream stands;
  - (n) “**temporary building**” means a building or structure placed on a site for a limited period of time that is used in connection with construction work on a construction site;
  - (o) “**underground storage tank**” means a vessel for flammable or combustible liquids having a capacity regulated by the NFC and designed to be installed in a fixed location underground.
- (2) Unless otherwise defined in this Bylaw, definitions in the Act, *The Building Code Regulations*, *The Energy Code Regulations*, the NBC and the NECB apply, with any necessary modification, to the interpretation of this Bylaw.

## Purpose

3. The purpose of this Bylaw is to regulate:
- (a) building standards, occupancies and demolitions through a permitting process as provided for in the Act;

- (b) encroachments and the use of public places;
- (c) construction standards for signs;
- (d) the legalization of existing suites; and
- (e) the numbering of sites and buildings.

## PART II Administration

### Designation and Appointment

- 4. (1) For the purposes of this Bylaw, the NBC and the NECB, every person employed by the City in the Building Standards Department is designated to exercise the City's functions as the authority having jurisdiction.
- (2) For the purposes of subsection 16(2) of the Act, every person who holds a valid building official licence and is employed by the City in the Building Standards Department is appointed as a building official.

### Administrative Requirements

- 5. The Administrative Requirements described in Article 2.2.1.1. of Division C of the NBC apply to construction within the City in accordance with the provisions thereof.

## PART III Building and Occupancy Permits

### Requirement for a Building Permit

- 6. (1) Subject to subsection (2), no person shall do any of the following without a building permit issued pursuant to this Bylaw:
  - (a) construct, erect, place, alter, demolish, relocate, use or occupy any building, including a seasonal building, or part of a building;
  - (b) install or remove an underground storage tank;
  - (c) move any building onto or off a site.

- (2) A building permit is not required for:
  - (a) the repair or alteration of a building that, as determined by the City, will not create a hazard and where matters affecting health and safety are not involved;
  - (b) a single storey accessory building not more than 10 metres squared in building area provided it does not create a hazard and where matters affecting health and safety are not involved; or
  - (c) a temporary building.

### **Temporary Buildings**

7. A temporary building shall be removed from a site immediately upon completion of the construction work on that site.

### **Building Permit Applications**

8.
  - (1) An applicant for a building permit shall submit an application to the City in the prescribed form.
  - (2) In addition to the requirements contained in the NBC and the NECB, every application shall identify and describe details of the work, use and occupancy of the building to be covered by the building permit.
  - (3) An application for a building permit will be accepted for review once all required information and documentation has been submitted to the City.
  - (4) Where, in order to expedite work, approval of a portion of a project is desired prior to the issuance of a building permit for the entire project, an application together with plans and specifications covering the portion of the project for which immediate approval is desired shall be filed with the City.
  - (5) The City may destroy the building permit application and supporting documents 180 days following permit review if the required fee has not been paid or information required to continue processing the application has not been submitted to the City.
  - (6) Work under the scope of a building permit shall not commence until the building permit has been issued.

### **Plans and Specifications**

9. (1) Every applicant shall submit plans, drawings, specifications, testing certificates, engineering reports and other information required by the City with each application.
- (2) Any documents submitted that are incomplete or not required for a building permit application or issued building permit may be destroyed by the City.
- (3) Any documents submitted supporting cancelled applications will be destroyed following the cancellation.

### **Revisions to Building Permits**

10. (1) Upon receiving a written application from an applicant to revise the construction for which a building permit has been issued, the City may approve or deny the application.
- (2) If the revision mentioned in subsection (1) is substantial, as determined by the City, the applicant may be required to apply for a new building permit and the appropriate fee will be charged for the new building permit in accordance with Schedule "A".

### **Construction Value for the Purpose of Building Permits**

11. (1) The construction value to be shown on a building permit shall be the total monetary worth of the construction, as submitted by the applicant and accepted by the City, including:
  - (a) the cost of all painting, papering, roofing, electrical work, plumbing, permanent or fixed heating equipment, elevator equipment, fire sprinkler equipment and any permanent equipment that is constructed as part of the building;
  - (b) all labour costs, professional fees and other construction fees;
  - (c) the cost of all materials and other devices necessary for the completion of the work; and
  - (d) in cases where a building is being moved onto or off a site, the cost of:
    - (i) excavation at the new site;

- (ii) cleaning and leaving the former site in the condition specified in this Bylaw; and
  - (iii) alterations or repairs to the building.
- (2) No portion of any building, including mechanical, electrical and plumbing work, shall be excluded from the valuation for a building permit by reason of any other permit required by any legislation, regulation, bylaw or government agency.
- (3) The final determination of construction value shall be made by the City.

### **Fees**

- 12. (1) The City may charge the applicable permit, inspection, review and other fees set out in Schedule "A".
- (2) No building permit shall be issued until:
  - (a) the applicable fees, as set out in Schedule "A", have been paid in full; or
  - (b) in cases where the City permits payment by invoice, the City has issued an invoice that includes:
    - (i) the applicable fees, as set out in Schedule "A";
    - (ii) the date by which the invoice must be paid; and
    - (iii) the interest rate to be applied if the invoice is not paid by the date specified on the invoice.
- (3) The owner is responsible for accurately reporting the construction value shown on the building permit and, where the actual value of the project differs substantially from the projected value as shown on the building permit, the following shall apply:
  - (a) where the actual value is less than the projected value, the excess permit fee may be refunded in accordance with the provisions of section 18;
  - (b) where the actual value is greater than the projected value, the owner shall pay the additional amount of the permit fee to the City.

- (4) Where work for which a building permit is required has commenced prior to the issuance of the building permit, an additional fee shall be paid in an amount equal to 100% of the permit fee or \$10,000.00, whichever is less.

### **Building Permit Issuance**

- 13. A building permit may be issued if the work described in the permit application and documents submitted in support of the application are in accordance with the provisions of the Act, the NBC, the NECB, this Bylaw and the *Zoning Bylaw*.

### **Refusal to Issue a Building Permit**

- 14. (1) The City may refuse to issue a building permit:
  - (a) for any reason listed in *The Building Code Regulations*;
  - (b) if issuance would authorize any building or site work that requires any other approval from the City which has not been granted; or
  - (c) to any person who has failed to:
    - (i) obtain a building permit previously approved for a given site; or
    - (ii) pay any fee required pursuant to this Bylaw.
- (2) Reasons for refusal to issue a building permit shall be provided in writing.

### **Building Permit Expiry**

- 15. (1) Subject to section 16, a building permit expires:
  - (a) in the case of a building permit for the construction of a ground oriented dwelling unit, 2 years after the date of issuance;
  - (b) in the case of a building permit for the demolition of a ground oriented dwelling unit, residential garage or other accessory building serving a ground oriented dwelling unit, 60 days after the date of issuance; and
  - (c) for all other building permits, 2 years after the date of issuance unless otherwise approved by the City.

- (2) Notwithstanding the provisions of subsection (1), but subject to section 16, a building permit shall expire:
  - (a) if work authorized by the permit has not commenced within 180 days of the date of issue of the permit; or
  - (b) if work authorized by the permit has commenced but is suspended or abandoned for a period of 180 days.
- (3) If work that is subject to a building permit has not been completed prior to the expiry of the building permit, the owner to whom the building permit was issued, or a person authorized to act on behalf of the owner, shall apply to the City to do one of the following before the building permit expires:
  - (a) revoke the permit in accordance with clause 17(1)(a);
  - (b) extend the term of the permit in accordance with section 16;
  - (c) revise the permit in accordance with section 10.

### **Building Permit Extensions**

16. (1) The City may extend a building permit if the permit has not been revoked.
- (2) A request for extension of a building permit shall be in writing accompanied by the required extension fee, as set out in Schedule "A", and shall contain a reasonable timeline for completion, as determined by the City.
- (3) The City, in determining whether to allow a building permit extension, may take into consideration extenuating circumstances, including the following:
  - (a) the complexity of the construction scope;
  - (b) unusually adverse weather;
  - (c) broad labour shortages;
  - (d) issues relating to the supply of materials.



### **Building Permit Revocation**

17. (1) The City may revoke a building permit:
  - (a) if the applicant requests in writing that it be revoked, provided the work for which the building permit was required has not commenced;
  - (b) if there is a contravention of any term or condition under which the building permit was issued;
  - (c) if written notification of a change in ownership of the site relating to the building permit is not provided to the City; or
  - (d) for any reason listed in *The Building Code Regulations*.
- (2) Reasons for the revocation of a building permit shall be provided to the applicant in writing within 5 business days after the date of revocation.

### **Refunding Building Permit Fees**

18. (1) Where a building permit is revoked or cancelled, the applicant may request a refund of the building permit fee in writing.
- (2) Refunds will be calculated in accordance with the provisions of Schedule "B".
- (3) Refunds shall be made to the owner or to such other recipient as directed in writing by the owner.
- (4) Refunds shall not be issued if:
  - (a) the use, occupancy, relocation, removal, construction or demolition of the building which is the subject of the permit has commenced; or
  - (b) the permit fee was not paid in full in accordance with the provisions of Schedule "A".

### **Closing and Reinstating Building Permits**

19. (1) If the City is satisfied that all work that is the subject of a building permit has been satisfactorily completed, the City may close the permit.

- (2) The City may identify on a closed building permit any minor deficiencies with the work that, in the opinion of the City, remained outstanding at the time the building permit was closed.
- (3) A person whose building permit was closed may apply to the City requesting that the building permit be reinstated to remedy minor deficiencies provided that:
  - (a) no changes are made to the documents that were submitted with the original application;
  - (b) a timeline acceptable to the City is specified for completion of the work necessary to remedy the deficiencies;
  - (c) the re-inspection fee set out in Schedule “A” is paid for each required outstanding inspection; and
  - (d) the reinstatement fee set out in Schedule “A” is paid.

#### **Transfer of a Building Permit**

- 20. (1) Upon receiving an application from an applicant in the prescribed form, the City may approve or deny the transfer of a building permit.
- (2) The application mentioned in subsection (1) must:
  - (a) include a copy of the most recent inspection report relating to the construction of the building; and
  - (b) be signed by the proposed transferee.
- (3) The transfer of a building permit pursuant to subsection (1) does not change the expiry date of the permit.

#### **Conditions of a Building Permit**

- 21. (1) The applicant shall post at the construction site:
  - (i) a sign, visible from the street, clearly identifying the civic numbering and street name of the site; and

- (ii) the building permit and contact information of the site's general contractor in a conspicuous place visible from the exterior and publicly accessible.
- (2) Approved plans shall be located on site and produced upon request of the City.
- (3) The applicant shall be responsible for:
  - (a) keeping the construction site in a clean and tidy condition;
  - (b) providing containers or secure areas for waste material; and
  - (c) the cost of repair and clean-up of any damage to City property that occurs as a result of the work covered by the permit.
- (4) For the purposes of clause (3)(c):
  - (a) **"City property"** means all property owned by the City, including all road allowances, trees, land and easements, with all works, utilities, structures and appurtenances therein and thereon;
  - (b) **"damage"** includes the placement, dropping or deposit of any dirt, debris, materials, objects or substances and excessive soil compaction or ruts caused by storage of materials or driving of vehicles or equipment.

### **Demolition Building Permit Regulations**

- 22. (1) All demolition work shall be carried out in a safe and professional manner in accordance with *The Occupational Health and Safety Regulations, 2020*.
- (2) No person undertaking a demolition shall dispose of waste material in a manner contrary to *The Waste Bylaw, 2022*.
- (3) All concrete slabs, footings and foundations shall be removed to a minimum of 300 millimetres below final grade.
- (4) Except when new construction is to proceed within 30 days of completion of the demolition, all excavations shall be filled to level grade.
- (5) Demolition work shall not be considered as complete until the demolition site is free of all debris.

### Inspection Schedules

23. (1) The inspection schedule for buildings other than ground oriented dwelling units shall be as determined by the City.
- (2) For ground oriented dwelling units, the City may require inspections as follows:
- (a) a footing inspection after the forms have been removed and granular fill has been placed;
  - (b) a pre-backfill inspection after the removal of forms and application of exterior damp proofing, weeping tile and granular cover has been placed;
  - (c) a framing or superstructure inspection after the completion of framing and sheathing, installation of all exterior doors, windows and roof membrane, including installation of flashing, fire stopping, bracing, blocking, chimney and duct work, rough wiring and plumbing and gas venting;
  - (d) a vapour barrier inspection after insulation and the vapour barrier are placed but before they are concealed by any other work;
  - (e) a pre-occupancy or final inspection after the building is completely constructed and ready for occupancy but prior to actual occupancy;
  - (f) an inspection at any other time the City considers necessary for the proper administration of the Act, the NBC, the NECB or this Bylaw.

### Additional Building Standards

24. The building standards set out in Schedule “C” are standards in addition to those prescribed by section 5 of the Act.

### Occupancy Permit

25. (1) For the purposes of *The Building Code Regulations*, an interim or final occupancy permit may be required prior to occupancy of a building or part of a building at the discretion of:
- (a) the City;
  - (b) the Fire Chief of the Saskatoon Fire Department; or

- (c) the building owner.
- (2) Applications for an interim or final occupancy permit shall be made to the City in the prescribed form.
- (3) No interim or final occupancy permit shall be issued until the applicable fee set out in Schedule “A” has been paid.

PART IV  
**Encroachments**

**Definitions**

26. In this Part:

- (a) “**awning**” means a retractable or fixed frame:
  - (i) canvas-like, non-rigid material affixed to a frame and attached to a building wall; or
  - (ii) rigid, multi-sided structure that is not structurally tied into a building;
- (b) “**canopy**” means a rigid, multi-sided structure that is structurally tied into a building;
- (c) “**encroachment**” means permanent building construction of any kind on, over, under or into the surface of any public place or part thereof and may include awnings, canopies, overhead passageways, viaducts, underground areas, coal chutes and ash hoists;
- (d) “**General Manager**” means the General Manager of the Community Services Division or their designate.

**General**

- 27. (1) Subject to subsection 28(1), the City shall not issue a permit for the construction or alteration of any building or structure the plans of which show an encroachment until approval of such encroachment is granted by the General Manager.

- (2) Applications for approval of an encroachment, except for those encroachments mentioned in clauses 28(1)(a) and (b), shall be made to the City in the prescribed form.
- (3) Subject to subsection 28(2), the encroachment application fee set out in Schedule "A" shall be paid at the time of application.
- (4) Encroachment agreements are required for encroachments approved by the General Manager.
- (5) Neither the approval of an encroachment nor an encroachment agreement creates a vested right in the subject area and the City may at any time, at the owner's expense, order the removal of any encroachment, the filling in of any area and the replacement of pavement or sidewalk.
- (6) The temporary use of any public place, or part of a public place, in connection with the construction, demolition or maintenance of any building or structure is subject to approval by the City and the City may at any time, at the owner's expense, order the removal of any such temporary use.

### **Approval of Encroachments**

28. (1) The General Manager may approve the following encroachments:
  - (a) existing encroachments that were previously approved by Council or the General Manager and that only require a transfer or assignment to new owners;
  - (b) encroachments of 300 millimetres or less;
  - (c) awnings that comply with section 29, canopies that comply with section 30, and overhead passageways and viaducts that comply with section 31.
- (2) Subject to subsection 29(3):
  - (a) no encroachment application fee or encroachment annual fee shall be paid for the encroachments mentioned in subsection (1); and
  - (b) no encroachment agreements are required for the encroachments mentioned in clauses (1)(b) and (1)(c).

## Awnings

29. (1) The City shall not approve a proposed awning that is an encroachment unless the plan is drawn in conformity with the following requirements:
- (a) awnings constructed with electrified signs attached to or contained in the face or sides shall not exceed 900 millimetres in height;
  - (b) the maximum horizontal projection of an awning over a public street shall be 3000 millimetres, provided that no portion of the awning shall be located closer than 600 millimetres to the curb line, measured horizontally;
  - (c) the vertical distance from the sidewalk to:
    - (i) the lowest point of the awning shall be not less than 2600 millimetres; and
    - (ii) any soft fringes or valences shall be not less than 2400 millimetres;
  - (d) no part of an awning shall be more than 5000 millimetres above the sidewalk without the approval of the Saskatoon Fire Department;
  - (e) frames for awnings shall be of metal construction;
  - (f) no awning shall have a flat or dihedral roof.
- (2) Except as provided in subsection (3), awnings shall be subject to a one-time fee as set out in Schedule "A", to be paid at the time of application.
- (3) An encroachment agreement may be required for an awning at the discretion of the General Manager and, in such case, the encroachment application fee and encroachment annual fee shall apply as set out in Schedule "A".

## Canopies

30. The General Manager shall not approve a proposed canopy that is an encroachment unless the plan is drawn in conformity with the following requirements:
- (a) canopies constructed with electrified signs attached to or contained in the face or sides shall not exceed 900 millimetres in height;

- (b) the maximum horizontal projection of a canopy over a public street shall be 3000 millimetres, provided that no portion of the canopy shall be located closer than 600 millimetres to the curb line, measured horizontally;
- (c) the vertical distance from the sidewalk to the lowest point of the canopy shall be not less than 2600 millimetres;
- (d) the roof of the canopy shall drain toward the building into an outlet draining onto the owner's property or connected to a storm sewer below the frost level.

### **Overhead Passageways and Viaducts**

31. (1) The General Manager shall not approve a proposed overhead passageway or viaduct that is an encroachment unless the plan is drawn in conformity with the following requirements:
- (a) construction of steel, reinforced concrete or other non-combustible material;
  - (b) insertion of sufficient appliances to carry electric light, telephone or telegraph wires under or over the projections to the satisfaction of the City;
  - (c) lighting of the under clearance of the projection at night to the satisfaction of the City;
  - (d) minimum height above the level of the street or lane to the satisfaction of the City.
- (2) Buildings designated for business purposes on either side of a street or lane may be connected by an overhead passageway or viaduct and such construction shall comply with all terms and conditions the General Manager may impose.

### **Underground Areas**

32. Any person utilizing the space under a public place adjacent to any building shall comply with *The Underground Encroachment and Sidewalk Safety Bylaw, 2012*.



### **Coal Chutes and Ash Hoists**

33. (1) The City shall not issue a permit for the construction of coal chutes or ash hoists in, on or over a sidewalk.
- (2) No person shall reconstruct any existing coal chute or ash hoist.

### **Maintenance of Encroachments and Other Items**

34. (1) Every encroachment and every area, construction, hoarding, fencing or structure on, under or above a public place shall be kept in good repair by the owner of the property in connection with which such encroachment, construction or structure exists.
- (2) Except as provided in subsection (3), no person shall write, paint or place posters, papers or handbills on, or in any way deface, a hoarding or fencing.
- (3) The City may issue a permit to an applicant for the temporary use of hoarding or fencing for decorative, artistic or informative purposes.

### **Encroachment Annual Fees**

35. Except where otherwise provided in this Part or at the discretion of the General Manager, an annual encroachment fee, calculated in accordance with Schedule "A", shall be paid to the City.

## **PART V Construction Standards for Signs**

### **Definitions**

36. In this Part:
  - (a) "**billboard**" means a billboard as defined in the Sign Regulations;
  - (b) "**digital sign**" means a digital sign as defined in the Sign Regulations;
  - (c) "**freestanding sign**" means a freestanding sign as defined in the Sign Regulations;
  - (d) "**roof sign**" means a roof sign as defined in the Sign Regulations;

- (e) “**sign**” means a sign as defined in the Sign Regulations;
- (f) “**Sign Regulations**” means the *Sign Regulations* attached as Appendix “A” to the *Zoning Bylaw*.

### Overhanging Signs

37. (1) The provisions of this section apply to signs that extend over any public place.
- (2) Signs must be side-guyed with 6.0 millimetres steel cable or its equivalent.
  - (3) Turn buckles or other approved means of adjustment must be incorporated in all wire cable supporting or bracing signs.
  - (4) Side-guy supports must be fastened with expansion bolts or their equivalent in a solid brick wall or stone wall by a machine screw in an iron front or a lag screw in solid woodwork.
  - (5) Bolts and screws must not be fastened to window frames.
  - (6) Lag screws in solid woodwork must not be smaller than 6.0 millimetres in diameter and must enter such woodwork at least 7.5 centimetres.
  - (7) Machine screws in an iron front shall not be less than 12.0 millimetres in diameter and must enter clear through the ironwork.
  - (8) Expansion bolts must be at least 9.0 millimetres in diameter and shall enter brick or stone walls at least 6.5 millimetres.
  - (9) Signs weighing less than 113 kilograms with less than 4.6 metres squared of face area on 1 side must:
    - (a) have not less than 2 individual attachments to the building or supporting pole;
    - (b) have a main support in the form of not less than a 9.0 millimetre steel cable or its equivalent attached to an expansion bolt or its equivalent that:
      - (i) extends at least 23.0 centimetres into the main wall of the building; or

- (ii) is bolted through the wall and attached to a steel plate that is not on the inside of the wall; and
  - (c) not have wooden wedges that are used to fix bolts.
- (10) Signs weighing 113 kilograms or more and signs with a face area on 1 side of 4.6 metres squared or more must be structurally designed by an engineer.

### **Roof Signs**

38. (1) Roof signs, including the frame, with a face area on 1 side exceeding 1.9 metres squared must be structurally designed by an engineer.
- (2) Roof signs, including the frame, with a face area on 1 side of 1.9 metres squared or less must:
- (a) be bolted through the roof and through timber or other roof construction placed under the roof; and
  - (b) have a roof supporting system that is structurally adequate to support the roof sign and frame.

### **Freestanding Signs**

39. Freestanding signs with a face area on 1 side exceeding 1.9 metres squared must be:
- (a) structurally designed and endorsed by an engineer; or
  - (b) designed in accordance with Freestanding Sign Charts as developed by an engineer.

### **Billboards and Digital Signs**

40. Billboards and digital signs must be structurally designed by an engineer.

### **All Signs**

41. All signs, including billboards, that are required to be designed by an engineer must be constructed and erected in accordance with the design specifications.

### Electrified Signs

42. (1) Electrified signs must have the sign weight and date of erection marked on the outside edge of the sign in such a manner as to be clearly readable from the ground.
- (2) Electrified signs must be of metal construction or approved non-combustible material.
- (3) An electrical permit from the Saskatchewan Power Corporation must be obtained prior to connecting an electrified sign to an electrical power supply.
- (4) Illuminated signs or displays must be manufactured to meet the standards as described by a certified testing laboratory such as Canadian Standards Association, Underwriters Laboratories Canada or equivalent.

### Dangerous or Defective Signs

43. Any sign, including a billboard, that is in a dangerous or defective condition, as determined by the City, shall be immediately removed or repaired as the City may direct.

## PART VI Existing Secondary Suites and Second Dwelling Units

### Definitions

44. In this Part:
- (a) **“dwelling unit”** means a dwelling unit as defined in the *Zoning Bylaw*;
- (b) **“existing dwelling unit”** means a dwelling unit that:
- (i) was constructed prior to January 1, 1999; and
- (ii) on the date an application is submitted for an occupancy permit, is used as a dwelling unit or, where that use is discontinued, such discontinued use does not exceed 6 consecutive months;

- (c) “**secondary suite**” means a secondary suite as defined in the *Zoning Bylaw*.

### **Application**

45. This Part applies to the following types of existing dwelling units:
- (a) secondary suites;
  - (b) second dwelling units added to one unit dwelling units.

### **Administration**

46. The Community Standards Department is responsible for the administration of the provisions of this Part pursuant to *The Planning and Development Act, 2007*.

### **Application of the NBC to Existing Dwelling Units**

47. (1) This section sets out guidelines for applying the NBC to existing dwelling units to which this Part applies.
- (2) Access to an existing dwelling unit must be gained without passage through a service room.
- (3) Each existing dwelling unit must be separated from another dwelling unit (walls and ceiling) by a fire separation having a fire-resistance rating of not less than 30 minutes.
- (4) Each service room must be separated from all adjacent areas by a fire separation having a fire-resistance rating of not less than 30 minutes (walls only) and must have a solid core door complete with a latch and closer.
- (5) An interior stairway used for the purpose of exiting an existing dwelling unit must be separated from the remainder of the building by a fire separation having a fire-resistance rating of not less than 30 minutes.
- (6) Doorways providing egress from an existing dwelling unit to an exit or a means of exit must be equipped with a door and frame having a fire-resistance rating of not less than 20 minutes.
- (7) For the purposes of subsection (6), a 45-millimetre-thick solid core door and 38-millimetre solid wood casings are acceptable and the door must be equipped with a latch and a closer.

- (8) The rise, run and tread depth, width and head room of stairs forming part of an interior stairway used for the purpose of exiting an existing dwelling unit must reasonably conform to the NBC, and the stairs must have a handrail installed on at least 1 side.
- (9) Any exit corridor forming part of a means of egress from an existing dwelling unit must have a minimum ceiling height of 1.95 metres.
- (10) Projections or obstructions into an exit corridor must not reduce the ceiling height to less than 1.80 metres.
- (11) Each room in an existing dwelling unit must have a minimum ceiling height of 1.95 metres over not less than 75% of the room area and projections or obstructions in a room must not reduce the ceiling height to less than 1.80 metres.
- (12) Smoke alarms and carbon monoxide detectors in existing dwelling units must be installed and located in accordance with *The Building Code Regulations*.
- (13) Each existing dwelling unit must have at least 2 outside windows openable from the inside without the use of tools or special knowledge and each bedroom in an existing dwelling unit must have at least 1 openable window.
- (14) Windows mentioned in subsection (13) must provide unobstructed openings with areas not less than 0.35 metres squared and with no dimension less than 380 millimetres.
- (15) Each bathroom in an existing dwelling unit must have mechanical or natural ventilation.
- (16) Each bathroom in an existing dwelling unit must be fully enclosed and equipped with a door capable of being locked from the inside.
- (17) A separate source for fresh combustion air must be provided in every service room.

### **Equivalents**

48. Section 47 is not intended to limit the appropriate use of equivalents where it can be shown that the objectives of the NBC will be met, namely for the:
  - (a) protection of the lives of the occupants in the event of fire;

- (b) structural sufficiency of the building; and
- (c) health of the occupants.

**Application of *The Plumbing Code Regulations***

- 49. (1) Every existing dwelling unit to which this Part applies shall be equipped with plumbing facilities as required in the NBC.
- (2) Every plumbing system shall be designed and installed in conformance with *The Plumbing Code Regulations*.

**Occupancy Permits**

- 50. (1) An occupancy permit is required to allow the occupancy of any existing dwelling unit to which this Part applies.
- (2) To obtain an occupancy permit, the applicant shall submit an application to the City in the prescribed form.
- (3) Every application shall:
  - (a) identify and describe the occupancy to be covered by the permit for which the application is made;
  - (b) show the occupancy of all parts of the building;
  - (c) be accompanied by the required occupancy permit fee; and
  - (d) state the name, address and telephone number of the applicant.
- (4) If an existing dwelling unit to which this Part applies conforms to the provisions of sections 47 and 49, the City shall issue an occupancy permit for the dwelling unit.
- (5) If an existing dwelling unit to which this Part applies conforms to the provisions of section 47, but does not conform to section 49, the City may issue a qualified occupancy permit with a plumbing advisory for the dwelling unit provided:
  - (a) the deficiencies in the plumbing system do not constitute an unsafe condition; and
  - (b) the non-conformity consists of either:

- (i) a failed pressure test; or
  - (ii) an undersized sewer line.
- (6) The City may refuse to issue an occupancy permit for an existing dwelling unit to which this Part applies if:
  - (a) the dwelling unit does not conform to the guidelines in section 47;
  - (b) the deficiencies in the plumbing system constitute an unsafe condition; or
  - (c) the dwelling unit does not comply with the requirements of the *Zoning Bylaw*.
- (7) The fee to be charged for the issuance of an occupancy permit for an existing dwelling unit to which this Part applies shall be as set out in Schedule "D".

**Offences**

- 51. No person shall permit the occupancy of any existing dwelling unit owned by that person to which this Part applies, unless the person has obtained an occupancy permit from the City.

**PART VII  
Numbering of Sites and Buildings**

**Numbering of Sites and Buildings**

- 52. (1) The City may number, renumber or alter the numbering of all sites and buildings of any kind, including those already numbered.
- (2) Upon the issuance of a building permit, the City shall designate the number or series of numbers corresponding to the site and building authorized by such permit.
- (3) The owner or occupant of a building shall cause the designated number or numbers to be at all times prominently displayed on the front of the building so as to be clearly visible from the street.



- (4) The owner or occupant of a building with more than 1 dwelling unit or rental unit that has a separate exterior entrance door shall cause the building number or numbers of each unit to be prominently displayed on the front of the building so as to be clearly visible from the street.
- (5) The owner or occupant of any building, other than a building containing 4 or less dwelling units, serviced by a rear lane or alley shall also cause the building number or numbers to be prominently displayed on or near the rear-most structural element of the building so as to be clearly visible from the rear lane or alley.
- (6) Site and building numbers shall be of sufficient size and placed so as to be clearly visible from the street, rear lane or alley, as the case may be.
- (7) The owner or occupant of any site consisting of multiple buildings shall cause the building number or numbers to be prominently displayed near the entrance or entrances of the site so as to be clearly visible from the street.
- (8) The owner or occupant of a site or building shall ensure that the site or building number or numbers are not obscured by vegetation or any other matter.
- (9) If the owner or occupant of a site or building does not install the designated site or building numbers as required, the City may serve notice on the owner or occupant requiring installation within 30 days of the date of service and failure to comply with the notice to install may result in the imposition of the fee set out in Schedule "A".
- (10) The numbering of sites and buildings shall be as follows:
  - (a) east and west from:
    - (i) Lorne Avenue;
    - (ii) Idylwyld Drive; and
    - (iii) Central Avenue;
  - (b) north and south from:
    - (i) 22<sup>nd</sup> Street;
    - (ii) Aird Street; and
    - (iii) College Drive, east of Circle Drive;

- (c) east of the South Saskatchewan River:
  - (i) odd numbers on the north and east sides of the streets, avenues and other major arterials; and
  - (ii) even numbers on the south and west sides of the streets, avenues and other major arterials;
- (d) west of the South Saskatchewan River:
  - (i) odd numbers on the south and west sides of the streets, avenues and other major arterials; and
  - (ii) even numbers on the north and east sides of the streets, avenues and other major arterials.

## PART VIII Compliance and Offence

### No Relief of Obligation to Comply with NBC and NECB

53. No owner, owner's contractor or employee, or previous owner is relieved from the obligation to carry out any work in accordance with the NBC and NECB that is within the scope of section 6 of the Act, section 38 of *The Building Code Regulations* and section 7 of *The Energy Code Regulations* by reason only of:
- (a) the issuance of a permit;
  - (b) the review of drawings and specifications;
  - (c) the making of inspections; or
  - (d) the absence or omission of any of the things mentioned in subsections (a) to (c).

### Offence

54. Every person who contravenes any provision of this Bylaw or the terms and conditions of a permit issued pursuant to this Bylaw is guilty of an offence and liable on summary conviction:
- (a) pursuant to section 39 of the Act for Parts II and III of this Bylaw; and



## Schedule "A"

### Fees

	2024	2025
<b>Residential Building Permit Fees (one and two-unit dwellings, townhomes and row houses)</b>		
All floor areas, excluding basement development	\$ 1.09/ft <sup>2</sup>	1.13/ft <sup>2</sup>
Basement development or alterations of any floor area	\$ 0.38/ft <sup>2</sup>	0.39/ft <sup>2</sup>
Garage (attached or detached)	\$ 0.33/ft <sup>2</sup>	0.34/ft <sup>2</sup>
Deck	\$ 0.14/ft <sup>2</sup>	0.15/ft <sup>2</sup>
Roof over deck or carports	\$ 0.14/ft <sup>2</sup>	0.15/ft <sup>2</sup>
<b>Apartments (Part 9 of the NBC)</b>		
All floor levels, including basement	\$ 1.09/ft <sup>2</sup>	1.13/ft <sup>2</sup>
Alteration of any floor area	\$ 0.38/ft <sup>2</sup>	0.39/ft <sup>2</sup>
Addition of decks and balconies to existing construction	\$ 0.14/ft <sup>2</sup>	0.15/ft <sup>2</sup>
Garage/accessory building (attached or detached)	\$ 0.33/ft <sup>2</sup>	0.34/ft <sup>2</sup>
<b>All Other Construction Not Noted Above</b>		
Cost per \$1,000 of construction	\$10.75	\$10.75
<b>Other Building Permit Fees</b>		
Minimum building permit fee	\$167.00	\$172.00
Building permit extension fee	\$167.00	\$172.00
Building permit reinstatement fee	\$167.00	\$172.00
<b>Occupancy Permit Fees</b>		
Interim occupancy permit fee	\$892.00	\$919.00
Final occupancy permit fee	\$423.00	\$436.00
<b>Plan Review Fees</b>		
Construction and design plan review fee	\$469.00	\$483.00
Water and sewer plan review fee	\$691.00	\$712.00
<b>Inspection Fees</b>		
Re-inspection fee	\$167.00	\$172.00
Special inspection fee	\$167.00	\$172.00

	2024	2025
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	2024	2025
<b>Miscellaneous Service Fees</b>		
Performance bond for moving a building	\$ variable	\$ variable
Returned item fee	\$20.00	\$20.00
Request for change of address	\$55.00	\$55.00
Improper numbering of site or building fee	\$100.00	\$100.00
Property information disclosure	\$20.00	\$20.00
Weekly building permit report	\$140.00	\$140.00
Printing building permit drawings – per page fee	\$2.50	\$2.50
<b>Encroachment Fees</b>		
Awning encroachment one-time fee per awning	\$150.00	\$150.00
Encroachment application fee	\$100.00	\$100.00
Coal chute or ash hoist annual fee per coal chute or ash hoist	\$50.00	\$50.00
Canopy or subsection 29(3) awning annual fee (minimum \$50.00 each)	\$1.60/m <sup>2</sup>	\$1.60/m <sup>2</sup>
Above-grade areas annual fee (minimum \$50.00 each)	\$3.25/m <sup>2</sup>	\$3.25/m <sup>2</sup>
Underground areas annual fee (minimum \$50.00 each)	\$3.25/m <sup>2</sup>	\$3.25/m <sup>2</sup>
Overhead passageways and viaducts annual fee (minimum \$50.00 each)	\$2.00/m <sup>2</sup>	\$2.00/m <sup>2</sup>

## **Schedule “B”**

### **Building Permit Refunds**

1. (1) The City may issue applicants with refunds in the following amounts:
  - (a) where the refund request is received and approved within 14 days of the building permit issuance date, a full refund of the building permit fee paid;
  - (b) where the refund request is received and approved within 6 months of the building permit issue date, plus any extensions granted pursuant to section 16, a refund of up to 75% of the building permit fee paid;
  - (c) where the refund request is received and approved within 2 years of the building permit issue date, plus any extensions allowed pursuant to section 16, a refund of up to 50% of the building permit fee paid.
- (2) An administrative fee of \$300.00 shall be subtracted from each refund mentioned in subsection (1).

## Schedule “C”

### Standards in Addition to the NBC and *The Building Code Regulations*

#### Landing

1. A landing is required at the top of an interior stair that serves the primary entrance to a dwelling unit.

#### Bedroom Window Opening

2. A bedroom window opening shall maintain not less than 760 millimetres egress height to an open exterior space that:
  - (a) is protected from fire exposure; and
  - (b) has access to an open public thoroughfare.

#### Handrails

3.
  - (1) Type I: Handrails with a circular cross section shall have an outside diameter of not less than 32 millimetres and not more than 50 millimetres. If the handrail is not circular, it shall have a perimeter dimension of not less than 100 millimetres and not more than 155 millimetres with a maximum cross-section dimension of 55 millimetres. Edges shall have a minimum radius of 0.25 millimetres.
  - (2) Type II: Handrails with a perimeter greater than 155 millimetres shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 19 millimetres measured vertically from the tallest portion of the profile and achieve a depth of at least 8 millimetres within 22 millimetres below the widest portion of the profile. This required depth shall continue for at least 10 millimetres to a level that is not less than 45 millimetres below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 32 millimetres to a maximum of 70 millimetres. Edges shall have a minimum radius of 0.25 millimetres.

### **Eavestroughs**

4. (1) Eavestroughs shall be provided for ground oriented dwelling units and detached accessory buildings serving ground oriented dwelling units.
- (2) Downspouts shall be provided for all eavestroughs.

### **Secondary Suite Exit Width**

5. Width of at least 860 millimetres is required to be provided from the exterior exit door of the suite to an open public thoroughfare.



**Schedule "D"**

**Occupancy Permit Fees  
Existing Secondary Suites and Second Dwelling Units**

**Fee**

Occupancy Permit Fee

\$1,750.00

**BYLAW NO. 9959**  
**The Plumbing Bylaw, 2024**

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# BYLAW NO. 9959

## The Plumbing Bylaw, 2024

The Council of the City of Saskatoon enacts:

### Short Title

1. This Bylaw may be cited as *The Plumbing Bylaw, 2024*.

### Definitions

2. (1) In this Bylaw:
  - (a) “**Act**” means *The Construction Codes Act*;
  - (b) “**fixture**” means a device connected to the plumbing system to deliver or drain water, and includes basins, water closets, baths, showers, sinks, floor drains, urinals, drinking fountains, mop sinks, grease interceptors, grit interceptors and roof drains;
  - (c) “**NPC**” means the edition of the National Plumbing Code of Canada declared to be in force pursuant to section 5 of the Regulations;
  - (d) “**Regulations**” means *The Plumbing Code Regulations*.
- (2) Unless otherwise defined in this Bylaw, definitions in the Act, Regulations and NPC apply, with any necessary modification, to the interpretation of this Bylaw.

### Purpose

3. The purpose of this Bylaw is to regulate plumbing systems and fees through a permitting process as provided for in the Act and Regulations.

### Chief Plumbing Administrator

4. For the purposes of section 7 of the Regulations, the Director of the Building Standards Department is appointed as chief plumbing administrator.

### **Requirement for a Permit**

5. (1) No person shall establish, install, construct, extend, renovate, alter, repair or remove a plumbing system without a valid permit issued pursuant to this Bylaw.
- (2) A permit is not required:
  - (a) to repair or replace a previously permitted fixture without changing the plumbing system;
  - (b) to repair or replace an existing valve, faucet or water heater;
  - (c) to repair a leak;
  - (d) to force out a stoppage if no change in piping is required; or
  - (e) if no extension of the plumbing system is required, for the installation of a water treatment device, underground sprinklers or a domestic dishwashing machine or laundry machine.

### **Permit Applications**

6. (1) A person applying for a permit shall submit an application to the City in the form required by the City.
- (2) In addition to the requirements contained in the NPC and Regulations, every permit application shall identify and describe the details of the proposed work and use of the building to be covered by the permit.

### **Fees**

7. The City may charge the applicable permit, inspection and other fees set out in Schedule "B".

### **Permit Issuance**

8. (1) The City may issue a permit if the applicant:
  - (a) meets the criteria set out in Schedule "A";
  - (b) has provided the information required by section 6; and

- (c) has paid either of the following fees as set out in Schedule “B”, whichever is greater:
  - (i) the minimum permit fee;
  - (ii) for each fixture that falls within the scope of the work for which the permit is required, the cost per fixture fee.
- (2) The City may refuse to issue a permit to an applicant:
  - (a) who does not meet the criteria set out in Schedule “A”;
  - (b) if it would authorize any work that requires any other approval from the City which has not yet been granted;
  - (c) who has failed to pay any fee required pursuant to this Bylaw;
  - (d) who has any defective work outstanding with respect to a different permit; or
  - (e) for any other reason listed in the Regulations.
- (3) If the City refuses to issue a permit:
  - (a) written reasons shall be provided to the applicant; and
  - (b) the fee paid pursuant to clause 1(c) shall be refunded.
- (4) Work for which a permit is required shall not commence until the permit has been issued.

### **Permit Expiry and Extension**

- 9. (1) A permit expires and ceases to be valid at the earliest of the following times:
  - (a) 1 year after the date on which the permit was issued;
  - (b) if work authorized by the permit has not commenced within 180 days of the date of issue of the permit;
  - (c) if work authorized by the permit has commenced but is suspended or abandoned for a period of 180 days.
- (2) If all work listed on a permit is not completed before the permit expires, the permit holder must comply with subsection 24(3) of the Regulations.

- (3) The City may extend the timelines mentioned in subsection (1) upon receiving a written request from the permit holder, and may take into consideration extenuating circumstances, including the following:
- (a) the complexity of the construction scope;
  - (b) unusually adverse weather;
  - (c) broad labour shortages;
  - (d) issues relating to the supply of materials.

### **Permit Revocation**

10. (1) The City may revoke a permit:
- (a) if the permit holder requests in writing that it be revoked, provided the work for which the permit was required has not commenced;
  - (b) if the permit was issued on mistaken, false or incorrect information;
  - (c) if the permit was issued in error;
  - (d) if the permit is expired;
  - (e) if there is a contravention of any condition under which the permit was issued;
  - (f) if, in the opinion of the City, the permit holder has demonstrated an inability to perform the work in a safe or acceptable manner; or
  - (g) for any other reason listed in the Regulations.
- (2) If the City revokes a permit:
- (a) written reasons shall be provided to the permit holder and owner within 5 business days; and
  - (b) if requested by the permit holder in writing, the amount paid by the permit holder less the minimum permit fee set out in Schedule "B" shall be refunded.

### Adjustments to Number of Fixtures

11. The City may vary the number of fixtures within the scope of a permit that has been issued and:
  - (a) if the number of fixtures installed increases, the permit holder shall pay the cost per fixture fee set out in Schedule “B” for each additional fixture; or
  - (b) if the number of fixtures installed decreases, the permit holder shall be refunded the cost per fixture fee set out in Schedule “B” for each fewer fixture, less the minimum permit fee set out in Schedule “B”.

### Inspection Schedules

12. (1) The permit holder shall be present for all inspections conducted by the City.
- (2) For new plumbing systems, the inspection schedule is as follows:
  - (a) the rough-in inspection shall occur:
    - (i) after the installation of the drain and venting systems; and
    - (ii) prior to enclosure within the ground, walls or floor assemblies;
  - (b) the final inspection shall occur after:
    - (i) the fixtures and water distribution piping are installed and connected to the installations described in clause (a); and
    - (ii) the plumbing system is ready for use;
  - (c) other inspections shall occur at any other time the City considers necessary for the proper administration of the Act, Regulations, NPC, or this Bylaw.
- (3) The inspection schedule for any plumbing system that is not mentioned in subsection (2) shall be as determined by the City.



**Partial and Re-Inspection Fees**

- 13. If a plumbing inspector has been requested to perform an inspection and finds that the work is incomplete, does not comply with the Act or Regulations or is otherwise unready for inspection and a follow-up inspection is required:
  - (a) where the plumbing inspector performs a partial inspection, the permit holder shall pay the partial inspection fee set out in Schedule “B” prior to the follow-up inspection; and
  - (b) where the plumbing inspector does not perform a partial inspection, the permit holder shall pay the re-inspection fee set out in Schedule “B” prior to the follow-up inspection.

**Offences**

- 14. Every person who contravenes any provision of this Bylaw, or the terms or conditions of a permit issued pursuant to this Bylaw, is guilty of an offence and liable on summary conviction pursuant to section 39 of the Act.

**Bylaw No. 6583 Repealed**

- 15. Bylaw No. 6583, *The Plumbing Permits Bylaw*, is repealed on the date this Bylaw comes into force.

**Coming into Force**

- 16. This Bylaw comes into force upon receiving the approval of the Minister of Government Relations.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## **Schedule “A”**

### **Certified Plumbing Company or Contractor**

1. For the purposes of clause 8(1)(a) of this Bylaw, an applicant for a permit must:
  - (a) hold a valid business licence issued by the City;
  - (b) hold a valid journeyperson’s certificate or be a business that employs at least 1 individual who holds a valid journeyperson’s certificate;
  - (c) not have outstanding permits with deficiencies; and
  - (d) not have unpaid fees pursuant to this Bylaw or *The Business Licence Bylaw, 2021*.

**Schedule "B"****Fees**

	2024	2025
Minimum Permit Fee	\$120.00	\$124.00
Cost Per Fixture Fee	\$ 30.00	\$ 31.00
Partial Inspection Fee	\$ 80.00	\$ 83.00
Re-Inspection Fee	\$107.00	\$110.00
Returned Item Fee	\$ 20.00	\$ 20.00

# CITY OF SASKATOON COUNCIL POLICY

<b>POLICY TITLE</b> <i>The Plan Review and Building Inspection Program</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>November 19, 2001</i>
		<b>UPDATED TO</b> <i>May 23, 2017</i>
<b>ORIGIN/AUTHORITY</b> <i>Item 6g) of Unfinished Business; Clause 12, Report No. 9-2010 of the Planning and Operations Committee; Clause A2, Administrative Report No. 16-2010; and Standing Policy Committee on Planning, Development and Community Services, Item 8.1.4 - May 23, 2017.</i>	<b>CITY FILE NO.</b> <i>CK. 530-1</i>	<b>PAGE NUMBER</b> <i>1 of 5</i>

1. PURPOSE

The purpose of this policy is to:

- a) define the City’s role with respect to the administration and enforcement of ~~The *Uniform Building and Accessibility Standards Act*, *Construction Codes Act*~~;
- b) adopt the list of building code items that will be reviewed and inspected for each of the building types covered by this policy under the City’s Building Permit Inspection and Plan Review Programs;
- c) establish mandatory inspection stages for building types covered by this policy; and
- d) outline the powers of inspectors to confirm compliance with the Building Code where work to be inspected at a mandatory inspection stage or follow-up inspection has been covered up.

2. APPLICATION

This policy applies to:

- a) new one-unit dwellings;
- b) new one-unit dwellings with secondary suites;
- c) new secondary suites in existing one-unit dwellings;
- d) new two-unit dwellings;

# CITY OF SASKATOON COUNCIL POLICY

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- e) new garden/garage suites;
- f) new ground-oriented residential buildings;
- g) new residential garages and other accessory buildings serving the above-noted occupancies; and
- h) additions and alterations to, and relocation or demolition of existing buildings indicated in Section 2 a) to g) above.

### 3. POLICY

#### 3.1 General

The City will administer and enforce *The ~~Uniform Building and Accessibility Standards Act~~ Construction Codes Act* by:

- a) reviewing the building plans for Code items listed in this policy for each respective building type;
- b) inspecting a representative sample of each of the Code items listed in this policy for each respective building type;
- c) enforcing compliance with the Code respecting items listed in this policy for each respective building type; and
- d) inspecting each respective building type at the stages of construction provided in this policy.

#### 3.2 Background

- a) *The ~~Uniform Building and Accessibility Standards Act~~ Construction Codes Act* provides that every owner of a building in Saskatchewan shall ensure that the building is designed, constructed, erected, placed, altered, repaired, renovated, demolished, relocated, removed, used or occupied in accordance with the standards of that Act. Nothing in this policy will limit the obligation of a building owner to meet those standards.

# CITY OF SASKATOON COUNCIL POLICY

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- b) The Building Permit Inspection and Plan Review Program is not intended to inspect for compliance with all aspects of ~~The Uniform Building and Accessibility Standards Act~~ *Construction Codes Act*, but rather is designed to provide for inspection of only those Code items listed in this policy.
- c) In determining the Code items that the City will review and inspect and the scope of building inspections, City Council has balanced the City's financial and human resources with its obligation to provide an adequate level of assurance to the public that buildings in the City will meet the following objectives: structural sufficiency, health safety, life safety, fire safety and barrier free access.

### 3.3 Mandatory Inspection Stages

#### a) General

Mandatory inspections stages are identified as the following:

1. Footing;
2. Pre-Backfill;
3. Framing;
4. Vapour Barrier; and
5. Ready for Occupancy or Final.

#### b) Applicable Mandatory Inspection Stages

Due to the nature of individual projects, some mandatory inspection stages may not be applicable to every building or project.

- i) Mandatory inspection stages applicable to each specific project will be identified at the Plan Review Stage; and
- ii) The building or project will be inspected at each mandatory inspection stage as identified at the Plan Review Stage.

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## 3.4 Building Plan Review

Building plans will be reviewed for the Code items outlined in Appendix A.

## 3.5 Building Inspections

- a) Buildings and projects will be inspected for the Code items outlined in Appendix B.
- b) Where, at the time of a mandatory inspection stage or a follow-up inspection, work required to be inspected has been covered, the owner may be ordered to:
  - i) uncover any or all of the work to permit a visual inspection;
  - ii) provide acceptable evidence to provide assurance that the construction meets the requirements of the Code, including but not limited to letters from the builder or engineer associated with the project, CSA labels, and testing reports.
- c) Buildings and projects may be inspected for the building code items outlined in Appendix C where, during the course of a mandatory or follow-up inspection, the inspector has concerns with on site conditions or it is apparent that construction pertaining to one of these items is, or may be, in contravention of the Code.

## 4. RESPONSIBILITIES

### 4.1 Community Services ~~Department~~Division, Building Standards Branch

- a) Review the building plans for the Code items listed in this policy for each respective building type or project;
- b) Inspect the Code items listed in this policy for each respective building type or project;

# CITY OF SASKATOON COUNCIL POLICY

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- c) Inspect each respective building type or project at the construction stages outlined in this policy; and
- d) Administer the Plan Review and Building Permit Inspection Program.

#### 4.2 City Council

- a) Consider and, where appropriate, approve amendments to this policy.



**APPENDIX A – POLICY C09-029**

**CODE ITEMS CHECKED AT PLAN REVIEW STAGE**

<b>ITEM</b>	<b>PLAN REVIEW</b>
Site Security	Fencing
Design Criteria	Snow Loads
	Professional Structural Alternative
	Sulphate Resistant Concrete
	Compressive Strength of Concrete
	Decay Protection for Structural Wood Elements, lumber grade
Services	Provision of Water Supply, Plumbing Fixtures, Sewage Disposal, Electrical, Heating, Fire Department Access
Footings	Located as Required
	Minimum Depth (frost protection)
	Size (Width, Area, Thickness)
	Footing Projection beyond Supported Element
	Reinforcing
	Step Footings
Grade Beam and Piles	Location, Size, Spacing, Reinforcing, Void Form, Screw Piles
Foundation Wall	Thickness and Height
	Reinforcing and type of Foundation: Concrete, Masonry, Wood, ICF
	Lateral Support of Foundation Walls
	Exterior Parging of Masonry (Provision Only)
	Exterior Dampproofing (Provision Only)
	Interior Dampproofing
	Anchorage of Small Buildings
	Support for Joists and Beams on Masonry
Masonry	Support of Masonry, Lateral Support
	Protection of Interior Finish in Above Grade Masonry Construction
Exterior Concrete Stairs	Support and Design
	Thickness of Foundation wall for Cantilevered Steps
Drainage	Foundation Wall Drainage, Surface Drainage, Sump Pit, Weeping Tile
Columns and Teleposts	Location of Columns
	Lateral Support
	Size/Rating
Beams/ Lintels	Size, Spans, Support, Type
Lumber or Engineered Products - Floor, Roof & Ceiling Joists, Rafters and Walls	Size, Spans, Spacing, Support, Blocking, Cantilevered, Ridge Support, Type, Shop Drawings (if provided)
Beams & Ceilings	Height (Clearance)
Sheathing [Floor, Exterior Wall and Roof]	Provision if Required, Thickness or Rating, Edge Support, Material Standards, Type
Walls (wood and steel)	Size, Spacing, Orientation, Lateral Support, Height
Roof	Trusses
	Venting, Slope, Eave Protection
	Provision of Roofing and Type
	Provision of Attic Access
Floors on Ground (Concrete or Wood)	Structural Engineer if Required, Provision if Required, Thickness, Granular Material Beneath, Dampproofing/Drainage, Radon Extraction, Vapour Barrier

ITEM	PLAN REVIEW
Crawl Space	Access, Drainage, Ground Cover, Ventilation, Warm Air Plenum, Clearance, Vapour Barrier
Radon Gas	Soil Gas Control
Exterior Wall Finish	Provision of Cladding
	Provision of Wall Sheathing Membrane
Fire Exposure	Spatial Separation – Glazed, Unprotected Openings, Construction, Cladding
	Skylights, Exterior Wall meeting at an angle, Protection of Soffits
Fire Stopping	Attic, Roof Spaces, Crawl Spaces, Joist Spaces
Insulation	Location, Type, Protection
Air Barrier	Location, Type, Material Standards
Vapour Barrier	Location, Type, Material Standards
Fume Barrier	Separation of Storage Garages from other Occupancies, Doors
Interior Finish	Type, Thickness, Spacing of Supports, Water Resistance
	Thermal Barrier, Flame Spread Rating on Walls and Ceilings
Sound Control	Location, Rating
Stairs	Run, Rise, Nosing, Tread, Headroom, Width, Mixed Flights
Landings	Location, Dimension, Height Over
Lighting	For Stairways
Handrails	Location, Height, Ergonomic Design
Guardrails	Location, Height, Openings, Climability, Wired or Safety Glass
Doors/ Bedroom Window as exit including Window Well	Location, Size, Clearances, Quick Opening Mechanism, Sill Height (Guard or Door Secured)
	Safety Glass in Doors and Sidelights
	Mirrored Glass Doors
Smoke Alarms & CO Alarms	Provision when Required, Location, Power Supply, Interconnection
Fire Resistance	Method of Rating (design basis), Supporting Structure
Fire Separations	Floors, Roof, Suite, Public Corridors, Storage Garage, Service Rooms, Party Wall
	Closures (Fire Rating, Solid Core Doors, Wired Glass, Glass Block, Maximum Size, Door Closers, Swing of Service Room Doors, Fire Dampers, Fire Stop Flaps)
Exits or Means of Egress	Width, Height, Location, Openings
	Fire Separation
	Fuel Fired Appliances
	Ancillary Rooms
	Doors (Obstruction, Swing, Opening/Locking Mechanism)
	Emergency Lighting
	Floor Rating of Exterior Passageway
Ventilation	Ventilation Design Sheet, Dryer Vent to Outside
	Conditioning of roof or attic space below spray foam insulation
	Storage Garage more than 5 vehicles
Masonry Fireplace	Hearth Extensions, Combustible Material Clearances (Exposed to interior), Firebrick Liners, Thickness of Fireplace Walls
Chimney Flue	Connection to Appliances
	Size, Lining, Spaces, Thickness, Height, Separation of Flue Liners
Solid Fuel Factory- Built Fireplaces & Chimneys	Confirm unit is certified to CAN/ULC-S610
Solid Fuel Burning Stoves, Ranges, and Space Heaters	Confirm unit is certified to CAN/CSA-B365
Factory-Built Chimney	Confirm chimney is certified to CAN/ULC-S629

**NOTES:**

Incorrect Information

If information is not provided on the drawings or it is incorrect, the plan examiner may request revised drawings or make a note on the drawings advising as to the requirement of the Code.

Professional Structural Alternatives

Professional Structural Alternatives include drawings sealed by a Professional Engineer or Registered Architect Licensed to practice in Saskatchewan, Shop Drawings provided by an Engineering Program, designs that may have been authorized by a recognized testing or evaluation agency, or based on internal procedures that have been accepted by the City of Saskatoon through past performance or engineered analysis. The plan examiner will ensure drawings sealed by a Professional Engineer or Registered Architect are provided when required and request a “Commitment for Field Review and Compliance” letter from the engineer or architect sealing the drawing for site inspections when required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240 respectively. The review of Mobile Homes is limited to placement of the unit on the site and the foundation unless the plan examiner observes an apparent Code or bylaw contravention or may require additional information to be satisfied that construction meets Code and bylaw requirements. Verification of CSA certification is required.

Engineer and Architect Drawings

Where construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan, the plan examiner will not review items covered by the Engineer or Architect’s seal unless there is an apparent Code or bylaw contravention with the proposed design or the plan examiner requires additional information to be satisfied that the design meets Code and safety standards, notwithstanding the drawings are sealed by an Engineer or Architect.

Scope of Plan Review Limited for Building Relocation or Post-fire Repair

When buildings are relocated, or repaired after a fire, review of the drawings will focus on the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

Shop Drawings

Shop Drawings are required to be submitted at the Framing Inspection for engineered products. Shop drawings are not required for detached accessory buildings unless the inspector or plan examiner observes an apparent Code or bylaw contravention or requires additional information to be satisfied that the proposed construction meets Code and safety standards.

Insulation, Air Barrier and Vapour Barrier on Detached Garages

Insulation, Air Barrier and Vapour Barrier will only be reviewed on detached garages where it is shown on the drawings.

Flame Spread Rating

Flame spread rating will only be checked if finishes are shown on the drawings.

Attic and Crawl Space Access Dimensions

Dimensions will only be checked if there is a significant Code or bylaw contravention.

**APPENDIX B – POLICY C09-029**

**CODE ITEMS TO BE INSPECTED**  
**AT ONE OF THE MANDATORY INSPECTION STAGES**

<b>ITEM</b>	<b>INSPECT</b>
Addressing	Civic Address as per the Building Bylaw
Safety Measures	Site Security as per Administrative Procedures
	Excavations
Fire Fighting	Vehicle Access by street, roadway, or yard
Footings	Located as Required
	Size (Width and Area)
	Projection beyond supported element
	Provision for Lateral Support at Footing
Mobile Home	Anchorage
Grade Beam	Location and Width
Granular Fill	Depth and type
Foundation Wall	Type (includes ICF & PWF)
	Thickness and Height
	Lateral Support
	Support for Joists and Beams on Masonry
	Exterior Parging of Masonry (Provision only)
	Form Tie Holes
	Exterior Dampproofing
	Inspection from Engineer where required
Foundation Wall Drainage	Location and Type as per Safety Procedures
	Size
	Granular Cover
Drainage	Sump Pump, Extension
	Surface
	Eave trough, Downspouts and extensions
	Deck
Columns and Teleposts	Position over footing
	Lateral Bracing
	Steel – Size/Label/Bearing Plate
	Wood – Size/Construction/Grading
	Masonry – Size
Concrete – Size	
Steel, Lumber or Engineered [Beams and Lintels]	Built-Up – Construction, Grading, Size and Span
	Steel – Size and Span
	LVL – Construction, Size and Span
	Support on Masonry (The provision of concrete fill in concrete blocks)

ITEM	INSPECT
Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters)	Material and Grading
	Size, Slope, Framing, and Span
	Restraint
	Bearing or Support
	Holes, notches, damage
	Support on Masonry (The provision of concrete fill in concrete blocks)
Sheathing	Floors, Roof & Walls (Material and Grading)
	Floors (Thickness, Staggering of Joints, Orientation)
	Roof (Thickness, Orientation, Edge Support)
	Wall (Thickness)
Walls	Material and Grading
	Size, Length, Spacing, Orientation, Continuity, Notching
	Bracing
	Double Studs at sides of Openings
	Wall Plates (Size, Number, Continuity, Grading, Notching)
	Air Barrier Continuity
	Support of Walls
Fire Exposure	Window Openings, Skylights, Exterior Walls, Exits
Roof	Trusses - Grading, Bracing, Notched or Damaged
	Attic Access: Provision, Size
	Slope
	Venting - At Peak and Soffits, Cross Purlins, Insulation Stops
	Provision of Roofing
Floor on Ground	Provision
	Sleepers on Concrete Floor
	Soil gas (Provision of Radon Control Pipe)
Crawl Space	Insulation (Provision only), Foundation, Access, Ventilation, Ground Cover, Drainage, Warm Air Plenum
Wall & Floor Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
	Spray Foam (Install Certificate)
Attic/Roof Insulation	Coverage (as visible at the time of the Vapour Barrier inspection)
	Spray Foam (Install Certificate)
Air Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Continuity, Attic Hatch
Vapour Barrier - Exterior Walls, Roof/Ceilings, & Floors over unheated space	Coverage, Type, Location
Exterior Finish	Wall and Soffits (Provision of Cladding Only)
	Weep Holes in Masonry Walls
Fume Barrier	Garage (Wall, Door)

ITEM	INSPECT
Interior Finish	Walls and Ceilings (Provision)
	Foamed Plastics (Covering)
	Above Tub & Shower (Waterproof)
	Safety Glass for Tub/Shower Enclosure
Stairs	Finish, Lighting
Stairs, Landing & Ramps	Type, Location, Provision, Structure, Support, Dimensions, Safety, Finish, Lighting.
Stairs, Landings, & Ramps	Handrails (Height, Continuity, Graspability, Attachment, Clearance)
Stairs, Landings, Ramps, Decks, and Balconies	Guardrails (Height, Loading, Openings, Glass)
Windows	Location, Size, Type, Safety Glass
Doors	Location, Size, Type, Safety Glass
	Resistance to Forced Entry
	Door Viewer/Side light/Glass
	Mirrored Bi-fold Doors
	Securing Vertical Drop
Smoke Alarms	Location, Power Supply, Interconnection
Carbon Monoxide Detector	Location
Residential Fire Warning System	Devices, Operation
Fire Resistance	Spatial Separations (Provision of drywall or other covering to provide rating)
Fire Separations	Floors, Roof, Storage Garage, Service Rooms, Party Wall, (Provision of drywall or other covering to provide separation)
	Penetrations (Electrical and Duct location )
	Penetrations (Tight fitting and/or fire stopped)
	Closures (doors, frames, hardware, glazing, fire shutter)
Smoke Separations	Suite, Common Areas, Service Rooms, Exits (Provision of drywall or other covering to provide separation)
	Penetrations (Electrical and Duct location)
	Penetrations (Tight fitting and/or fire stopped)
	Closures (doors, frames, hardware, glazing, fire shutter)
Exits or Means of Egress	Provision, Width, Height, Location, Openings
	Doors (Opening/Locking Mechanism)
	Window Well (Clearance)
Services	Provision of Water, Plumbing, Electrical and Heating
Mechanical Ventilation	Provision of Principal and Supplemental Exhaust Fans (Including the verification from the installer)
	Central Switch
	Location of Exhaust Air Intakes
	Provision of Air Intakes and Exhausts
	Separation of Air Intake from potential source of contamination
Heating System	Air is not to be circulated from one suite to another
Kitchen Cabinets	Clearances to Range
Chimney Flue	Connection to more than one appliance, Degree off vertical

ITEM	INSPECT
Masonry Fireplace	Steel or fire-brick liner
	Hearth Extensions
	Combustible Material Clearances (Exposed to interior)
Masonry Chimney	Height of Chimney
	Cleanout
Factory-Built Fireplace and Chimney	Certified Appliance and Chimney, Hearth extensions, Combustible Material Clearances (Exposed to interior), Chimney Height
Solid-Fuel Burning Stoves, Ranges and Space Heaters	Certification (Review appliance against installation manual for clearances)
Factory-Built Chimneys for Solid-Fuel Burning Appliances	Certification (Review chimney if visible for type and clearances)

**Owner Obligated to Arrange for Inspection of All Applicable Listed Code Items**

**It is the owner’s obligation to arrange for inspections at the mandatory inspection stages and follow-up inspections such that all of the above-listed items applicable to the project can be inspected.**

**NOTES:**

Engineer and Architect Drawings

Certain construction is required to be designed by and the drawings are required to be sealed by an Engineer or an Architect licensed to practise in Saskatchewan. If the Engineer or Architect is required to inspect the installation, the inspector will not inspect items covered by the Engineer or Architect’s “Commitment for Field Review and Compliance” letter unless the inspector has a concern with or observes construction that is not in accordance with the approved plans, Code, or bylaws notwithstanding the “Commitment for Field Review and Compliance” letter.

Engineered Products

Engineered products will be reviewed against shop drawings. Shop drawings are not mandatory for small accessory buildings, however, if the inspector observes or suspects a violation of the Code or bylaws, they may be required.

Factory-Built and Mobile Homes

Factory-Built houses and Mobile Homes are acceptable under the Code, provided they have been constructed to CAN/CSA-A277 and CSA Z240, respectively. Inspection of these types of buildings will be limited to construction on site and will not include the inspection of the pre-built structure other than verifying the unit is certified, unless the inspector observes or suspects a violation of the Code or bylaws. The inspector may then require additional information to be satisfied that construction meets Code, bylaw and safety standards.

Scope of Inspection Limited for Building Relocation and Post-fire Repair

When buildings are relocated, or repaired after a fire, the inspection will pertain to the requirements determined by a pre-inspection by a building inspector and any new construction associated with the relocation and/or repair.

**LIMITATIONS:**

A number of items included in this Appendix may not be accessible or visible at a mandatory inspection stage or follow-up inspection as the result of normal construction practice. Primary inspection of these items will be limited to what is visible and accessible. If, in the course of inspection, the inspector notes an apparent Code or bylaw contravention, these items will be inspected in accordance with Appendix C. Items falling in this category are more fully described below:

Nailing Patterns and Nailing

Nailing patterns will be inspected if they are visible at the time of the inspection. Nailing samples readily visible to the inspector will be inspected.

Steel Beams and Columns

The thickness of steel columns and steel beams cannot always be confirmed.

Fire Separations

The inspector will check for the installation of drywall, taping, and filling joints where fire rating is required. Once installed, the type and thickness of drywall cannot always be confirmed, however, if the inspector observes an apparent Code contravention, these items will be inspected as well.

Wall & Floor Insulation

Insulation is usually inspected with all vapour barrier up. In these cases, the inspector cannot confirm proper full depth installation. Where vapour barrier is incomplete at the time of inspection, depth of insulation will be inspected.

Attic Insulation

Attics are not insulated until the drywall ceiling has been installed and may be very difficult to access after this. These types of concealed spaces are not part of the mandatory inspection described in this Appendix, however, if it becomes evident that insulation has not been installed prior to the permit being closed, this item will be inspected.

Air Barrier

Penetrations of the air barrier are required to be sealed. Inspection usually cannot confirm sealing of penetrations because they are covered by insulation and vapour barrier. Should these penetrations not be covered at the time of inspection, sealing will be inspected.

Attic and Crawl Space Access

While access is required to all crawl and attic spaces, it is sometimes not possible for a person to enter through the access point because of limited dimensions. The size of the access openings will only be checked if it is reasonable to do so and the inspector has reason to believe there is a significant Code contravention.

Concrete Fill

The depth of concrete fill cannot be verified since the fill is within the concrete block and, therefore, is not visible.



**APPENDIX C - POLICY C09-029**

**ADDITIONAL CODE ITEMS INSPECTED, IF THE INSPECTOR OBSERVES  
AN APPARENT CODE OR BYLAW CONTRAVENTION AT A  
MANDATORY INSPECTION STAGE OR FOLLOW-UP INSPECTION**

<b>Item</b>	<b>Inspect</b>
Footings	Soil Bearing Capacity
	Cold Weather Protection of Concrete
	High Water Table
	Minimum Depth of Footings (frost protection)
	Thickness
	Reinforcing
	Piles
Grade Beam	Cold Weather Protection of Concrete
	Depth
	Reinforcing
Foundation Wall	Cold Weather Protection of Concrete
	Reinforcing
	Exterior and Interior Dampproofing
	Anchorage
Columns and Teleposts	Anchorage, Nailing
Structural and Wood Framing Members	Decay Protection
Steel, Lumber or Engineered [Beams and Lintels]	Nailing
	Bearing
Lumber or Engineered (Floor, Roof & Ceiling Joists And Rafters)	Nailing
Sheathing	Nailing
Walls	Fire Rated Drywall, Nailing
Fire Stopping	Walls, Attic, Roof Spaces, Floors, Crawl Spaces
Fire Exposure	Protection of Soffits
	Fire Rated Drywall
	Installation of exterior drywall behind exterior vinyl siding if required
Roof	Trusses - Nailing
	Roof used as a Deck - Drainage
	Type of Roofing
	Roof Flashing
	Eave Protection
Floor on Ground	Radon Protection
Exterior Finish	Attachment of Cladding and Stucco Lath
	Wall Sheathing Membrane (Building Paper)
	Wall flashing and caulking
	Window Sill Drip Edge
	Masonry Veneer Support

ITEM	INSPECT
Wall & Floor Insulation	Type, Coverage in areas that will be hidden at the Vapour Barrier stage
Attic/Roof Insulation	Type, Coverage
Air Barrier	Penetrations
Interior Finish	Flame Spread Rating on Walls and Ceilings
Sound Control	Construction
Smoke Alarms	Certified Units and Interconnected
Fire Resistance	Supporting Structure – Fire Rated Drywall
Fire Separations	Closures (fire damper, fire stop flap)
	Fire Rated Drywall
Mechanical Ventilation	Tempering of Air to Room
	Interconnection with furnace and other supply fan
	Conditioning of air in attic or roof joists (Spray foam on roof sheathing)
	Duct Type
	Storage Garage with more than 5 Vehicles
Masonry Fireplace	Clearances From Combustible Framing
Masonry Chimney	Clearance from Combustible Framing

Appendix C is intended to provide notice of the Code items which, although not required to be kept open for inspection at a mandatory inspection stage, may be subject to inspection. These items will be inspected if, in the course of an inspection at a mandatory inspection stage or follow-up inspection, the inspector notes an apparent Code or bylaw contravention. **It is the owner's obligation to arrange for follow-up inspections such that all items noted by the inspector can be inspected.**

**NOTES:**

Appendix B Notes and Limitations Applicable to Appendix C

All Appendix B Notes and Limitations are applicable to Appendix C.