



AGENDA

REGULAR BUSINESS MEETING OF CITY COUNCIL

Monday, September 24, 2018

1:00 p.m.

Council Chamber, City Hall

Pages

1. NATIONAL ANTHEM AND CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the speakers be heard and the items with speakers be considered immediately following Unfinished Business as follows:
 1. Item 9.3.1 - Brian Sawatzky, Saskatoon Environmental Advisory Committee; and
 2. That the agenda be confirmed as presented.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of the Regular Business Meeting of City Council held on August 27, 2018, be adopted.

5. PUBLIC ACKNOWLEDGMENTS

5.1 Council Members

This is a standing item on the agenda in order to provide Council

Members an opportunity to provide any public acknowledgements.

6. UNFINISHED BUSINESS

6.1 Proposed Amendments to Bylaw No. 7200, The Traffic Bylaw – Speed Limit Change [File No. CK 6320-1]

14 - 36

City Council considered the above matter at its meeting held on August 27, 2018, as set out in the attached resolution package. With respect to the speed limit on McOrmond Drive, City Council defeated a motion that a speed limit of 60 KPH on McOrmond Drive from Central Avenue to Wanuskewin Road be established. City Council subsequently moved the following motions:

"That a speed limit of 70 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established."

IN DEFERRAL

That consideration of speed limits on McOrmond Drive from Central to Wanuskewin be deferred to the September Council meeting and that administration bring forward a detailed map of the area and bylaw information.

CARRIED UNANIMOUSLY

The referenced additional information has been provided by Administration and is attached.

The following letters are provided:

Submitting Comments

- David Cross, dated August 28, 2018;
- Ann Martin, dated August 28, 2018; and
- Robert Morgan, dated September 11, 2018.

Recommendation

That a speed limit of 70 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established.

7. QUESTION PERIOD

8. CONSENT AGENDA

Recommendation

That the Committee recommendations contained in Items 8.1.1 to 8.1.2; 8.2.1 to

8.2.3; 8.3.1 to 8.3.9; 8.4.1 to 8.4.3; and 8.5.1 to 8.5.7 be adopted as one motion.

8.1 Standing Policy Committee on Planning, Development & Community Services

8.1.1 Request for Funding and Policy Revisions - Special Events Policy No. C03-007 [File No. CK 1870-15 and RCD 1870-12-2] 37 - 60

Recommendation

That the proposed revisions to Policy No. C03-007, Special Events Policy, as outlined in the June 13, 2018 report of the General Manager, Community Services Department, be approved.

8.1.2 Award of Contract - Kinsmen Park Parking Strategy and Transportation Study [File No. CK 4205-9-3 and RS 4206-KI-12] 61 - 67

Recommendation

1. That the award of contract for Request for Proposals No. 18-0544 to WSP Canada Group Limited for the Kinsmen Park Parking Strategy and Transportation Study, for a total amount of \$77,880, plus taxes, be approved; 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 contract documents under the Corporate Seal.

8.2 Standing Policy Committee on Finance

8.2.1 Business Improvement Districts' Audit Requirements [File No. CK. 1680-1] 68 - 71

Recommendation

1. That Clause 13 or 16, as appropriate, Fiscal Year and Annual Report of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to permit a Business Improvement District with less than \$250,000 in annual revenue the ability to choose a review engagement over an audit at the discretion of their Board of Directors;
2. That Clause 12 or 15, as appropriate, Auditor of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to

outline that the selection of an external auditor is at the Business Improvement Districts Board of Director's discretion; and

3. That the City Solicitor be requested to amend BID Bylaw Nos. 6710, 6731, 7092, 7891 and 9235.

8.2.2 Neighbourhood Land Development Fund Allocation of Profits [File No. CK. 6050-10 x1702-1 and AF. 1702-1 x 1431-1] 72 - 74

Recommendation

1. That \$10 million in profits be declared from the Neighbourhood Land Development Fund; and
2. That \$10 million in profits from the Neighbourhood Land Development Fund be allocated to Capital Project No. 2407 - Chief Mistawasis Bridge (formerly North Commuter Parkway) and Traffic Bridge Replacement Project.

8.2.3 Sale of Civic Scrap Metal – Award of Request for Proposal [File No. CK. 7830-5 x 1250-1 and AF. 1000-1] 75 - 78

Recommendation

1. That the proposal submitted by Inland Steel Products Inc. for the Sale and Pick-Up of Civic Scrap Metal, at a total estimated price of \$353,583.00 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

8.3 Standing Policy Committee on Environment, Utilities & Corporate Services

8.3.1 Update on Curbside Recycling Program [File No. CK. 7830-5] 79 - 92

Recommendation

That the City of Saskatoon enter into a pilot program partnership with Sarcen Recycling to expand glass recycling to the four Sarcen Depot locations in Saskatoon.

8.3.2 Geospatial Governance and Strategy Roadmap - Consulting Services - Award of Request for Proposal [File No. CK. 116-1] 93 - 96

Recommendation

1. That the proposal submitted by ESRI Canada for consulting services for Geospatial Governance and Strategy Roadmap, at an estimated cost of \$151,500 plus applicable taxes, be approved; and

2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

8.3.3 City of Saskatoon Joins the Local Internet Exchange [File No. CK. 233-1 x 261-18] 97 - 100

Recommendation

1. That the City of Saskatoon join the Saskatoon Internet Exchange as a non-profit member; and
2. That a member of Administration, as determined by the City Manager, be permitted to serve on the Board of Directors for the Saskatoon Internet Exchange.

8.3.4 Renewal of Microsoft Licenses – Sole Source [File No. CK. 261-1 x 1100-1] 101 - 104

Recommendation

1. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Direct Server and Cloud Enrollment for the total cost of \$879,281.28 (plus applicable taxes);
2. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Enterprise Enrollment for the total cost of \$4,163,846.04 (plus applicable taxes); and
3. That Purchasing Services issue the appropriate purchase order.

8.3.5 Request for Sanitary Sewer Charge Exemption – Cindercrete Products Ltd. [CK. 1905-2] 105 - 107

Recommendation

1. That the request for sanitary sewer charge exemption for Cindercrete Mining Supplies Ltd., 605 C Avenue P South, Saskatoon, Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above

applicant's Utility Bill for water meter #20126718, retroactive to the date the second water meter was installed, June 27, 2018.

8.3.6 Request for Sanitary Sewer Charge Exemption – Cindercrete Mining Supplies Ltd. [CK. 1905-2] 108 - 110

Recommendation

1. That the request for sanitary sewer charge exemption for Cindercrete Products Ltd., 605 Avenue P South, Saskatoon Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above applicant's Utility Bill for water meter #20092752, retroactive to the date the second water meter was installed, June 27, 2018.

8.3.7 Smart Grid Control System – Outage Management System – Award of Contract [CK. 2000-1] 111 - 116

Recommendation

1. That the proposal submitted by Survalent Technology Corporation for supply of an Outage Management System, including a five-year software maintenance period at a total estimated cost of \$379,986.30 (including GST and PST) be approved; and
2. That Purchasing Services issue the appropriate Purchase Order.

8.3.8 Contract Approval – Hydrovac and Directional Drilling Services [CK. 2300-1] 117 - 120

Recommendation

1. That the Administration enter into agreement with Klark's Trenching Ltd. for the supply of Hydrovac and Directional Drilling Services at a cost of \$211,713.12 (including taxes); and
2. That Purchasing Services authorize the appropriate purchase order.

8.3.9 Contract Approval – Heavy Grit and Sludge Disposal [CK. 7800-1] 121 - 124

Recommendation

1. That the Administration enter into an agreement with Loraas Landfill for the disposal of heavy grit and sludge from the City's Biosolids Handling Facility at a cost of \$785,887.99 (including taxes);and
2. That Purchasing Services authorize the appropriate purchase order.

8.4 Standing Policy Committee Transportation

8.4.1 Traffic Calming Policy [Files CK 6320-0 and TS 6350] 125 - 182

Recommendation

That the proposed Traffic Calming Policy be approved.

8.4.2 Traffic Control at Pedestrian Crossings Policy Update [Files CK 6150-0 and TS 6150] 183 - 225

Recommendation

That the Council Policy C07-018, Traffic Control at Pedestrian Crossings, updates based on the TAC Guide as outlined in the report of the A/General Manager, Transportation & Utilities Department dated September 10, 2018, be approved.

8.4.3 88 King Street Equipment Storage Facility – 2018 Budget Adjustment Request [Files CK 665-1, x1702-1 and 634-10] 226 - 228

Recommendation

That a budget adjustment of \$50,000 to Capital Project #2269 – TU Accommodation Construction funded from the Roadways and Operations Building Major Repair Reserve and the TU Department Capital Reserve be approved to install safety retrofits on the 88 King Street property for winter equipment storage.

8.5 Governance and Priorities Committee

8.5.1 Amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms (File No. CK. 640-5) 229 - 235

Recommendation

1. That the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, be approved; and
2. That the City Clerk be requested to amend Council Policy No. C01-017 as outlined in the report of the

- 8.5.2 Regional Water and Wastewater Update (File No. CK. 7781-1)** 236 - 245
- Recommendation**
That the Administration be directed to prepare future water and wastewater utility rate structure based on the approach outlined in the report of the A/General Manager, Transportation & Utilities Department dated September 17, 2018.
- 8.5.3 2019 Appointments of Deputy Mayor (File No. CK. 255-3)** 246 - 249
- Recommendation**
That the 2019 appointments of Deputy Mayor, as described in the report and attachment of the City Clerk dated September 17, 2018, be approved.
- 8.5.4 Appointment – Municipal Planning Commission (File No. CK. 175-16)** 250 - 251
- Recommendation**
That Francois Rivard be appointed as the representative of Greater Saskatoon Catholic Schools on the Municipal Planning Commission.
- 8.5.5 Appointment – Downtown Saskatoon Board of Management (File No. CK. 175-48)** 252 - 253
- Recommendation**
That the appointment of Janice Sander to the Board of Management for Downtown Saskatoon be confirmed.
- 8.5.6 2019 Annual Appointments – Personnel Subcommittee (File No. CK. 4510-1)** 254 - 256
- Recommendation**
That Mayor Clark and Councillors Iwanchuk, Donauer, and Dubois be reappointed to the Personnel Subcommittee to September, 2019.
- 8.5.7 2019 Annual Appointments – Members of City Council to the Governance and Priorities Committee and Standing Policy Committees (File No. CK. 225-4-3)** 257 - 260
- Recommendation**

1. That all members of City Council be appointed to the Governance and Priorities Committee; and
2. That Councillors be appointed to Standing Policy Committees as follows:
 - Environment, Utilities & Corporate Services – Davies, Gersher, Gough, Hill, Loewen
 - Transportation – Block, Donauer, Dubois, Gersher, Jeffries
 - Planning, Development & Community Services – Davies, Gough, Hill, Iwanchuk, Jeffries
 - Finance – Block, Donauer, Dubois, Iwanchuk, Loewen.

9. REPORTS FROM COMMITTEES AND ADMINISTRATION

9.1 Standing Policy Committee on Planning, Development And Community Services

9.2 Standing Policy Committee on Finance

9.3 Standing Policy Committee on Environment, Utilities And Corporate Services

9.3.1 Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility [CK. 116-2 x 7830-1] 261 - 293

The Administration will provide a PowerPoint presentation.

The following letters are provided:

Request to Speak

- Brian Sawatzky, Saskatoon Environmental Advisory Committee, dated September 18, 2018;

Submitting Comments

- Henry Dayday, dated September 10, 2018;
- Wesley MacPherson, dated September 11, 2018;
- Ken King, dated September 14, 2018;
- Brian Breit, dated September 17, 2018; and
- Paul Fedec, dated September 17, 2018

Recommendation

1. That Option 1: year round, bi-weekly organics and waste collection be implemented as the new waste management service level for all curbside residential households;
2. That the new service level for curbside organics and waste collection be funded as a unified waste utility;
3. That \$13.6M in capital funding be approved to implement Option 1 and that funding be borrowed from the future utility;
4. That the compost depots continue to operate with the existing level of service; and
5. That 2019 be the final season for the Green Cart subscription program and that a deadline of April 15, 2019, be implemented for new subscriptions.

9.3.2 Ability-to-Pay Considerations for an Expanded Curbside Waste Utility [CK. 7830-1] 294 - 315

Recommendation

That the guiding principles outlined in the September 10, 2018 report of the A/General Manager, Corporate Performance set the framework and future rates of the Unified Waste Utility.

9.3.3 Unified Waste Utility – Utility Rate Setting Philosophy [CK. 1905-1 x 7830-1] 316 - 322

Recommendation

1. That Administration be directed to recommend initial utility rates that encourage diversion, and;
2. That Administration implement Option Three as the multi-year rate setting philosophy for the Unified Waste Utility, should it be approved.

9.4 Standing Policy Committee on Transportation

9.4.1 Vision Zero [Files CK 6320-1 and TS 6330-8] 323 - 358

The Administration will provide a PowerPoint presentation.

Recommendation

1. That Vision Zero be adopted in principle committing Saskatoon to become a community with zero transportation-related deaths and severe injuries;

2. That a report be provided to include additional information for consideration at the 2019 Business Plan and Budget Review that outlines the Vision Zero strategy, including the FTE (Full-Time Equivalent) resource requirements; and
3. That the report of the A/General Manager, Transportation & Utilities Department dated September 10, 2018 be forwarded to the Traffic Safety Committee for information.

9.5 Governance and Priorities Committee

9.5.1 2019 City Council and Committee Meeting Schedule (File No. CK. 255-1) 359 - 363

Recommendation

1. That City Council adopt the meeting schedule set out in Attachment 2 to this report; and
2. That one of the quarterly scheduled Special/Joint GPC dates include a meeting with the Board of Police Commissioners on an ongoing basis.

9.6 Asset & Financial Management Department

9.6.1 Request for Lease Approval of 4018 Burrton Avenue and Direct Sale of 4018 Aronec Avenue [File No. CK. 4129-22] 364 - 370

Recommendation

1. That Administration be authorized to terminate the Lease Agreement with 101241938 Saskatchewan Ltd. at 4018 Aronec Avenue;
2. That the Administration be authorized to enter into a new Lease Agreement with 101241938 Saskatchewan Ltd. at 4018 Burrton Avenue under the same terms used in the previous Lease Agreement at 4018 Aronec Avenue;
3. That the Administration be authorized to sell by direct sale 4018 Aronec Avenue (Lot 4, Block 934, Plan 102100543) to Kliewer Buildings Ltd.; and
4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the

9.7 Community Services Department

- 9.7.1 Consultation with Flex Services and Sask Plates Proposal Proponents [File No. CK. 7000-1 x 307-4]** 371 - 380

Recommendation

That the report of the General Manager, Community Services Department, dated September 24, 2018, be received as information.

- 9.7.2 Levy to Support Accessible Taxi Services [File No. CK. 7000-1]** 381 - 386

Recommendation

1. That the City Solicitor, in drafting the stand-alone Transportation Network Company Bylaw, be requested to include provisions for an accessibility levy of \$0.07 per trip; and
2. That the Transportation Network Company Bylaw establish no requirements to provide accessibility standards within Transportation Network Company dispatch apps.

9.8 Corporate Performance Department

- 9.8.1 Farmers' Market Building Lease and Operating Agreement Renewal [File No. CK. 4129-22]** 387 - 399

The following letters are provided:

Submitting Comments

- Kevin Petty, dated September 17, 2018;
- Kali Gartner, dated September 17, 2018; and
- Kari Klassen, dated September 16, 2018.

Recommendation

That the Administration be directed to prepare and issue a Request For Proposal to lease the Farmers' Market Building within River Landing, seeking a proponent to develop and manage a six-day-a-week public and farmers' market.

- 9.8.2 2017 Contract Negotiations (2017 – 2018) – The Canadian Union of Public Employees, Local No. 59 [File No. CK. 4720-4]**

A report will be forthcoming.

9.9 Transportation & Utilities Department

9.10 Office of the City Clerk

9.11 Office of the City Solicitor

- 9.11.1 Governance Review – Advisory Committees – Amendment to The Procedures and Committees Bylaw - Proposed Bylaw No. 9532 [File No. CK. 255-2 x225-1]** 400 - 423

Recommendation

That City Council consider Bylaw No. 9532, *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)*.

- 9.11.2 Proposed Amendments to Bylaw No. 7200, The Traffic Bylaw – Speed Limit Changes - Proposed Bylaw No. 9531 [File No. CK. 6320-1]** 424 - 431

Recommendation

That City Council consider Bylaw No. 9531, *The Traffic Amendment Bylaw, 2018 (No. 3)*.

9.12 Other Reports

- 10. INQUIRIES**
- 11. MOTIONS (NOTICE PREVIOUSLY GIVEN)**
- 12. GIVING NOTICE**
- 13. URGENT BUSINESS**
- 14. IN CAMERA SESSION (OPTIONAL)**
- 15. ADJOURNMENT**

**PUBLIC RESOLUTION
REGULAR BUSINESS MEETING OF CITY COUNCIL**

Main Category: 9. REPORTS FROM COMMITTEES AND ADMINISTRATION

Sub-Category: 9.4. Standing Policy Committee on Transportation

Item: 9.4.1. Proposed Amendments to Bylaw No. 7200, *The Traffic Bylaw* – Speed Limit Change [File No. CK. 6320-1]

Date: August 27, 2018

Any material considered at the meeting regarding this item is appended to this resolution package.

The following letters were provided:

Submitting Comments

- John Buschmann, dated August 14, 2018;
- Alex Frank, dated August 16, 2018; and
- Chet and Candace Neufeld, dated August 26, 2018

Requesting to Speak

- Louise Jones, Northeast Swale Watchers, dated August 25, 2018; and
- Candace Savage, dated August 26, 2018

Ms. Louise Jones expressed support for reduced speeds in the areas of the swale.

Ms. Candace Savage expressed support for reduced speeds in the areas of the swale.

Moved By: Councillor Jeffries

Seconded By: Councillor Gersher

1. That a speed limit of 60 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established.

In Favour: (5): Mayor C. Clark, Councillor Block, Councillor Gersher, Councillor Gough, and Councillor Loewen

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

Absent: (1): Councillor Davies

DEFEATED ON A TIED VOTE

Moved By: Councillor Jeffries

Seconded By: Councillor Gersher

1. That a speed limit of 70 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established.

IN DEFERRAL

Moved By: Councillor Hill

Seconded By: Councillor Block

That consideration of speed limits on McOrmond Drive from Central to Wanuskewin be deferred to the September Council meeting and that administration bring forward a detailed map of the area and bylaw information.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Iwanchuk, Councillor Jeffries, and Councillor Loewen
Absent: (1): Councillor Davies

CARRIED UNANIMOUSLY

Moved By: Councillor Jeffries

Seconded By: Councillor Gersher

2. That the speed limit on Betts Avenue from 22nd Street West to Hart Road be reduced from 60 kph to 50 kph;
3. That the speed limit on Clarence Avenue from a point 50 metres south of Circle Drive to Stonebridge Boulevard be reduced from 60 kph to 50 kph;
4. That the speed limit on 8th Street from Moss Avenue to a point 400 metres east of McKercher Drive be reduced from 60 kph to 50 kph;
5. That a speed limit on College Drive from a point 800 metres east of McOrmond Drive to the East City Limit be reduced from 100 kph to 90 kph;
6. That a speed limit on Highway 41 from College Drive to the East City Limit be reduced from 100 kph to 90 kph; and
7. That the City Solicitor be requested to prepare the appropriate bylaw amendment to Bylaw No. 7200, *The Traffic Bylaw*, effective November 1, 2018.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Iwanchuk, Councillor Jeffries, and Councillor Loewen
Absent: (1): Councillor Davies

CARRIED UNANIMOUSLY

Moved By: Councillor Loewen

Seconded By: Councillor Gersher

8. That the Administration report to the Northeast Swale Watchers working group regarding what is being done for education and what types of signage is being considered including what opportunities for collaboration there will be with the Meewasin Valley Authority prior to the opening of the roadway with a follow-up report presented to the appropriate Standing Policy Committee.

In Favour: (10): Mayor C. Clark, Councillor Block, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Iwanchuk, Councillor Jeffries, and Councillor Loewen
Absent: (1): Councillor Davies

CARRIED UNANIMOUSLY

Moved By: Councillor Block

Seconded By: Councillor Gersher

9. That the Administration consult with Tourism Saskatoon to get its input on signage in the Northeast Swale area.

In Favour: (7): Mayor C. Clark, Councillor Block, Councillor Donauer, Councillor Gersher, Councillor Gough, Councillor Hill, and Councillor Jeffries
Against: (3): Councillor Dubois, Councillor Iwanchuk, and Councillor Loewen
Absent: (1): Councillor Davies

CARRIED



STANDING POLICY COMMITTEE ON TRANSPORTATION

Proposed Amendments to Bylaw No. 7200, The Traffic Bylaw – Speed Limit Changes

Recommendation of the Committee

1. That a speed limit of 60 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established.
2. That the speed limit on Betts Avenue from 22nd Street West to Hart Road be reduced from 60 kph to 50 kph;
3. That the speed limit on Clarence Avenue from a point 50 metres south of Circle Drive to Stonebridge Boulevard be reduced from 60 kph to 50 kph;
4. That the speed limit on 8th Street from Moss Avenue to a point 400 metres east of McKercher Drive be reduced from 60 kph to 50 kph;
5. That a speed limit on College Drive from a point 800 metres east of McOrmond Drive to the East City Limit be reduced from 100 kph to 90 kph;
6. That a speed limit on Highway 41 from College Drive to the East City Limit be reduced from 100 kph to 90 kph; and
7. That the City Solicitor be requested to prepare the appropriate bylaw amendment to Bylaw No. 7200, The Traffic Bylaw, effective November 1, 2018.

History

At the August 13, 2018 Standing Policy Committee on Transportation meeting, a report of the A/General Manager, Transportation & Utilities dated August 13, 2018 was considered.

Your Committee also received presentations from Ms. Candace Savage and Ms. Louise Jones, Northeast Swale Watchers with regard to the matter.

The Standing Policy Committee on Transportation also resolved that the Administration report to the Northeast Swale working group prior to the opening of North Commuter Parkway with samples of proposed speed signage and traffic calming.

Attachment

August 13, 2018 report of the A/General Manager, Transportation & Utilities.

Proposed Amendments to Bylaw No. 7200, The Traffic Bylaw – Speed Limit Change

Recommendation

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

1. That a speed limit of 60 kph on McOrmond Drive from Central Avenue to Wanuskewin Road be established;
2. That the speed limit on Betts Avenue from 22nd Street West to Hart Road be reduced from 60 kph to 50 kph;
3. That the speed limit on Clarence Avenue from a point 50 metres south of Circle Drive to Stonebridge Boulevard be reduced from 60 kph to 50 kph;
4. That the speed limit on 8th Street from Moss Avenue to a point 400 metres east of McKercher Drive be reduced from 60 kph to 50 kph;
5. That a speed limit on College Drive from a point 800 metres east of McOrmond Drive to the East City Limit be reduced from 100 kph to 90 kph;
6. That a speed limit on Highway 41 from College Drive to the East City Limit be reduced from 100 kph to 90 kph; and
7. That the City Solicitor be requested to prepare the appropriate bylaw amendment to Bylaw No. 7200, The Traffic Bylaw, effective November 1, 2018.

Topic and Purpose

The purpose of this report is to amend Bylaw No. 7200, The Traffic Bylaw to reflect changes to speed limits.

Report Highlights

The Administration periodically reviews the existing speed limits on roadways and recommends necessary modifications to be established in Bylaw No. 7200, The Traffic Bylaw as required.

Strategic Goal

This report supports the Strategic Goal of Moving Around by improving safety for all road users (pedestrians, cyclists, and drivers), and optimizing the flow of people and goods in and around the city.

Background

City Council at its meeting held September 25, 2017, received a report proposing amendments to Bylaw No. 7200, The Traffic Bylaw, and specifically to speed limits, and resolved, in part:

- “7. The Small Swale has been recognized to have similar ecological significance to the Northeast Swale, as such the decision to determine the speed limit for the Small Swale be referred to the Northeast Swale stakeholder committee before a speed limit is

determined on McOrmond Drive from Central Avenue to Wanuskewin Road;”

The recommended maximum allowable speeds for new and/or modified roadways are based on road classification, adjacent land use, driver behaviour and familiarity, and/or safety concerns. The goal is to establish a reasonable and safe speed limit that is appropriate for a particular roadway based on its design and classification.

Report

McOrmond Drive from Central Avenue to Wanuskewin Road (60 kph)

The Administration reviewed the existing speed limits on roadways that are part of the North Commuter Parkway Project, and the recommendations in the North Commuter Parkway Project Functional Planning Study, the Northeast Swale Development Guidelines, and Meewasin’s Northeast Swale Master Plan. Based on the review, a maximum speed of 60 kph is recommended on McOrmond Drive from Central Avenue to Wanuskewin Road to ensure consistency with surrounding roadways.

The Administration met with the Swale Stakeholder Group (SSG) on June 18, 2018 to discuss the North Commuter Parkway Project and the Northeast Swale. The meeting included discussion regarding the issue of the posted speed limit on McOrmond Drive from Central Avenue to Wanuskewin Road. The Administration recommended a posted speed limit of 60 kph for this segment of roadway in which the SSG was supportive.

Betts Avenue from 22nd Street West to Hart Road (from 60 kph to 50 kph)

The current speed limit on Betts Avenue from 22nd Street West to Hart Road is 60 kph. Betts Avenue is a busy roadway with many pedestrians, cyclists and drivers accessing the commercial land use in the Blairmore Suburban Centre. A maximum speed of 50 kph is recommended to ensure drivers are travelling at a suitable and safe speed.

Clarence Avenue from a point 50 metres south of Circle Drive to Stonebridge Boulevard (from 60 kph to 50 kph)

The current speed limit on Clarence Avenue from a point 50 metres south of Circle Drive to Stonebridge Boulevard is 60 kph. Clarence Avenue is a busy roadway with many pedestrians, cyclists and drivers accessing the commercial areas in Stonebridge. A maximum speed of 50 kph is recommended to ensure drivers are travelling at a suitable and safe speed.

8th Street from Moss Avenue to a point 400 metres east of McKercher Drive (from 60 kph to 50 kph)

The current speed limit on 8th Street from Moss Avenue to a point 400 metres east of McKercher Drive is 60 kph. A maximum speed of 50 kph is recommended to ensure consistency with 8th Street from Moss Avenue to Saskatchewan Crescent West, in consideration of the adjacent commercial and residential land use and driveways, and to ensure drivers are travelling at a suitable and safe speed.

College Drive from a point 800 metres east of McOrmond Drive to the East City Limit (from 100 kph to 90 kph)

The current speed limit on College Drive from a point 800 metres east of McOrmond Drive to the East City Limit is 100 kph. This roadway is no longer considered a highway, but rather an expressway inside the city limits where a lower speed is safer for all users, especially turning and cross traffic. A maximum speed of 90 kph is recommended for this section of College Drive considering the roadway characteristics, adjacent land use, access and future development. A posted speed limit of 90 kph is consistent with other former highways reclassified as expressways inside the city. An in-service safety audit will be commissioned for the intersection of College Drive and Highway 41, which will provide recommendations on potential improvements, traffic signals, and most suitable speed limits based on the safety audit findings.

Highway 41 from College Drive to the East City Limit (from 100 kph to 90 kph)

The current speed limit on Highway 41 from College Drive to the East City Limit is 100 kph. A maximum speed of 90 kph is recommended. As previously mentioned, planned development and land use, road user's safety and consistency with similar expressways inside the city limits are the main factors behind the recommended reduction in speed limit along this former provincial highway. The in-service safety audit will assess the existing roadway characteristics and drivers expectations and provide further speed limit recommendations.

These speed limits are based on the roadway design characteristics and are deemed to be appropriate. The proposed speed limits are illustrated in Attachment 1.

Options to the Recommendation

The following options are available to City Council:

1. Not posting the speed limit on McOrmond Drive to 60 kph. This is not recommended as the default posted speed limit would be 50 kph, which is too low for a segment of roadway that is multi-lane with no adjacent land use, and no intersections or access. There is a potential for a large differential in vehicle travel speeds which can lower the level of road safety for all users.
2. Not posting the speed limit on Betts Avenue, Clarence Avenue, and 8th Street to 50 kph. This is not recommended as these relatively short segments of roadway have numerous intersections and access, existing adjacent commercial and residential land use, and road users consisting of drivers, cyclists, and pedestrians.
3. Not posting the speed limit on College Drive and Highway 41 to 90 kph. This is not recommended as lowering the speed limit has a large impact on road safety. The intersection of College Drive and Highway 41 is becoming increasingly busy, and lowering the speed limits will increase the level of safety, and have a marginal impact to drivers in terms of increasing driving time.

Policy Implications

Upon approval by City Council, amendments to Bylaw No. 7200, The Traffic Bylaw will be required.

Financial Implications

The cost implications are nominal and are provided for in the existing operating budget.

Other Considerations/Implications

There are no public and/or stakeholder involvement, communication, environmental, privacy, or CPTED considerations or implications.

Due Date for Follow-up and/or Project Completion

Speed limit signage for McOrmond Drive will be installed prior to the opening of the new roadway. Speed limit signage for the other roadways in this report will be installed by November 1, 2018.

Public Notice

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

Attachment

1. Proposed Speed Limits




Report Approval

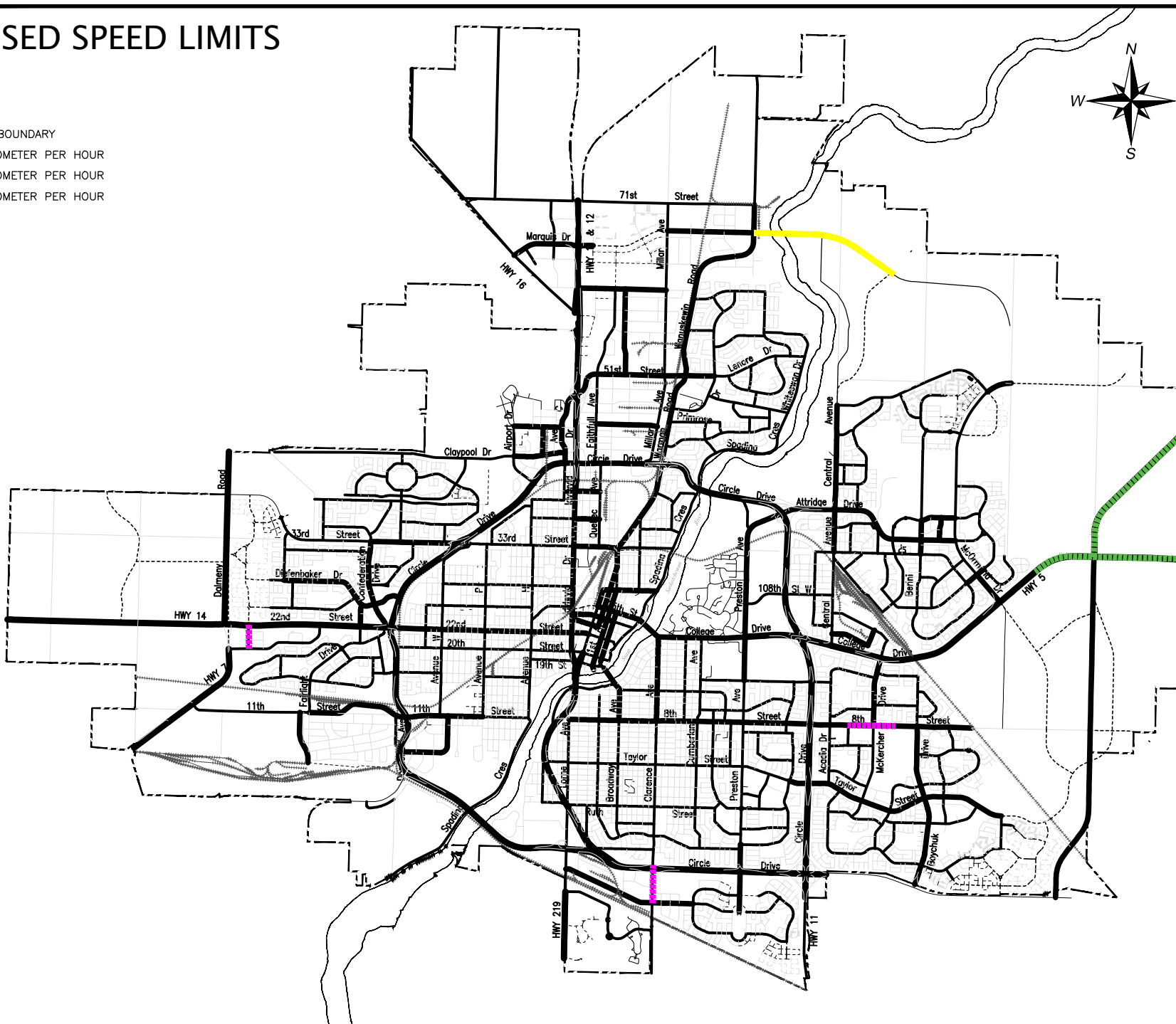
Written by: Mariniel Flores, Transportation Engineer, Transportation
Reviewed by: David LeBoutillier, Acting Engineering Manager, Transportation
Jay Magus, Acting Director of Transportation
Approved by: Angela Gardiner, Acting General Manager, Transportation &
Utilities Department

Admin Report - Proposed Amendments to Bylaw No. 7200, the Traffic Bylaw – Speed Limit Changes.docx

PROPOSED SPEED LIMITS

LEGEND

- | | |
|---|-----------------------|
|  | C.O.S. BOUNDARY |
|  | 50 KILOMETER PER HOUR |
| | 60 KILOMETER PER HOUR |
|  | 90 KILOMETER PER HOUR |



From: John Buschmann [REDACTED]
Sent: Tuesday, August 14, 2018 5:22 PM
To: Web E-mail - City Clerks
Subject: Reducing speed limits

Submitted on Tuesday, August 14, 2018 - 17:21
Submitted by user: Anonymous
Submitted values are:

First Name: John
Last Name: Buschmann
Email: [REDACTED]
Confirm Email: [REDACTED]
Neighbourhood where you live: Stonebridge
Phone Number: [REDACTED]

==Your Message==

Service category: Bylaws & Policies

Subject: Reducing speed limits

Message:

Please don't reduce any more of the city's speed limits.

Most are already too low.

Circle Drive should be 100 kph the same as Ring Road in Regina.

Most areas should have access to a thoroughfare that allows easy egress in and out with a speed limit to properly move around the city in a quick and efficient manner.

Attachment:

Would you like to receive a short survey to provide your feedback on our customer service? The information you share will be used to improve the service we provide to you and all of our customers.: No

For internal use only :

<https://www.saskatoon.ca/node/405/submission/249779>

From: City Council
Sent: Thursday, August 16, 2018 1:36 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

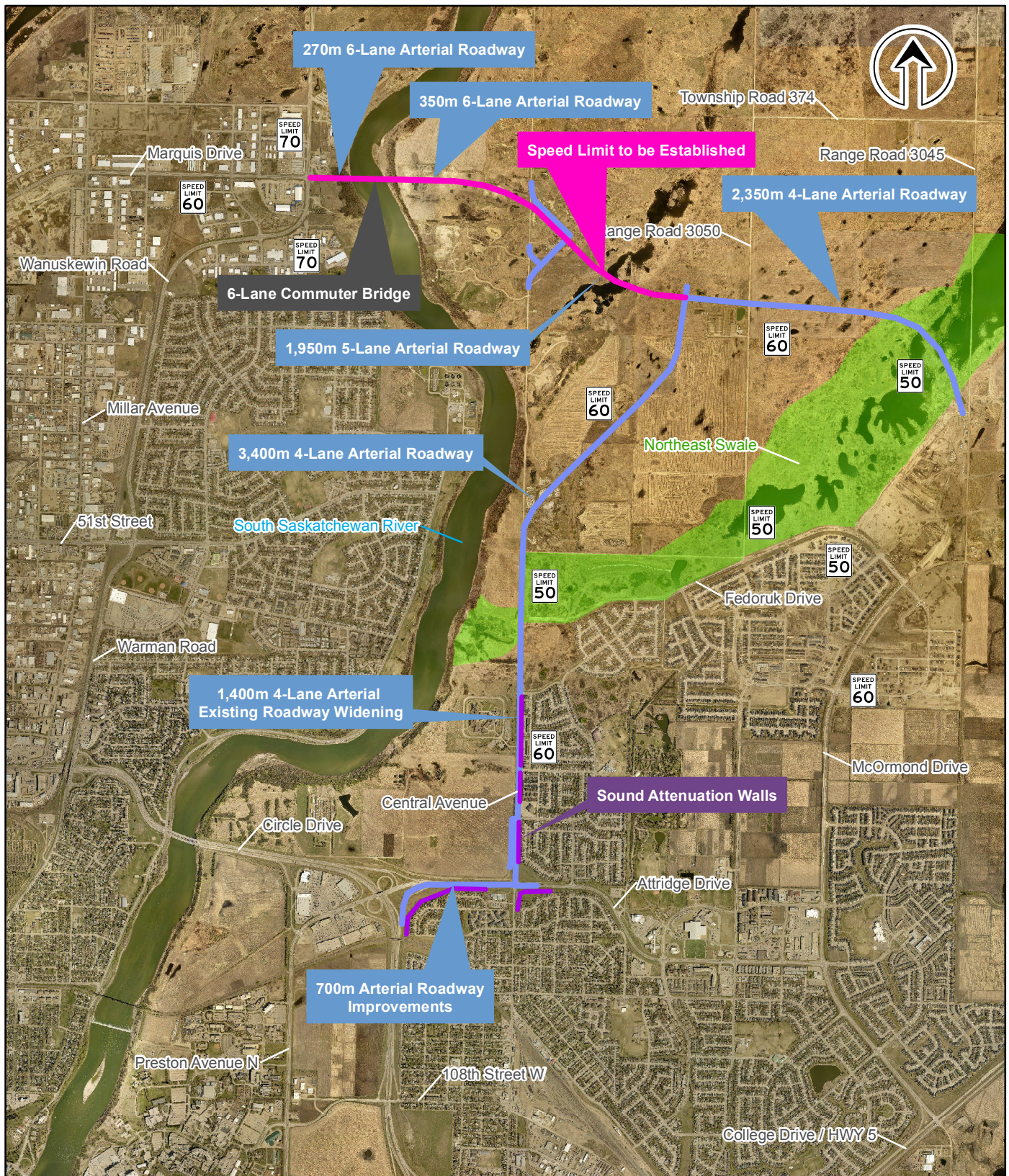
Submitted on Thursday, August 16, 2018 - 13:36
Submitted by anonymous user: 142.165.85.123
Submitted values are:

Date: Thursday, August 16, 2018
To: His Worship the Mayor and Members of City Council
First Name: Alex
Last Name: Frank
Email: [REDACTED]
Address: [REDACTED] Shepherd
City: Saskatoon
Province: Saskatchewan
Postal Code: S7W [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Speed Limit resources
Meeting (if known): Saskatoon Transportation Committee

Comments: Focusing on changing the speed limits on already slow stretches is ridiculous. You should be aware that the stretch of north bridge between Central and Wanuskewin is designed for 80km/h and you want to study if 60 should be feasible. If it's that slow people will still take Circle Drive as a route back home instead of the new bridge. These low limits aren't designed for safety and more geared towards being a speed trap, do some actual research on traffic flow instead of trying to be "safe". Progressive cities propose speed limits based on the flow of traffic and not what feels safe to a ninety year old woman. The majority of people already drive 90-100 on College and Circle with no issues and 10-20 over on Central and McCormond with no problem at all, the problems come from the people who are doing the actual limit and hindering the traffic flow. Be a city that solves problems and doesn't create artificial problems.

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/250365>



W:\Office\Corporate Projects\6005-58 North Commuter Bridge\09 - Surveys and Designs\figs\map_20151207.pdf
2015-12-07 By: dwillems

December 2015
6050-104-44

Project:

NORTH COMMUTER PARKWAY

Figure No.:

1

Title/Subject:

Bylaw No. 7200

The Traffic Bylaw

**Codified to Bylaw No. 9489
(March 26, 2018)**

Entering an Intersection

28. Notwithstanding any traffic signal indication to proceed, the driver of a vehicle shall not enter an intersection unless there is sufficient space on the other side of the intersection to accommodate the driver's vehicle without obstructing the passage of pedestrians or other traffic.

Towing Vehicles

29. A person shall not tow a vehicle on a street in an unsafe manner or with an unsafe tow rope, tow chain or other connecting device.

Vehicle Not to be Driven on Sidewalk

30. (1) A person shall not drive, park, cross or use a motor vehicle or equipment on any sidewalk or boulevard or use the sidewalk or boulevard for access to an adjacent property unless the written permission of the General Manager has been received, such permission to only be granted if precautions have been or will be taken to protect the sidewalk against damage and the use of the sidewalk by the motor vehicle or equipment will not unduly obstruct pedestrians.
- (2) Notwithstanding subsection (1), a motor vehicle may drive, cross or use a sidewalk or boulevard for access to an adjacent property if the motor vehicle is using a sidewalk crossing approved in writing by the General Manager.

Maximum Speed

31. (1) A person shall not drive any vehicle on a street at a speed greater than the speed permitted in Schedule No. 4.
- (2) Notwithstanding Subsection (1) a person shall not drive a vehicle on a street in a posted construction area at a speed greater than the posted speed limit for the construction area.
- (3) A person shall not drive any vehicle in or on any parking area or structure at a speed greater than the speed permitted in Schedule No. 4.

School Bus Safety Lights

32. (1) Notwithstanding Section 22 of *The Traffic Safety Act*, the driver of a school bus shall not use the safety lights on the bus while operating the bus within the corporate limits of the City of Saskatoon.

Schedule No. 4 Maximum Speeds

1. **10 km/h:**
 - (a) in any parking structure.
2. **20 km/h:**
 - (a) in any parking area;
 - (b) in any alley;
 - (c) in any public park.
3. **30 km/h:**
 - (a) in any school zone.
4. **40 km/h:**
 - (a) Caen Street from Elevator Road to Dundonald Avenue;
 - (b) Ortona Street from Elevator Road to Ortona Street;
 - (c) Dieppe Street from Elevator Road to Dundonald Avenue;
 - (d) Mountbatten Street from Haida Avenue to Dundonald Avenue;
 - (e) Crescent Boulevard from 11th Street West to Ortona Street;
 - (f) Lancaster Boulevard from 11th Street West Bypass to Mountbatten Street;
 - (g) 11th Street West from 3351 - 11th Street West to 3111 - 11th Street West;
 - (h) Crear Drive from 11th Street West to Mountbatten Street;
 - (i) Haida Avenue from Caen Street to Cassino Avenue;
 - (j) Simmonds Avenue from Dieppe Street to Cassino Avenue;
 - (k) Cassino Avenue (entire road);

- (l) Elevator Road from 11th Street West to Dieppe Street;
- (m) McNaughton Avenue from 11th Street West to Ortona Street;
- (n) Dundonald Avenue from 11th Street West to Mountbatten Street;
- (o) Arnhem Street from McNaughton Avenue to Haida Avenue;
- (p) Normandy Street from Elevator Road to Haida Avenue;
- (q) Lancaster Crescent from Mountbatten Street to Mountbatten Street;
- (r) Bader Crescent from Mountbatten Street to Mountbatten Street;
- (s) Merritt Street from Crescent Boulevard to Rockingham Avenue;
- (t) Rockingham Avenue from Caen Street to Ortona Street;
- (u) Currie Avenue from Caen Street to Ortona Street.

5. 60 km/h on the following roads:

- (a) 8th Street between Moss Avenue and the East City Limit;
- (b) College Drive between Cumberland Avenue and a point 100 metres east of Preston Avenue;
- (c) Spadina Crescent from a point 430 metres south of Schulyer Street to the West City Limit;
- (d) Warman Road between 33rd Street and 51st Street;
- (e) Spadina Crescent between Windsor Street and Pinehouse Drive;
- (f) 22nd Street between Witney Avenue and Grid No. 684 (the Dalmeny Grid);
- (g) Lorne Avenue between Jasper Avenue and the South City Limit;
- (h) 51st Street between Idylwyld Drive and Warman Road;
- (i) Lenore Drive between Warman Road and Russell Road;
- (j) Airport Drive between Circle Drive and 45th Street;
- (k) Avenue C between Idylwyld Drive and 45th Street;

- (l) Clarence Avenue from a point 50 metres south of Circle Drive to the South City Limit;
- (m) Attridge Drive between Circle Drive and McOrmond Drive;
- (n) Preston Avenue between Circle Drive North and 14th Street;
- (o) Boychuk Drive between 8th Street and Highway No. 16;
- (p) Agra Road between Central Avenue and Lowe Road;
- (q) Battleford Trail from Hughes Drive northwest to the City Limit;
- (r) Wanuskewin Road between 51st Street north to Adilman Drive;
- (s) Lowe Road from a point 600 metres north of Nelson Road to a point 200 metres south of Atton Crescent;
- (t) Betts Avenue between 22nd Street West and Hart Road;
- (u) Marquis Drive between Wanuskewin Road and Idylwyld Drive;
- (v) Claypool Drive from Airport Drive west to the City Limits;
- (w) Millar Avenue from a point 200 metres north of 60th Street to the North City Limit;
- (x) Range Road 3060 from the North City Limit south to Highway 16;
- (y) Wanuskewin Road between 51st Street to a point 450 metres north of Adilman Drive;
- (z) 33rd Street from a point 130 metres northwest of Kensington Road to the City Limit;
- (aa) Valley Road from Circle Drive South to the South City Limit;
- (bb) Central Avenue from a point 220 metres north of Somers Road south to Attridge Drive;
- (cc) Central Avenue / Range Road 3051 from Agra Road north to the City Limit;
- (dd) McOrmond Drive from Highway 5 north to Fedoruk Drive;
- (ee) McOrmond Drive from a point 800 metres east of Lowe Road west to Central Avenue;

- (ff) Lowe Road from a point 800 metres north of Agra Road north to McOrmond Drive;
 - (gg) Zimmerman Road from Highway 16 to a point 1,000 metres north of Highway 16.
6. **70 km/h on the following roadways:**
- (a) Circle Drive, from a point 200 metres west of Avenue C to a point 200 metres west of Airport Drive;
 - (b) Idylwyld Drive between 8th Street and 19th Street;
 - (c) Circle Drive from the west abutment of the Circle Drive Bridge to Millar Avenue;
 - (d) Wanuskewin Road between Adilman Drive and the North City Limit;
 - (e) 71st Street between Idylwyld Drive and Wanuskewin Road;
 - (f) Wanuskewin Road from a point 450 metres north of Adilman Drive to a point 370 metres north of 71st Street;
 - (g) 71st Street West from Thatcher Avenue west to the City Limit.
7. **80 km/h on the following roadways:**
- (a) Idylwyld Drive North between Circle Drive North and 39th Street;
 - (b) Circle Drive from a point 200 metres north of Laurier Drive to a point 620 metres south of 11th Street;
 - (c) 11th Street between Chappell Drive and the West City Limit;
 - (d) 11th Street from Highway No. 7 west to the City Limit;
 - (e) 33rd Street from a point 300 metres west of Steeves Avenue to the City Limit;
 - (f) Range Road 3063 from the South City Limit to the North City Limit;
 - (g) Range Road 3064 from the South City Limit to the North City Limit;
 - (h) Agra Road from Lowe Road east to the City Limit;
 - (i) 22nd Street West from Grid No. 684 (the Dalmeny Grid) to a point 800 metres west of Grid No. 684 (the Dalmeny Grid);

- (j) Betts Avenue (Highway No. 7) between Hart Road and 11th Street West;
- (k) Blackley Road from Highway 41 to the North City Limit;
- (l) Fleury Road from Range Road 3045 to the East City Limit;
- (m) Millar Avenue from 71st Street to the North City Limit;
- (n) Range Road 3055 from 71st Street West to the North City Limit;
- (o) Zimmerman Road from College Drive/Highway 5 to a point 1,000 metres north of Highway 16;
- (p) College Drive from a point 100 meters east of Preston Avenue to the East City Limit;
- (q) Lowe Road / Range Road 3050 from McOrmond Drive to the North City Limit.

8. 90 km/h on the following roadways:

- (a) Idylwyld Drive between 8th Street and Circle Drive South;
- (b) Circle Drive South from a point 620 metres south of 11th Street West to the south intersection of Highways No. 11 and 16;
- (c) Idylwyld Drive North between Circle Drive North and the North City Limit;
- (d) Highway No. 11 between the south intersection of Highway Nos. 11 and 16 and the South City Limit;
- (e) Highway No. 16 between the south intersection of Highway Nos. 11 and 16 and the East City Limit;
- (f) Circle Drive from the west abutment of Circle Drive Bridge to the south intersection of Highways No. 11 and 16;
- (g) Dalmeny Grid from Highway No. 14 north to the City Limit;
- (h) Circle Drive from a point 200 metres west of Airport Drive to a point 200 metres north of Laurier Drive;
- (i) Highway No. 16 from 500 metres northwest of intersection at 71st Street to the City Limit;
- (j) Wanuskewin Road from a point 370 metres north of 71st Street to the North City Limit;

(k) Highway 16 from Circle Drive to 500 metres east of Zimmerman Road.

9. **100 km/h on the following roadways:**

- (a) 22nd Street West (Highway No. 14) from a point 800 metres west of Grid No. 684 (the Dalmeny Grid) to the West City Limit;
- (b) Betts Avenue (Highway No. 7) from 11th Street West to the West City Limit;
- (c) Highway 11 from a point 470 metres south of Circle Drive East to the South City Limit.

10. **50 km/h on the following roads:**

- (a) on all other roadways of the City not previously provided for.

From: David Cross [REDACTED]
Sent: Tuesday, August 28, 2018 5:01 PM
To: Web E-mail - City Clerks
Subject: speed on Chief Mistawasis bridge

Submitted on Tuesday, August 28, 2018 - 17:00
Submitted by user: Anonymous
Submitted values are:

First Name: David
Last Name: Cross
Email: [REDACTED]
Confirm Email: [REDACTED]
Neighbourhood where you live: Lakewood Suburban Centre
Phone Number: [REDACTED]

==Your Message==

Service category: City Council, Boards & Committees
Subject: speed on Chief Mistawasis bridge
Message: I support reducing speed to 60 kph. either that or spend
\$ to fence entire route as per national parks.
Attachment:

Would you like to receive a short survey to provide your feedback on our customer service? The information you share will be used to improve the service we provide to you and all of our customers.: No

For internal use only :
<https://www.saskatoon.ca/node/405/submission/252712>

From: City Council
Sent: Tuesday, August 28, 2018 12:18 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Tuesday, August 28, 2018 - 12:17
Submitted by anonymous user: 128.233.6.10
Submitted values are:

Date: Tuesday, August 28, 2018
To: His Worship the Mayor and Members of City Council
First Name: Ann
Last Name: Martin
Email: [REDACTED]
Address: [REDACTED] Fairbrother Cres.
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Northeast Swale and speed limits
Meeting (if known):
Comments:

As residents of Silverspring, my family and I have become increasingly concerned about the effects of development on the Northeast Swale. We appreciate the steps that have been taken to mitigate damage to wildlife, habitats, and watersheds, and we commend City Council for working with the Meewasin Valley Authority towards increasing awareness and care of our natural landscapes.

As future drivers across the Chief Mistawasis bridge, we support the 60km/hr speed limit on the bridge and into the initial areas of the swale. Signage regarding the presence of wildlife is not enough to indicate the fact that we are not in a space devoid of wildlife. It's not inappropriate for people to take into account the presence of that wildlife and the needs of the space, which are worth a small reduction in speed.

As we've indicated in a separate communication to Councillor Jeffries, the limited solutions in place for animals who use the shrinking wildlife corridors in our area are not really enough. This would be a small gesture, but it would represent our city's commitment to a true balance between the needs of the land and the mere convenience of its citizens.

Sincerely,
Ann Martin

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/252661>

From: City Council
Sent: Tuesday, September 11, 2018 1:27 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Tuesday, September 11, 2018 - 13:26
Submitted by anonymous user: 71.17.133.1
Submitted values are:

Date: Tuesday, September 11, 2018
To: His Worship the Mayor and Members of City Council
First Name: Robert
Last Name: Morgan
Email: [REDACTED]
Address: [REDACTED] 5th Ave N
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Speed Limit On New Bridge
Meeting (if known):

Comments: I read recently that there is a chance the speed limit on the new bridge could be as low as 50km/h. I also read it could be as high as 70km/h. Can we please wake up and realize we live in a growing city and people have places to go to? We have a mayor who has plugged our downtown with bike lanes, we have streets such as Taylor Street rendered basically useless due a different school zone every three blocks. If that's not enough we have police constantly with the radar guns out and trains criss-crossing the city at all hours of the day. Some of us are actually trying to do business here but it is becoming increasingly difficult to get anywhere. That new bridge should have the speed limit set at 90km/h MINIMUM.

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256094>



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Request for Funding and Policy Revisions – Special Events Policy No. C03-007

Recommendation of the Committee

That the proposed revisions to Policy No. C03-007, Special Events Policy, as outlined in the June 13, 2018 report of the General Manager, Community Services Department, be approved.

History

At the September 4, 2018 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services Department, dated June 13, 2018 was considered. Your Committee also received the attached letter and presentation from Mr. Todd Brandt, Tourism Saskatoon proposing Tourism Saskatoon, under its current Fee-for-Service Agreement, assume the responsibility to administer the Special Events Fund and the Profile Saskatoon Fund, at no cost to the program and for no additional fee.

Your Committee is supporting the above proposed amendments to Policy C03-007. Your Committee has also requested that the Administration work with Tourism Saskatoon to explore options for new models for administering the Special Event Fund and the Profile Saskatoon Fund (including the recommendation put forward by Tourism Saskatoon) that allows for a greater role for Tourism Saskatoon in the administration of these funds, with this model to include options to ensure appropriate guidelines are in place to ensure decisions are made consistent with City Council Policy, an appropriate role for the Tourism Saskatoon Board, and effective checks and balances are in place for reporting on decisions.

Attachment

September 4, 2018 report of the General Manager, Community Services Department
Letter dated August 30, 2018 from Mr. Todd Brandt, Tourism Saskatoon

Request for Funding and Policy Revisions - Special Events Policy No. C03-007

Recommendations

1. That \$350,000 be approved for the 2021 Tim Hortons Roar of the Rings Canadian Curling Trials, under the Special Event category of Policy No. C03-007, Special Events Policy, pending the award of the bid to Curl Saskatoon to host this event;
2. That funding, as per the Special Events Policy, be released to Curl Saskatoon once the bid has been awarded as the money will be used towards Curling Canada event hosting fees;
3. That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council that the proposed revisions to Policy No. C03-007, Special Events Policy, as outlined in this report, be approved.

Topic and Purpose

The purpose of this report is two-fold. First, to seek approval of Special Event Grant funding for the 2021 Tim Hortons Roar of the Rings Canadian Curling Trials. Curl Saskatoon is currently in the bid process to host this event in Saskatoon in December 2021.

The report is also seeking approval of the proposed amendments to Policy No. C03-007, Special Events Policy, which will provide clarity in the administration of the policy.

Report Highlights

1. Curl Saskatoon is bidding to host the 2021 Tim Hortons Roar of the Rings Canadian Curling Trials. If successful, the event would take place in December 2021 at SaskTel Centre. It is estimated that public attendance numbers may reach 150,000 spectators.
2. Curl Saskatoon has requested that grant funding be released upon successful awarding of the bid, as it will be used towards the event hosting fee required by Curling Canada in advance of the event taking place.
3. Consistent with the approach to continuous improvement, consultation with Tourism Saskatoon and other municipalities was recently undertaken regarding the Special Events Policy. As a result, policy amendments have been identified in an effort to improve efficiency and clarity in the administration of this policy.

Strategic Goals

The recommendations in this report support the long-term strategic goal of Quality of life by supporting the long-term strategy to support community building through direct investment.

This report also supports the long-term Strategic Goal of Continuous Improvement, by ensuring that the approach to citizen and stakeholder communications is integrated, proactive, and professional.

Background

At its March 22, 2018 meeting, the Special Event Adjudication Committee awarded the maximum scoring points for the Tim Hortons Roar of the Rings Canadian Curling Trials, making this event eligible for funding greater than \$100,000.

At its January 8, 2018 meeting, the Standing Policy Committee on Planning, Development and Community Services approved event funding for the 2018 and 2019 Fédération Internationale de Basketball 3 x 3 World Tour (FIBA 3 x 3 World Tour) as an exception to policy, given it was a multi-year event. At that time, the Administration stated it would engage with stakeholders regarding event definitions in the policy and report back to Committee with any proposed policy amendments.

In November 2017 and April 2018, Administration met with Tourism Saskatoon and consulted with other municipalities in relation to best practices for funding for events that are multi-year and have a pre-determined time frame.

Report

Curl Saskatoon Event Application

Curl Saskatoon is bidding to host the 2021 Tim Hortons Roar of the Rings Canadian Curling Trials December 3 to 12, 2021, which is an Olympic qualifying event, and submitted a Special Event Application requesting \$350,000 in funding for the event (see Attachment 1). It is anticipated that this event will attract 150,000 spectators, garner significant economic impact of over \$16 million, and reap significant national media attention, all of which meet the purpose of the Special Events Policy.

As Curl Canada's event hosting fee is \$1,000,000, Curl Saskatoon has requested \$350,000 in funding from the City of Saskatoon (City) and \$750,000 from the Provincial Government to meet this event hosting fee.

Release of Grant Funding to Curl Saskatoon

Should Curl Saskatoon be successful in their bid to host this event, they have requested release of 75% of the grant amount in advance of the event taking place; these funds (\$262,500) would be released upon Administration being notified in writing of Curl Saskatoon being awarded the hosting of this event.

Special Event Policy Amendments

As part of the process of ensuring City policies remain current and continue to meet the community needs, staff monitor the circumstances that result in exceptions to policy to determine if changes to the policy are required. To this end, Administration consulted with Tourism Saskatoon in November 2017 and April 2018 on the definition of a special event as it relates to multi-year events, based on the FIBA 3 x 3 World Tour three-year term of this event taking place in Saskatoon. Multi-year, or defined term events are becoming more common in the event arena and as such, a policy amendment is recommended to align more effectively with this practice. A common defined term for multi-year events is typically 2 to 3 years, with 2 years being most common. The policy amendment would provide a definition for Defined Term Events as those events that occur for a defined term of no greater than 3 years, for which the term is part of the negotiations or the bid to host the event. Tourism Saskatoon has indicated this aligns with their practices of providing support to an event for an incubation period of up to 3 years before the event graduates to being self-supporting.

Administration consulted with other municipalities to identify best practices for funding multi-year events. The consultation identified that the City of Regina has not received funding requests for multi-year events to date and are in the process of completing a review of their event funding program and will keep multi-year events in mind as they do their review.

The City of Vancouver has its own city-run section that actively pursues the bidding on and hosting of events in their city. Although they have not received funding requests for multi-year events to date, it is something they would consider if there was a sound rationale for doing so.

The Special Event Adjudication Committee was consulted regarding funding for multi-year events and were supportive of doing so, based on the event meeting policy criteria and event evaluation rating tool scoring parameters.

Administration is also proposing additional amendments to the policy to provide further clarity to the policy and more accurately reflect the process for applying for event funding. These proposed amendments include housekeeping items relating to an application package rather than a business plan being the tool used to submit a grant request. These proposed amendments will clarify the process for submissions and remove confidential event submissions, as all event applications are required to be considered in a public forum moving forward. The proposed amendments can be found in detail in Attachment 2.

Options to the Recommendation

The options that may be considered are:

- a) deny all or just specific recommendations outlined in this report;
- b) suggest a grant amount other than the original amount requested; or
- c) suggest a grant advance amount other than what is recommended.

Public and/or Stakeholder Involvement

The Special Event Adjudication Committee used the Major Special Event Evaluation Rating Tool, approved by City Council in March 2016, to assess Curl Saskatoon's application. This event scored over 350 points making it eligible for funding as requested.

Administration consulted with Tourism Saskatoon and other municipalities to identify best practices for funding of multi-year events. This consultation resulted in the proposed amendments to the policy.

Communication Plan

Administration will inform Curl Saskatoon and Tourism Saskatoon of the decisions regarding the outcome of the recommendations outlined in this report.

The updated policy will be made available on the City's website.

Policy Implications

Upon approval, the Administration will make the applicable amendments to the policy.

Financial Implications

As of May 1, 2018, the Special Event Reserve had a balance of \$1,355,600, which is comprised of \$453,000 in the Special Event Category and \$902,600 in the Profile Saskatoon Event Category. Attachment 3 outlines the funding and expenditures for the Special Event Reserve for 2018 to 2021.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A post-event evaluation report, including board-approved, event-specific financial statements, is to be submitted by Curl Saskatoon to the Administration within 180 days of event completion.

Upon approval by the Planning, Development and Community Services Committee, policy revisions will be completed.

Public Notice

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

Attachments

1. Special Event Application Grant Application Form from Curl Saskatoon
2. Proposed Policy Amendments – Special Events Policy
3. Projected 2018 to 2021 Event Reserve Funding and Expenditures

Report Approval

Written by: Loretta Odorico, Customer Services Section Manager, Recreation and Community Development

Reviewed by: Lynne Lacroix, Director of Recreation and Community Development

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

S:/Reports/2018/RCD/PDCS - Request for Funding and Policy Revisions - Special Events Policy No. C03-007/gs



SPECIAL EVENT GRANT

Special Events and Profile Saskatoon Events Application Checklist

The City of Saskatoon requires the following in order to consider your application. **If all information is not included, the application will be considered incomplete and deemed ineligible.**

Please note: It is not necessary to provide copies of this checklist.

ORGANIZATION NAME: Curl Saskatoon

Please initial beside each item enclosed with your application:

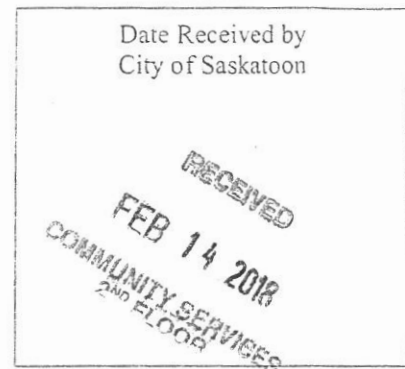
SENT (Applicant Initial)	ITEM	RECEIVED (C of S Initial)
<u>MA</u>	One original and three copies of the completed application form.	_____
<u>MA</u>	One original and three copies of the STEAM (Sport Tourism Economic Assessment Model) Report for all SPORT events. This can be requested from Saskatoon Sport Tourism at (306) 931-7583 or www.tourismsaskatoon.com/sports-tourism	_____
<u>MA</u> <u>MA</u>	The "Information Certification" form has been signed by two Board Members _____	_____
	One copy of your organization's Corporate Registry Profile Report. (If you require assistance obtaining a copy of your organization's current Profile Report, contact ICS, Corporate Registry at 1-787-2962, corporateregistry@isc.ca or go to http://www.isc.ca/corporateregistry).	_____
<u>MA</u>	Other: You have retained one copy of the completed application form for your files.	_____

**Deliver One *Original* and Three Copies of the completed application,
addressed to:**

Major Special Event Grant

**Community Services Department
Recreation and Community Development Division
Attention: Customer Service Section Manager 2nd
Floor, Saskatoon City Hall
222-3rd Avenue North
Saskatoon, SK S7K 0J5**

**Applications must be received by
4:30p.m. March 1st, 2018.**



Special Event Grant Application Form

Name of organization: Curl Saskatoon		
Address: PO Box 8302		
Postal Code: S7K 6C6	Website: www.curlsaskatoon.ca	
Contact Person: Michael Leier	Position: President	
Email Address: curlsaskatoonpresident@gmail.com	Phone Number: (306) 220-0040	
Alternate contact for your organization:		
Name: Mark Southam	Position: Past President	
Email Address: marksoutham@sasktel.net	Phone Number: (306) 292-9903	
Which event category would you consider your event? (check one) <input checked="" type="checkbox"/> SPECIAL EVENT—identify category (check one): <input checked="" type="checkbox"/> SPORT <input type="checkbox"/> ARTS <input type="checkbox"/> MULTICULTURAL <input type="checkbox"/> HERITAGE <input type="checkbox"/> FESTIVAL <input type="checkbox"/> PROFILE SASKATOON		
Event Title: 2021 Tim Hortons Roar of the Rings: Canadian Curling Trials		
Event Date(s): <div style="display: flex; align-items: center; justify-content: space-between;"> <div>December 3, 2021 month, day, year</div> <div>to</div> <div>December 12, 2021 month, day, year</div> </div>		
Total # Athletes and/or Competitors : 108	Total # Spectators and/or Audience: 150,000	Total # Volunteers: 500
Has this event taken place in Saskatoon in the past? <input type="checkbox"/> Yes What Year? _____ <input checked="" type="checkbox"/> No		
Event Location(s): SaskTel Centre		
Source of the organization's liability and participants insurance:		
Name of Insurance Company: AON Policy #: AL1517		
<i>Applicants are required to carry a minimum of \$5,000,000 in liability insurance.</i>		
Non-Profit Incorporation Number: 21000		
<i>Applicants must be in good standing. NOTE: Attach a copy of your organization's Corporate Registry Profile Report to this application.</i>		
Grant amount being requested: \$ 350,000 Total event expense budget: \$ _____		
(Note: Maximum grant amount will be determined by Event Evaluation Rating Tool. Review the Event Evaluation Rating Tool to ensure grant amount being requested falls within the maximum amounts.)		

Organization Mandate and Primary Activity (*maximum 150 words*):

Saskatoon's people, families and community benefit from a vibrant curling culture in our city. Curl Saskatoon makes a positive difference through the sport of curling by developing life skills, networking and community building. We also promote physical activity in the winter months through the sport.

The primary activity of Curl Saskatoon is to promote and develop the sport of curling in Saskatoon. We provide funding to youth and junior curling in the city, including the school system's Ride to Curl program and the city's junior curling program.

1. Provide a brief description of the event. (*i.e. what is the event? – maximum 150 words*)

The 2021 Tim Hortons Roar of the Rings: Canadian Curling Trials is the official Curling Canada Olympic qualifier. The winners of the event will go on to represent Canada in men's and women's curling at the 2022 Winter Olympic Games in Beijing. This prestigious event combines the Scotties Tournament of Hearts and the Tim Hortons Brier by bringing the best men's and women's teams in the country to Saskatoon.

2. What are the goals and objectives of hosting this event? (*i.e. what does your organization wish to achieve by hosting this event? – maximum 150 words*)

Curl Saskatoon wants to promote the sport of curling in the city by hosting this high profile event in Saskatoon. Having the best athletes in the country compete in our city will provide exposure of the sport to our citizens and hopefully inspire them to take up the sport of curling themselves.

In addition to sport promotion, hosting this event is a fund raising activity for Curl Saskatoon and the four curling clubs in the city. 50/50 sales and a portion of the event revenue will remain in Saskatoon and will ensure that Curl Saskatoon will be able to continue to offer youth and junior curling programs in the years following the event.

3. How will you accomplish the event goals and objectives? (*i.e. what will you do and when will you do it? – maximum 150 words*)

Together with Curling Canada, the event will be promoted locally, provincially and nationally in the years leading up to the event. This ensures maximum exposure of the event and encourages spectators from around Canada to purchase tickets and plan their trip to the Roar of the Rings in Saskatoon. Ticket sales will begin in late 2020.

Working with Curling Canada's event management team, Curl Saskatoon will develop a host committee to ensure the event goals are met. Volunteers are vital to the success of the event and Saskatoon's volunteers are second to none. The host committee will be established upon being awarded the event, which is expected to be by the end of 2018.

4. For Special Event category applications only: In what way does your event meet the City of Saskatoon Strategic Goal of "Quality of Life"? (maximum 150 words) Note: Reference the City of Saskatoon Strategic Plan at <https://www.saskatoon.ca/.../2013-2023%20Strategic%20Plan.pdf>

The Quality of Life goal says that "Saskatoon is a warm, welcoming people place". There is no better way to showcase that than to welcome one of Canada's most high profile sport events. Volunteers from throughout Saskatoon will have the opportunity to give back to their city and showcase to visitors from across Canada our city's prairie hospitality.

5. For Special Event category applications only: Identify which of the five City of Saskatoon Outcomes your event meets and explain how they are being met. (Note: Refer to Major Special Event Evaluation Rating Tool for description of outcomes). (maximum 150 words)

#4 - Residents will Experience, and are Motivated Through Local Sport, Arts and Cultural Events - Community identity, spirit and pride are fostered through the hosting of major events, such as this one. It's been proven that after hosting a major sport event, enrollment in that sport's local programs increases. We hope to increase the number of people in Saskatoon participating in curling, and to foster civic pride through the successful execution of the event.

#5 - Social Interaction Connects Citizens of Saskatoon - By taking part in the event as a spectator or volunteer, citizens of Saskatoon will have the opportunity to connect socially to individuals they may not have met before. This helps develop a strong sense of community.

6. For Profile Saskatoon Event category applications only: In what way does your event meet the City of Saskatoon Strategic Goal of "Economic Diversity and Prosperity"? (maximum 150 words) Note: Reference the City of Saskatoon Strategic Plan at <https://www.saskatoon.ca/.../2013-2023%20Strategic%20Plan.pdf>

Not applicable.

7. Is there a fee for spectators/audience to attend and/or participate in this event?

☐ No ☒ Yes If yes: fee/person \$ 20+ per draw

8. Is there a fee for competitors/athletes to participate in this event?

☒ No ☐ Yes If yes: fee/person \$ _____

9. a) Estimate numbers of athletes, spectators, volunteers, etc.

	Number
Competitors/Athletes	108
Spectators/Audience	150,000 (total event attendance)
Volunteers	500
Officials	100
Other (describe below):	
Total	150,708

b) What are the above estimates based on? (e.g. previous years, expressed interest, etc.)

Previous curling trials attendance are as follows:

- Regina (2011) 145,000
- Edmonton (2009) 175,000
- Winnipeg (2013) 137,000
- Ottawa (2017) 121,000

Saskatoon is one of Curling Canada's best performing markets and we expect attendance to be on par with Regina and Edmonton.

10. Describe how the community will be able to participate in this event .

The community will be able participate in the event in a variety of ways, including as a spectator and a volunteer. There are also many other social activities, such as the ever popular Patch, that the citizens of Saskatoon will be able to enjoy.

11. How will you make the community aware of your event? (check all that apply)

- ☒ newspaper ads—specify which newspapers: Star Phoenix, Leader Post
- ☒ TV ads—specify which TV stations: TSN
- ☒ online communications—specify website(s): Curling Canada, Curl Saskatoon, Curl Sask, etc.
- ☒ radio ads
- ☒ Facebook ☒ Twitter
- ☒ posters ☒ brochures
- ☐ other _____

NOTE: Copies of awareness tools will be required to be submitted in the Post Event Evaluation Report.

12. Which of the above awareness tools are an expense in the event expense budget?

All awareness tools are an expense in the event budget

13. Which of the above awareness tools are being provided as In-Kind donations?

None

14. How will you measure and evaluate that your event has achieved your objectives? (check all that apply)

- ☐ Number of Participants ☒ Attendance
- ☒ Quality of the event ☒ Revenue and expense budget is met
- ☐ Other _____

15. What results and/or benefits will those in attendance receive from this event?

Athletes/Competitors: Athletes will have the opportunity to return to Saskatoon, one of Curling Canada's best markets, and experience crowds who genuinely love the sport of curling. Athletes love coming to Saskatoon, as they say the fans here are some of the best throughout the country. They're also competing to become our Team Canada and represent our country at the 2022 Winter Olympics.

Spectators/Audience: Spectators will have a chance to cheer on all the teams who are vying to become Team Canada at the 2022 Winter Olympics. This opportunity only comes around every four years and the event is always exciting. Spectators will experience the best in men's and women's curling and will be there as Canada's Olympic teams are crowned! They will also have the opportunity to experience live music and food and beverage in the Patch, open to everyone!

Volunteers: Saskatoon's volunteer community is one of the best in the country and they love supporting curling events. Volunteers for this event will receive exclusive volunteer gear (typically shirt and a jacket) and will have the opportunity to be recognized before the finals. They will also have access to the volunteer lounge, which will include refreshments. In addition, a volunteer appreciation night will be planned following the event as a thank you.

16. How will you publicly acknowledge the *City of Saskatoon* as a source of funding for your event? (check all that apply) **Note:** Copies of acknowledgement will be required to be submitted in the Post Event Evaluation Report.

- | | | | |
|-----------------------------------|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> Posters | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Radio | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> Banners | <input type="checkbox"/> TV | <input type="checkbox"/> Website | <input type="checkbox"/> Word of Mouth |
| <input type="checkbox"/> Speeches | <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter | <input type="checkbox"/> Other _____ |

17. Describe the economic benefit (eg. Direct spending impact of hotels, restaurants, car rentals, etc.) to Saskatoon and region that will be garnered from this event taking place.
For all **SPORT** events, attach a copy of the STEAM (Sport Tourism Economic Assessment Model) Report to this application.

Based on the STEAM 2.0 report generated by Saskatoon Sports Tourism, the economic impact of the 2021 Canadian Curling Trials is an estimated \$16,435,704.

18. Media Exposure: Identify the specific type of media exposure that will be garnered from this event.

- ☒ National Newspapers (eg. Globe and Mail): Globe and Mail
- ☒ National TV Stations (eg. CTV, CBC Global National): TSN, CBC
- ☒ National Websites: TSN, CBC Sports, Curling Canada
- ☐ National Radio Stations: _____
- ☒ Provincial Websites: Curl Sask, CBC Saskatchewan
- ☒ Local Newspapers (eg. Star Phoenix, Planet S, etc): Star Phoenix
- ☒ Local TV Stations (eg. CTV, CBC, Global Local News): CTV, CBC, Global
- ☒ Local Websites: Curl Saskatoon, Tourism Saskatoon
- ☒ Local Radio Stations: _____

19. Event Scope: Describe the percentage of involvement from International, National, Provincial or Local participants.

	Athletes/Competitors	Spectators/Audience
International		
National	108	2,500 per draw (est.)
Provincial		1,000 per draw (est.)
Local		3,300 per draw (est.)

20. Prize Purses—Identify any prize purses (monetary prizes) involved in this event.

There are no prize purses associated with this event.

21. Requested City Services—Detail what City services (eg. Transit, Road closures, etc.) are being requested during the event. Include the costs of these civic services in the event operating budget.

In addition to hosting the event at SaskTel Centre (civic facility), transportation will be needed to shuttle spectators to SaskTel Centre from Saskatoon's hotels. Preference is to use Saskatoon Transit, should the cost of these services fit within the event budget.

22. Event Operating Budget

Provide complete revenues and expenses for the entire event. Add additional rows as needed. Do not complete the grey areas unless you are submitting a *Follow-Up Report*.

REVENUE: (* indicate if confirmed)	Amount	Follow-up Actual
Funding requested from this City of Saskatoon grant	\$350,000	
Federal Government Funding Confirmed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Provincial Government Funding Confirmed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	\$750,000	
Sport Governing Body Funding Confirmed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Contribution from your organization Confirmed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Sponsorships: List all below.		
	\$1,500,000	
Registration Fees		
Ticket Sales		
Merchandise Sales	\$4,535,000	
Cash Donations	\$250,000	
Other Funding Sources: List all below		
50/50 Sales	\$500,000	
The Patch Sales from Food & Beverage	\$1,000,000	
Other:		
Total Revenue:	\$ 8,885,000	

Provide further explanation of event revenue sources below.

*Please note that the budget is the responsibility of Curling Canada and is subject to change.

Indicate **expenses** that the grant will be used for with an * (asterisk).

EXPENSES: (* indicate if confirmed)	Amount	Follow-up Actual
Facilities: SaskTel Centre rental fees	\$600,000	
The Patch Venue Construction	\$250,000	
The Patch rental and event fees	\$900,000	
Civic Services (list):		
Shuttle Service (Patch & Hotels)	\$250,000	
Taxes (GST & PST, if any)	\$250,000	
Fees (list): *Event Hosting Fee*	\$1,000,000	
Ticketmaster Fees & Credit Card Charges	\$400,000	
Sponsorship Fulfillment	\$750,000	
Equipment and Supplies (list):		
50/50 Expenses	\$250,000	
Marketing (list):		
Advertising & Marketing	\$750,000	
Staffing:		
Executive Management & Administration	\$1,000,000	
Officials & Ice Tech	\$100,000	
Merchandise:		
Other event expenses:		
Ceremonies	\$200,000	
Team Transportation & Accommodation	\$285,000	
Volunteers	\$300,000	
Contingency	\$250,000	
Total Expenses:	\$ 7,535,000	

List In-kind items separately here (do not include in the project budget):

		An in-kind donation is a gift of goods and services. In-kind goods and services are typically goods and services that your organization would have to otherwise buy if they hadn't been donated. Volunteer hours are not considered in-kind donations.
Total In-Kind	\$	

Provide further explanation of event expenses below.

Please note that the City of Saskatoon and Tourism Saskatchewan's funding will be used to pay for Curling Canada's event hosting fee, which is required to bid on the 2021 Canadian Curling Trials. For the City of Saskatoon's contribution, \$250,000 will be used towards the event hosting fee, while the remaining \$100,000 will be used to pay for transportation and shuttles to SaskTel Centre.

As per Curling Canada's event hosting guidelines, any profits will be split between Curling Canada, Curl Sask, Curl Saskatoon and the Junior Curling Development Fund to support clubs and develop the sport in our city/province.

*Please note that the budget is the responsibility of Curling Canada and is subject to change.

Please indicate below if grant funding (to a maximum of 75% of eligible grant) is to be released in advance of event taking place.

☒ Yes ☐ No

Information Certification

Freedom of Information and Protection of Privacy

The City of Saskatoon is committed to protecting the privacy and confidentiality of people's personal information. All personal information that is collected by the City is done so in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. The information collected on this application will be used to administer the *Special Event Grant Program*. De-identified, aggregate information will be used by Community Services for program planning and evaluation.

Incident Notification

The Organization shall notify the City of any incident that it becomes aware of that may result in a claim against either the Organization or the City, including, but not limited to such losses as, property damage to City assets, third party property damage, injury or death of any Organization member, employee, instructor or volunteer and any third party bodily injury. The Organization shall provide the notification to the City within 7 days of the Organization becoming aware of the incident.

Indemnity


The Organization hereby agrees to save harmless and indemnify the City of Saskatoon, its representatives, successors, assigns, servants, employees and agents against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of or incidental to the application or to the use of any money or services provided to the Organization pursuant to the *Special Event Grant Program*.

Signature

In making this application, we the undersigned Board Members/Executive Director/Event Manager hereby represent to the City and declare that to the best of our knowledge and belief, the information provided in this application is truthful and accurate and the application is made on behalf of the above-named organization and with the Board of Director's full knowledge and consent.

Warning

Any organization that intentionally or negligently makes or furnishes a false statement or misrepresentation on this application for the purposes of receiving a grant may not only have the grant denied but may be deemed ineligible for funding from any grant program administered by the City of Saskatoon for a length of time and on such terms as the City of Saskatoon, in its sole discretion, deems appropriate.

	<u>Michael Leier</u>	<u>President</u>	<u>Feb 8, 2018</u>
Signature	Print Name	Board Member	Date
	<u>Mark Southam</u>	<u>Past President</u>	<u>Feb 8, 2018</u>
Signature	Print Name	Board Member or Executive Director or Event Manager	Date



2021 Tim Hortons Roar of the Rings – Canadian Curling Trials - Saskatoon Sports Tourism Economic Assessment Model Summary

The combined total of visitor, capital, and operational spending as a result of hosting the **2021 Canadian Curling Trials** is expected to total **\$10,896,390**. These expenditures will support a total of **\$16,435,704** dollars of economic activity in the country, of which **\$14,862,415** is expected to occur in Saskatchewan, and **\$13,365,993** in Saskatoon.

The **2021 Canadian Curling Trials** is expected to support wages and salaries of **\$4,869,321** dollars and **56.1** jobs for Saskatchewan, of which **45.5** jobs and **\$4,061,209** dollars in wages and salaries will be supported in Saskatoon.

The total net economic activity (GDP) supported by the **2021 Canadian Curling Trials** is expected to reach **\$10,063,998** for Canada as a whole, **\$9,286,870** for Saskatchewan and **\$7,695,018** for Saskatoon.

Considerable tax revenues are also expected to be supported by the **2021 Canadian Curling Trials**, totaling **\$2,666,110**. The event will support federal tax revenues of **\$1,338,334** with an additional **\$1,047,382** of taxes supported in Saskatchewan. Additionally, the **2021 Canadian Curling Trials** will support municipal taxes totaling **\$200,723** across Saskatchewan including **\$145,232** in Saskatoon.

Disclaimer: *The results of this pre-event economic impact analysis are intended to act as a guide and are not considered definitive of the actual events. All projections should be considered an event's potential economic impact. The projections are based on standardized spending estimate that may or may not reflect that of the event's attendees. These forecasts are subject to uncertainty and evolving events, therefore actual results may vary from forecasted results.*

Table #1(A) - Economic Impact Summary -

Combined Total:	Saskatoon (CMA)	Saskatchewan	Canada
(Dollars)			
Initial Expenditure	\$10,896,390	\$10,896,390	\$10,896,390
Gross Domestic Product (at basic prices)			
Direct Impact	\$4,626,804	\$4,701,139	\$4,701,139
Indirect Impact	\$2,356,913	\$3,454,640	\$3,890,382
Induced Impact	\$711,301	\$1,131,091	\$1,472,477
Total Impact	\$7,695,018	\$9,286,870	\$10,063,998
Total/Direct (A)	1.66	1.98	2.14
Total/Initial (B)	0.71	0.85	0.92
Wages & Salaries			
Direct Impact	\$2,470,478	\$2,510,122	\$2,510,122
Indirect Impact	\$1,314,752	\$1,909,013	\$2,152,322
Induced Impact	\$275,980	\$450,186	\$629,292
Total Impact	\$4,061,209	\$4,869,321	\$5,291,736
Total/Direct (A)	1.64	1.94	2.11
Total/Initial (B)	0.37	0.45	0.49
Employment (full-year jobs)			
Direct Impact	22.5	23.1	23.1
Indirect Impact	18.6	26.5	29.7
Induced Impact	4.5	6.5	8.9
Total Impact	45.5	56.1	61.7
Total/Direct (A)	2.02	2.43	2.67
Total/\$1 Million (B)	4.18	5.15	5.66
Taxes (Direct Impact)			
Federal	\$762,503	\$767,594	\$767,594
Provincial	\$653,934	\$659,281	\$659,281
Municipal	\$33,293	\$35,215	\$35,215
Total	\$1,449,730	\$1,462,090	\$1,462,090
Taxes (Direct, Indirect and Induced Impact)			
Federal	\$1,092,274	\$1,264,385	\$1,338,334
Provincial	\$921,432	\$1,047,382	\$1,106,932
Municipal	\$145,232	\$200,723	\$220,844
Total	\$2,158,938	\$2,512,491	\$2,666,110
Industry Output			
Direct & Indirect	\$12,246,782	\$13,082,678	\$14,016,288
Induced Impact	\$1,119,211	\$1,779,738	\$2,419,416
Total Impact	\$13,365,993	\$14,862,415	\$16,435,704
Total/Initial (B)	1.23	1.36	1.51

Proposed Policy Amendments – Special Events Policy

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
2.2 Profile Saskatoon Event	Revision: Profile Saskatoon Event—An event held in Saskatoon occurring with a frequency no greater than once every two years, lasting a minimum of two consecutive days that puts the city in a position of prominence as a destination location, provides exposure within a specific industry to the city and/or region, and attracts industry-specific attention through national or international media forms. Examples of events that may be eligible include conferences and tradeshow.	The exposure recognized through these types of events is of equitable value in showcasing all our city has to offer as a destination location to attendees of the event. Although the community involvement in such events is limited, the economic impact for the city and/or region is of equitable value, as is the national or international media exposure generated through media tools such as industry-specific publications, websites and such.
2.1.2 Defined Term Events	New: Special Events and Profile Events that occur for a defined term of no greater than 3 years may be eligible for funding if the defined term is identified in advance as part of the negotiations or bid to host the event.	Defined term agreements are becoming more common in the event hosting arena and as such, a policy revision is required to address those events that have a definitive time frame in which they will be hosted in consecutive years in the same location. The typical event defined-term is either a 2 or 3 year term.
2.5 Business Plan	Revision: Application Package: A comprehensive application package is required to be submitted by the pre-determined intake dates as application for funding.	A business plan is no longer the tool used for applying for this grant. A comprehensive application package has been developed.
2.6	Deletion: Confidential Event: An event that if revealed or be made public, would jeopardize or otherwise put at risk an organization's bid proposal and submission.	As all funding requests are to be considered in the public forum, this Article is no longer required.
3.1.1	Revision: Organizations or groups requesting seed money to host recurring events for the first time would be eligible to apply for funding on a one-time basis, with the exception of Defined Term Events.	This revision relates to the new Article 2.1.2 above.
3.1.4	Revision: Funds provided must be used for event operating expenses and event capital expenditures.	This revision provides clarity that funding must be used for these purposes.

CURRENT ARTICLE	PROPOSED ARTICLE	ADMINISTRATIVE COMMENT
3.4 Amount of Assistance	<p>Revision: 3.4.1 For Special Events, the maximum grant payable shall be based on the event evaluation rating tools score assessment and to a maximum of 25% of total gross operating expenses.</p> <p>3.4.2 For Profile Saskatoon Events, the maximum grant payable shall be based on the event evaluation rating tools score assessment and to a maximum of 25% of total gross operating expenses. The maximum amount of funding a Profile Saskatoon Event may be eligible for is \$50,000.</p>	The event evaluation rating tools score assessment identifies the maximum grant payable based on the score scale; however, it should also be identified in the policy itself.
3.8 b) Approval	Revision: Standing Policy Committee on Planning, Development and Community Services approval is required for Special Event funding requests in excess of \$100,000.	As the Profile Saskatoon Event has a maximum grant amount of \$50,000, the policy should reflect it is only Special Events that have a funding request in excess of \$100,000 that require Standing Policy Committee approval.
4.2 f) Special Event Adjudication Committee	Revision: Recommend for approval to the Standing Policy Committee on Planning, Development and Community Services any grant application in excess of \$100,000 through public forum.	All grant funding approvals are to be made in the public forum.

APPENDIX A
CITY OF SASKATOON COUNCIL POLICY C03-007 – SPECIAL
EVENTS

SPECIAL EVENT AND PROFILE SASKATOON EVENT

APPLICATION PROCESS

Process for Events that are Non-confidential in Nature:

- Step One: **NEW:** *The host organization must contact the Community Services Department, Customer Service Section Manager to discuss their organization's desire to host an event in advance of submitting an application package.*
- Step Two: ~~For those events that are non-confidential in nature,~~ The host organization must submit a written request in the form of an application package to the Community Services Department by the pre-determined intake dates. ~~outlining the organization's desire to host an event.~~
- Step Two **Three:** The Special Events Adjudication Committee will review the application package based on current City of Saskatoon Policy No. C03-007, Special Events Policy and will determine approval of funding requests and determine any conditions that may be imposed on the event.
- Step Three **Four:** The Administration will inform the host organization, in writing, of the Special Events Adjudication Committee's decision and of any conditions imposed on the event.
- Step Four **Five** The host organization submits a post-event evaluation report to the Administration within 180 days of the completion of the event. The Administration will assess the post event evaluation report based on current City of Saskatoon Policy No. C03-007, Special Events Policy, and will determine if any adjustment to the amount of grant payment is required. The Special Events Adjudication Committee will review and approve any situations where an adjustment to the amount of grant payment may be required.

Payment of the approved funding is provided to the host organization upon the Administration's satisfactory assessment of the post event evaluation report.

Process for Events that are Confidential in Nature:

- Step One: ~~For those events that are being bid on and/or are confidential in nature, the host organization must submit a written request in the form of a preliminary application package or event bid proposal document to the Community Services Department by the pre-determined intake dates, whenever possible, outlining the organization's desire to host an event. The preliminary information submitted to the Administration~~

will be as follows:

- ~~A description of the event;~~
- ~~When the event will occur;~~
- ~~What event organizers hope to achieve by hosting the event in Saskatoon and a description of which of the City's strategic goals and service outcomes the event will meet;~~
- ~~Preliminary economic impact to Saskatoon and tourism region;~~
- ~~Anticipated support from the Provincial and Federal governments; and~~
- ~~Estimated financial support being requested from the City of Saskatoon.~~

~~The preliminary application package or bid proposal document should provide adequate information for the Special Events Adjudication Committee to make informed decisions based on sound business reasons and with the necessary justification that the event will have economic and lasting community benefit to Saskatoon.~~

~~Note: Where new infrastructure will be developed in order to host an event, future use and operating agreements must be established prior to submission of the bid.~~

~~Step Two: The Special Events Adjudication Committee will review the bid proposal document and/or application package based on current City of Saskatoon Policy C03-007 (Special Events) and will determine approval, in principle, of funding requests and any conditions that may be imposed on the event.~~

~~Step Three: For events being bid on, the host organization will provide the Administration with regular updates on key milestones and important checkpoints as they work through the bid process.~~

~~Step Four: If an event bid is successful, the host organization will submit a final and complete application package, which will be reviewed by the Special Events Adjudication Committee based on the current City of Saskatoon Policy C03-007 (Special Events) and will determine approval of funding request and any conditions that may be imposed on the event.~~

~~If an event bid is not successful, the host organization will submit a brief report to the Administration outlining the main reasons why the bid was not successful.~~

~~Step Five: The host organization submits a post event evaluation report to the Administration within 180 days of the completion of the event. The Administration will assess the post event evaluation report based on current City of Saskatoon Policy C03-007 (Special Events) and will determine if any adjustment to the amount of grant payment may be required. The Special Events Adjudication Committee will review and approve situations in which an adjustment to the amount of grant payment may be required.~~

~~Payment of the approved funding is provided to the host organization upon the Administration's assessment of the post event evaluation report.~~

Projected 2019 to 2021 Special Event Reserve Funding and Expenditures

	SPECIAL EVENTS	PROFILE SASKATOON	TOTAL RESERVE
2018 Projected Ending Balance	(\$742,500)	(\$820,600)	(\$1,563,100)
2019 to 2021 Annual Provisions \$250,000/year	(\$750,000)	(\$750,000)	(\$1,500,000)
2019 to 2021 Projected Requests	\$400,000	\$300,000	\$700,000
Tim Hortons Roar of the Rings Request	\$350,000	\$0	\$350,000
2021 Projected Ending Balance	(\$742,500)	(\$1,270,600)	(\$2,013,100)

August 30, 2018

Standing Policy Committee Planning, Development & Community Services
222 3rd Avenue North
Saskatoon, SK
S7K 0J5

Re: Request to Speak – September 4th Meeting of Committee – Special Event Policy proposed Amendments.

Good Morning Committee Members;

Tourism Saskatoon has enjoyed fulfilling the terms of a Fee-for-Service Agreement with the City of Saskatoon for over 20 years. Over this time we have worked closely with City Administration to propose policy and procedural changes designed to position Saskatoon favorably in a very competitive environment. This is especially true as it relates to securing major cultural, sport and convention events to this destination.

Tourism Saskatoon plays an integral role in identifying and developing event opportunities, determining their value and potential. We then implement processes to win these pieces of business for Saskatoon, and the more than 16,000 Saskatoon people employed in our local tourism industry.

One of these processes includes working to secure necessary funding for major events, a search that includes tax-based support from the Province and the City, Corporate support and investment through the Destination Marketing Fund that we manage.

A significant change, and challenge, we face is confirming this financial support in timelines that are increasingly shorter. The biannual review structure currently in place for Major Special Event Funding is no longer tenable. A good example of this was the recent application for an event valued at over \$16 million to our local economy. The application was forwarded in February, but not brought to this committee until June, at which time an extraordinary, and probably unprecedented action by Administration to ask the committee to reconvene in order to deal with this request occurred. If this had not happened, we would have had to cancel our BID, and one of your major facilities would have suffered because of it.

In addition, new processes for Council and its Committees have resulted in too much information being publicly available, at a stage too early in the BID process. The analogy I would use is one that is closer to a Tender, where the public interest is best maintained by ensuring competitive RFP's are received, providing best value to the tax-payer.

Bearing this in mind, I offer the following:

Tourism Saskatoon, under its current Fee-for-Service Agreement, offers to assume the responsibility to Administer the Special Event Fund, and Profile Saskatoon Fund, at no cost to the program, and for no additional fees.

This would emulate our current responsibility in adjudicating the Civic Hospitality Fund. Public scrutiny over funding for major events, currently an investment of \$250,000 per year, would come at the Budget Development phase, not during active Bids.

The rationale for this includes:

- Increasing the speed and efficiency of determining City investment in major events to meet market trends.
- Provide us with an enhanced platform to negotiate other investment partnerships with the province and potential private sector investments.
- Ultimately drive event-based economic growth to support both facilities owned by the City, and the event industry at-large.

I understand the pressures that Council Committees and City administration come under to deal with the issues and opportunities of the day. I see this as a chance to further engage the 15 professional who work in the Tourism Saskatoon office, and that worry about event attraction, every day. It will decrease demand on City staff and City Committees while still providing full accountability in the use of public funds.

On the latter point, Tourism Saskatoon worked with Saskatoon's accommodations to establish the Destination Marketing Program, and for the last nine years we have been entrusted to put these funds into action. All DMP funds are administered separately within our books, with full accountability to our investing partners. I would offer the same transparency for Council.

In today's environment it is not enough to be "the same as" or "as good as" other Canadian Destinations – we have to be better. This new process will make us just that.

Based on your recommendation I would be pleased to assist with the evolution of the hosting policies for further consideration by the SPC, PD&CS.

Sincerely

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

Todd Brandt
President & CEO



STANDING POLICY COMMITTEE ON PLANNING, DEVELOPMENT AND COMMUNITY SERVICES

Award of Contract – Kinsmen Park Parking Strategy and Transportation Study

Recommendation of the Committee

1. That the award of contract for Request for Proposals No. 18-0544 to WSP Canada Group Limited for the Kinsmen Park Parking Strategy and Transportation Study, for a total amount of \$77,880, plus taxes, be approved; 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 contract documents under the Corporate Seal.

History

At the September 4, 2018 Standing Policy Committee on Planning, Development and Community Services meeting, a report of the General Manager, Community Services Department, dated September 4, 2018 was considered. A site area map for the proposed Kinsmen Park and area Parking Strategy and Transportation Study was provided at the meeting.

Attachment

September 4, 2018 report of the General Manager, Community Services Department
Site Area Map of the Kinsmen Park and area Parking and Transportation Review

Award of Contract - Kinsmen Park Parking Strategy and Transportation Study

Recommendation

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

1. That the award of contract for Request for Proposals No. 18-0544 to WSP Canada Group Limited for the Kinsmen Park Parking Strategy and Transportation Study, for a total amount of \$77,880, plus taxes, be approved; 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 contract documents under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to award the contract for the Kinsmen Park Parking Strategy and Transportation Study to WSP Canada Group Limited.

Report Highlights

1. The development of the Kinsmen Park Master Plan and other facilities in the area necessitates a review of the Parking Strategy and Transportation Study for this area. The objective of the Request for Proposals is to conduct a comprehensive parking, motor traffic, and active transportation study for Kinsmen Park and surrounding area.
2. The bid received from WSP Canada Group Limited for the Kinsmen Park Parking Strategy and Transportation Study received the highest evaluation after review by the Administration.

Strategic Goals

Within the Strategic Goal of Sustainable Growth, the recommendations in this report support the long-term strategy to plan collaboratively with stakeholders. Stakeholders will be consulted in the development of parking and transportation strategies for the future of Kinsmen Park and area as a destination within the city.

Under the City of Saskatoon's (City) Strategic Goal of Quality of Life, this report also supports the long-term strategy of ensuring recreation facilities are accessible, both physically and financially, and meet community needs.

Background

In December of 2011, City Council approved the Kinsmen Park Master Plan which sets forth a 25-year improvement process for the rejuvenation and redesign of the park. The primary vision of the Kinsmen Park Master Plan was to create a place-specific, memorable environment that is enjoyable for all ages, with a special focus on children's activities.

In August of 2015, Nutrien Playland at Kinsmen Park (formerly named PotashCorp Playland at Kinsmen Park) was completed, which included a new Ferris wheel, train, and children's play area.

In 2015 and 2016, City Council approved capital funding for site improvement projects within Kinsmen Park.

Report

Request for Proposals Objectives

The development of the Kinsmen Park Master Plan and other facilities in the area necessitates a review of the parking and transportation for this area. Kinsmen Park and area provides numerous amenities, facilities, and activities for citizens and visitors to Saskatoon that have created significant demand on parking and traffic flow. These facilities include:

- a) Nutrien Playland at Kinsmen Park;
- b) Kinsmen Play Village;
- c) Children's Discovery Museum - scheduled to open in spring 2019;
- d) Shakespeare on the Saskatchewan - capital fundraising plan underway for upgrades for completion by 2020;
- e) Prairie Lily (Shearwater River Cruises); and
- f) YWCA.

Based on the development in Kinsmen Park and future facility plans, a review of the current demand for parking and transportation in the area is needed. This review will support the development of plans to address parking and transportation pressures in the area. The Administration has determined that procuring external support through a competitive Request for Proposals is the appropriate method for this project due to the capacity of existing staff to perform the work and the cost of the expected scope of work.

The objective of the Request for Proposals is to conduct a comprehensive parking, motor traffic, and active transportation study for Kinsmen Park and surrounding area:

- a. The parking strategy will quantify the existing and projected supply and demand for parking, and provide a management plan to meet parking needs;
- b. The transportation study will assess the movement of people utilizing motor vehicles, public transit, cycling, and walking within and around the study area; and
- c. To collect the most relevant data related to peak demand, the study will be conducted in spring/summer of 2019 when all the facilities in the area are open and operational.

Results of the study will also be evaluated within the guidelines and policies associated with related initiatives in process by the City, including the Growth Plan to Half a Million, the Bus Rapid Transit service, the Active Transportation Plan, and the Complete Streets Design and Policy Guide.

Request for Proposals Results

The Kinsmen Park Parking Strategy and Transportation Study Request for Proposals was issued on June 13, 2018, advertised through SaskTenders, and closed on July 9, 2018. Nine submissions were received from the following:

- a) Bunt & Associates (Alberta);
- b) Catterall & Wright (Saskatchewan);
- c) CIMA+ (Saskatchewan);
- d) HDR (Alberta);
- e) Jacobs (Manitoba);
- f) McElhanney Consulting Services Ltd. (Saskatchewan);
- g) Stantec Inc. (Saskatchewan);
- h) Watt Consulting Group Ltd. (Alberta); and
- i) WSP Canada Group Limited (Saskatchewan).

The Administrative Evaluation Committee reviewed the submissions for the following criteria (see Attachment 1 for more details):

- a) Project Understanding;
- b) Approach, Methodology, and Public Consultation;
- c) Team Skill Set, Experience, Reputation, and References;
- d) Timeline and Schedule;
- e) Team Member Roles, Responsibilities, and Time Allocations;
- f) Deliverables; and
- g) Pricing.

Based on the evaluation scoring system, WSP Canada Group Limited received the highest evaluation score. The proposed cost to the City for the bid submitted by WSP Canada Group Limited is \$77,880, plus taxes.

Options to the Recommendation

An option exists for City Council to reject the recommendation to approve the successful proponent of the Kinsmen Park Parking Strategy and Transportation Study, in which case further direction would then be required.

Public and/or Stakeholder Involvement

Stakeholders have been notified that a Parking Strategy and Transportation Study is planned for the Kinsmen Park area. The consultant is responsible for stakeholder engagement prior to the data collection component in order to outline their operational needs for the future. The stakeholders will be provided with the recommendations upon completion of the study.

Communication Plan

All those who made submissions to the Request for Proposals will be notified of the results.

Financial Implications

As per Policy No. A02-027, Corporate Purchasing Procedure Policy, all Request for Proposals valued above \$75,000 require City Council approval.

Funding for Capital Project No. 2471 - Kinsmen Park Area and Master Plan was approved in 2015 and 2016, totaling \$815,000. The balance in Capital Project No. 2471 is sufficient to cover the cost of the Kinsmen Park Parking Strategy and Transportation Study, valued at \$77,880, plus taxes.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Follow-up, including a presentation to City Council with the findings/recommendations of the Kinsmen Park Parking Strategy and Transportation Study, is targeted for the third quarter of 2019.

Public Notice

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

Attachment

1. Kinsmen Park Parking Strategy and Transportation Study Evaluation Criteria

Report Approval

Written by: Mark Campbell, Open Space Consultant, Recreation and Community Development

Reviewed by: Lynne Lacroix, Director of Recreation and Community Development

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

S/Reports/2018/RCD/PDCS – Award of Contract - Kinsmen Park Parking Strategy and Transportation Study/ks

Kinsmen Park Parking Strategy and Transportation Study Evaluation Criteria

<p>Project Understanding (10 Points)</p> <ul style="list-style-type: none"> • Provide a summary of your team's understanding of the project.
<p>Approach, Methodology, and Public Consultation (20 Points)</p> <ul style="list-style-type: none"> • Provide a detailed discussion of the proposed methodology and benefits of that particular approach. • Provide a detailed outline of the approach to public consultation.
<p>Team Skill Set, Experience, Reputation, and References (30 Points)</p> <ul style="list-style-type: none"> • Provide a listing of corporate and team experience in functional planning studies. • Provide recent examples of similar successfully completed projects and how you propose to use that experience in this project. • Provide a minimum of three (3) references for similar work.
<p>Timeline and Schedule (10 Points)</p> <ul style="list-style-type: none"> • Provide a detailed work plan for the data collection, review, and reporting processes as it relates to Parking, Transportation, and Active Transportation. • Include a work schedule that will chronicle the timeline of collection, review, and reporting that will be required.
<p>Team Member Roles, Responsibilities, and Time Allocations (10 Points)</p> <ul style="list-style-type: none"> • Provide a detailed organizational chart of key team members. • Provide a list of their experience and key skill sets and how their experience and knowledge will contribute to this project. • Indicate how their time will be allocated to this project. • Provide a description of the roles and responsibilities of team members.
<p>Deliverables (5 Points)</p> <ul style="list-style-type: none"> • Provide a list of proposed deliverables, including: <ul style="list-style-type: none"> ◦ engineering report. ◦ electronic copies (pdf, dwg, and HCM software file formats preferred).
<p>Pricing (15 Points)</p> <ul style="list-style-type: none"> • Provide maximum cost. • Provide a detailed breakdown of cost items and payment terms. • Include the breakdown of taxes.





STANDING POLICY COMMITTEE ON FINANCE

Business Improvement Districts' Audit Requirements

Recommendation of the Committee

1. That Clause 13 or 16, as appropriate, Fiscal Year and Annual Report of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to permit a Business Improvement District with less than \$250,000 in annual revenue the ability to choose a review engagement over an audit at the discretion of their Board of Directors;
2. That Clause 12 or 15, as appropriate, Auditor of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to outline that the selection of an external auditor is at the Business Improvement Districts Board of Director's discretion; and
3. That the City Solicitor be requested to amend BID Bylaw Nos. 6710, 6731, 7092, 7891 and 9235.

History

At the September 4, 2018 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department dated September 4, 2018 was considered.

Attachment

September 4, 2018 report of the CFO/General Manager, Asset and Financial Management Department

Business Improvement Districts' Audit Requirements

Recommendation

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

1. That Clause 13 or 16, as appropriate, Fiscal Year and Annual Report of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to permit a Business Improvement District with less than \$250,000 in annual revenue the ability to choose a review engagement over an audit at the discretion of their Board of Directors;
2. That Clause 12 or 15, as appropriate, Auditor of the Board for Business Improvement District Bylaw Nos. 6710, 6731, 7092 7891 and 9235 be amended to outline that the selection of an external auditor is at the Business Improvement Districts Board of Director's discretion; and
3. That the City Solicitor be requested to amend BID Bylaw Nos. 6710, 6731, 7092, 7891 and 9235.

Topic and Purpose

The purpose of this report is to receive City Council approval to amend the stipulated audit requirement for all Business Improvement Districts (BIDs).

Report Highlights

1. Due to the size of some BIDs, it is recommended that the BID Bylaws be amended to allow for annual review engagements instead of audits for entities under \$250,000 in revenue. Although the BIDs are creatures of *The Cities Act*, this change would be in accordance with *The Non-Profit Corporations Act, 1995*, and is a trend that is occurring in most not-for-profit entities.

Strategic Goal

Being open, accountable and transparent is a key factor in achieving the Strategic Goal of Asset and Financial Sustainability.

The five BIDs are organizations created by the City of Saskatoon (City) to create stewardship of a defined business improvement district's identity and to complete projects within these districts to improve, beautify and maintain publicly owned lands, buildings and structures in the BID, in addition to any improvement, beautification or maintenance that is provided at the expense of the urban municipality at large.

Background

At its June 25, 2018 regular meeting when considering a report from the CFO/General Manager, Asset and Financial Management Department, regarding the Business Improvement Districts' 2017 Financial Statements, City Council resolved:

“That the Administration report back on the requirement for Business Improvement Districts to provide audited financial statements.”

Report

BIDs' Annual Audit Requirement

Currently, all BIDs are required to complete an annual audit and provide audited financial statements to the City no later than April 30.

The Cities Act provides the City with the authority to create, by bylaw, a business improvement district but does not mandate an audit. *The Act* simply provides that the incorporating bylaw will address the “reporting requirements of the board to the council.”

The provision in each of the BID Bylaws provides that the City is to receive an annual report for the preceding year and that the report “shall include a complete audited and certified financial statement of its affairs, with balance sheet and revenue and expenditure statement.”

It is this statement that would need to be changed in each of the BID Bylaws.

In general, an audit provides the highest level of assurance that an organization's financial statements are free of material misstatement and are fairly presented based upon the applicable generally accepted accounting principles. However, an audit can be expensive and utilize a significant portion of the BIDs' budget (15% in the case of the 33rd Street BID) and provide little value on top of other assurance related procedures, such as a review engagement by an independent accounting firm for smaller organizations.

In contrast to an audit, a review provides limited assurance of an organization's financial statements rather than a reasonable assurance which is provided by an audit. In simple terms, a review reports on the plausibility of the financial statements.

The audit industry has a standard for a financial review, in the case of not-for-profit entities, that is still robust, and any audit company would meet the applicable industry standard.

As some BIDs are small and have fewer than 25 total transactions in a given year, an audit requirement is excessive in some cases. Further, the Information Services Corporation under *The Non-Profit Corporations Act, 1995* requires audits on non-profit entities with over \$250,000 in revenue and reviews for entities between \$25,000 and \$250,000. Establishing a similar criteria would exclude both the 33rd Street BID and Sutherland BID from audit requirements.

Based on the above and after consultation with the BIDs, the Administration is recommending that the BIDs bylaws be adjusted to reflect *The Non-Profit Corporations Act, 1995* requirement whereby BIDs with annual revenues under \$250,000 would have

the option at the discretion of their board of directors to have a review procedure completed instead of an audit.

A short time ago, City Council mandated the financial report form for each of the BIDs, and beginning in 2019, the reports for each BID will be set out in a very similar format. The proposed audit or financial review change would align with the change of format for the reporting.

As well, the companion change recommended is that each BID be permitted to select its own auditor, which the BIDs have been doing for some time.

Options to the Recommendation

Option 1: City Council has the option to maintain the current audit requirement for all BIDs. The Administration does not recommend this option as the current audit requirement is burdensome for the smaller BIDs and not in line with *The Non-Profit Corporations Act, 1995* or the changes in the audit industry.

Option 2: City Council has the option to expand the ability for all BIDs at its respective board's discretion to have a review procedure completed instead of an audit. The Administration does not recommend this option as it does not align with *The Non-Profit Corporations Act, 1995*.

Public and/or Stakeholder Involvement

The Administration contacted the Executive Directors of all BIDs for their opinion and perspective. Three of the five BIDs that responded (Downtown, 33rd Street and Sutherland) support this recommendation.

Other Considerations/Implications

There are no financial, policy, environmental, privacy, or CPTED implications or considerations, and a communication plan is not required.

Due Date for Follow-up and/or Project Completion

If approved, the recommendation will come into effect for the year ended December 31, 2018, and the BIDs will present the City with finalized reviewed or audited financial statements by April 30, 2019.

Public Notice

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

Report Approval

Written by: Clae Hack, Director of Finance

Approved by: Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department



STANDING POLICY COMMITTEE ON FINANCE

Neighbourhood Land Development Fund Allocation of Profits

Recommendation of the Committee

1. That \$10 million in profits be declared from the Neighbourhood Land Development Fund; and
2. That \$10 million in profits from the Neighbourhood Land Development Fund be allocated to Capital Project No. 2407 - Chief Mistawasis Bridge (formerly North Commuter Parkway) and Traffic Bridge Replacement Project.

History

At the September 4, 2018 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department dated September 4, 2018 was considered.

Attachment

September 4, 2018 report of the CFO/General Manager, Asset and Financial Management Department

Neighbourhood Land Development Fund Allocation of Profits

Recommendation

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

1. That \$10 million in profits be declared from the Neighbourhood Land Development Fund; and
2. That \$10 million in profits from the Neighbourhood Land Development Fund be allocated to Capital Project No. 2407 - Chief Mistawasis Bridge (formerly North Commuter Parkway) and Traffic Bridge Replacement Project.

Topic and Purpose

The purpose of this report is to request City Council approval to declare a \$10 million dividend from the Neighbourhood Land Development Fund (NLDF) for allocation to Capital Project No. 2407 - Chief Mistawasis Bridge (formerly North Commuter Parkway) and Traffic Bridge Replacement Project.

Report Highlights

1. The funding plan for the Chief Mistawasis Bridge and Traffic Bridge project included a contribution from the Neighbourhood Land Development Fund.
2. The Administration recommends that \$10 million of the profits from the Evergreen neighbourhood NLDF be allocated to Capital Project No. 2407.

Strategic Goals

This report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes and the four-year priority of developing funding strategies for expenses related to new capital expenditures including core services such as roadways and underground services under the Strategic Goal of Asset and Financial Sustainability.

Background

To date, \$123.3 million has been allocated from the NLDF from the Hampton Village, Willowgrove, Evergreen and Rosewood developments. These allocations have funded various capital projects and operating programs. The Willowgrove and Hampton Village developments are complete and final minor allocations from these developments will be forthcoming in the near future.

The funding plan for the approved capital project for the construction of the Chief Mistawasis Bridge and Traffic Bridge included a \$20 million contribution from the Evergreen neighbourhood profits.

Report

Return on Investment and Allocation

Favorable market conditions have persisted throughout most of the Evergreen build-out, resulting in positive cash flows and better than expected revenue being realized. These

factors have contributed to an expected profit of 29.34% for the neighbourhood. NLDF profits currently available from the Evergreen neighbourhood total \$10 million, increasing the total ROI from Land Development since 2006 to date to \$133.3 million.

Proformas are prepared for every Saskatoon Land development project. The proformas are prepared using the best known current information, but are based on present-day cost estimates and require certain judgments. While most costs in the Evergreen neighbourhood have been realized, some minor enhancement costs will remain beyond the sellout periods until the neighbourhood vision is fulfilled. Sufficient funds will be retained to accommodate these expected future costs.

Allocation to Capital Project No. 2407

The approved funding plan for Capital Project No. 2407 includes \$20 million from the NLDF Evergreen neighbourhood profits. At this time, there are sufficient profits to allocate \$10 million to the project with the remaining \$10 million to be allocated at a later date if required, based on the final project costs.

Options to the Recommendation

City Council could choose to not allocate the Evergreen neighbourhood profits to the capital project. The Administration does not recommend this option as the project would then be short of funding and an alternative funding source will need to be secured.

Financial Implications

Financial implications are included in this report.

Other Considerations/Implications

There are no environmental, policy, privacy, or CPTED implications or considerations, and neither public and/or stakeholder involvement nor a communication plan is required.

Due Date for Follow-up and/or Project Completion

There is no due date or follow up required.

Public Notice

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

Report Approval

Written by:	Kari Smith, Financial Planning Manager Chelsea Hartmann, Staff Accountant
Reviewed by:	Clae Hack, Director of Finance Frank Long, Director of Saskatoon Land
Approved by:	Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department

NLDF Allocation of Profits.docx



STANDING POLICY COMMITTEE ON FINANCE

Sale of Civic Scrap Metal – Award of Request for Proposal

Recommendation of the Committee

1. That the proposal submitted by Inland Steel Products Inc. for the Sale and Pick-Up of Civic Scrap Metal, at a total estimated price of \$353,583.00 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

History

At the September 4, 2018 Standing Policy Committee on Finance meeting, a report of the CFO/General Manager, Asset and Financial Management Department dated September 4, 2018 was considered. Your Committee received clarification from the Administration that the award of this contract for the sale and pick-up of civic scrap metal would involve payment by the successful proponent to the City in the amount identified above.

Attachment

September 4, 2018 report of the CFO/General Manager, Asset and Financial Management Department

Sale of Civic Scrap Metal – Award of Request for Proposal

Recommendation

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

1. That the proposal submitted by Inland Steel Products Inc. for the Sale and Pick-Up of Civic Scrap Metal, at a total estimated price of \$353,583.00 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council approval to proceed with a contract with Inland Steel Products Inc. for the sale and pick-up of civic scrap metal.

Report Highlights

1. A Request for Proposals (RFP) was issued for the Sale and Pick-Up of Civic Scrap Metal to ensure and promote scrap recycling metal at City facilities.
2. The Administration is recommending that Inland Steel Products Inc., the Preferred Proponent, be awarded the contract for the sale and pick-up of civic scrap metal.

Strategic Goal

This report supports the Strategic Goal of Environment Leadership by ensuring that the City of Saskatoon (City) is leveraging recycling to build a cleaner, healthier environment through the mass recycling of steel and other scrap metal products.

Background

On August 31, 2018 the current contract with Inland Steel Products Inc. for scrap metal recycling will expire. The Administration issued and posted an RFP on SaskTenders for the sale and pick-up of civic scrap metal from various City locations in compliance with all municipal, provincial, federal laws and regulations, and *The Occupational Health and Safety Act and Regulations, 1996, Saskatchewan*.

Report

On June 20, 2018, an RFP for sale and pick-up of civic scrap metal was advertised on the SaskTenders website with a closing date of July 16, 2018. The Administration received two responses from the following proponents:

1. BN Steel & Metals (2002) Inc. – Saskatoon, SK
2. Inland Steel Products Inc. – Saskatoon, SK

Sale of Civic Scrap Metal – Award of Request for Proposal

The Evaluation Committee (Committee), was comprised of three civic staff (1 from Materials Management, 1 from Saskatoon Light & Power, 1 from Transportation), evaluated the proposals received based on the following criteria, and as detailed in the RFP:

Criteria	Points
Corporate Profile	15
Recycling & Environmental Policies	5
Facility & Equipment	7.5
Collection Bins	12.5
Service	15
Payment Process	5
Safety	15
Required Documentation	5
References	5
Price	15
TOTAL	100

Upon evaluation of the proposals submitted, the Committee determined that the proposal submitted by Inland Steel Products Inc. meets the RFP requirements and achieved the highest score.

The Administration is recommending that the City enter into a contract with Inland Steel Products Inc. in the amount of \$353,583.00 plus applicable taxes, for a two-year term commencing upon date of award of proposal.

Options to the Recommendation

City Council can choose not to proceed with the award of RFP. The Administration does not recommend this option as it would negatively impact the City's Strategic Goal of Environment Leadership.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required at this stage of the project.

Communication Plan

A communication plan is not required at this time.

Environmental Implications

The recommendation is expected to have a positive environmental impact through the recycling of scrap metals. The recycling of scrap metal reduces the extraction and refining on mined ores.

Other Considerations/Implications

There are no policy, financial, Privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The award of this RFP will be completed upon City Council approval.

Public Notice

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

Report Approval

Written by: Scott Eaton, Director of Materials Management
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Randy Grauer, Acting City Manager

Award of RFP - Sale and Pick-Up of Civic Scrap Metal.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Update on Curbside Recycling Program

Recommendation of the Committee

That the City of Saskatoon enter into a pilot program partnership with Sarcen Recycling to expand glass recycling to the four Sarcen Depot locations in Saskatoon.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered. The Administration confirmed that this would be an added option for glass recycling.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

Update on Curbside Recycling Program

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the City of Saskatoon (City) enter into a pilot program partnership with Sarcen Recycling to expand glass recycling to the four Sarcen Depot locations in Saskatoon.

Topic and Purpose

The purpose of this report is to provide an update on recyclable material market trends and considerations for the contract expiration at the end of 2019.

Report Highlights

1. The Single-Family Residential Curbside Recycling Agreement with Loraas Disposal Services Ltd. (Loraas) expires on December 31, 2019.
2. Global market requirements for the quality of recyclable materials have increased significantly and a new standard for high quality (low contamination) material is now affecting municipal recycling programs in North America. As a result, local processing costs for recycling have risen.
3. Higher costs for residential recycling programs are anticipated as there is less revenue available to recycling processors such as Loraas from the sale of recyclable materials.
4. Approximately 90% of glass is broken by the time it is collected and sorted in the current residential recycling programs. A depot collection option would provide another option to residents and ensure that unbroken glass can be sorted and properly recycled.

Strategic Goals

The information in this report supports the four-year priorities to promote and facilitate city-wide composting and recycling, along with the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership.

Background

City Council, at its meeting held on May 14, 2012, received the Contract Award – Residential Curbside Recycling report and awarded the contract for Single-Family Residential Curbside Recycling to Loraas.

City Council, at its meeting held on February 26, 2018, received the Update on Recycling Markets-Plastic Film report and resolved:

“That plastic film be removed as an acceptable item in City of Saskatoon recycling programs starting in April 2018.”

Report

In 2012, the City and Loraas signed a seven year contract to provide city-wide curbside recycling (collections and processing) to residents to start in January of 2013. The contract ends on December 31, 2019.

At the end of 2017, there were just over 69,500 carts in the curbside program, diverting an average of 10,094 tonnes per year. Results of the 2017 Waste Awareness & Behaviour Survey showed that 94% of residents were satisfied with the overall quality of service received through the single-family curbside program.

Recycling Markets

Markets for recycling commodities have seen a decline over the last five years, with significant changes, in particular, over the last year. China's new standards for the import of recyclable materials has reduced prices in global markets and increased material quality requirements. This has resulted in fewer market options for municipalities and service providers for the recyclable material collected from North American recycling programs. The Administration reached out to several municipalities in Canada, and the majority reported that they are now stockpiling a significant amount of material as a result of poor market conditions.

Recycling markets are weak and the future outlook is one of uncertainty. To add to the complexity, a geo-political situation exists where political decisions are influencing the recycling industry rather than just market demand; even markets for high value material, such as metal, are being impacted by import sanctions of China and the U.S. Detailed information on recycling markets can be found in Attachment 1, Recycling Materials and Markets. Global market requirements for higher quality material (and lower contamination) is expected to now be the 'new normal' for this industry.

Municipal recycling programs are dealing with this situation by investing in improved and expanded material processing to achieve a lower contamination rate, removing lower value material (such as plastic film, glass, etc.) from their programs, finding new market options to handle stockpiled materials, and investing in resident education to reduce contamination. In North America, many programs have had to turn to landfilling and incineration as a last resort for material that has no market.

The implications of rising quality standards has increased the processing costs for recycling. These costs are expected to continue to rise, creating a shortfall in commodity revenues to cover processing costs, meaning a higher cost for residential recycling programs. Further information can be found in Attachment 2, Recycling Processing Costs.

Future of Recycling – The Road to Zero Waste

While the current outlook for recycling is weak, these global changes could spur investment in domestic recycling as well as innovation in manufacturing and design that generates less waste. Some municipalities are using this situation as an opportunity to encourage solutions that move away from a linear system of disposal to a circular

economy that looks upstream at source reduction and restorative design in products and packaging, and downstream to local remanufacturing and reuse solutions.

As a member of the National Zero Waste Council (NZWC), the City can learn from peer municipalities on how to substantially reduce waste, and the associated environmental and economic benefits of waste management through design and behavioural change.

Through the work of the waste diversion plan, the Administration will propose steps the City can take to move towards a zero waste framework where discarded materials from one process become resources to another. As part of this work, the Administration has begun a review of our current recycling programs' acceptable items to determine where strategic opportunities are that will align us with a zero waste framework.

Acceptable Item Review

As described in Attachment 1, by weight, 73.3% of material recycled in the curbside recycling program is paper and cardboard. Plastic (1-7) makes up 6.7%, glass makes up 3.9%, metal makes up 2.2%, beverage deposits make up 1.5%, 8% of material collected is contaminated, and 4.4% cannot be recycled (residual).

Efforts to ensure recyclable materials from Saskatoon's program can be successfully marketed for recycling within the new global marketplace have begun and further changes may be required.

Plastic Film

In April 2018, plastic film was removed as an acceptable item in the City's recycling programs. Stricter market standards with limited options for marketing low-value material were the drivers for this change. Attachment 3, Spring Communication Campaign – Plastic Film, provides a summary of the communication campaign developed to communicate this change. This fall, the Administration will be engaging with the Industrial, Commercial, and Institutional (ICI) sector on source reduction and local diversion options for single-use items such as plastic film. A planning framework for single-use items has also been developed and can be found in Attachment 4, Waste Diversion Planning and the Road to Zero Waste.

Glass

By weight, glass makes up about 4% of the recycling stream. Approximately 90% of this material (or 3.6% of the total materials collected) is broken by the time it is sorted and also becomes contaminated by other residual materials that makes its way through the sorting equipment. Around 10% of collected glass (or 0.6% of all collected material) is unbroken and delivered to Sarcen for recycling.

Research suggests that curbside collection programs may not be the most effective way to recycle glass. A depot program would lead to a lower capture rate but lead to a higher percentage of glass actually being recycled. While the Administration continues to look at the best option for glass in Saskatoon, a pilot program in partnership with Sarcen is proposed. This pilot would enable residents to take their glass items to

Sarcan depots as a means to increase glass recycling. The clear glass would be made into reflective glass beads for road paint to light up the streets of Saskatoon and provincial highways. The coloured glass would be used to manufacture fibreglass insulation for home construction. In the event there is a problem with a downstream processor, the glass would be temporarily used as an aggregate material in road construction.

Based on the results of the pilot, a decision to remove glass from the curbside recycling program may be made in alignment with a future recycling service contract. No changes to the curbside program are proposed now.

Public and/or Stakeholder Involvement

The Administration has been in discussions with Sarcan Recycling to explore depot options. Both recycling service providers have been consulted and are in favour of expanding household glass recycling options.

Communication Plan

If a glass recycling collection program through Sarcan is approved, a communications plan would be developed to encourage residents to divert glass to the new depots; the plan may include social and traditional media, website and Waste Wizard updates, short videos, media relations and other tactics and would likely be integrated with other communications and education on recycling.

Financial Implications

A glass recycling program through Sarcan is estimated at an annual cost of \$16,700 to \$33,400 depending on the amount of glass accepted (50 to 100 tonnes). Surplus revenues collected from the recycling utilities are available to fund the glass recycling program.

Environmental Implications

Materials collected through the 2017 curbside recycling program resulted in emissions reductions of 31,000 tonnes CO₂e (carbon dioxide equivalents), compared to landfilling these same materials. The addition of a glass recycling pilot program would help divert approximately 100 tonnes of household glass from the waste stream, resulting in additional emissions reductions of 12 tonnes CO₂e annually.

Due Date for Follow-up

The Administration will provide a report to the Standing Policy Committee on Environment, Utilities and Corporate Services in November 2018 recommending terms and considerations for procuring curbside residential recycling services for 2020 and beyond.

Public Notice

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

Attachments

1. Recycling Materials and Markets
2. Recycling Processing Costs
3. Spring Communication Campaign – Plastic Film
4. Waste Diversion Planning and the Road to Zero Waste

Report Approval

Written by: Daniel Mireault, Special Project Manager

Reviewed by: Amber Weckworth, Manager of Education & Environmental
Performance

Brenda Wallace, Director of Environmental & Corporate Initiatives

Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.

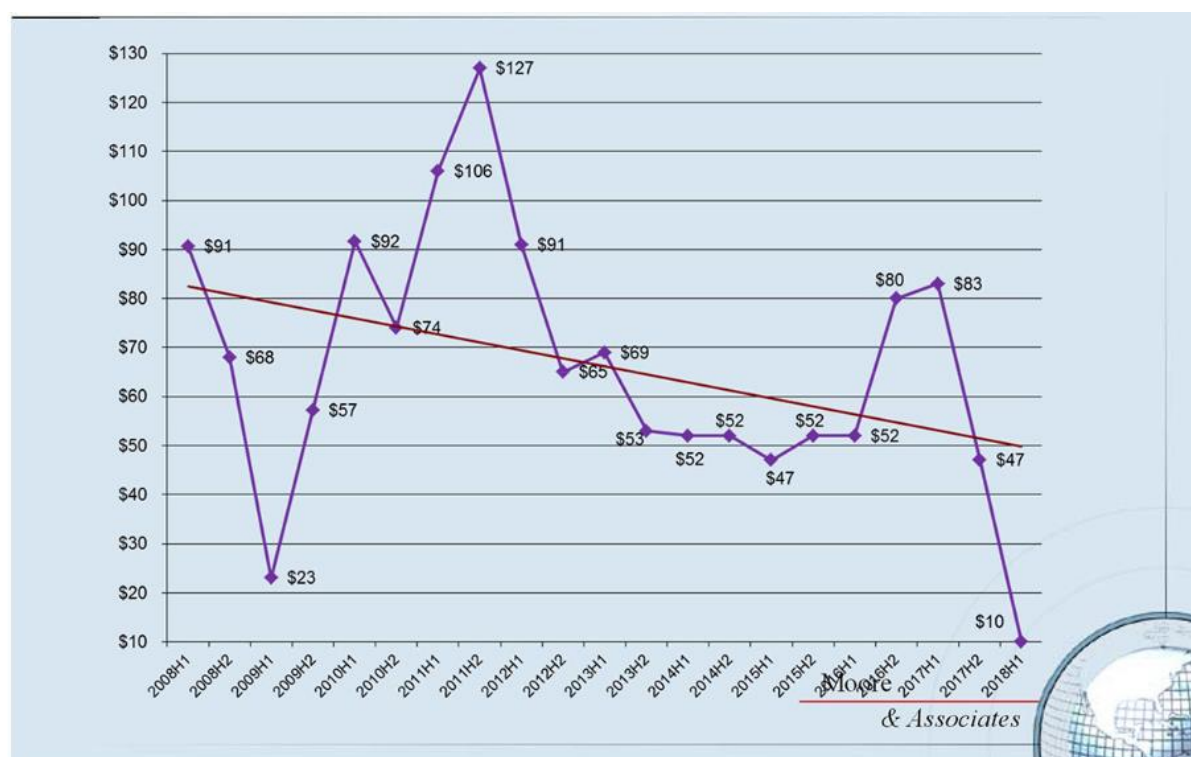
Admin Report - Update on Curbside Recycling Program.docx

Recycling Materials and Markets

Cardboard and Mixed Paper

The biggest impact of new policy from China has been the disruption of recovered paper fibre markets, which constitutes the largest amount of marketed material by weight in most curbside programs. In the last year, the average price per tonne for cardboard has declined by up to 45%, and for mixed paper by close to 200%. An Industry Post-consumer Pricing Index had mixed paper at an average low of \$1.56 per ton, down from \$71 per ton one year ago¹. Figure 1 shows US industry trends from 2008 to 2018.

Figure 1: US Average Mixed Paper Prices (Baled - \$/ton)²



Plastic

Due to low oil prices, market prices for plastics have fallen significantly as using virgin materials has become consistently more cost-effective than sorting and processing recycled material. The only plastic with value as of June, 2018, was HDPE (Plastic 2)³.

¹ Resource Recycling . (2018, August 14). *The latest pricing for baled paper and plastics*: <https://resource-recycling.com/recycling/2018/08/14/the-latest-pricing-for-baled-paper-and-plastics/>

² Waste 360. (2018, July 26). *The Current State of Recovered Paper Markets*: <https://www.waste360.com/financials/current-state-recovered-paper-markets>

³ Recycling Council of Alberta. (2018, June <https://recycle.ab.ca/resources/market-updates/>). RCA.

Plastic film and black plastic are the lowest value commodity plastic items. Issues and information about the decision to remove plastic film from Saskatoon's recycling program are further described in Attachment 3. Black plastic comprises about 0.25% of the material stream. It is currently being landfilled due to no viable recycling options. A decision on whether to continue to include this material as an acceptable item will be considered at the end of the current contract term with Loraas. As is shown in the table below, most municipalities have not removed black plastic from their programs as the education effort is not worth the small amount that is received.

Table 1: Municipal Scan of Acceptable Material in Curbside Programs:

	Glass	Plastic Bags and Film	Black Plastic	Contamination Rate ⁴
Saskatoon	Yes	No*	Yes	10%
Regina	Yes	No	Yes	11%
Winnipeg	Yes	No	Yes	13%
Calgary	Yes	Yes	Yes	13%
Strathcona County	No	No**	Yes	
Toronto	Yes	Yes	No	26%

* Removed from program on April 1, 2018

**Taking effect on September 10

Saskatoon Curbside Recycling Material Characterization

Table 2 shows a breakdown by material of tonnages in the curbside recycling program from 2013 to 2017. Contamination is defined as non-recyclable material (such as garbage) placed in the recycling cart by the resident. Residual materials are recyclable but cannot be captured during the sorting process, often because they are too small. As shown, paper and cardboard make up over 70% of total material.

⁴ Chung, E. (2018, April <https://www.cbc.ca/news/technology/recycling-contamination-1.4606893>). CBC News.

Table 2: City of Saskatoon – Curbside Recycling Material Breakdown
(Using program characterization information from 2013 to 2017)

Material	Percent % (by weight)
Cardboard and Paper Total Newspaper (26.5%) Cardboard (21%) Mixed paper (25.8%)	73.3%
Metal Total Tin (1.85%) Aluminum (0.30%)	2.2%
Plastic 1-7 Total Plastic 1 (1.47%) Plastic 2 (1.85%) Plastic (Mixed) 3, 4, 5, 6, 7 (1.56%) Plastic Film (1.77%)	6.7%
Beverage Deposit	1.5%
Glass Total Unbroken glass (0.6%) Broken glass Total (3.3%)	3.9%
Contamination	8%
Residuals	4.4%
Total	100%

Recycling Processing Costs

In the agreement with Loraas for residential curbside recycling, charges are broken down into processing and collection, as shown in Table 1. Loraas has indicated that the cost of collections has remained stable over the last 5 years while the cost of processing has increased significantly due to market changes discussed elsewhere in this report as commodity revenues no longer offset the costs as they did when the contract was established. This trend has been seen across North America. It can be expected that when a new contract is signed, contract costs will increase significantly.

Table 1: Contract costs for the curbside recycling program

Year	Collection	Processing	Total	Processing Cost as % of Total
2013*	\$1,653,344.63	\$770,182.41	\$2,423,527.04	32%
2014	\$2,106,884.86	\$1,010,006.26	\$3,116,891.12	32%
2015	\$2,217,122.60	\$1,063,722.38	\$3,280,844.98	32%
2016	\$2,320,936.77	\$1,123,539.07	\$3,444,475.84	33%
2017	\$2,425,507.37	\$1,184,809.04	\$3,610,316.41	33%
2018**	\$2,537,615.79	\$1,251,135.12	\$3,788,750.91	33%
2019**	\$2,758,339.09	\$1,321,004.43	\$4,079,343.52	32%

* Note: deployment year

** Estimate

Table 2: Residential Curbside Recycling Fees

Monthly Recycling Fees (2017)	\$5.39
Processing cost	\$1.41
Collection cost	\$2.915
Administration cost	\$1.06

Spring Communication Campaign – Plastic Film

Background

In April 2018, plastic film was removed as an acceptable item in City of Saskatoon (City) recycling programs. Due to low oil prices, markets for plastics have diminished, since using virgin materials is currently more cost-effective than sorting and processing recycled material. In addition, China's new standards on imported materials has had a significant impact on recycling programs internationally, resulting in fewer market options and a demand for higher quality material.

While plastic film represents a small percentage of the total material being collected through the City's recycling programs; its negative impact on the recycling process as a result of the changing recycling market is two-fold. First, there are currently no markets for plastic film, resulting in the landfilling of this material. Second, plastic film can contaminate other recoverable products, namely paper, and reduce marketability. The City worked closely with its recycling service providers to develop a spring campaign to inform residents of the change to the program.

Spring Campaign – Plastic Film

A variety of communication channels include:

- social media (organic posts and paid ads),
- updated information and a Frequently Asked Questions (FAQ) page on our webpage,
- Waste Wizard and Recollect app,
- radio ads (30 second ads that played for 1 month on multiple local stations),
- printed utility bill stuffers, as well as a digital version for those who subscribe to e-bill,
- news segment on Global Morning News,
- billboards throughout the city,
- print posters and door hangers created for multi-units as well as new decals for their bins.

Total Impressions for the eight ads used in the campaign was 184,709. The approximate cost was \$0.02/Impression.

Figure 1: Sample social Media Post

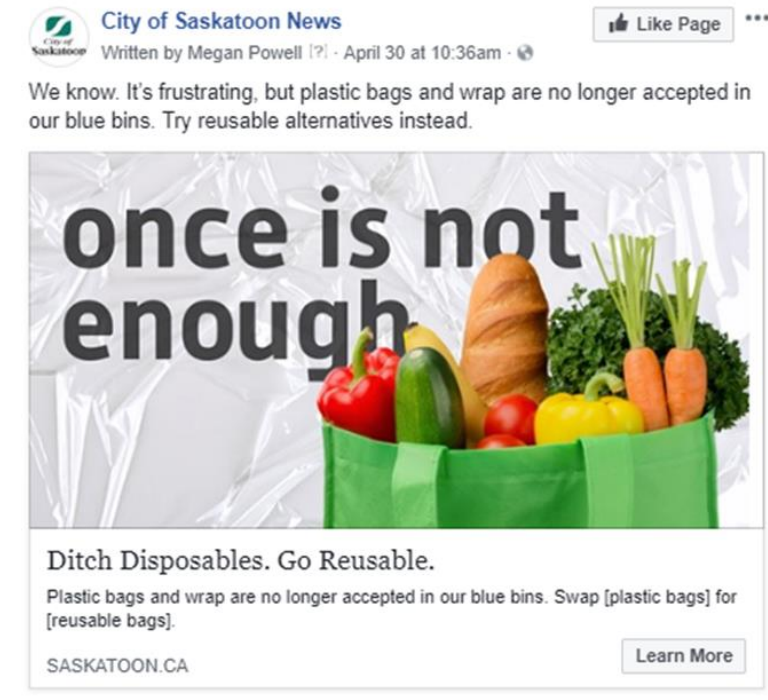
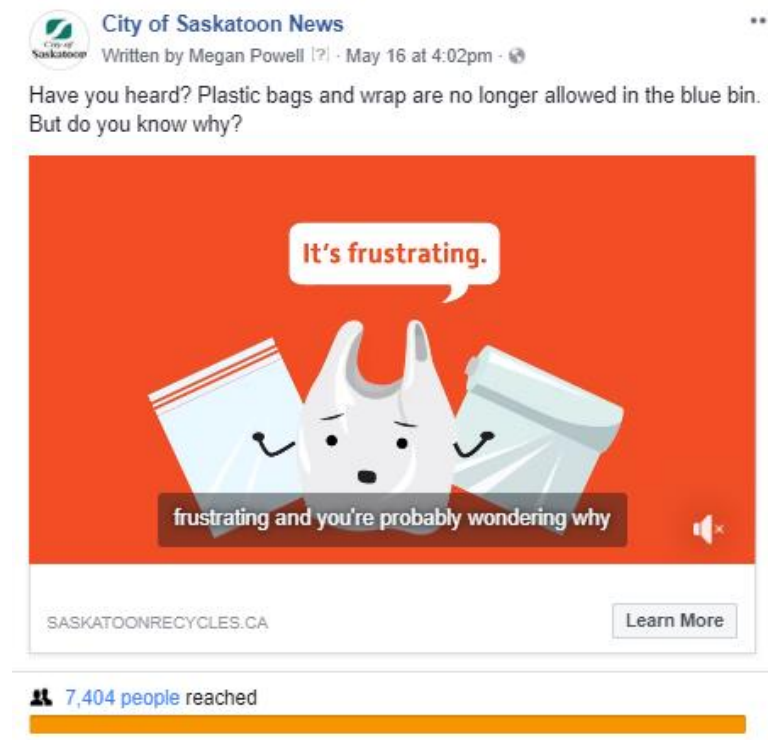


Figure 2: Sample Social Media Post – Video



Waste Diversion Planning and the Road to Zero Waste

In order to begin moving toward the waste diversion target of 70% by 2023, the Administration has been working on a Waste Diversion Plan which will provide a long-term roadmap for the City of Saskatoon's (City) waste management programs and guide future policies and initiatives. Most of the waste diversion initiatives that the City has focused on to date have been aimed at downstream material and recycling material.

Figure 1: 5R Waste Prevention Hierarchy



In the traditional waste management system, materials move through a linear “make-use - dispose” process where they are manufactured from raw resources, consumed and ultimately sent to landfill. In 2016, the City conducted a waste characterization study of the materials that all sectors were sending to landfill. It found that 16.6% of landfilled waste was made up of paper, plastics, metal or glass that was recyclable, but another 18.6% of waste was made up of paper, plastic, metal or glass that was non-recyclable. To address unrecyclable materials that are landfilled and to get to the next phase of waste diversion, the City needs to begin work on policies and programs that influence upstream behaviour and look at reducing and reusing.

Case Study: Vancouver Zero Waste 2040 and Single-use Item Strategy

City of Vancouver recently adopted a strategic policy framework called Zero Waste 2040. The plan includes forward looking policies and actions to help stimulate, support, and allow Vancouver to become a zero waste community where:

- Residents and businesses value materials as finite resources.
- Consumption of resources is reduced to the fullest extent possible.
- Resources that must be used are kept in a circular economy.
- Community networks involve robust sharing, reuse, and recycling systems.
- Actions to achieve zero waste result in co-benefits to the environment, the economy, and Vancouver.

Through this lens, Vancouver recently launched the Single-use item strategy that includes:

- Plastic and paper bags
- Polystyrene cups and take-out containers
- Disposable cups
- Take-out containers
- Straws and utensils

As much as possible, the strategy is designed to shift societal norms to support lasting behaviour change. Bylaw changes that are accompanied by supportive actions to help affected stakeholders with the transition to zero waste are key components of the plan.

City of Saskatoon and Zero Waste

As part of the next phase of development for the Waste Diversion Plan, the Administration is going to begin work on aligning future program and policy decisions with a zero waste framework. This is consistent with the City's membership in the National Zero Waste Council and the Strategic Plan update that will measure success through a reduction in the amount of solid waste per household. Key components that the Administration are looking at includes ways to reduce or eliminate single use items, food waste reduction and reclamation, and leading through example through sustainable procurement policies.

The public engagements on waste for the curbside and multi-unit residential sectors indicates interest in zero waste initiatives. For example, curbside residents were asked in an open ended format for ideas for how Saskatoon could reach the target of 70% waste diversion. In the survey, restricting or banning single-use items was the 8th most suggested idea, with suggested items including plastic bags, takeout containers, straws, and Styrofoam. Similarly, in multi-unit residential engagement, the most suggested idea for diversion was addressing plastic bags, with many urging a ban and some extending it to other single use items such as straws, plastic packaging/takeout containers, and Styrofoam.

The next steps include launching an ICI (Industrial, Commercial, and Institutional) sector engagement in the fall that, in addition to looking at city-wide recycling and organics programs, will consider source reduction and local diversion options for single-use items such as plastic film. The intention of the engagement is to work with businesses and organizations to help develop strategies that will move Saskatoon closer to a zero waste city. The Administration will also use the next Waste Behaviour and Awareness Survey in 2019 to get statistically significant resident opinions on potential zero waste policies and programs, including ways to reduce or eliminate single use items from landfilled waste.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Geospatial Governance and Strategy Roadmap – Consulting Services – Award of Request for Proposal

Recommendation of the Committee

1. That the proposal submitted by ESRI Canada for consulting services for Geospatial Governance and Strategy Roadmap, at an estimated cost of \$151,500 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

Geospatial Governance and Strategy Roadmap - Consulting Services - Award of Request for Proposal

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Service recommend to City Council:

1. That the proposal submitted by ESRI Canada for consulting services for Geospatial Governance and Strategy Roadmap, at an estimated cost of \$151,500 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council approval to award the Request for Proposals (RFP) for Geospatial Governance and Strategy Roadmap consulting services to ESRI Canada.

Report Highlights

1. An RFP was issued for the procurement of consulting services to develop Geospatial Governance and Strategy Roadmap.
2. The RFP was issued on July 9, 2018, on SaskTenders, and closed on August 8, 2018.
3. One proposal was received and the Administration recommends awarding the RFP for Geospatial Governance and Strategy Roadmap consulting services to ESRI Canada, the Preferred Proponent.

Strategic Goal

This report supports the long-term strategy to ensure that the City of Saskatoon (City) is leveraging technology and emerging trends to reach its goals, serving citizens and maximizing the use of geospatial data and services under the Strategic Goal of Continuous Improvement.

Background

There has been considerable changes to the geospatial landscape since the City conducted its last strategy session 18 years ago. New trends have emerged to respond to growing demands of citizens such as the Internet of Things (IoT), Smarter Cities and Open Data. The corporation is also engaged in several new initiatives, such as Enterprise Resource Planning (ERP), Enterprise Asset Management (EAM), Intelligent Transportation and Customer Relationship Management (311) in order to standardize our business practices and provide seamless response and service to citizens.

The demand from citizens and other external agencies is for the City to provide more access to real-time information and provide mobile options that are easy to use in order to gain access to services provided by the corporation.

The newer technologies provide a major opportunity for the City to improve efficiencies and respond to citizen's growing demands.

The outcome of the Geospatial Governance and Strategy Roadmap project will provide a shared vision, strategy, governance structure and operating model to optimize the City's investment in geospatial implementations.

The study will include an assessment and gap analysis followed by recommendations, including a roadmap for implementation to meet the City's short-term priorities and long-term strategic goals.

Report

Award of RFP

On July 9, 2018, an RFP was advertised on the SaskTenders website for Geospatial Governance and Strategy Roadmap consulting services. The RFP closed on August 8, 2018.

A proposal was received from one company:

- ESRI Canada (Winnipeg, MB)

The Evaluation Committee consisted of six staff comprised of individuals from Water & Waste Stream, Major Projects & Asset Preservation, Transportation, Saskatoon Light & Power, and Information Technology divisions. The proposals were evaluated according to the following criteria as outlined in the RFP:

- 10 points - Completeness and Quality of Proposal
- 15 points - Timelines/Deliverables
- 15 points - Price Schedule
- 25 points - Company Profile, Experience and Qualification
- 35 points - Methodology and Implementation Approach

Preferred Proponent

Upon evaluation of the proposal submitted, the Evaluation Committee determined that the proposal submitted by ESRI Canada met the RFP requirements. The Administration is, therefore, recommending that the City enter into a contract with ESRI Canada at an estimated cost of \$151,500 for consulting services to develop Geospatial Governance and Strategy Roadmap.

Options to the Recommendation

One option is not to carry out the strategic study. However, this is not recommended as the strategy will provide shared vision, strategy, governance structure and operating

model to optimise the City's investment in geospatial and achieve the overall goals to be the best managed, smarter City.

This work cannot be performed in-house as the City does not have the required experience nor expertise.

Public and/or Stakeholder Involvement

All the users of geospatial data in the Corporation will participate in this study, as well as selected external stakeholders that are sample representatives of organizations with whom the City exchanges geospatial data.

Communication Plan

A communication plan will be developed to inform stakeholders are informed and share opportunities to participate in this study.

Financial Implications

There is sufficient funding available in Capital Project #2516 - CP – Developing Enterprise Management Strategies for the cost of the contract.

The net cost to the City for consulting services as submitted by ERIS Canada is as follows:

Base Fees	\$151,500
GST	<u>\$ 7,575</u>
Sub-Total	\$159,075
GST Rebate	<u>\$ (7,575)</u>
Total Net Cost to the City	<u>\$151,500</u>

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report will be provided on the completion of the strategic study in Q3, 2019.

Public Notice

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

Report Approval

Written by: Amin Ahmed, Project Manager

Reviewed by: Paul Ottmann, Director of Information Technology
Angela Gardiner, A/General Manager, Transportation & Utilities Dept.

Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

City of Saskatoon Joins the Local Internet Exchange

Recommendation of the Committee

1. That the City of Saskatoon join the Saskatoon Internet Exchange as a non-profit member; and
2. That a member of Administration, as determined by the City Manager, be permitted to serve on the Board of Directors for the Saskatoon Internet Exchange.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

City of Saskatoon Joins the Local Internet Exchange

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the City of Saskatoon join the Saskatoon Internet Exchange as a non-profit member; and
2. That a member of Administration, as determined by the City Manager, be permitted to serve on the Board of Directors for the Saskatoon Internet Exchange.

Topic and Purpose

The City of Saskatoon has been invited to join the Saskatoon Internet Exchange (YXEIX), a not-for-profit internet exchange that allows peers to connect with other companies. The purpose of this report is to update City Council and to seek City Council's approval to join this initiative as a member and serve on the Board of Directors.

Report Highlights

YXEIX provides, on a not-for-profit basis, an electronic infrastructure to exchange Saskatchewan-based internet traffic. This will increase the transfer speed of internet communications between Saskatchewan companies, neighbors and family members, resulting in better internet experience for City employees, enterprises that are part of this initiative and citizens accessing the City's web services.

Strategic Goals

Under the Strategic Goal of Continuous Improvement, this report supports the long-term strategies of providing services by improving the City's internet connection. This report also supports the Asset and Financial Sustainability goals by mitigating risks by providing a redundant internet connection.

Background

An Internet Exchange is a hub where independent networks can interconnect directly to one another via the exchange, rather than through one or more third-party networks. This provides high-bandwidth at a lower cost and low-latency access compared to traditional transit.

Network latency is defined as the time it takes for the data to travel through the network; shorter the distance, faster the data transfer. Direct interconnection of two organizations located in the same city avoids the need for data to travel to other cities (potentially on other continents) to get from one network to another, thus reducing latency. For example: If Microsoft and the City are part of the same internet exchange, any data transfer between these two organizations will travel locally through the exchange, thereby reducing the latency and improving user experience.

Canada's Internet Exchange network is growing. Governments, universities, content providers like Google and YouTube, Internet Service Providers (ISP) like Shaw, cloud services (Microsoft and Google), and businesses are interconnecting to experience faster, cheaper and more robust internet through mutual peering agreements.

An Internet Exchange can also provide internet redundancy for business continuity: Entities peering at Internet Exchanges can continue to safely operate Internet and email services in the event of a service breakdown with the local ISP.

The organization uses the name YXE as a location specific address and IX simply means Internet Exchange. YXEIX is a non-profit corporation, Saskatoon Internet Exchange, and an organization that joins becomes a member. The members determine who can serve on the Board of Directors. Members are also termed peers. One can cease being a member, or a peer at any time.

Report

Internet Exchanges are well established in a number of Canadian cities including Calgary, Edmonton, Vancouver and Toronto among others. YXEIX is at its infancy and has a limited number of peers at this point. The value of this exchange will grow as well-known organizations like Google, Facebook, Yahoo, Microsoft, Amazon, banks and large local organizations join the local peer group as they have done in other cities. The overall impact of this will be faster services for the City employees that use the services of these organizations as the internet traffic to these organizations will now be routed via YXEIX rather than the internet. As well, it will allow organizations participating in this initiative to access City's internet services more efficiently. In addition to faster speed with low latency, it will also provide a redundancy in case there is a breakdown of services to the primary ISP.

YXEIX does not compete with the ISPs, but instead complements their services to improve local internet performance as no traffic, bandwidth or other services are being sold by YXEIX. Therefore, this agreement will not impact the existing agreement with the City's current ISP SaskTel, but will complement it. As well, the City has asked SaskTel and Shaw to peer with the City directly. This will allow customers of these two ISPs to have a direct connection to Saskatoon.ca and eliminating the need for the data to leave Saskatchewan, thereby improving the user experience by reducing latency and providing faster response times.

YXEIX will improve the overall technology posture of the Province and the Administration is proud to support this initiative by agreeing to host an exchange node in its data center as part of the City's long standing tradition of supporting local innovation. (A node is a switch for directing/transferring internet traffic and data, interconnected together to form the Exchange). The City has also volunteered the expertise of Jazz Pabla, IT Technology Infrastructure Manager, to serve on the Board of Directors to support and grow this initiative.

Options to the Recommendation

The option is to unsubscribe to this service. However, that is not recommended as the City has a long history of supporting local innovation and will miss the opportunity to improve its internet services.

Communication Plan

A Communication Plan will be developed at a later stage if required.

Financial Implications

The cost of joining this initiative is \$1,200 per annum. Funding is available within the Information Technology's operating budget for this initiative.

Other Considerations/Implications

There are no public and/or stakeholder involvement, policy, environmental, privacy or CPTED implications or consideration.

Due Date for Follow-up and/or Project Completion

None required.

Public Notice

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

Report Approval

Written by:	Amin Ahmed, Project Manager Jazz Pabla, Technology Infrastructure Manager
Reviewed by:	Paul Ottmann, Director of Information Technology
Approved by:	Dan Willems, A/General Manager, Corporate Performance Dept.

Admin Report - City of Saskatoon Joins the Local Internet Exchange.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Renewal of Microsoft Licenses – Sole Source

Recommendation of the Committee

1. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Direct Server and Cloud Enrollment for the total cost of \$879,281.28 (plus applicable taxes);
2. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Enterprise Enrollment for the total cost of \$4,163,846.04 (plus applicable taxes); and
3. That Purchasing Services issue the appropriate purchase order.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

Renewal of Microsoft Licenses – Sole Source

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Direct Server and Cloud Enrollment for the total cost of \$879,281.28 (plus applicable taxes);
2. That the City enter into a sole source agreement with Microsoft for a three-year license renewal for Microsoft Enterprise Enrollment for the total cost of \$4,163,846.04 (plus applicable taxes); and
3. That Purchasing Services issue the appropriate purchase order.

Topic and Purpose

The purpose of this report is to obtain City Council approval to renew two Microsoft software licenses (Microsoft Direct Server and Cloud Enrollment (SCE) and Microsoft Enterprise Enrollment (EA)). This renewal is required to ensure that the City of Saskatoon (City) does not infringe on Microsoft licensing agreements.

Report Highlights

1. The City is heavily invested in Microsoft software for end-user computing including desktops and laptops as well as for most of the City's server infrastructure.
2. The renewal of the Microsoft software licenses is required to allow the City to continue using these products.

The license will be renewed for a period of three years.

Strategic Goals

This report supports the Strategic Goal of Asset and Financial Sustainability by mitigating risks of infringing licensing agreement for software that is critical for the operations of the City.

Background

The City has a long history of using Microsoft software for end-user computing on desktops and laptops. As well, Microsoft products are used to run and manage the servers, databases and cloud infrastructure. Over the years, the City has invested significant effort in Microsoft technologies including end-user training, technical skills and knowledge to support the City's IT infrastructure. In addition, the City has a number of management tools and processes to support this environment. Therefore, changing the City's current set of software tools would represent a significant effort for both business and IT.

The current contract with Microsoft is set to expire and requires a renewal for the City to continue the use the software. The City can only purchase the licenses from Microsoft as they have sole copyrights to their software.

Report

The two products that are due for license renewal are:

1. Microsoft Direct Server and Cloud Enrollment (SCE)
 - This products relates to running and managing the City's core IT infrastructure that includes servers, databases and cloud service.
2. Microsoft Enterprise Enrollment (EA)
 - This software includes the Windows operating system required for the City's 2,500 plus desktops and laptops as well as Microsoft Office products such as Word, Excel, etc.

The license renewal includes technical support for the products.

Microsoft licenses must be contracted through Microsoft. In conjunction with the Solicitor's Office, IT has negotiated a three-year license renewal for these products that offers the best value for the City.

Options to the Recommendation

Committee has the option not to renew the license agreements with Microsoft. The Administration did not recommend this option as:

- Use of Microsoft software without a valid licensing agreement will be infringing on Microsoft's copyright.
- Changing the current technology would represent significant effort of time and resources for both the business and IT.

The alternative of renewing the license annually rather than for a three-year period was considered. However, this will result in an increase in the licensing and administrative costs. Since the City plans to continue using Microsoft products for the foreseeable future, negotiating annual renewals does not offer any benefits.

Policy Implications

This matter is coming to City Council as the contract is a sole-source award in excess of \$75,000.00, and meets the relevant criteria for a sole-source award set out in Policy C02-030 – Purchase of Goods, Services and Work. In this case, Microsoft has proprietary rights in the software that is deployed and is only available from this single vendor.

Financial Implications

The estimated cost of the two licenses for three years are:

Renewal of Microsoft Licenses – Sole Source

1. Microsoft Direct Server and Cloud Enrollment: \$293,093.76 per year for a total of \$879,281.28 for three years.
2. Microsoft Enterprise Enrollment: \$1,387,948.68 per year for a total of \$4,163,846.04 for three years.

Total annual license renewal cost	\$1,681,042.44
GST	<u>84,052.12</u>
Total Cost	\$1,765,094.56
Less GST Rebate	<u>(84,052.12)</u>
Net Costs per annum	\$1,681,042.44

Total Costs for Three Years	<u>\$5,043,127.32</u>
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The annual licensing costs are budgeted within the required programs across the organization.

Other Considerations/Implications

There are no public and/or stakeholder involvement, communications, environmental, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

None required.

Public Notice

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

Report Approval

Written by: Amin Ahmed, Project Manager
Reviewed by: Paul Ottmann, Director of Information Technology
Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.

Admin Report - Renewal of Microsoft Licenses – Sole Source.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Request for Sanitary Sewer Charge Exemption – Cindercrete Mining Supplies Ltd.

Recommendation of the Committee

1. That the request for sanitary sewer charge exemption for Cindercrete Mining Supplies Ltd., 605 C Avenue P South, Saskatoon, Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above applicant's Utility Bill for water meter #20126718, retroactive to the date the second water meter was installed, June 27, 2018.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Transportation and Utilities dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Transportation and Utilities.

Request for Sanitary Sewer Charge Exemption – Cindercrete Products Ltd.

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the request for sanitary sewer charge exemption for Cindercrete Products Ltd., 605 Avenue P South, Saskatoon, Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above applicant's Utility Bill for water meter #20092752, retroactive to the date the second water meter was installed, June 27, 2018.

Topic and Purpose

The purpose of this report is to obtain City Council approval for a sanitary sewer charge exemption.

Report Highlights

1. A request for sanitary sewer charge exemption was received from Cindercrete Products Ltd. on April 26, 2018.
2. On-site investigation by Saskatoon Water Meter Shop staff confirmed a dedicated water source not returning to the sewer system.
3. The application complies with Bylaw No. 9466, The Sewage Use Bylaw, 2017.

Strategic Goal

This report supports the Strategic Goal of Economic Diversity and Prosperity by creating a business-friendly environment where the economy is diverse and builds on the city and region's competitive strengths and by establishing fees and permits that are competitive with other jurisdictions.

Background

Customers that have a dedicated water service connection to provide water that does not return to the sanitary sewer system may apply for a sanitary sewer charge exemption, as per Bylaw No. 9466, The Sewage Use Bylaw, 2017, which states:

“Adjustment for Water Not Discharged to Sanitary Sewer System

60. (1) If a substantial portion of the water purchased by a person is not discharged to the sanitary sewer system, the person may apply to the City for an appropriate adjustment in the sewer service charge.”

Report

Exemption Request

The Administration has received a request from Cindercrete Products Ltd. for an exemption from the sanitary sewer charge on their Utility Bill. An investigation by Saskatoon Water Meter Shop staff determined that in order to ensure the dedicated water source was not returning to the sewer system, a second metered water service line needed to be installed feeding all water requirements, except for the production. Saskatoon Water Meter Shop staff have confirmed that the secondary line has been installed as required. Water meter #20092752 is metering water that is exclusively servicing the production area and therefore is not discharging to the sanitary sewer system. The Administration recommends that Cindercrete Products Ltd. receive an exemption from the sanitary sewer charge for water meter #20092752, retroactive to the date the secondary water meter was installed, June 27, 2018.

Bylaw Compliance

The request for a sanitary sewer charge exemption from Cindercrete Products Ltd. complies with Bylaw No. 9466, The Sewer Use Bylaw, 2017, which allows for a sewer service charge adjustment where a substantial portion of the water purchased by a customer is not returned to the sanitary sewer system of the City.

Financial Implications

There will be a minimal impact on the Wastewater Revenue.

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Upon approval, the sanitary sewer charge exemption will be effective June 27, 2018.

Public Notice

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

Report Approval

Written by:	Fred Goodman, Meter Shop Superintendent, Saskatoon Water
Reviewed by:	Reid Corbett, Director of Saskatoon Water
Approved by:	Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS FG - Request for Sanitary Sewer Charge Exemption – Cindercrete Products Ltd. docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Request for Sanitary Sewer Charge Exemption – Cindercrete Products Ltd.

Recommendation of the Committee

1. That the request for sanitary sewer charge exemption for Cindercrete Products Ltd., 605 Avenue P South, Saskatoon Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above applicant's Utility Bill for water meter #20092752, retroactive to the date the second water meter was installed, June 27, 2018.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Transportation and Utilities dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Transportation and Utilities.

Request for Sanitary Sewer Charge Exemption – Cindercrete Mining Supplies Ltd.

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the request for sanitary sewer charge exemption for Cindercrete Mining Supplies Ltd., 605 C Avenue P South, Saskatoon, Saskatchewan, be approved; and
2. That the Director of Corporate Revenue be requested to remove the sanitary sewer charge from the above applicant's Utility Bill for water meter #20126718, retroactive to the date the second water meter was installed, June 27, 2018.

Topic and Purpose

The purpose of this report is to obtain City Council approval for a sanitary sewer charge exemption.

Report Highlights

1. A request for sanitary sewer charge exemption was received from Cindercrete Mining Supplies Ltd. on April 26, 2018.
2. On-site investigation by Saskatoon Water Meter Shop staff confirmed a dedicated water source not returning to the sewer system.
3. The application complies with Bylaw No. 9466, The Sewage Use Bylaw, 2017.

Strategic Goal

This report supports the Strategic Goal of Economic Diversity and Prosperity by creating a business-friendly environment where the economy is diverse and builds on the city and region's competitive strength and by establishing fees and permits that are competitive with other jurisdictions.

Background

Customers that have a dedicated water service connection to provide water that does not return to the sanitary sewer system may apply for a sanitary sewer charge exemption, as per Bylaw No. 9466, The Sewage Use Bylaw, 2017, which states:

"Adjustment for Water Not Discharged to Sanitary Sewer System

60. (1) If a substantial portion of the water purchased by a person is not discharged to the sanitary sewer system, the person may apply to the City for an appropriate adjustment in the sewer service charge."

Report

Exemption Request

The Administration has received a request from Cindercrete Mining Supplies Ltd. for an exemption from the sanitary sewer charge on their Utility Bill. An investigation by Saskatoon Water Meter Shop staff determined that in order to ensure a dedicated water source was not returning to the sewer system, a second metered water service line needed to be installed feeding all water requirements, except for the production. Saskatoon Water Meter Shop staff have confirmed that the secondary line has been installed as required. Water meter #20126718 is metering water that is exclusively servicing the production area and therefore is not discharging to the sanitary sewer system. The Administration recommends that Cindercrete Mining Supplies Ltd. receive an exemption from the sanitary sewer charge for water meter #20126718, retroactive to the date the secondary water meter was installed, June 27, 2018.

Bylaw Compliance

The request for a sanitary sewer charge exemption from Cindercrete Mining Supplies Ltd. complies with Bylaw No. 9466, The Sewer Use Bylaw, 2017, which allows for a sewer service charge adjustment where a substantial portion of the water purchased by a customer is not returned to the sanitary sewer system of the City.

Financial Implications

There will be a minimal impact on the Wastewater Revenue.

Other Considerations/Implications

There are no options, public and/or stakeholder involvement, communication, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Upon approval, the sanitary sewer charge exemption will be effective June 27, 2018.

Public Notice

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

Report Approval

Written by:	Fred Goodman, Meter Shop Superintendent, Saskatoon Water
Reviewed by:	Reid Corbett, Director of Saskatoon Water
Approved by:	Angela Gardiner, Acting General Manager, Transportation & Utilities Department

EUCS FG - Request for Sanitary Sewer Charge Exemption – Cindercrete Mining Supplies Ltd..docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Smart Grid Control System – Outage Management System – Award of Contract

Recommendation of the Committee

1. That the proposal submitted by Survalent Technology Corporation for supply of an Outage Management System, including a five-year software maintenance period at a total estimated cost of \$379,986.30 (including GST and PST) be approved; and
2. That Purchasing Services issue the appropriate Purchase Order.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

Smart Grid Control System – Outage Management System – Award of Contract

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the proposal submitted by Survalent Technology Corporation for supply of an Outage Management System, including a five-year software maintenance period at a total estimated cost of \$379,986.30 (including GST and PST) be approved; and
2. That Purchasing Services issue the appropriate Purchase Order.

Topic and Purpose

The purpose of this report is to request City Council approval to enter into a contract with Survalent Technology Corporation (Survalent) for the supply of an Outage Management System (OMS) with the inclusion of a five-year software maintenance period.

Report Highlights

1. With the implementation of an OMS, response times for power outage restoration would be improved as the system would be utilizing real-time data obtained from smart meters to detect outages.
2. The OMS would provide systematic coordination and management of power outages, pooling information from multiple sources and helping to assess and coordinate outage restoration. This is critical during wide-spread system events such as major storms.
3. The OMS would enhance communication both externally to customers and internally to staff by providing clear and coordinated map-based power outage notifications, alerts, and restoration updates.
4. When the Smart Grid Control System was purchased from Survalent in 2016, the system's ability to integrate with both existing and future applications was considered. Implementing the OMS from Survalent leverages work already completed to integrate systems at Saskatoon Light & Power (SL&P).

Strategic Goals

This report supports the long-term strategy to leverage technology and emerging trends under the Strategic Goal of Continuous Improvement. Through the addition of an OMS to the Smart Grid Control System, SL&P can reduce power outage times which supports the long-term strategy to enhance public safety under the Strategic Goal of Quality of Life.

Background

A new Smart Grid Control System was purchased from Survalent in 2016 to build a smarter energy infrastructure and an advanced energy delivery system. The contract with Survalent outlined four phases:

- Phase 1: Install and implement the new control system software and hardware;
- Phase 2: Build connections to integrate Geographic Information System/Advanced Metering Infrastructure data;
- Phase 3: Implement dispatch and control optimizations; and
- Phase 4: Implement outage management.

City Council initially approved the first two phases of this project. The Smart Grid Control System is fully implemented and operational. The system has been integrated with information from the utility's Geographic Information System and the Advanced Metering Infrastructure system that collects data from smart meters.

SL&P is recommending that Phase 4 be implemented next due to the significant benefits that will be realized for customers during power outages. Once this work has been completed, SL&P will bring a further report to City Council to recommend the implementation of Phase 3, which involves optimizing the distribution system to improve voltage control and reduce energy losses.

Report

SL&P has achieved a reliability over the last ten years that meets or exceeds the Canadian Electricity Association average for urban utilities. There are approximately 130 unplanned power outages that occur annually with an average duration of 120 minutes.

Power Outage Response Times

Currently, 30% of unplanned power outages result in a system-generated alarm at the System Control Centre. For the remaining 70% of unplanned outages, the utility relies on phone calls from affected customers to provide notification of the outage. This creates an initial lag affecting restoration times.

The recently installed Smart Grid Control System integrates data received from smart meters and other smart devices installed along the distribution system. Investment in this technology has positioned SL&P to move forward with the implementation of the OMS phase of the project.

The OMS provides a framework to verify and track reported outages by receiving digital signals from the meters indicating that an outage has occurred. Utilizing this information in combination with the Geographic Information System allows a map to be automatically generated defining the affected area. This shortens response times and speeds up restoration efforts.

Other electric utilities who have implemented an OMS have indicated that their reliability metrics were worse in the first year as it was discovered that not all outages were

officially recorded and estimates of the numbers of customers affected were conservative. It is anticipated that the implementation of an OMS for SL&P would reveal a similar impact on reliability metrics in the short-term.

Power Outage Coordination and Management

During larger system events such as major wind storms, it is common for multiple power outages to occur simultaneously. These events can generate over 1,000 phone calls with reports of broken tree limbs on lines or other concerns from customers. SL&P is currently not able to automatically relate trouble calls or prioritize incident responses. The coordination of crew dispatch is done manually with limited ability to efficiently track the effectiveness of restoration efforts and resolution to customer concerns.

The OMS is designed to:

- Pool outage and trouble calls from all available sources;
- Assess priority;
- Coordinate the dispatch of crews;
- Generate management and reporting tools that can be used internally to share dashboard views of various key performance indicators;
- Verify restoration efforts by re-checking Advanced Metering Infrastructure information to confirm the power has been restored to all customers; and
- Record and review outage events to determine ‘weak spots’ in the system and plan for remediation.

Power Outage Communication

One of the key features of an OMS is its ability to communicate power outage information for use by both customers and internal staff.

An OMS uses mapping technology to graphically show the extent of an outage. Maps produced by the OMS can then be displayed on webpages for customers to view. Since the area affected by an outage can be quite irregular in shape, a map is an effective communication tool. The system will also have a variety of other communication options that can be enabled as desired, including the ability to send updates by email, text, and social media. SL&P will work with Service Saskatoon and the Communications division to ensure there is consistency between any options chosen and other corporate service alerts.

Internal staff will also benefit from the OMS by having a shared interface and dashboard to input trouble calls and track progress. SL&P staff can see new trouble calls as they come in and receive outage status updates in real-time.

Integration with Corporate Systems

One of the benefits of implementing the OMS supplied by Survalent will be the seamless integration with the Smart Grid Control System recently installed. The initial selection of the Survalent platform envisioned adding this module onto the system to provide more functionality.

Integration with other corporate systems, including the future Enterprise Resource Planning and Customer Relationship Management systems will be possible. Since the OMS provides functionality specific to the electric utility environment, there will be very little overlap with the functionality of those systems and no wasted investment. Simple integrations with the City's existing Customer Information System, Interactive Voice Response, and Service Alerts can be completed readily and plans are already in-place to integrate with the City's strategy for GPS in vehicles.

Options to the Recommendation

A separate Request for Proposals could be re-issued to purchase the system. This option is not recommended as the integration work completed to date between Survalent and other existing systems would need to be duplicated and therefore would not yield an overall lower price.

The annual software maintenance agreement could be paid under a term less than five years. This option is not recommended as this may result in an overall increased system maintenance cost.

Communication Plan

The initial implementation of the OMS will focus on internal systems and does not require a communication plan. As external communication avenues are enabled, appropriate communication plans will be developed. Service Saskatoon and the Communications division will continue to be consulted prior to implementation of new communication channels to ensure a consistent experience for the citizens.

Financial Implications

The net cost to the City for the services as submitted by Survalent would be as follows:

OMS Software	\$212,125.00
5-Year annual software support	<u>130,205.00</u>
Subtotal	\$342,330.00
GST (5%)	17,116.50
PST (6%)	<u>20,539.80</u>
Total Cost	\$379,986.30
GST rebate (5%)	<u>(17,116.50)</u>
Total Net Cost to the City	\$362,869.80

The current annual maintenance fees for the software will increase with the addition of the OMS module. By entering into a five-year software maintenance agreement, SL&P can option better pricing.

Sufficient funding for the OMS is available in the approved 2017 Capital Project #1018 - SLP-Monitoring System Upgrade (SCADA). Funding for the remaining phase and components is allocated in capital plans for the same project through the end of 2020. The Administration will take the appropriate action at that time to award any additional work.

Sufficient funding also exists within SL&P's 2018 Operating Budget to fund the ongoing software support.

Other Considerations/Implications

There are no public and/or stakeholder involvement, environmental, policy, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Implementation of the OMS is expected to be complete and operational in 2019. Additional phases or components are expected to commence within the following five years.

Long-term plans for SL&P are to continue investing in smart technologies and implement other software modules that further deliver the benefits of the Smart Grid Control System.

Public Notice

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

Report Approval

Written by:	Brendan Lemke, Engineering Manager, Saskatoon Light & Power
Reviewed by:	Trevor Bell, Director of Saskatoon Light & Power
Approved by:	Angela Gardiner, Acting General Manager, Transportation & Utilities Department

Admin Report - Smart Grid Control System – Outage Management System – Award of Contract.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Contract Approval – Hydrovac and Directional Drilling Services

Recommendation of the Committee

1. That the Administration enter into agreement with Klark's Trenching Ltd. for the supply of Hydrovac and Directional Drilling Services at a cost of \$211,713.12 (including taxes); and
2. That Purchasing Services authorize the appropriate purchase order.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Transportation and Utilities dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Transportation and Utilities.

Contract Approval – Hydrovac and Directional Drilling Services

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the Administration enter into agreement with Klark's Trenching Ltd. for the supply of Hydrovac and Directional Drilling Services at a cost of \$211,713.12 (including taxes); and
2. That Purchasing Services authorize the appropriate purchase order.

Topic and Purpose

The purpose of this report is to obtain approval for the supply of Hydrovac and Directional Drilling Services incurred during the construction of various operating and capital projects.

Report Highlights

1. Saskatoon Light & Power (SL&P) contracted Hydrovac Services in June 2017 with three companies: Dirty Devil Hydrovac Services (Dirty Devil); GFL Environmental Inc. (GFL); and Badger Daylighting Ltd. (Badger). SL&P also contracted Dirty Devil for Directional Drilling Services in July 2017.
2. In June and July 2018, the suppliers for both contracts indicated at times that they were not able to supply equipment due to equipment breakdowns and commitments to other customers. To address SL&P's requirements, Klark's Trenching Ltd. (Klark's) assistance was sought on a case by case basis.

Strategic Goal

This report supports the Strategic Goal of Asset & Financial Sustainability by ensuring municipal infrastructure is well maintained and managed to optimize the useful life of the assets.

Background

SL&P does not own Hydrovac and Directional Drilling equipment, therefore relies on contractors to provide this service when projects require this specialized equipment.

Report

Contracts for Hydrovac and Directional Drilling

In June 2017, SL&P entered into separate contracts with three different local companies to provide Hydrovac services: Dirty Devil, GFL, and Badger, the result of a competitive tender indicating that up to three contracts would be issued with each being placed on a call-out list based on submitted pricing.

In July 2017, SL&P also entered into a contract with Dirty Devil for Directional Drilling services. The tender documents indicated that only one contract would be issued.

Contractors Not Available During Call-Outs

In June and July 2018, SL&P had a number of operating and capital projects underway and contacted the approved contractors in accordance with the call-out requirements. The contractors were able to respond occasionally, but there were a number of days in these two months when none of the approved contractors could respond to SL&P's request. It was indicated that either some of their equipment was not working or they had other commitments for other customers. This left SL&P in a very difficult position of needing to complete work on the projects but not having a contractor available to assist.

SL&P contacted Klark's, who responded and carried out the work. Initially, this was intended to be a single occurrence and therefore was within the Administration's authority to procure their services. As the summer progressed the need for Klark's services to backfill the contractors under formal contract became more frequent, therefore City Council's approval is required in order to process payment to Klark's for the work completed to date.

To ensure that adequate contractor capacity is available going forward, SL&P issued a new tender in August 2018 for Directional Drilling and issued contracts to three suppliers instead of only one. Additional contractors on the call-out list will greatly improve response from a contractor when needed. The Hydrovac contract was extended for another year with Dirty Devil and GFL. If additional contractor support is required, procurement will follow the approved policy by obtaining three prices for the work.

Options to the Recommendation

The prices submitted by Klark's for the work completed in June and July are reasonable. As the work is already completed, there are no options to the recommendation at this time.

Financial Implications

There is sufficient funding available in the 2018 SL&P Operating and Capital Budget. These budgets are funded directly by the Utility, therefore this purchase will not affect the mill rate.

The following is a summary of the cost to the City of Saskatoon:

Base Cost	\$190,732.54
PST (6%)	\$ 11,443.95
GST (5%)	<u>\$ 9,536.63</u>
Total Net Cost to the City	\$211,713.12

Other Considerations/Implications

There are no communication, public or stakeholder involvement, policy, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

No further reporting will be necessary as this work is now complete.

Public Notice

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

Report Approval

Written by: Trevor Bell, Director of Saskatoon Light & Power
Approved by: Angela Gardiner, Acting General Manager, Transportation and
Utilities Department
Jeff Jorgenson, City Manager

Admin Report – Contract Approval – Hydrovac and Directional Drilling Services.docx



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Contract Approval – Heavy Grit and Sludge Disposal

Recommendation of the Committee

1. That the Administration enter into an agreement with Loraas Landfill for the disposal of heavy grit and sludge from the City's Biosolids Handling Facility at a cost of \$785,887.99 (including taxes);and
2. That Purchasing Services authorize the appropriate purchase order.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Transportation and Utilities dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Transportation and Utilities.

Contract Approval – Heavy Grit and Sludge Disposal

Recommendation

That the Standing Policy Committee on Environment, Utilities and Corporate Services recommend to City Council:

1. That the Administration enter into an agreement with Loraas Landfill for the disposal of heavy grit and sludge from the City's Biosolids Handling Facility at a cost of \$785,887.99 (including taxes); and
2. That Purchasing Services authorize the appropriate purchase order.

Topic and Purpose

The purpose of this report is to obtain approval to enter into an agreement with Loraas Landfill for disposal fees incurred during the North 40 Biosolids Handling Facility (Biosolids Handling Facility) Cell 28 Relining project.

Report Highlights

1. In April 2018 Engineering Services contracted the construction of a concrete cell liner to Brodsky Construction Inc. through a competitive tender which included the removal of existing heavy grit and sludge.
2. Engineering Services reviewed acceptable landfill options and opted to dispose of the heavy grit and sludge at the Loraas Landfill.

Strategic Goals

This report supports the Strategic Goal of Asset & Financial Sustainability by ensuring municipal infrastructure is well maintained and managed to optimize the useful life of the assets.

Background

The Biosolids Handling Facility is an integral component of the wastewater treatment process. The facility has multiple decant cells that receive grit and sludge from various sources such as the wastewater treatment process, cleaning of the digesters and hydrovac trucks. Once dewatered, the grit must be taken to an approved landfill for disposal. In addition to clay and sand, the grit contains hazardous materials including biohazardous and sharp items.

As part of the WWTP's asset management plan and in order to be in compliance with the Water Security Agency (WSA) Permit to Operate, the Administration has been retrofitting existing cells with concrete liners.

Report

In April 2018 Engineering Services contracted the construction of a concrete cell liner to Brodsky Construction Inc. through a competitive tender in the amount of \$1,058,771.28.

Included in their scope of work was the removal and hauling of an estimated 5000 tonnes of heavy grit and sludge from the existing cell. This cell had been receiving grit for 30 years so the actual volume and moisture content was unknown at the time of tender. The actual amount removed was 7075 tonnes.

There are only two possible local locations that can receive the grit and sludge; the Saskatoon Landfill and the Loraas Landfill. Several factors were considered when determining the appropriate location for disposal including the hauling distance and the ability of the landfill to receive the material. The Loraas Landfill is significantly closer to the North 40 Biosolids Facility than the Saskatoon Landfill by approximately 75%. In addition, the City's Permit to Operate was reviewed to determine the Landfill's ability to accept the material. Based on a combination of permit/guideline, current fill sequencing (options for disposal locations), and operational constraints, the Saskatoon Landfill was unable to receive the partially treated digester grit. Furthermore, the grit and sludge at the Biosolids Handling Facility is not partially treated, therefore, it is more hazardous than the digester grit and unacceptable for the City's Landfill.

An existing annual blanket order for heavy grit and sludge disposal at the Loraas Landfill is in place with the Waste Water Treatment Plant. This led to an oversight whereby the disposal services for the material from the cell lining project were assumed to be pre-arranged when in fact the blanket order that was in place was for a much smaller quantity of material. As a result, landfill disposal fees were not included in the construction contract with Brodsky Construction Inc. but were to be paid to Loraas Landfill directly on a per tonne basis. In consultation with Purchasing Services, City Council approval is required to process payment for disposal services.

In order to determine the appropriate course of action is followed in the future, controls are being put in place to ensure future purchasing of related services is executed according to the Purchasing Policy.

Options to the Recommendation

Considering all factors, Loraas Landfill was the only feasible option for disposal of the material. As the work is already completed and the cost is reasonable, there are no options to the recommendation at this time.

Financial Implications

There is sufficient approved funding in Capital Project #2567 – WWT – Relining Cell place for this expenditure. This capital project is funded by the Wastewater Utility, therefore, this purchase will not affect the mill rate. The following is a summary of the project expenditures:

Budget	\$4,475,000.00
Construction contract	\$1,058,771.28
Loraas Landfill charges	\$ 748,464.75
GST (5%)	<u>\$ 37,423.24</u>
Budget remaining	\$2,630,340.73

Environmental Implications

By utilizing the Loraas Landfill, considerable energy savings were realized due to the landfill's close proximity to the project compared with the Saskatoon Landfill. The hauling distance for the 471 loads of grit would have been over 4 times further (6.3 km as opposed to 27 km) resulting in a considerable increase in Green House Gas emissions.

By disposing of the grit at the Loraas Landfill, landfill airspace was conserved since the disposal of grit would have displaced future domestic waste disposal capacity.

Other Considerations/Implications

There are no options, communication, public or stakeholder involvement, policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

Construction of the liner for cell 28 at the Biosolids Handling Facility was completed in August 2018.

Public Notice

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

Report Approval

Written by:	Lucas Storey, Project Engineer, Saskatoon Water
Reviewed by:	Pam Hamoline, Engineering Services Manager Reid Corbett, Director, Saskatoon Water
Approved by:	Angela Gardiner, Acting General Manager, Transportation and Utilities Department Jeff Jorgenson, City Manager

Admin Report - Contract Approval – Heavy Grit and Sludge Disposal.docx



STANDING POLICY COMMITTEE ON TRANSPORTATION

Traffic Calming Policy

Recommendation of the Committee

That the proposed Traffic Calming Policy be approved.

History

At the September 10, 2018 Standing Policy Committee on Transportation meeting, a report of the A/General Manager, Transportation & Utilities dated September 10, 2018 was considered.

Your Committee also received a PowerPoint presentation from the Administration regarding the matter. Your Committee has requested that the Administration report further on options for the speed component of the technical warrant requirements to deal with the residents' perceptions and geometric design differences of residential streets.

Attachment

1. September 10, 2018 report of the A/General Manager, Transportation & Utilities.
2. September 10, 2018 PowerPoint presentation.

Traffic Calming Policy

Recommendation

That the Standing Policy Committee for Transportation recommend to City Council:
That the proposed Traffic Calming Policy be approved.

Topic and Purpose

The purpose of this report is to request City Council approval of a newly proposed Traffic Calming Policy to replace the existing Neighbourhood Traffic Review (NTR) program upon completion.

Report Highlights

1. The NTR program is expected to wrap up in 2020 after completing all existing residential and industrial neighbourhoods.
2. Traffic calming needs of neighbourhoods that have completed a NTR will be addressed through a citizen-driven process, organized similarly to the Residential Parking Permit program.
3. A proposed Traffic Calming Policy has been drafted as a means to establish a process to address resident concerns with speeding and shortcutting that have not already been addressed through a completed NTR.

Strategic Goal

This report supports the Strategic Goal of Moving Around as it improves the safety of all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

Background

City Council, at its meeting held on August 14, 2013, approved the NTR Program which includes a strategy to review concerns on a neighbourhood-wide basis by engaging the community and stakeholders in identifying specific traffic issues, and developing joint recommendations that address the issues.

Report

The NTR program was designed to involve the community in identifying traffic problems and in selecting solutions. The traffic review and analysis has currently been completed within the NTR program only addresses locations of concern brought forward by the community.

The NTR program is anticipated to continue until 2020 to complete the residential and industrial neighbourhoods (40 completed, 10 underway, and 22 to be completed).

Residents' traffic concerns regarding speeding and shortcutting are typically reviewed and addressed during the NTR for that neighbourhood.

The Administration has received several requests for traffic calming in neighbourhoods that have completed a NTR previously. This may be due to the length of time that has passed since the NTR was completed or due to changes in the neighbourhood that could have affected the traffic patterns since the NTR was completed.

This Traffic Calming Policy (Attachment 1) has been developed to provide residents with an ongoing mechanism to address neighbourhood traffic safety concerns once a NTR is complete.

A Traffic Calming Guide (Attachment 2) has been prepared to educate residents on the different measures available and includes estimated costs and information on how to request traffic calming, and the process to be followed. This Guide will replace the Neighbourhood Traffic Management Guidelines and Tools document.

A petition mechanism, similar to the existing Residential Parking Permit program, will form the basis for traffic calming requests.

There are several municipalities that use similar processes to address traffic safety concerns and requests for traffic calming. The Administration has completed a review of other municipalities' approaches to traffic calming, summarized in Attachment 3.

The proposed traffic calming process includes the following steps:

Phase 1: Application & Data Collection

1. Traffic calming request
2. Preliminary screening
3. Community support assessment

Phase 2: Traffic Calming Plan

1. Point assessment
2. Develop traffic calming concept
3. Community ballot

Phase 3: Final Design & Approval

1. Traffic calming design
2. Rank project for budget deliberation

Phase 4: Implementation & Evaluation

1. Funding decision
2. Implementation
3. Evaluation

Options to the Recommendation

City Council could direct the Administration to continue with the existing NTR process to complete a second round of NTRs for each neighbourhood. This would need to begin in 2021 and would require an additional 9 to 10 years to complete.

This option is not recommended as the majority of resources would continue to be allocated to neighbourhood concerns on local and collector roads with less resources to focus on traffic safety issues at a city-wide level.

City Council could direct the Administration to complete the NTR program before adopting the Traffic Calming Policy. While this approach would allow staff resources to remain focused on completing the remaining neighbourhood reviews, it would delay addressing outstanding speeding and shortcutting concerns in neighbourhoods with a completed NTR and therefore is not recommended.

Public and/or Stakeholder Involvement

The public and stakeholders will continue to raise traffic concerns with speeding and shortcutting by way of various communication methods available: calls, emails, community meetings, neighbourhood traffic reviews, etc.

Communication Plan

If approved, this policy will be posted to the City website, and shared with key internal City agencies that handle special applications and liaise with the Community Associations.

In addition, an information sheet summarizing the guide will be made available to inquiring residents and in the customer service area of City Hall, and a news release and/or news conference may held at the time of the policy's introduction.

Policy Implications

City Council approval is sought for the establishment of the new Traffic Calming Policy.

Financial Implications

The traffic calming measures identified through the revised process are expected to be similar in cost to those implemented through the existing NTR program. However there should be fewer locations requiring installation after completion of the NTR program and conversion of the temporary measures to permanent installation city-wide. Locations for implementation will be prioritized annually and are expected to be funded through Capital Project #1504 – Neighbourhood Traffic Review Permanent Installations.

Environmental Implications

Traffic calming measures typically have positive greenhouse gas emissions implications as they tend to reduce total vehicle mileage in an area by reducing speeds and improving conditions for walking, cycling and transit use.

Other Considerations/Implications

There are no privacy or CPTED considerations or implications.

Due Date for Follow-up and/or Project Completion

A priority list of traffic calming measures to be implemented will be submitted annually for Budget Deliberations.

Public Notice

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

Attachments

1. Traffic Calming Policy
2. Traffic Calming Guide
3. Jurisdictional Review of Traffic Calming Programs

Report Approval

Written by: Nathalie Baudais, Senior Transportation Engineer, Transportation
Reviewed by: David LeBoutillier, Acting Engineering Manager, Transportation
Jay Magus, Acting Director of Transportation
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department

Admin Report - Traffic Calming Policy.docx

CITY OF SASKATOON COUNCIL POLICY

NUMBER

POLICY TITLE <i>Traffic Calming Policy</i>	ADOPTED BY:	EFFECTIVE DATE
ORIGIN/AUTHORITY xxx	CITY FILE NO. TS 6350-1	PAGE NUMBER 1 of 2

1. PURPOSE

To establish a uniform and consistent approach for the initiation, assessment, public engagement, implementation and evaluation of Traffic Calming requests that address vehicular speeding and excessive vehicle volumes within the City of Saskatoon.

2. DEFINITIONS

For the purposes of this policy, the traffic calming terms and definitions are identified in the City of Saskatoon Traffic Calming Guide.

3. POLICY

Traffic Calming will be used to enhance the safety and functionality of the City's roadways, while ensuring access to properties and accommodating all modes of travel in a safe and appropriately designed environment.

3.1 Principles - The guiding principles for Traffic Calming are:

- 3.1.1 Identify the actual conditions: Traffic Calming is applicable upon confirmation of identifiable neighbourhood needs; through evaluation of recorded data for roadway operations (speed / volume / short-cutting) against required criteria and community support.
- 3.1.2 Quantify the problem: Prioritization of implementation of Traffic Calming shall be evidence based through data collection and survey results used with a Priority / Severity Point System.
- 3.1.3 Involve the Community: Public engagement and community support is a requirement throughout multiple stages of the process.
- 3.1.4 Consider the source of the problem: Most motorists will not shortcut through a neighbourhood unless there is a reason to and the reason is often related to congestion on adjacent major roads. Improvements to the major road network should be considered first, as these might prevent or reduce the need for traffic measures on the neighbourhood streets.
- 3.1.5 Apply traffic calming measures on an area-wide basis: Potential effects on adjacent streets must be considered. If local effects are not considered in advance, a traffic calming solution might simply create or exacerbate problems elsewhere in the community.

- 3.1.6 Avoid access restrictions: Neighbourhood traffic management measures that restrict access or egress should be carefully considered and should be accompanied by public consultation. Often there are as many residents opposed to these types of measures as those in support. Measures which restrict access might also divert traffic to other streets, creating or exacerbating problems elsewhere in the neighbourhood.
 - 3.1.7 Use self-enforcing measures: Measures that maintain a 24-hour presence and do not require police enforcement to be effective are preferable.
 - 3.1.8 Accommodate and consider all users: Mitigation measures shall avoid restricting access and ensure continued accommodation of active modes of transportation, as well as service and emergency vehicles.
 - 3.1.9 Consider all services: Neighbourhood traffic management measures should not impede emergency, transit, and maintenance service access unless alternate measures are agreed upon. Monitor and follow-up: Neighbourhoods shall be monitored for effectiveness of implemented measures (against representative “pre” and “post” data), and residents communicated with to evaluate applied traffic calming actions as well as the process itself. Appropriate actions shall be taken to update and improve field operations and the guidelines.
- 3.2 Initiation - Traffic calming reviews may be initiated by residents of a neighbourhood, City Council or Administration; however the actions for evaluation and criteria used to continue through the process shall be consistent and as per identified requirements of the Traffic Calming Guide.
 - 3.3 Eligibility - Traffic calming may present solutions to address neighbourhood level concerns surrounding motor vehicle speeds or volumes of vehicles shortcutting through communities. Eligibility of roadways for the Traffic Calming process shall be identified through Preliminary Screening requirements.
 - 3.4 Applicability - Traffic calming devices or techniques shall align with best practices identified within the latest edition of the Transportation Association of Canada (TAC) Canadian Guide to Neighbourhood Traffic Calming.
 - 3.5 Process - The traffic calming process outlined in the Traffic Calming Guide will be followed.

4. RESPONSIBILITIES

- 4.1 General Manager, Transportation & Utilities Department
 - a) Receive and respond to traffic-related concerns and requests for traffic calming.
 - b) Establish a system that outlines a process and criteria for a Traffic Calming Program (Traffic Calming Guide).
 - c) Collect and manage traffic data.

- d) Identify potential traffic calming opportunities in new/planned developments and coordinate with development for implementation through design standards.
- e) Review and evaluate Traffic Impact Assessments (TIAs) of new/planned development to identify potential transportation impacts to existing communities.
- f) Update and maintain city guidelines or standards involving traffic calming.
- g) Complete and present to Council, funding requests associated with traffic calming projects.

4.2 Standing Policy Committee on Transportation

- a) Recommend to City Council any changes to this policy required to reflect changing priorities.

4.3 City Council

- a) Review and approve amendments to this policy.
- b) Review, as part of the annual budget process, funding requests associated with traffic calming projects.

Traffic Calming Guide

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2 INTRODUCTION

The City of Saskatoon is responsible for ensuring roadways serve the needs of all road users in a safe and efficient manner. Traffic calming presents an opportunity to reduce negative impacts of motor vehicles and improve safety for all road users.

The purpose of this guide is to provide an overview of what traffic calming is, when and where it can be used, and what the positive and negative impacts of applying traffic calming measures can be. It also contains a description of the different traffic calming measures available in the City, their estimated costs, information on how to request traffic calming, and the process which must be followed.

By following this process, the City shall ensure a consistent action plan is performed that results in necessary customized mitigation measures to individual neighbourhoods and appropriate evaluation is performed prior to, and following implementation of calming measures.

2.1 What is Traffic Calming?

Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for all road users including non-motorized street users. Traffic calming measures are a means to address traffic and safety issues such as speeding and shortcutting. Physical features such as speed humps, curb extensions and pinch points are often associated with traffic calming measures.

2.2 Why use Traffic Calming?

Traffic calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for all road users including non-motorized street users. Traffic calming measures are a means to address traffic and safety issues such as speeding and shortcutting. Physical features such as speed humps, curb extensions and pinch points are often associated with traffic calming measures.

2.3 Why is a Traffic Calming Policy Needed?

When traffic calming measures are applied without a governing policy, new problems may be created just as old problems are solved. Examples of these potential problems include:

- Traffic may divert into a different neighbourhood;
- Improperly designed measures may need to be removed shortly after installation;
- Minor problems may be addressed, while a major problem discovered later has no funding available for mitigation.

The City has developed a Traffic Calming Policy to:

- Provide a standardized process to address concerns regarding speeding and safety concerns;
- Provide this process in a manner that is fair, reasonable, consistent and cost-effective;
- Provide a proactive tool to address concerns before they become complaints;
- Reduce staff workload and duplication of effort when responding to requests;
- Encourage public involvement in the traffic calming activities; and
- Avoid the above mistakes and inconsistencies.

2.4 Resources

2.4.1 Canadian Guide to Traffic Calming

The Canadian Guide to Neighbourhood Traffic Calming is a document developed jointly by the Transportation Association of Canada and the Institute of Transportation Engineers. Since the first edition (December 1998), municipalities and consultants throughout Canada and abroad have used the Guide for traffic calming guidance and application. From the foreword of the Guide, its purpose is to:

- Assist practitioners;
- Achieve an appropriate level of national standardization;
- Maximize safety; and
- Minimize liability.

To that end, the Guide provides a detailed introduction to traffic calming, discusses community involvement, the applicability and effectiveness of traffic calming, and offers technical guidelines.

Many municipalities have adapted its guidelines to suit their own traffic calming needs and goals. The City of Saskatoon shall adopt the traffic calming guidelines contained within the Guide, except where it differs from this document and in specific, case-by-case installations where local conditions dictate.

3 TRAFFIC CALMING IN SASKATOON

3.1 Goals and Objectives

The overall objectives of the Traffic Calming Policy are to maintain the livability and environmental quality of our neighbourhoods while ensuring the safe, efficient and economical movement of persons and goods.

The objective of the policy is to restore traffic calmed roads to their intended functionality and restore motorist behaviour to acceptable and appropriate levels of compliance within the system.

Specific objectives include:

- Slower vehicular speeds;
- Fewer, less severe collisions;
- Increased safety for all road users, particularly pedestrians and cyclists;
- Reduced reliance on police enforcement;
- Enhanced roadway environment and streetscape;
- Improved access to all modes of transportation; and
- Reduced 'cut-through' or non-local traffic for local streets.

Collectively, these factors determine how 'liveable' a street or community is.

3.2 Principles

The following guiding principles form the basis for traffic calming and will be taken into consideration when investigating, selecting, and implementing appropriate measures. These principles provide overall direction and guidance in the application of traffic calming measures and applying them will maximize the effectiveness of the installed measures and help build community support by ensuring their needs are met.

1. **Identify the actual conditions:** Traffic Calming is applicable upon confirmation of identifiable neighbourhood needs: evaluation of recorded data for roadway operations (speed / volume / short-cutting) against required criteria and community support.
2. **Quantify the real problem:** Prioritization of the implementation of Traffic Calming shall be evidence based through data collection and survey results. A Priority / Severity Point System is established in this Guide.
3. **Involve the Community:** Public engagement and community support is a requirement throughout multiple stages of the process.
4. **Consider the source of the problem:** Most motorists will not shortcut through a neighbourhood unless there is a reason to, and the reason is often related to

congestion on adjacent major roads. Improvements to the major road network should be considered first, as these might prevent or reduce the need for traffic measures on the neighbourhood streets.

5. **Apply traffic calming measures on an area-wide basis:** Potential effects on adjacent streets must be considered. If local effects are not considered in advance, a traffic calming solution might simply create or exacerbate problems elsewhere in the community.
6. **Start with the least restrictive measures:** Neighbourhood traffic management measures that restrict access or egress should be carefully considered and should be accompanied by public consultation. Measures which restrict access might also divert traffic to other streets, creating or exacerbating problems elsewhere in the neighbourhood.
7. **Use self-enforcing measures:** Measures that maintain a 24-hour presence and do not require police enforcement to be effective are preferable.
8. **Accommodate and consider all users:** Mitigation measures shall avoid restricting access and ensure continued accommodation of active modes of transportation, as well as service and emergency vehicles.
9. **Consider all services:** Neighbourhood traffic management measures should not impede emergency, transit, and maintenance service access unless alternate measures are agreed upon.
10. **Monitor and follow-up:** Neighbourhoods shall be monitored for effectiveness of implemented measures (against representative “pre” and “post” data), and resident feedback incorporated to evaluate applied traffic calming actions as well as the process itself. Appropriate actions shall be taken to update and improve field operations and the guidelines.

3.3 Application

The focus of traffic calming is to address traffic and safety problems on City streets. This means, for example, speeding problems, short-cutting traffic through neighbourhood streets, and pedestrian and cyclist safety issues. Although the primary focus of traffic calming is residential streets, traffic calming can be used on almost all types of streets.

There are other uses of traffic calming measures which are not encompassed by this policy, including:

- **New developments:** Developers sometimes wish to include traffic calming devices in new developments, either as a means of preventing traffic problems from occurring in future, to mitigate known impacts of development, or as an aesthetic enhancement. Examples include traffic circles, roundabouts, curb

extensions and raised crosswalks. The use of traffic calming devices in new developments may be appropriate, provided that they would not unduly affect access for emergency vehicles, transit buses, trucks and other vehicles, and would not create safety concerns.

- **Future problems:** Traffic calming measures should generally only be used for existing traffic problems. Using traffic calming to address potential future problems should only be considered as part of an area-wide traffic calming plan as a means of avoiding problems which might be created by traffic diverted from other streets as a result of traffic calming measures implemented on those streets. In some cases, traffic calming measures which have no significant negative implications - such as curb extensions – can be used to prevent future problems.
- **Project-related works:** Traffic issues sometimes arise as a result of road construction and other transportation projects. Traffic calming measures may be used as part of these projects, during construction to mitigate impacts of detoured traffic or congestion.

Application limitations exist, as follows:

- **Grade:** Traffic calming shall not be permitted if the grade of the subject segment of roadway is equal to or greater than 5%, due to the fact that traffic calming devices implemented on steep grades may cause safety concerns, particularly during winter.
- **Transit and Emergency Routes:** Traffic calming devices shall be permitted on local roads or collectors that serve as transit routes or emergency routes. However, since vertical traffic calming measures such as speed humps and raised crosswalks increase emergency vehicle response times, create uncomfortable rides for transit passengers and potentially increase the maintenance required to keep these vehicles operational, such devices shall be limited to horizontal measures and signing only.
- **Cross Section:** Roads with rural cross-sections within urbanized areas should be given the same traffic calming consideration as those with urban cross-sections; however, the available options are limited due to the absence of a curb and gutter system. Horizontal deflection treatments such as median islands, traffic circles and lane narrowing shall be considered appropriate for all rural cross-sections, while vertical traffic calming measures may be appropriate on a case-by-case basis and in accordance with the remainder of the traffic policy.
- **Posted Speed Limit:** Traffic calming shall only be applied to roads with posted speeds of 50 km/h or below. Roads posted at 60 km/h or greater may be candidates for greater police enforcement or changes to design in order to reduce speeding or collision.

- **Arterial Roads:** This traffic calming policy is targeted for Local Roads and Collectors. The logic behind the decision to limit the application of the traffic calming policy is based on the function of higher order arterials to move large volumes of people and goods and the understanding that restrictive measures taken on Arterials are likely to shift traffic onto lower-order roads and into neighbourhoods. If there are speeding issues that can be addressed with appropriate traffic calming measures, these will be considered outside of this process.

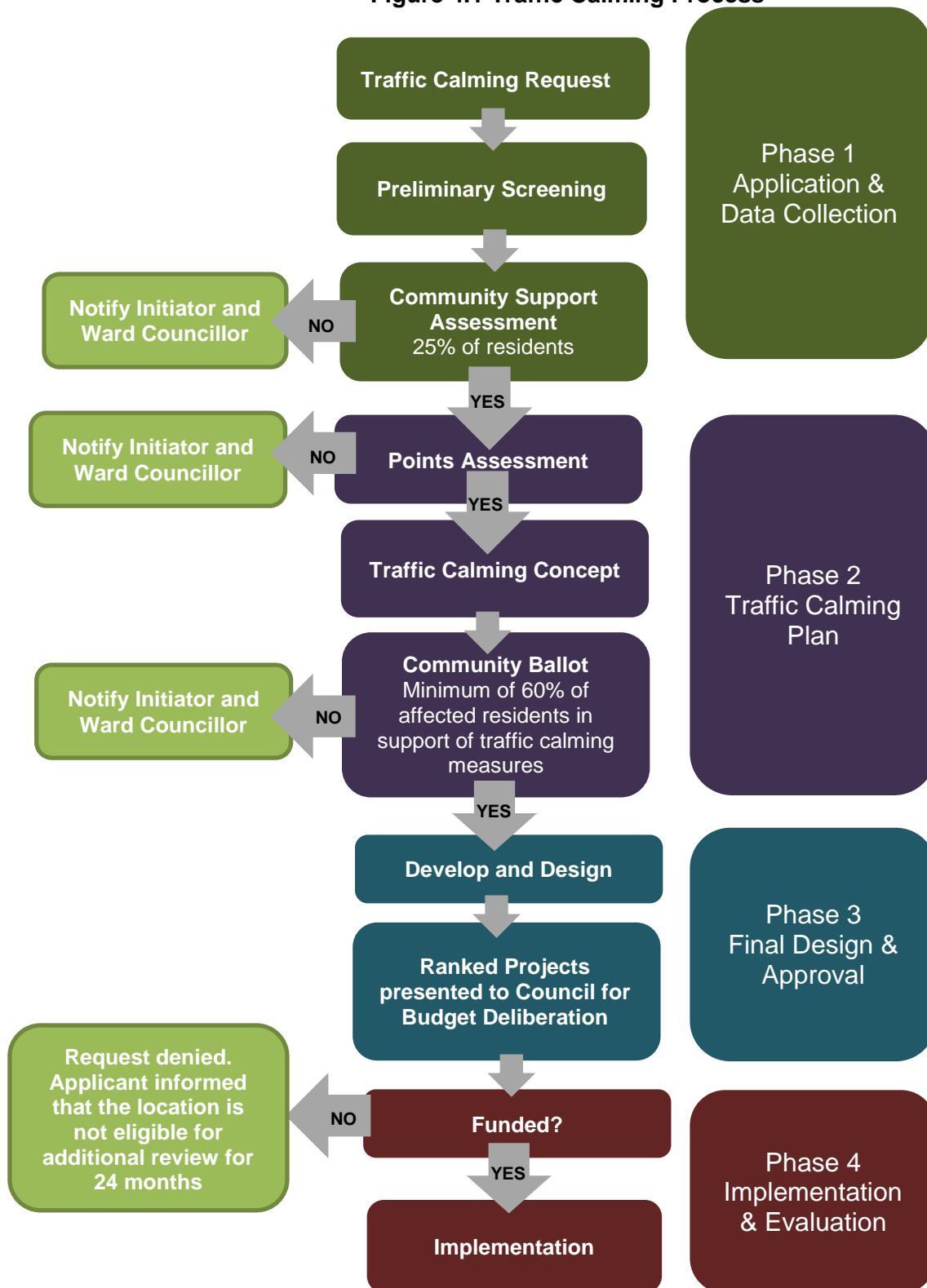
4 TRAFFIC CALMING PROCESS

The following sections describe the four-phase process for the implementation of traffic calming measures on City roads, beginning with a request for traffic calming and ending with design, approval, implementation and evaluation.

- Phase 1:** Application and Data Collection
- Phase 2:** Traffic Calming Plan
- Phase 3:** Final Design and Approval
- Phase 4:** Implementation and Evaluation

Figure 4.1 outlines an overview of the study process.

Figure 4.1 Traffic Calming Process



4.1 Phase 1 – Application and Data Collection

4.1.1 Traffic Calming Request

Implementation of the Neighbourhood Traffic Calming Policy and actions associated with the Process and Guidelines may be initiated by two different methods, Neighbourhood-Driven or City-Driven.

Neighbourhood-Driven

A neighbourhood-driven traffic calming process is ideally suited to:

- Residential streets within existing, established neighbourhoods
- Local collector roadways within a residential neighbourhood

In neighbourhood-driven initiatives, property owners are encouraged to contact the City to initiate a review of their roadway(s) for eligibility within the City's Traffic Calming Program.

City-driven traffic

A city-driven traffic calming process is ideally suited to:

- Local / collector roadways where there may be concerns identified via traffic data analysis (such as motor vehicle collision information or annual traffic count / speed program data).
- Local / collector roadways that may be impacted by proposed new development.

In city-driven initiatives, Council or Administration may initiate a review of roadway(s) for eligibility within the City's Traffic Calming Program. All steps following the initiation phases of the program shall be followed.

4.1.2 Preliminary Screening

Investigation into received public concerns or requests shall take into account preliminary screening information, inclusive of the following criteria:

- Issues are located on a defined local or collector roadway within the City.
- Traffic patterns are stable, and are not under potential temporary impacts such as adjacent construction or special events.
- Traffic concerns are related to one or more of the following:
 - Vehicle speeds are exceeding a specified threshold above the posted speed limit;
 - Vehicles are short-cutting on residential streets in lieu of using the existing collector or arterial system, where a viable alternate route exists;

- Vehicle volumes on a residential or collector street are exceeding expected thresholds for such a roadway; and
- Pedestrian crossing visibility (for both pedestrian recognition of vehicles and driver's recognition of pedestrians).

Warrants

To comply with the Policy, the following warrants / technical criteria should be met. It is recognized that there may be roads that only meet one of the criteria for speed, volume and non-local traffic, and therefore do not qualify for traffic calming under the formal warrant process. For these roads, it may be appropriate to implement other solutions, such as changes to signing or additional speed enforcement. Changes to the road design outside of the traffic calming process may also be warranted in some situations.

Table 4-1 Safety Warrant Requirements

Safety Warrant Requirements		
All of the following criteria must be met		
1.1 Grade	Traffic calming measures may be considered at or near locations where the road grade is less than 8%.	Yes/No
1.2 Sidewalks	On streets where traffic calming is proposed, there must be continuous sidewalks on at least one side of the street. OR On streets where there are no sidewalks, the installation of sidewalk on at least one side of the street must have first been considered.	Yes/No
Warrant Met?		Yes/No

Table 4-2 Technical Warrant Requirements for Local Roads

Technical Warrant Requirements – Local Road		
All of the following criteria must be met		
2.1 Grade	< 8%	Yes/No
2.2 Volume	> 1,000 vehicles per day	Yes/No
2.3 Speed	≥ posted speed limit + 5 km/h	Yes/No
2.4 Non-Local Traffic	≥ 20%	
Warrant Met?		Yes/No

Table 4-3 Technical Warrant Requirements for Collector Roads

Technical Warrant Requirements – Collector Road		
All of the following criteria must be met		
2.1 Grade	< 8%	Yes/No
2.2 Volume	> 5,000 vehicles per day	Yes/No
2.3 Speed	≥ posted speed limit + 5 km/h	Yes/No
Warrant Met?		Yes/No

4.1.3 Community Support Assessment

It is important to determine whether there is a minimum level of support within the community for action to address the issue. This helps to avoid situations where residents might consider a solution more of a problem than the issue it was intended to address. It also helps to avoid City staff spending time and funds to respond to a reported issue that is only considered a problem by a small number of people.

At this stage in addressing reported traffic calming issues, it is not necessary to demonstrate majority support within the community for a traffic calming solution. Rather, it is only necessary to demonstrate that a sufficient number of people within the community who are affected by the reported issue and who would be affected by the solution consider that there is a need to examine the issue further. Consequently, a sufficient level of community support is required.

Residents would be responsible for documenting community support, rather than City staff. The simplest means of indicating community support is a petition which lists the addresses of all affected households, and includes space for signatures of residents. An example of such a form is included in the Appendix. Residents would then contact persons in affected households to obtain these signatures.

Affected households are typically those within the block(s) of the street(s) where problems are reported, as well as all households within one block of the block(s) where problems are reported. The Administration will guide the applicant on the affected study area for their request.

For the traffic calming process to continue, a minimum of twenty-five (25%) of property owners within the impact area must indicate their support for further study.

4.2 Phase 2 – Traffic Calming Plan

4.2.1 Points Assessment

Sites that pass the initial screening are then ranked against each other in the next step of the process. The evaluation, scoring and ranking process incorporates 7 criteria with appropriate weighting applied to each. Each eligible traffic calming request is awarded points based on its score for each factor, with a maximum score of 100 points.

Table 4-4 Points Allocation for Assessment for Roadway Operations Factors

Roadway Operations Factors	Measure Used	Point Criteria	Maximum Points
Collision History	<ul style="list-style-type: none"> Collision frequency over 3 years Severity of collisions that occurred 	<ul style="list-style-type: none"> 1 point per collision occurrence resulting in property damage only 2 points for each collision in the past three years involving vulnerable road users 	10
Traffic Volumes	Average Daily Traffic (ADT)	<ul style="list-style-type: none"> Local Roadways: 1 points for every 100 vehicles over 1,000 ADT Collector Roadways: 1 point for every 200 vehicles above 5,000 ADT 	25
Traffic Speeds	85 th Percentile Speed	<ul style="list-style-type: none"> 1 point for every km/h above posted speed. Additional 5 points if speed is > 15 km/h above the posted speed. 	20
Short-Cutting Traffic	% of Total Vehicles	<ul style="list-style-type: none"> 2 points for every 10% or more of short-cutting vehicles in excess of ADT 	10

Table 4-5 Points Allocation for Assessment for Neighbourhood Factors

Neighbourhood Factors	Measure Used	Point Criteria	Maximum Points
Sidewalks	Presence of sidewalks	<ul style="list-style-type: none"> 10 points for no sidewalks with evidence of pedestrian activity, 5 points for sidewalks on only one side 	10
Pedestrian Generators	Pedestrian Generators	<ul style="list-style-type: none"> 5 points for each nearby pedestrian generator such as a school, playground, community centre, libraries, retail centres, etc. 	15
Cycling Concerns	Presence of All Ages and Abilities (AAA) cycling route	<ul style="list-style-type: none"> 5 points if the road is an existing or planned cycle route 	5

4.2.2 Traffic Calming Concept

Traffic calming plan(s) shall be created for locations moving forward within the year for the traffic calming program – the location(s) identified as ranking highest in severity and priority.

The final score awarded from the warrant evaluation will be applied to a ‘toolbox’ of traffic calming measures. Higher-ranking requests may be flagged for physical traffic calming measures, while lower-ranking requests would be restricted to less intrusive forms such as signing. This method is advantageous in that it does not dismiss the lower ranking request that may be accommodated through low cost and low maintenance traffic calming features.

Given that each road and surrounding neighbourhood is unique and presents individual characteristics, the toolbox approach of identifying traffic calming measures can be used as a guideline for the various types of traffic calming measures that may be applied to a particular case.

Each Traffic Calming Plan shall:

- Use traffic calming measures identified in the Canadian Guide to Traffic Calming.
- Be aligned with a summary of received resident / stakeholder concerns and traffic data collected and identify how the proposed measure addresses noted issues.

- Be reviewed fully for all expected impacts of the Traffic Calming Plan, inclusive of traffic routing (internal to the community and surrounding network), service level impacts (Emergency Medical Services / Fire Department / Transit / Roadways & Operations), and expected travel delay to residents.
- Identify high level construction cost estimates.

An Open House consultation may be conducted during the plan development to ensure that the traffic calming measures included address the community's concerns. The need for an Open House consultation will depend on the complexity of the issues to be addressed.

4.2.3 Community Ballot

The objective of the community ballot is to determine the level of support for the traffic calming concept and to provide an opportunity for the most directly affected residents to oppose any modifications to the road. A response rate of 50% + 1 ballots must be received with a minimum 60% of all affected residents in favour of the possible traffic calming for the request to proceed.

4.3 Phase 3 – Final Design and Approval

4.3.1 Develop and Design

If the initial public support requirement is satisfied, City staff or a consultant shall then prepare a preliminary design receiving input from City departments, including emergency, fire and transit. This plan shall be sent mailed to the affected residents for final comment and support.

For successful mitigation plans, City staff, or consultant representation, will prepare cost estimates and detailed construction drawings, and follow other City policies regarding construction activities.

4.3.2 Project Ranking

Projects will be ranked according to the points assessment (as outlined above).

4.4 Phase 4 – Implementation and Evaluation

4.4.1 Funding

The complete list of ranked projects will be sent to Council for budget deliberation. Funding of a traffic calming plan will be considered as final Council approval and standard City processes for tendering and construction shall commence, followed by evaluation and monitoring of the plan.

4.4.2 Implementation

Prior to full and permanent construction, temporary measures may be deployed within the neighbourhood for a minimum period of 1 year (maximum period of 2 years) to assess the effectiveness of the proposed traffic calming plan and to allow residents an opportunity to adjust to the new roadway conditions. Not all calming measures are applicable to being implemented as temporary traffic calming measures.

For successful mitigation plans, detailed cost estimates and construction drawings will be prepared, and construction activities will proceed following City policies.

If the traffic calming request is rejected at any point in the process, the applicants and affected residents shall be notified in writing, and traffic calming shall be excluded from additional review for 24 months. Requests may be rejected on the basis of:

- Failure to meet the minimum screening criteria;
- Lack of public support; or
- Lack of Council support for funding.

In the event that a request fails to meet the minimum screening criteria, it shall be eligible for further consideration within 24 months only if external conditions are such that traffic operations change significantly for the requested location. This would most likely occur due to development near the requested location.

4.4.3 Evaluation

In accordance with traffic calming communication strategy, once constructed, a minimum period of 6 months should transpire before a study is conducted within the neighbourhood to quantitatively measure vehicle speeds, volumes and cut-through vehicles and qualitatively solicit feedback from property owners on the effectiveness of the traffic calming plan, any observed changes, etc.

The City shall monitor the impacts of the implementation of the traffic calming measures for a minimum of 2 years (following the program data collection created for the specific neighbourhood).

Quantitative data shall be collected in a manner consistent with the base conditions collected, including locations for data collection. Additional data may be collected at specific measures to quantify the effectiveness of the specific device. The data collected will be compared to the data from prior to project initialization to evaluate the effectiveness of the overall traffic calming plan. The results will be compared to established metrics to determine if the plan achieved the intended vehicle speed and/or volume goals and objectives. If the plan does not operate as expected, modifications may be applied. If the proposed modifications are deemed significant, the City may host another workshop with stakeholders for further discussion.

4.4.4 Traffic Calming Removal

An adjustment period is necessary for drivers to adapt to the changes along the community roadways following the implementation of a Traffic Calming Plan.

Following evaluation (minimum 6 months lapse prior to the implementation of a Traffic Calming Plan), the City may identify issues or safety concerns from the implementation of traffic calming measures, or a negative impact that was created that cannot be corrected.

- Safety issues shall take priority and will be addressed appropriately, inclusive of potential removal or adjustment of the mitigation measure.
- Non-safety issues may be left and monitored for a further time period (minimum period of 1 year) to further evaluate potential traffic changes or driver behaviour changes.

In some instances, property owners may wish to remove the traffic calming measures from their community due to a variety of concerns. If a safety concern should occur, the City will evaluate the condition and modify / remove the traffic calming strategy as necessary.

For non-safety related traffic calming removal requests, a minimum installation period of 1 year will be required before the plan will be reviewed for removal. To initiate the review of traffic calming measures for removal the resident / stakeholder must submit an Application for Existing Traffic Calming Device Review / Removal Form. Following the receipt of the application, Administration shall contact the applicant and discuss concerns or issues to ensure full details are obtained to begin further field review.

If the resident / stakeholder wishes to pursue removal, a community ballot will be circulated to determine the level of support for the removal of the traffic calming measures. A response rate of 50% + 1 ballots must be received with a minimum 60% of all affected residents in favour of the removal of the traffic calming measure.

Upon removal, no new traffic calming requests from the community for those roadways will be processed for a minimum of 2 years unless a safety concern is identified by the City.

4.5 Community Input

Neighbourhood and resident responsibilities include:

- Identify traffic related issues in the neighbourhood;
- Respond to all surveys;
- Attend public meetings for traffic calming studies;
- Approve or reject the development of a traffic calming plan;

- Select from the options presented by staff, traffic calming concepts which address the identified issues; and
- Approve or reject the implementation of the preferred traffic calming plan.

5 COMMUNITY BASED INITIATIVES

This section is intended to address numerous initiatives which individuals and community groups can undertake as a means of addressing traffic issues. The intent of these initiatives is to help communities help themselves. Together with any action undertaken by the City, these initiatives result in a balanced response to local traffic issues.

- **Community Newsletters:** Community Associations can publish information on traffic concerns in their newsletters to encourage more appropriate driving behavior among motorists or notify a neighbourhood of planned projects that will affect local traffic patterns (construction or permanent installations).
- **Community Events:** Public meetings and community open houses involving residents and stakeholders can be an effective means of identifying traffic issues and options available to deal with problems. These discussions can also bring awareness and education to help improve driver behavior. This will assist in the traffic study process.
- **Alternative Modes of Transportation:** A wide range of initiatives can be used to reduce vehicle trips and the amount of traffic on neighbourhood streets. Some examples include:
 - Car Pooling
 - Working from at home
 - Flex time – staggering work hours to avoid peak hour traffic volumes
 - Public Transit
 - Cycling
 - Walking

5.1 Community Speed Display Board Program

The purpose of this program is to allow communities to purchase their own speed display board. The following criteria will be followed:

- Community Associations will need to submit an initial application to the City of Saskatoon to purchase the speed display board.
- The City of Saskatoon will arrange to acquire the speed display board.
- Community Association will submit written confirmation of location to install speed display board.
- The City of Saskatoon will arrange for installation.
- The speed display board is to be installed for one-year at one location.
- The community can submit another written confirmation to the city to have the speed display board relocated to another position the following year.

The following process and required timeline is outlined in Table 5-1.

Table 5-1 Speed Board Display Process

Process	Time line	Year
Initial application (one-time application)	January - December	1
Purchase of speed display board	January-March	2
Confirmation of location	January-March	2
Installation of speed display board	April-May	2
The speed display board will be located in one location for one year	May-May	2-3
Written confirmation of another location	May-May	2-3

The cycle after year 1 will continue until the community decides they no longer want to continue with the program.

Table 5-2 outlines the guidelines and reasons for these guidelines for the purpose of using speed display boards.

Table 5-2 Speed Display Boards Guidelines

Guidelines	Reasons for Guideline
The community will only be allowed to purchase one speed display board.	Doesn't conflict with recommendations for permanent speed display boards from the neighbourhood review plans.
The speed display board can only be installed at one location per year.	This reduces staff resources required to relocate signs throughout the season. .
The speed display board cannot be used as enforcement purposes.	The police are the only group who can enforce speeding.
The speed display boards are to be used only within the neighbourhood on local and collector streets.	To educate the drivers within the neighborhood.

The speed display boards can be used in school zone for education purposes only.	The police are the only group who can enforce speeding.
The speed display boards shall not conflict with any SGI or police education enforcement programs.	These programs will take priority over the community speed display program
The speed boards should be installed in locations with clear site visibility to the board. No vegetation should be blocking the view of the board.	Speed display boards are solar powered will not be effective if they do not have sufficient sunlight. Drivers need clear site visibility to see the board.

6 TRAFFIC CALMING MEASURES

This section describes the tools that will be used by the City of Saskatoon as potential traffic calming solutions within the neighbourhood. Not all tools used will be applicable to each traffic concern.

Table 6-1 Traffic Calming Measures Toolkit

	Effectiveness			Road Classification			
Measures	Speed Reduction	Volume Reduction	Safety	Local	Collector	Cost per Measure	Section
Education							
Speed Display Board	●	○	○	✓	✓	Low – Medium	
Horizontal Deflection							
Curb Extension	◐	○	○	✓	✓	Medium – High	
Median Island	◐	○	◐	✓	✓	Medium – High	
Traffic Circle	●	◐	●	✓	✓	Low – Medium	
Chokers (Pinch Points)	◐	○	○	✓	✓	Medium – High	
Curb Radius Reduction	◐	○	○	✓	✗	Low – Medium	
Chicane	●	●	●	✓	✗	Medium	
Lateral Shift	○	○	○	✓	✓	Low – Medium	
Speed Kidney	◐	○	○	✓	✗	Low – Medium	

	Effectiveness			Road Classification			
Measures	Speed Reduction	Volume Reduction	Safety	Local	Collector	Cost per Measure	Section

Vertical Deflection							
Raised Crosswalk	●	○	◐	✓	✓	Low – Medium	
Raised Intersection	●	○	◐	✓	✓	Medium – High	
Speed Cushion	●	◐	●	✓	✓	Low	
Speed Hump	●	◐	●	✓	✓	Low – Medium	
Access Restriction							
Diverter	○	●	◐	✓	✓	Low - Medium	
Right-in / Right-out	○	●	◐	✓	✓	Low - Medium	
Directional Closure	●	●	◐	✓	✓	Low – High	
Full Closure	○	●	●	✓	✓	Medium – High	
Intersection Channelization	○	◐	◐	✓	✓	Low - Medium	
Raised Median through Intersection	○	●	◐	✓	✓	Low - Medium	
Legend	<p>● Substantial Benefits</p> <p>◐ Minor Benefits</p> <p>○ No Benefits or Limited Data Available</p>						

6.1 Education

6.1.1 Speed Display Boards

Speed Display Boards are pole-mounted devices equipped with radar speed detectors and an LED display. The boards are capable of detecting the speed of an approaching vehicle and displaying it back to the driver. When these signs are combined with a regulatory speed limit sign, a clear message is sent to the driver displaying their speed.

The objective of the speed display board is to improve road safety by making drivers aware of their speed, evoking voluntary speed compliance.

Speed display boards are used as traffic calming devices in addition to or instead of physical devices such speed humps, speed cushions, or speed tables.

Speed Display Board Usages

- Used on collector roads where there are no trees or other vegetation that will restrict the operations of the speed display board.
- Used in conjunction with physical traffic calming devices.
- Typically installed where there is already an enforcement speed sign. E.g. entrance to neighbourhoods.

Advantages

- Provides awareness to driver.
- Encourages speed compliance
- Portable mounting method allows for exposure at numerous locations citywide.

Disadvantages

- Not an enforcement tool.
- Less effective on multi-lane, high volume roadways.

6.2 Horizontal Deflections

Horizontal deflection measures are those which require a motorist to steer around them. Examples include curb extensions and raised median islands.

Horizontal Deflections have the following benefits:

- Discourage short-cutting traffic or through traffic to a varying extent.

- May reduce vehicle speeds and reduce conflicts.
- Enhance pedestrian crossings and all-way stop sign placement.
- Relatively inexpensive.

6.2.1 Curb Extension (Bulb-out or bulbing)

A curb extension is a horizontal intrusion of the curb into the roadway resulting in a narrower section of roadway. The curb is extended on one or both sides of the roadway to reduce the width to as little as 6 m for two-way traffic.

Curb extensions are used to reduce vehicle speeds, reduce crossing distance for pedestrians, increase visibility of pedestrians and prevent parking close to an intersection.

Curb extensions can be used on all roadways which have on-street parking. They are often used at midblock crossing locations, in front of schools and at major crosswalk locations.



7th Avenue and Princess Street
(City Park Neighbourhood)



Saskatchewan Crescent
(Nutana Neighbourhood)

Figure 6.1 Curb extensions

6.2.2 Raised Median Island

A raised median island is a small-elevated median constructed on the centerline of the street, placed directly behind the crosswalk area. For example, in a marked crosswalk, it will be placed behind the standard painted markings. The purpose of the raised median island is to offer a place of refuge for pedestrians crossing the street. It increases pedestrian visibility and may help to reduce speeds. Raised median islands are also placed to improve the visibility of four-way stop signs as well as pedestrian crosswalk signs.

Typically, raised median islands are designed using concrete and often have a mountable median tip. They often are 1.5 m in width.



Figure 6.2 Avenue P and 21st Street (Pleasant Hill Neighbourhood)

6.2.3 Traffic Circles

A traffic circle is a raised island located in the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island. It is similar to large roundabout except it does not require pedestrian islands.

A traffic circle eliminates speeding and the potential for the route to become a thoroughfare for motorists.

A traffic circle would be recommended for local streets only.



Figure 6.3 Temporary traffic circle on 23rd Street (part of the Bike Boulevard)

6.2.4 Chokers (Pinch points)

A choker is a curb extension at midblock or intersection corners that narrow a street by extending the sidewalk or widening the planting strip. It can leave the cross section with two narrow lanes or a single lane. Chokers are often referred to as parallel chokers, angled chokers, twisted chokers, angle points, pinch points, or midblock narrowing. When at intersections, they are often referred to as neckdowns, bulbouts, knuckles, or corner bulges. If marked as a crosswalk, they are also called safe crossings.



Figure 6.4 Saskatchewan Crescent (Nutuana Neighbourhood) Pinch Point on Saskatchewan Crescent indicating that traffic must yield to oncoming traffic.

6.2.5 Curb Radius Reduction

A curb radius reduction is the reconstruction of an intersection corner with a smaller radius—usually in the 3.0 m to 5.0 m range.

The purpose of a reduced curb radius is to:

- Slow right-turning vehicles;
- Reduce crossing distance for pedestrians; and
- Improve pedestrian visibility.

6.2.6 Chicane

A chicane consists of multiple curb extensions on alternate sides of a roadway. The chicane requires the driver to steer from one side of the roadway to the other and also narrows the road. The purpose of the chicane is to reduce overall speeds by forcing the lateral shift of vehicles as they pass through the device, and also discourages shortcutting traffic.

A one-lane chicane will discourage through traffic further, as it narrows a two-way road to less than a two vehicle width. When vehicles traveling in the opposite direction meet at a chicane, one must yield to the other.

6.2.7 Lateral Shift

A lateral shift involves the redesign of a straight section of road with pavement markings or curb extensions to create a curve in the road, similar to a chicane, which the driver must navigate around. A central island can also be used for a similar effect. The purpose of the lateral shift is to increase driver's awareness as they negotiate it. It can also be effective in reducing speeds.

6.2.8 Lane Narrowing

Lane narrowing is reducing lane widths with the addition of pavement markings, or other features such as bicycle lanes, street beautification programs, pavement texture, etc. The purpose is for the narrow road to reduce vehicle speeds by making drivers feel less comfortable driving at higher speeds.

Lane narrowing pavement markings have a low cost but tend to have minimal effect as physical measures tend to provide better results.

6.2.9 Vertical Centreline Treatment

Vertical centreline treatment involves the use of flexible post-mounted delineators or raised pavement markers to create a centre median. Flexible post-mounted delineators are similar to bollards in appearance. The purpose of vertical centreline treatments is to reduce speeds by giving drivers a sense of lane narrowing. The separation of traffic also has the potential to reduce collisions.

6.3 Vertical Deflections

Vertical deflections measures are those which create vertical motion in a motor vehicle when it is driven over the device. Vertical deflections are not recommended on a street where there is a transit route or emergency access.

Vertical deflections have the following benefits:

- Reduce vehicle speeds which can reduce traffic volumes.
- Relatively inexpensive.

Vertical deflections devices used by the City of Saskatoon include:

- Raised crosswalk
- Textured Crosswalk

- Raised Intersection
- Speed Hump
- Speed Table
- Speed Kidney
- Speed Cushion

6.3.1 Raised Crosswalks

A raised crosswalk is a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway. Raised crosswalks may help reduce vehicle speeds and improve pedestrian visibility, thereby reducing pedestrian-vehicle conflicts.



**Figure 6.5 Meilicke Road between David Knight Crescent and Stechishin Crescent
(Silverwood Heights Neighbourhood)**

6.3.2 Raised Intersection

A raised intersection is an intersection including crosswalks which are constructed at a higher elevation than the adjacent roadways. It consists of a flat raised area covering the entire intersection, with ramps on all approaches and often brick or other textured materials on the flat section.

A raised intersection is not readily noticeable to motorists and other roadway users.

The effect of a raised intersection on vehicle speed and volume is minor.

The purpose of a raised intersection is to better define crosswalk areas; and the potential for a reduction in pedestrian-vehicle conflicts.

6.3.3 Speed Hump

A speed hump is a raised area of roadway that deflects both the wheels and frame of a traversing vehicle. Speed humps should only be considered if other traffic calming measures are not applicable or if there is excessive speed on a street.



Figure 6.6 Speed Hump on Hughes Avenue (Dundonald Neighbourhood)

Speed humps are designed in series and may reduce the volume of traffic on a street by diverting traffic to other streets.

Speed humps can increase safety - slower drivers and less traffic can reduce collision rates.

Speed humps should be avoided on roadways that are considered an emergency route or transit route.

Speed humps will only be considered if the speeds are 30% higher than the posted speed limit (e.g. on a roadway with a posted speed limit of 50km/h the 85th percentile speed must be 66.5km/h or higher) and supported by community, City Council, Transit, emergency services (Fire, Police, and Ambulance) and Public Works.

Speed humps are different than a speed bump. Speed humps are less aggressive than speed bumps at low speeds and are used on actual streets, as opposed to speed bumps which are primarily placed in parking lots.

While speed bumps generally slow cars to 15 km/h, speed humps slow cars to 15– 30 km/h. The narrow nature of speed bumps often allows vehicles to pass over them at high speed while only perturbing the wheels and suspension, hardly affecting the vehicle cab and its occupants. The relatively long slopes of speed humps gradually

accelerate the entire vehicle in vertical direction, causing the perturbation of the cab to become progressively more severe at higher speeds.

6.3.4 Speed Cushion

Speed cushions are traffic calming devices designed as several small speed humps installed across the width of the road with spaces between them. They are generally installed in a series across a roadway resembling a split speed hump.

The design of a speed cushion forces cars to slow down as they ride with one or both wheels on the humps. However, the wider axle of emergency vehicles such as fire trucks and ambulances allows them to straddle the cushions without slowing down or increasing response times.

Speed cushions will only be considered if the speeds are 30% higher than the posted speed limit and supported by community, City Council, Transit, emergency services (Fire, Police, and Ambulance) and Public Works.

6.4 Access Restrictions

Access restrictions physically restrict certain vehicle movements and should only be used on local streets and on low-volume collectors where there is not a likelihood that traffic would be diverted to nearby local streets.

Access restrictions are typically deployed at intersections, but may also be applied in mid-block positions. The nature and number of movements obstructed, as well as the presence of other traffic calming measures in the neighbourhood, combine to discourage shortcutting and through traffic to varying extents.

Access restrictions should be avoided and should only be used where horizontal or vertical deflection measures will not adequately address a traffic problem.

Access restriction devices used by the City of Saskatoon include:

- Diverter
- Right in/Right out
- Directional Closure or Full Closure
- Intersection Channelization
- Raised Median Through Intersection

6.4.1 Diverter

A diverter is a raised barrier placed diagonally across an intersection that forces traffic to turn and prevents traffic from proceeding straight through the intersection.

Diverter can incorporate gaps for pedestrians, wheelchairs and bicycles and may allow passage of emergency vehicles in some cases.

The purpose of a diverter is to obstruct shortcutting or through traffic.



Figure 6.7 Avenue C and 38th Street – Temporary Device (Mayfair Neighbourhood)

6.4.2 Right in/Right out

A right-in/right-out island is a raised triangular island at an intersection approach.

A right in/right-out island restricts left turns, and through movements to and from the intersecting street or driveway.

The purpose of right-in-right-out island is to restrict shortcutting or through traffic.



Figure 6.8 51st Street and Miller Avenue (Hudson Bay Industrial Neighbourhood)

6.4.3 Directional Closure

A directional closure is a curb extension or vertical barrier extending to approximately the centerline of a roadway, effectively obstructing (prohibiting) one direction of traffic.

The purpose of a directional closure is to restrict shortcutting or through traffic.

6.4.4 Full Closure

Full closure is a barrier extending across the entire widths of a roadway that restricts all motor vehicle traffic movement from continuing along the roadway.

The purpose of a full closure is to eliminate shortcutting or through traffic. It can be designed to allow pedestrian and cyclist access.



Figure 6.9 Coppermine Crescent and Churchill Drive (River Heights Neighbourhood)

6.4.5 Intersection Channelization

Intersection channelization is the use of raised islands or bollards to specific traffic movements and physically direct traffic through an intersection. Intersection channelization can improve pedestrian crossing safety by reducing crossing distances and providing refuge areas.

The purpose of intersection channelization is to reduce conflict points, including vehicle-pedestrian conflicts and reduced crossing distance.

6.4.6 Raised Median through Intersection

A raised median through an intersection is an island that eliminates left turns to and from a local street and obstructs straight through movements.

The median must extend a sufficient distance beyond the intersection to discourage drivers from attempting to get around it and continuing through the intersection.

A raised median through an intersection should be sufficiently wide to offer a pedestrian refuge area. The sidewalk crossing should include a depressed section in the median. This depressed section should be narrow enough to discourage general usage but not preclude emergency access. Separate openings may also be required for cyclists.

This measure should not be used across primary emergency access routes.

6.5 Other Issues

Traffic calming measures will be implemented on local and collector streets only. There may be a desire to implement traffic calming measures in other areas. This section describes other approaches to implementing traffic calming measures in the City.

Lanes – It is the standard policy of the Transportation Division that traffic calming measures are not appropriate in lanes. Lanes are meant for backyard access for the residents living in that area or for garbage pickup and access to utilities. Lanes should not be used as a short-cut. If short-cutting is deemed an issue in lanes, other measures will be considered.

Major Roads (arterials and expressways) - A different approach should be used in implementing speed reduction measures on major roads. It is recommended major roads receive a corridor study which would consider other transportation options such as changes to traffic signals and roadway lanes, improved pedestrian facilities and crossing, space for bicycles and parking, and streetscape enhancement.

Road Construction Projects - Where traffic is diverted or delayed as a result of a construction project on a major road, there is the potential for traffic to divert to adjacent neighbourhood streets. As part of construction plans, temporary traffic calming measures may be identified on adjacent local/collector roads (as needed) to mitigate any effects of diverted traffic. The intent would be to remove the temporary measures when the road construction project is completed.

Special Events - As with road construction projects, delays and diversions to traffic as a result of special events can divert traffic to nearby neighbourhood streets and create traffic concerns on these streets. Transportation plans for special events should include temporary traffic calming measures on adjacent local/collector roads as needed to mitigate any effects of the diverted traffic. Where possible, preparation of a temporary traffic calming plan should be required as part of the planning process for a special event. In all cases, the costs of temporary traffic calming measures associated with a special event should be paid entirely by the organization hosting the event.

New Development - Traffic calming measures are now often incorporated in the design of new residential neighborhoods and are included in the initial construction. Any devices should conform to the design standards as identified in section 6.

7 RESIDENT RESOURCES

If you are interested in submitting a traffic calming request, example materials are provided in Attachment A.

Please contact the Transportation Division for additional information:

Customer Service: 306-975-2454

transportation@saskatoon.ca

Sample Letter

Sample Petition

Sample Removal Request

Jurisdictional Review of Traffic Calming Policies

Municipality	Traffic Calming Policy or Program	Petition Model
Vancouver, BC	Yes	Yes
Edmonton, AB	Yes (Community Traffic Management)	No
St. Albert, AB	Yes	Yes
Calgary, AB	Yes	Yes
Regina, SK	Yes	Yes
Toronto, ON	Yes	Yes
London, ON	Yes	Yes
Montreal, QC	Yes	Yes
Halifax, NS	Yes	No
St. John's, NL	Yes	Yes

Community Transportation Reviews

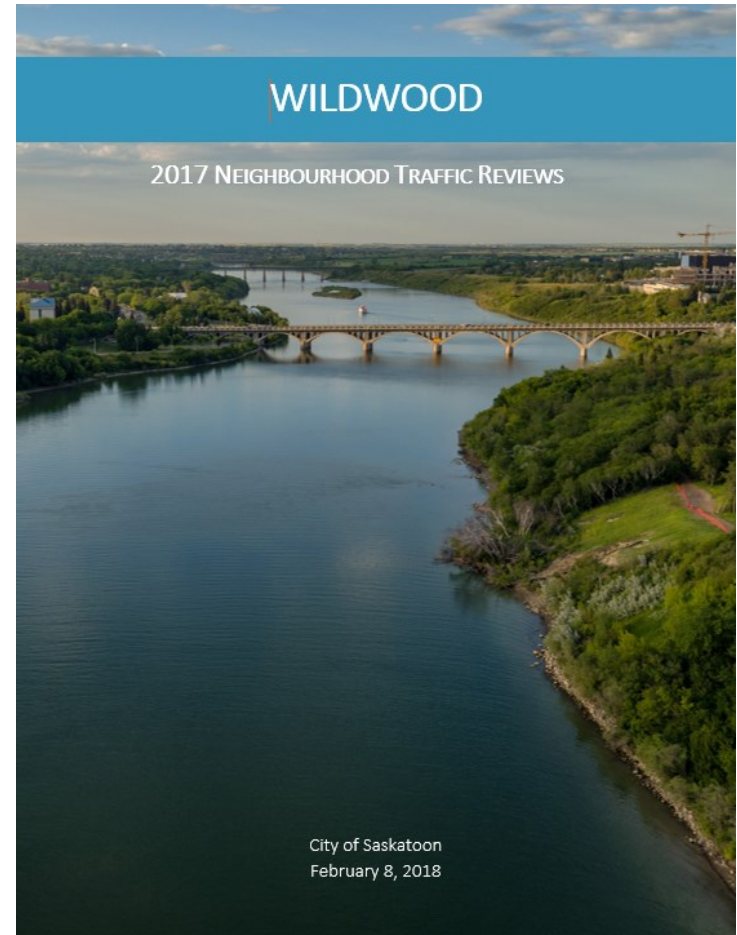
Traffic Calming Policy

Traffic Control at Pedestrian Crossings

Standing Policy Committee on Transportation
September 10, 2018

Why Change Traffic Reviews?

- Neighbourhood Traffic Review (NTR) program is expected to be complete in 2020.
- The existing program addresses local and collector roads only.
- Issues addressed for arterial streets are referred to the intersection improvement or corridor review programs.
- Complaints driven process.



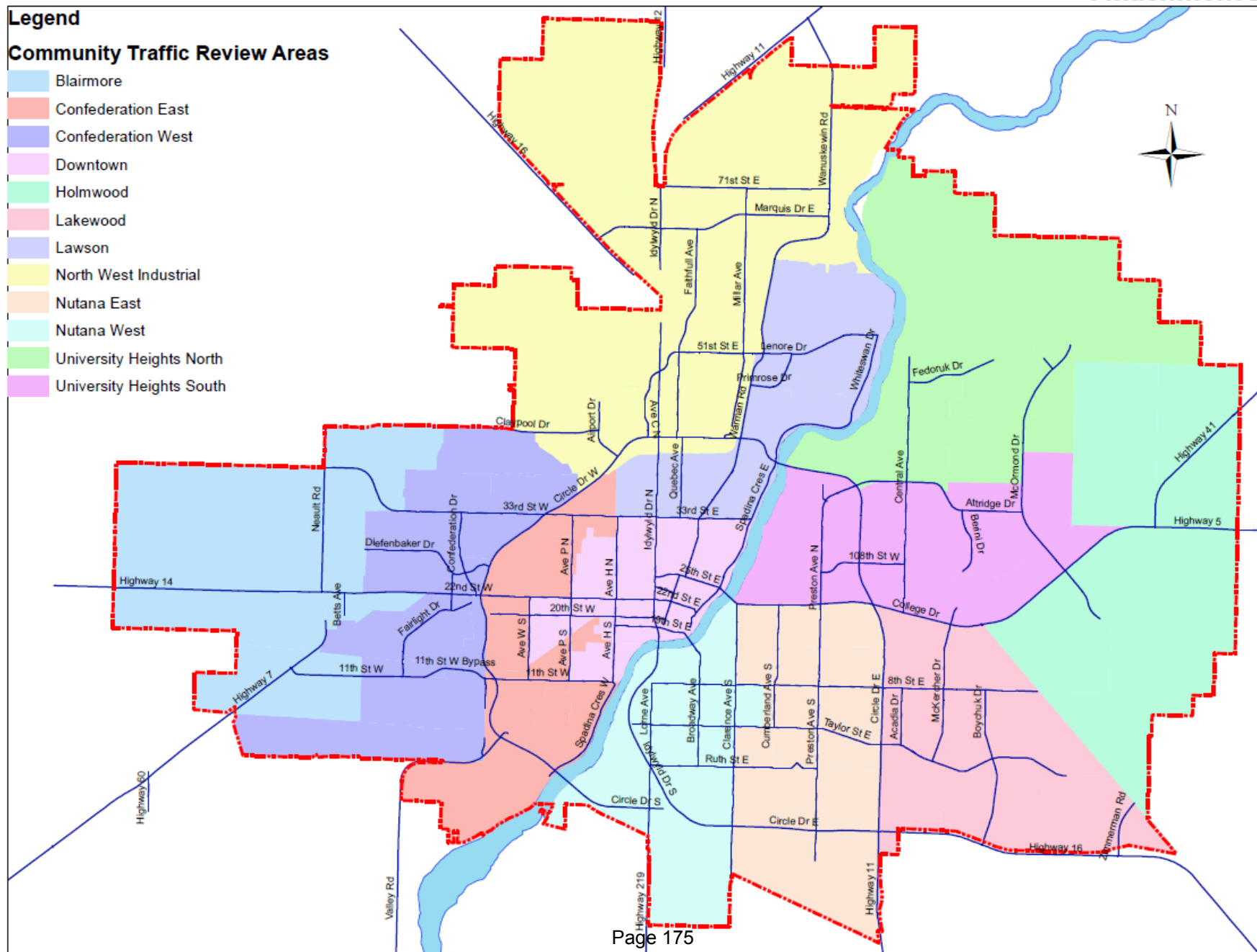
What is a Community Transportation Review?

- Broader community level than the NTR program.
- To address transportation safety issues along major collectors and arterials.
- Focus on evidence-based for traffic, cyclist, and pedestrian safety issues and trends (through collision data or other research studies).
- This program will complement the intersection improvement and corridor review processes.



Community Traffic Review Areas

- | |
|--------------------------|
| Blairmore |
| Confederation East |
| Confederation West |
| Downtown |
| Holmwood |
| Lakewood |
| Lawson |
| North West Industrial |
| Nutana East |
| Nutana West |
| University Heights North |
| University Heights South |



What are the Implications of Community Transportation Reviews?

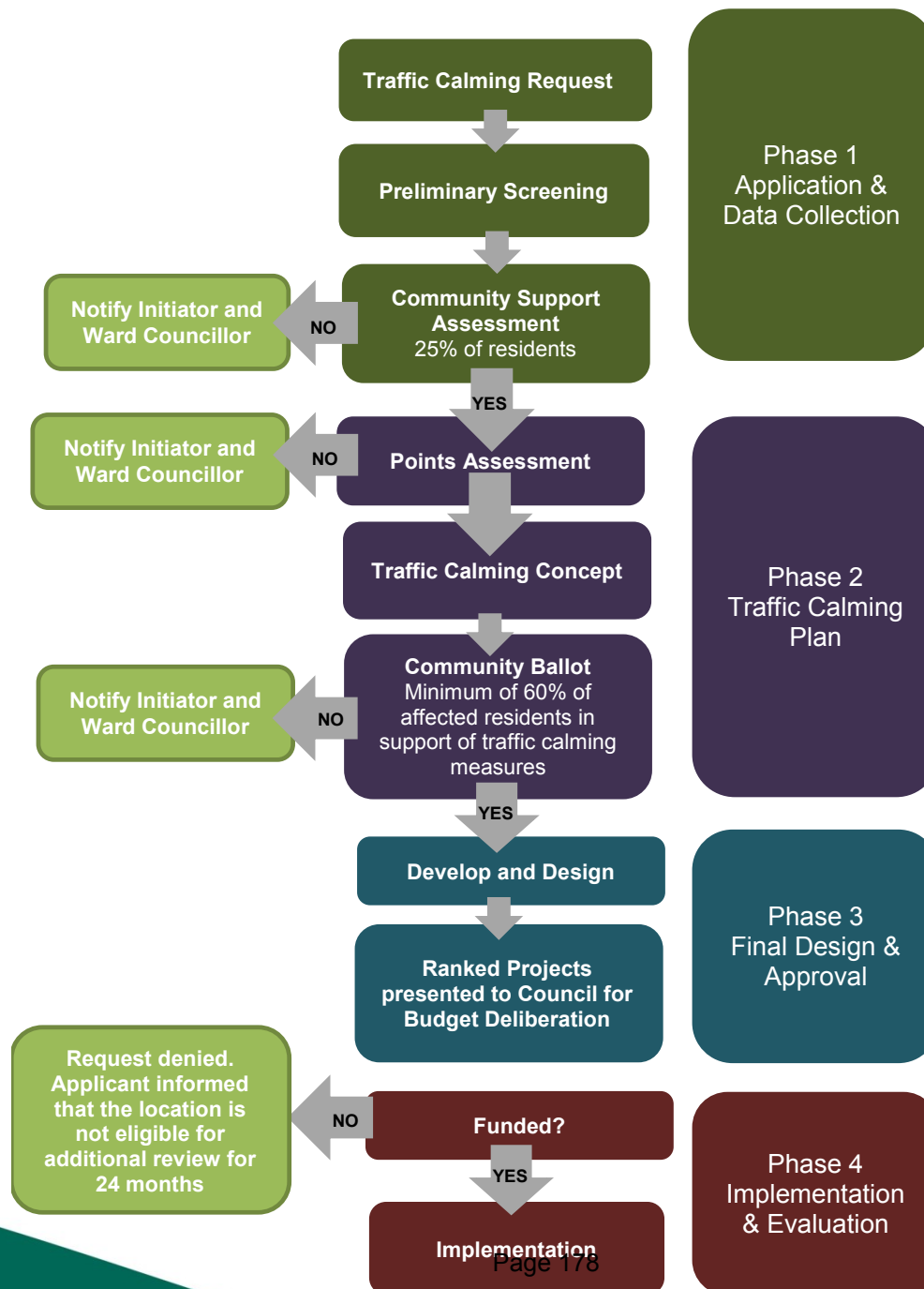
- Engagement Plan is in development.
- An annual meeting for each of the 12 communities is proposed to:
 - Discuss ongoing or upcoming transportation initiatives and projects;
 - Present the CTR program and priorities;
 - Identify barriers to walking and cycling; and
 - Listen to public input, and, where appropriate, refer them to ongoing programs.
 - Each year will include a progress report for each Community.
- Resource needs less than NTR program.



Traffic Calming Policy

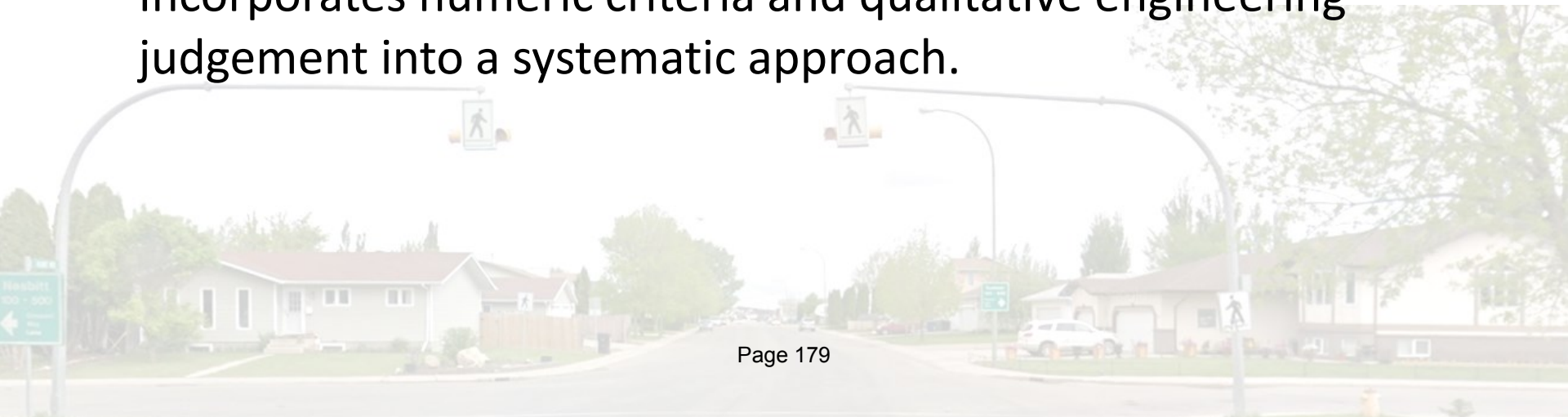
- For neighbourhoods that have a completed NTR.
- Residents with speeding and shortcutting concerns.





Traffic Control at Pedestrian Crossings

- Used to ensure safe pedestrian crossings (crosswalks, zebra crosswalks, RRFBs, APCs, PAS).
- The existing Traffic Control at Pedestrian Crossings Policy was approved in November 2004.
- National publication by TAC: *Pedestrian Crossing Control Guide*.
- Promotes a holistic perspective.
- Incorporates numeric criteria and qualitative engineering judgement into a systematic approach.



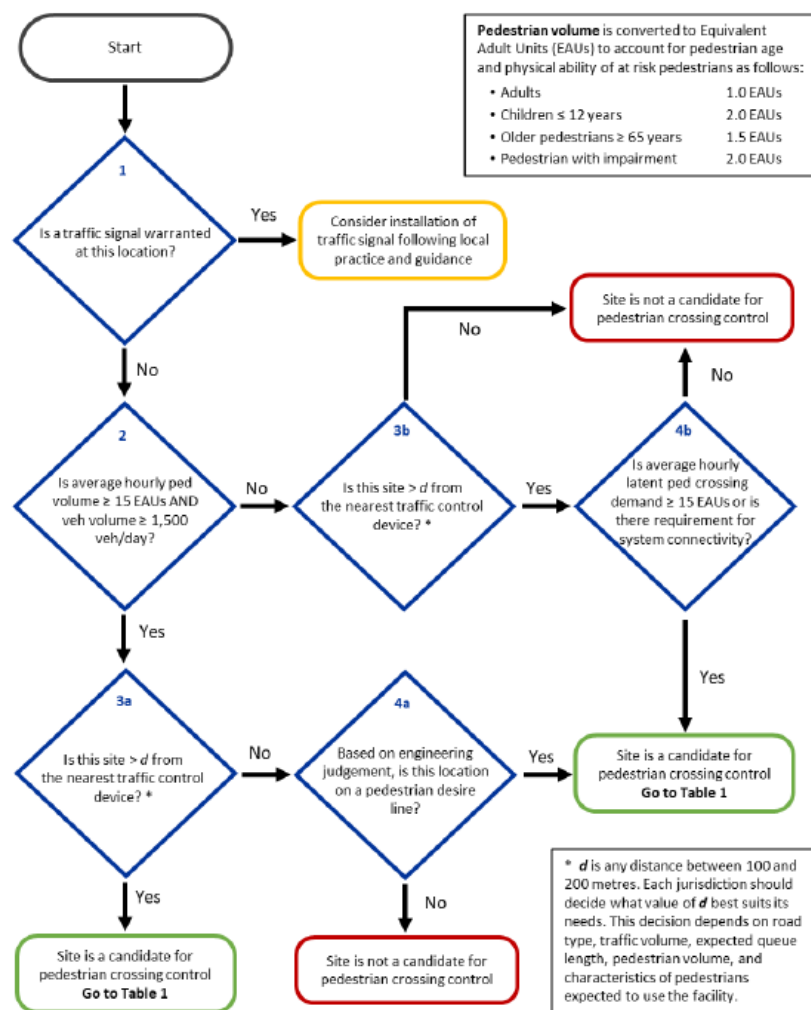


Figure 8: Decision Support Tool – Preliminary Assessment

Table 1: Decision Support Tool – Treatment Selection Matrix

Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500	≤ 50	GM	GM	GM	GM	GM+
< ADT ≤ 4,500	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500	≤ 50	GM	GM	GM	GM	RRFB
< ADT ≤ 9,000	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
< ADT ≤ 12,000	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
< ADT ≤ 15,000	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

¹ The total number of lanes is representative of pedestrian-exposed crossing distance. The following can help determine the applicable number of lanes for a given roadway:

- Travel lanes, two-way left turn lanes, other turning lanes, and part time parking lanes should each be considered as one lane.
- Full time parking lanes on one or both sides of the roadway should be considered as one lane. Curb extensions may be constructed to reduce the total crossing distance and hence, the number of lanes.
- Engineering judgement based on local conditions should be used to determine the lane equivalent associated with bicycle lanes.

² At roundabouts, the maximum design speed of entering or exiting vehicles is often lower than the approaching roadway speed and can be used in place of the roadway speed limit.

³ If three lanes per direction use OF.

Additional notes:

Treatment systems are hierarchical (GM → GM+ → RRFB → OF → TS). Higher order treatment systems may be substituted for lower order treatment systems. The rationale for substituting higher order treatment systems should be consistent throughout the jurisdiction. Remain consistent in application of DESIRABLE components of the GM+ system as best as possible.

Raised refuge may be a pedestrian refuge island or raised median. Raised refuge should be a minimum of 2.4 metres wide to accommodate groups of pedestrians, bicycles, and mobility aids such as wheelchairs and scooters.

A TS treatment system should be selected: (1) for cross-sections with greater than six lanes where a raised refuge is present; (2) for cross sections with greater than four lanes where no raised refuge is present; and (3) for speeds greater than 70 km/h.

Always ensure adequate sight distance at the site as per the TAC Geometric Design Guide for Canadian Roads, and if it is insufficient, create it by applying available tools.

A crossing location with a very wide (7m or more) pedestrian refuge area between opposing directions of traffic may be considered to divide the crossing into two independent sections and may be treated as two separate crosswalks. This may occur at locations with a wide raised refuge or offset crosswalk.

Passive crossing treatment systems		Active crossing treatment systems		Traffic signal systems
GM	GM+	RRFB	OF	TS go to Table 6 (pedestrian signal) or Table 7 (full signal)
Go to Table 2	Go to Table 3	Go to Table 4	Go to Table 5	



Improved safety for all road users





STANDING POLICY COMMITTEE ON TRANSPORTATION

Traffic Control at Pedestrian Crossings Policy Update

Recommendation of the Committee

That the Council Policy C07-018, Traffic Control at Pedestrian Crossings, updates based on the TAC Guide as outlined in the report of the A/General Manager, Transportation & Utilities Department dated September 10, 2018, be approved.

History

At the September 10, 2018 Standing Policy Committee on Transportation meeting, a report of the A/General Manager, Transportation & Utilities dated September 10, 2018 was considered.

Your Committee also received a PowerPoint presentation from the Administration regarding the matter.

Attachment

September 10, 2018 report of the A/General Manager, Transportation & Utilities.
September 10, 2018 PowerPoint presentation.

Traffic Control at Pedestrian Crossings Policy Update

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That the Council Policy 07-018, Traffic Control at Pedestrian Crossings updates based on the TAC Guide as outlined in this report be approved.

Topic and Purpose

The purpose of this report is to request City Council approval for the updated Traffic Control at Pedestrian Crossings Policy.

Report Highlights

1. The Transportation Association of Canada (TAC) has published a new edition of the Pedestrian Crossing Control Guide (Guide). The TAC Guide is intended to promote uniformity across the country with respect to the approach used in the provision of pedestrian crossing control.
2. Council Policy 07-018, Traffic Control at Pedestrian Crossings will be updated to reflect that the installation of appropriate traffic controls at pedestrian crossings shall be based on the TAC Guide.
3. A review of two intersections was completed following the process outlined in the TAC Guide to compare the results of the new decision process versus the existing warrant analysis.
4. A Traffic Control Catalogue has been developed to provide citizens with a reference on the various traffic control devices used in the City of Saskatoon.

Strategic Goal

This report supports the Strategic Goal of Moving Around as it improves the safety of vulnerable road users (pedestrians and cyclists), and helps provide a great place to live, work, and raise a family.

Background

City Council approved Council Policy C07-018, Traffic Control at Pedestrian Crossings in November 2004. This policy used a warrant system to identify whether a location would be eligible for an Active Pedestrian Corridor or a Pedestrian Actuated Signal. The warrant methodology considered a variety of factors, including:

- Street geometry and sight distance;
- School crossing;
- Pedestrian type (children, elderly or mobility impaired);
- Existing crossing device;
- Speed limit;
- Distance to nearest protected crosswalk;
- Pedestrian volume; and
- Vehicle volume.

Report

TAC Pedestrian Crossing Control Guide

The objective of the TAC Guide is to promote uniformity across the country with respect to the approach used in the provision of pedestrian crossing control.

The existing warrant system is dependent on pedestrians already using the crossing, not considering pedestrians that do not use the crossing because they do not feel safe. Therefore the existing warrant system has been used to identify whether a location is eligible for an Active Pedestrian Corridor or a Pedestrian Actuated signal and to provide a rational, defensible basis for decisions. The TAC Guide provides more flexibility by not limiting the decisions to strict, numeric warrant criteria.

Recent research incorporated in the TAC Guide concludes that installing unjustified traffic control devices promotes misuse or overuse for crossing control treatment, which may result in non-compliance with and/or disregard of traffic control devices. However, a strict, numeric warrant is not conclusive justification for the installation of a pedestrian crossing control device.

The latest version of the TAC Guide promotes a holistic perspective to the provision of pedestrian crossing control by incorporating both numeric criteria and qualitative engineering judgement into a systematic approach. This will help in supporting decisions concerning pedestrian crossing control, implementing crossing control, and monitoring and evaluating it over time, which provides flexibility to address unique local conditions.

The seven guiding principles for pedestrian crossing control are:

1. Safety – Devices should achieve a high level of compliance and minimize pedestrian exposure to vehicular traffic.
2. Delay – Delay experienced by pedestrians attempting to cross the road should be carefully managed.
3. Equity – Establishing equal access to the transportation network and system by providing for the movement of people as for vehicular traffic is fundamental.
4. Expectancy – Devices should meet driver expectancy, thereby increasing driver response.
5. Consistency – Ensures that devices are recognized, understood and used effectively by all road users.
6. Connectivity – Effective crossing opportunities should be provided to ensure system connectivity for pedestrians while considering proximity to other crossings, driver expectation, and safety of pedestrians.
7. Pragmatism – Practical issues or consequences associated with the provision of pedestrian crossing control devices (e.g. costs, ease of installation, maintenance) should be a consideration of installation.

The Decision Support Tools for the preliminary assessment and the treatment selection steps are included in Attachment 1.

Pedestrian Crossing Control Device Review

To understand the implications of moving to the TAC Guide process, a review of the following two locations was undertaken:

1. Clarence Avenue & 14th Street; and
2. Preston Avenue & East Drive.

Both locations were reviewed for pedestrian devices under the existing warrant analysis procedure. Both locations have ground-mounted pedestrian crossing devices (i.e. signs and zebra pavement markings). A warrant analysis using the existing procedure was completed for both locations in the past year. The results are included in Attachment 2 and summarized below:

Pedestrian Crossing Control Device	Clarence Avenue & 14 th Street		Preston Avenue & East Drive	
	Points	Warrant Result APC warranted if APC > 2	Points	Warrant Result PAS warranted if PAS > 99
Active Pedestrian Corridor (APC)	0	Not Warranted	0	Not Warranted
Pedestrian Actuated Signal (PAS)	40	Not Warranted	29	Not Warranted

Both locations have been reviewed using the new TAC Guide process to determine whether a pedestrian crossing device is justified for these locations and, if so, the appropriate treatment selection. The results of the analysis are included in Attachment 3 and summarized below:

Preliminary Assessment Decision Point	Clarence Avenue & 14 th Street	Preston Avenue & East Drive
Traffic Signal Warranted	No	No
Average Hourly Pedestrian Volume ≥ 15 Equivalent Adult Units* AND vehicular volume ≥ 1,500 veh/day	No	No
Is this site > 200 metres from the nearest traffic control device?	Yes	Yes
Is average hourly potential pedestrian crossing demand ≥ 15 EAU's OR is there requirement for system connectivity?	Yes	Yes
Treatment Selection	Overhead Flashing device	Rapid Rectangular Flashing Beacon or Overhead Flashing device

As a result of the TAC Guide process, the identification of both locations as desirable pedestrian crossings has been confirmed and would be eligible for a pedestrian actuated device.

Prior to adding both locations to the list of pedestrian crossing devices for funding request, a site visit verification will be completed to ensure that the installation can be designed and installed to meet driver expectations. Geometric design components (i.e. curb extensions, curb corner radius, raised refuge) may also need to be considered to ensure the safety of crossing pedestrians.

The comparison in device selection for both locations demonstrates that moving to the TAC Guide would result in a significant change from our current warrant analysis policy. By considering potential pedestrian demand and road features for the crossing, the new policy approach would improve safe connections for Saskatoon's active transportation network and, in turn, would promote walking.

Options to the Recommendation

City Council may direct the Administration to continue using the existing policy. This option is not recommended as it is not in line with the latest version of the TAC Guide. The existing policy follows a strict, numeric warrant which new industry knowledge indicates is not conclusive justification for the installation of a pedestrian crossing control device.

Public and/or Stakeholder Involvement

The public and stakeholders will continue to raise pedestrian safety concerns by way of various communication methods available: calls, emails, community meetings, neighbourhood traffic reviews, etc.

Communication Plan

If approved, this policy will be posted to the City website and shared with key internal City agencies that handle special applications and liaise with the Community Associations.

A traffic control catalogue has been developed to inform residents of available pedestrian crossing and traffic control devices and how to request a traffic control device (Attachment 4). The traffic control catalogue will be posted to the City website.

Policy Implications

Council Policy C07-018, Traffic Control at Pedestrian Crossings requires updating as outlined in this report. A revised draft is attached (Attachment 5).

Financial Implications

Pedestrian crossing control devices are funded through Capital Project #2446 – Pedestrian Crossing Improvements. Current funding levels would allow for the installation of one or two pedestrian actuated devices per year.

Under the new policy, several additional locations, particularly on the arterial corridors, would be eligible for pedestrian actuated devices. Funding levels for Capital Project #2446 – Pedestrian Crossing Improvements would need to increase to install pedestrian crossing control devices for all justified locations.

The list of justified locations will be developed and submitted to support the annual funding requests during budget deliberations.

Environmental Implications

The overall impact of the recommendations on traffic characteristics including the impacts on greenhouse gas emissions has not been quantified at this time.

Other Considerations/Implications

There are no privacy and CPTED considerations or implications.

Due Date for Follow-up and/or Project Completion

If approved, the updated policy will be published on the City website.

Public Notice

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

Attachments

1. Pedestrian Crossing Control Guide - Decision Support Tools
2. Existing Pedestrian Warrant Analysis for Example Locations
3. New Decision Process for Example Locations
4. Saskatoon Traffic Control Catalogue
5. Updated Council Policy C07-018, Traffic Control at Pedestrian Crossings

Report Approval

Written by:	Minqing Deng, Transportation Engineer, Transportation Nathalie Baudais, Senior Transportation Engineer, Transportation
Reviewed by:	David LeBoutillier, Acting Engineering Manager, Transportation Jay Magus, Acting Director of Transportation
Approved by:	Angela Gardiner, Acting General Manager of Transportation & Utilities Department

Admin Report - Traffic Control at Pedestrian Crossings Policy Update.docx

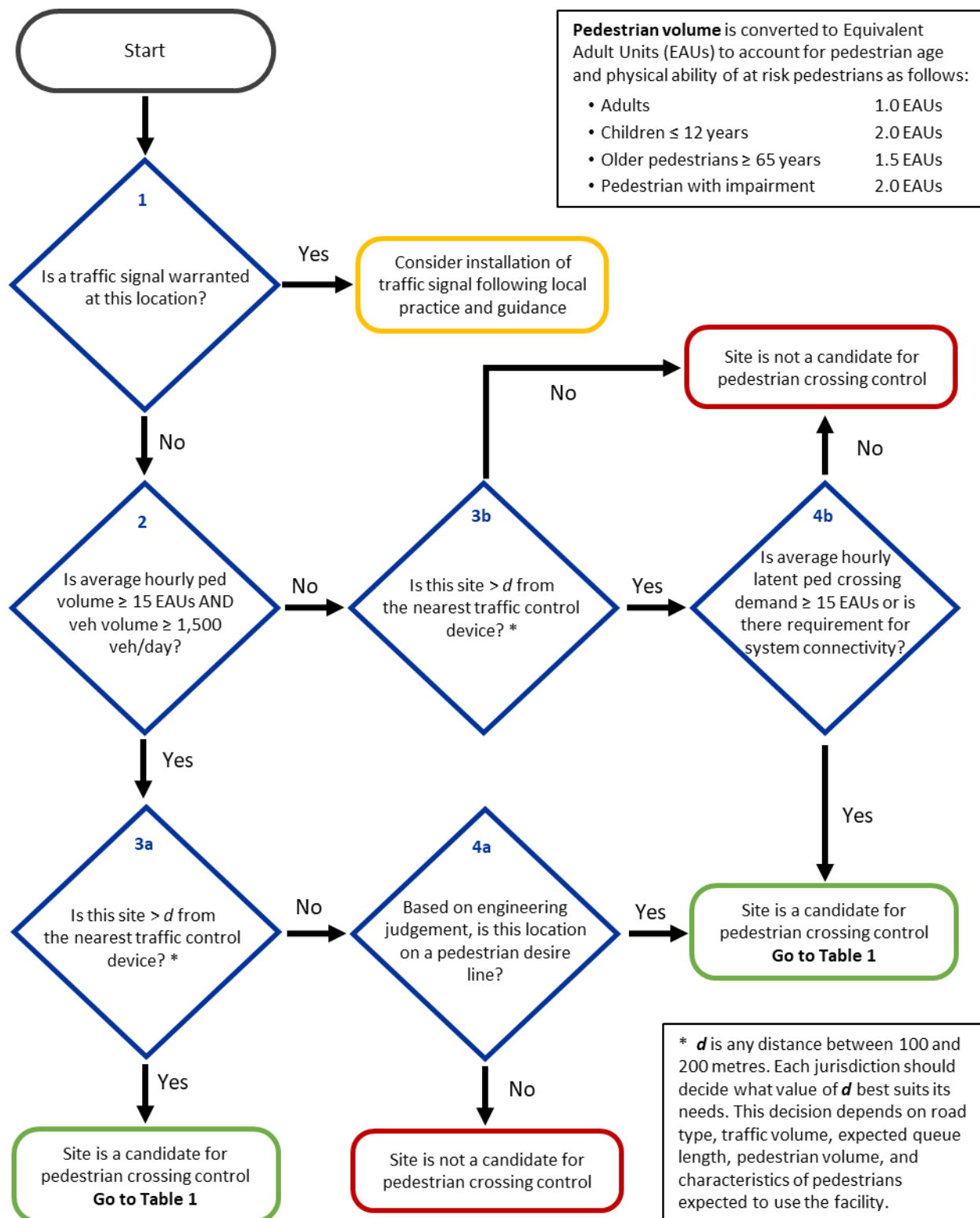


Figure 8: Decision Support Tool – Preliminary Assessment

Table 1: Decision Support Tool – Treatment Selection Matrix

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1,500 < ADT ≤ 4,500	≤ 50	GM	GM	GM	GM	GM+
	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000 < ADT ≤ 12,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

¹ The total number of lanes is representative of pedestrian-exposed crossing distance. The following can help determine the applicable number of lanes for a given roadway:

- Travel lanes, two-way left turn lanes, other turning lanes, and part time parking lanes should each be considered as one lane.
- Full time parking lanes on one or both sides of the roadway should be considered as one lane. Curb extensions may be constructed to reduce the total crossing distance and hence, the number of lanes.
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² At roundabouts, the maximum design speed of entering or exiting vehicles is often lower than the approaching roadway speed and can be used in place of the roadway speed limit.

³ If three lanes per direction use OF.

Additional notes:

Treatment systems are hierarchical (GM → GM+ → RRFB → OF → TS). Higher order treatment systems may be substituted for lower order treatment systems. The rationale for substituting higher order treatment systems should be consistent throughout the jurisdiction. Remain consistent in application of DESIRABLE components of the GM+ system as best as possible.

Raised refuge may be a pedestrian refuge island or raised median. Raised refuge should be a minimum of 2.4 metres wide to accommodate groups of pedestrians, bicycles, and mobility aids such as wheelchairs and scooters.

A TS treatment system should be selected: (1) for cross-sections with greater than six lanes where a raised refuge is present; (2) for cross sections with greater than four lanes where no raised refuge is present; and (3) for speeds greater than 70 km/h.

Always ensure adequate sight distance at the site as per the TAC *Geometric Design Guide for Canadian Roads*, and if it is insufficient, create it by applying available tools.

A crossing location with a very wide (7m or more) pedestrian refuge area between opposing directions of traffic may be considered to divide the crossing into two independent sections and may be treated as two separate crosswalks. This may occur at locations with a wide raised refuge or offset crosswalk.

Passive crossing treatment systems		Active crossing treatment systems		Traffic signal systems
GM Go to Table 2	GM+ Go to Table 3	RRFB Go to Table 4	OF Go to Table 5	TS go to Table 6 (pedestrian signal) or Table 7 (full signal)

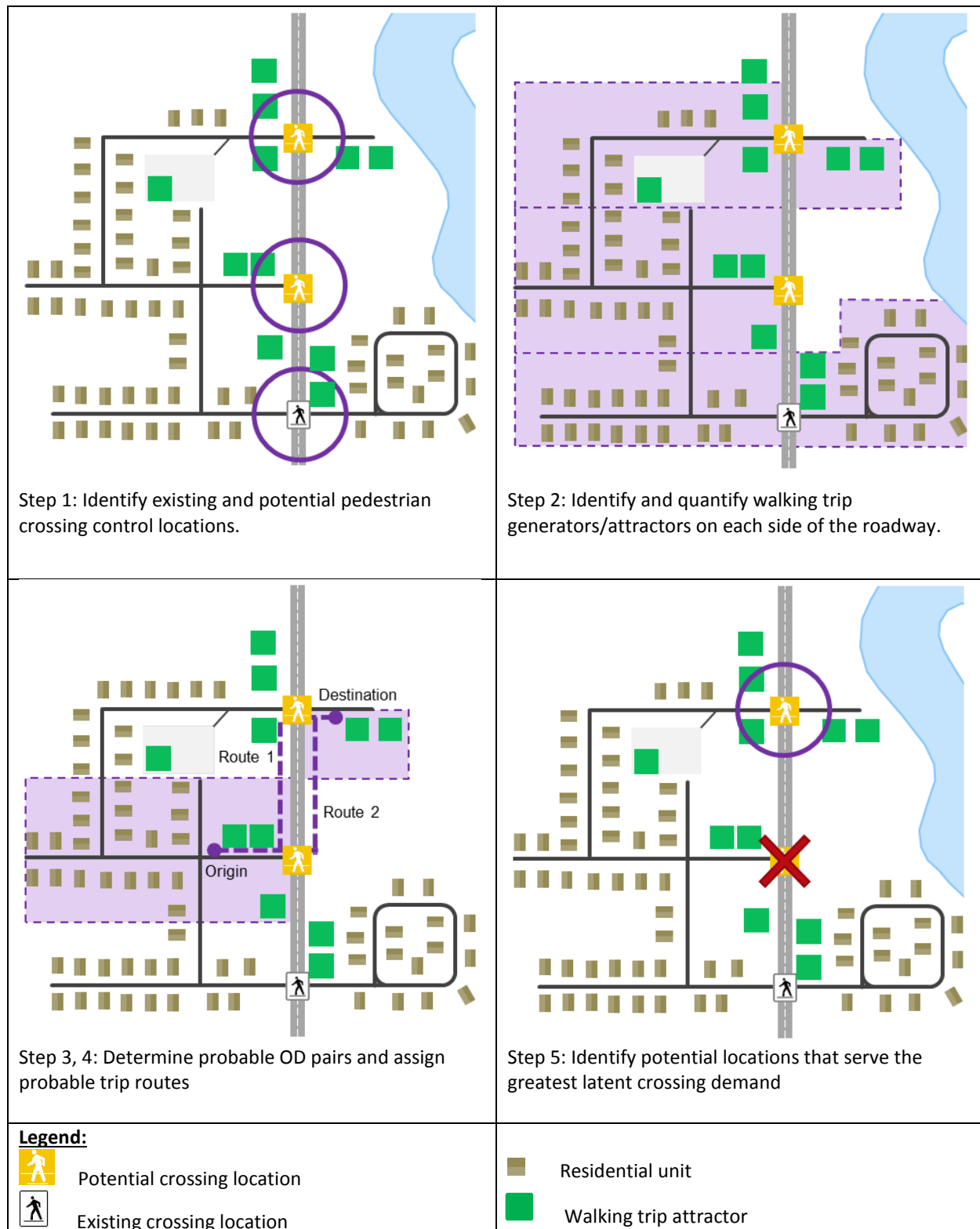


Figure 3: Latent Crossing Demand Methodology

Glossary of Terms

Latent pedestrian crossing demand: a measure of the potential volume of pedestrians that may use a crossing if one were provided

Equivalent Adult Units (EAUs): A conversion of pedestrian volume to account for pedestrian age and physical ability of at risk pedestrians.

Ground Mounted System (GM): Standard Crosswalk with signage and pavement markings

Enhanced Ground Mounted System (GM+): Zebra Crosswalk with signage and pavement markings

Rectangular Rapid Flashing Beacon System (RRFB): Pedestrian activated treatment system which consists of two rapidly flashing beacons mounted above ground mounted signs

Overhead Flashing Beacon System (OF): Pedestrian activated treatment system which consists of internally illuminated overhead mounted signs with alternating amber flashing beacons and down lighting. Equivalent to an Active Pedestrian Crossing (APC).

Traffic Signals (TS): Provide designated crossing opportunities for pedestrians and assign the right-of-way between conflicting streams of traffic. Equivalent to Pedestrian Actuated Signals (PAS) or full traffic signals.

RESULTS SUMMARY

DO NOT ENTER DATA INTO THIS PAGE

Prepared By: Minqing Deng Date: March 27th, 2018

Location and Roadway Classification: Clarence Ave S & 14th St (Major Arterial & Local)

Date of Count: Day of wk: Tuesday - Wednesday Mth, Day, Yr: Jan. 23-24, 2018

Weather: -5 to -7 degree celsius, light snow

Traffic Control Devices: Stop control on both east and west leg of intersection

Current Pedestrian Control: Zebra crosswalk on both north and south leg of intersection

Other Notes: _____

Number of travel lanes passing through the crosswalk(s) 4 lanes

Is there a physical median in this crosswalk(s)? n (y or n)

Speed limit (or 85th percentile speed) 50 km/h

☐ 85th percentile (check one)

☐ Posted Limit

Distance to nearest protected crosswalk 210 m

Location: Clarence Ave S and Colony St

Type: Pedestrian Actuated Signal

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 5 hrs

Elementary: 31 Total Warranted PC Points: _____ or _____ / period

High School: _____ Highest PC point value: 3,424 at _____

Adult: _____ Active Ped Corridor Points: _____

Senior: _____ Pedestrian Actuated Signal Points: 40

Vehicles passing through crosswalk(s): 5,221

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

****Install device at the South Crosswalk ****

(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts									
	SB	WB	NB	EB	North Crosswalk				South Crosswalk					
					Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child		
7:00														
7:15														
7:30														
7:45														
8:00	86	13	157	6	1							1		
8:15	106	32	153	5								1		
8:30	106	20	155	3	1									
8:45	93	16	154	1	1									
9:00			1											
9:15														
9:30														
9:45														
AM Totals	391	81	620	15	3							2		
11:30	114	15	101		2							1		
11:45	113	13	114	3										
12:00	106	12	101	2	2							3		
12:15	93	6	105	3								3		
12:30	89	12	127	1										
12:45	96	11	102	2								2		
13:00	111	8	102	1								1		
13:15	89	11	117	2	2									
Noon Totals	811	88	869	14	6							10		
14:00														
14:15														
14:30														
14:45														
15:00	102	16	109	2										
15:15	143	25	102	3										
15:30	153	22	131	2										
15:45	132	15	136	7										
16:00	154	30	124	4	1							2		
16:15	161	19	121	1								2		
16:30	162	10	107	4	2									
16:45	171	31	126	7	1							2		
17:00														
17:15														
17:30														
17:45														
18:00														
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18:45														
19:00														
19:15														
19:30														
19:45														
20:00														
20:15														
20:30														
20:45														
PM Totals	1,178	168	956	30	4							6		
Totals	2,380	337	2,445	59	13							18		
					North Crosswalk =				13	South Crosswalk =				18

RESULTS SUMMARY

DO NOT ENTER DATA INTO THIS PAGE

Prepared By: Chelsea Lanning Date: Friday, October 6, 2017

Location and Roadway Classification: Preston Ave & East Dr

Date of Count: Day of wk: Tuesday Mth, Day, Yr: Tuesday, September 26, 2017

Weather: _____

Traffic Control Devices: _____

Current Pedestrian Control: Zebra crosswalk on North Leg

Other Notes: Didn't watch ped video. Assumed all children.

Number of travel lanes passing through the crosswalk(s) 2 lanes

Is there a physical median in this crosswalk(s)? y (y or n)

Speed limit (or 85th percentile speed) 50 km/h

☐ 85th percentile (check one)

☒ Posted Limit

Distance to nearest protected crosswalk 370 m

Location: Preston Ave & Louise St

Type: Traffic Signal

Is the orientation of this crosswalk(s) N-S? n (y or n)

Duration of pedestrian count 6 hrs

Elementary: 10 Total Warranted PC Points: _____ or _____ / period

High School: _____ Highest PC point value: 3,655 at _____

Adult: _____ Active Ped Corridor Points: _____

Senior: _____ Pedestrian Actuated Signal Points: 29

Vehicles passing through crosswalk(s): 8,398

ACTIVE PEDESTRIAN CORRIDOR NOT WARRANTED
PEDESTRIAN ACTUATED SIGNAL NOT WARRANTED

**Install device at the North Crosswalk **

(Note: Standard and Zebra crosswalks can be installed on both sides if pedestrian volumes are approximately equal.)

Time (15 minute intervals)	Vehicle Counts				Pedestrian Counts							
	SB	WB	NB	EB	North Crosswalk				South Crosswalk			
					Child	Teen	Adult	Senior / Impaired	Senior / Impaired	Adult	Teen	Child
7:00	44	2	66									
7:15	60	3	81		1							
7:30	68	6	105		1							
7:45	90	5	158									
8:00	102	1	172		2							
8:15	142	5	230		3							
8:30	164	13	177		2							
8:45	98	5	166									
9:00												
9:15												
9:30												
9:45												
AM Totals	768	40	1,155		9							
11:30	102	6	121									
11:45	131	2	134									
12:00	147	2	128									
12:15	142	5	159									
12:30	150	6	119									
12:45	122	2	159									
13:00	123	1	152									
13:15	115	2	125									
Noon Totals	1,032	26	1,097									
14:00												
14:15												
14:30												
14:45												
15:00	168	1	178									
15:15	183	4	217		1							
15:30	217	6	168									
15:45	140	3	186									
16:00	160	7	177									
16:15	182	3	150									
16:30	189	2	200									
16:45	175	5	208									
17:00	203	3	167									
17:15	190	6	160									
17:30	163	5	169									
17:45	136	6	143									
18:00												
18:15												
18:30												
18:45												
19:00												
19:15												
19:30												
19:45												
20:00												
20:15												
20:30												
20:45												
PM Totals	2,106	51	2,123		1							
Totals	3,906	117	4,375		10							
					North Crosswalk =				10	South Crosswalk =		

New Decision Process for Example Locations

Preliminary Assessment Decision Point		Clarence Avenue & 14 th Street Pedestrian Crossing East-West direction	Preston Avenue & East Drive Pedestrian Crossing East-West direction
Traffic Signal Warrant	Points	31	42
	Warranted (Y/N)	No	No
Average Hourly Pedestrian Volume ≥ 15 EAU ¹ s AND vehicular volume $\geq 1,500$ veh/day?	Average Hourly Pedestrian Volume	12 EAU	4 EAU
	Vehicular Volume	14,400	16,700
	Answer (Y/N)	No	No
Is this site > 200 metres from the nearest traffic control device?	Distance from the nearest traffic control device	220 m	375 m
	Answer (Y/N)	Yes	Yes
Is average hourly latent pedestrian crossing demand ≥ 15 EAUs OR is there requirement for system connectivity?	Latent pedestrian crossing demand ²	~ 10 EAU	~4 EAU
	Required connection?	14 th Street is identified as a proposed All Ages and Abilities route in the Active Transportation Master Plan	The distance between the traffic signals at Arlington Avenue and Louise Street suggests that an additional pedestrian crossing would be desirable. East Drive is most evenly spaced between Arlington Avenue and Louise Street and has an existing ground-mounted pedestrian device. Enhancing the crossing would meet pedestrian and driver expectation and enhance compliance.
	Answer (Y/N)	Yes	Yes
Treatment Selection	Table-1 in Pedestrian Crossing Guide	Overhead Flashing (OF) device	RRFB or OF

¹ EAU – Equivalent Adult Units to account for pedestrian age and physical ability. Adults – 1.0 EAU; Children ≤ 12 years – 2.0 EAUs; Older pedestrians ≥ 65 years – 1.5 EAUs; Pedestrian with impairment – 2.0 EAUs.

² Latent crossing demand estimated using the Institute of Traffic Engineers Trip Generation Manual 10th Edition and the mode split identified in the Active Transportation Master Plan Discussion Paper #1.

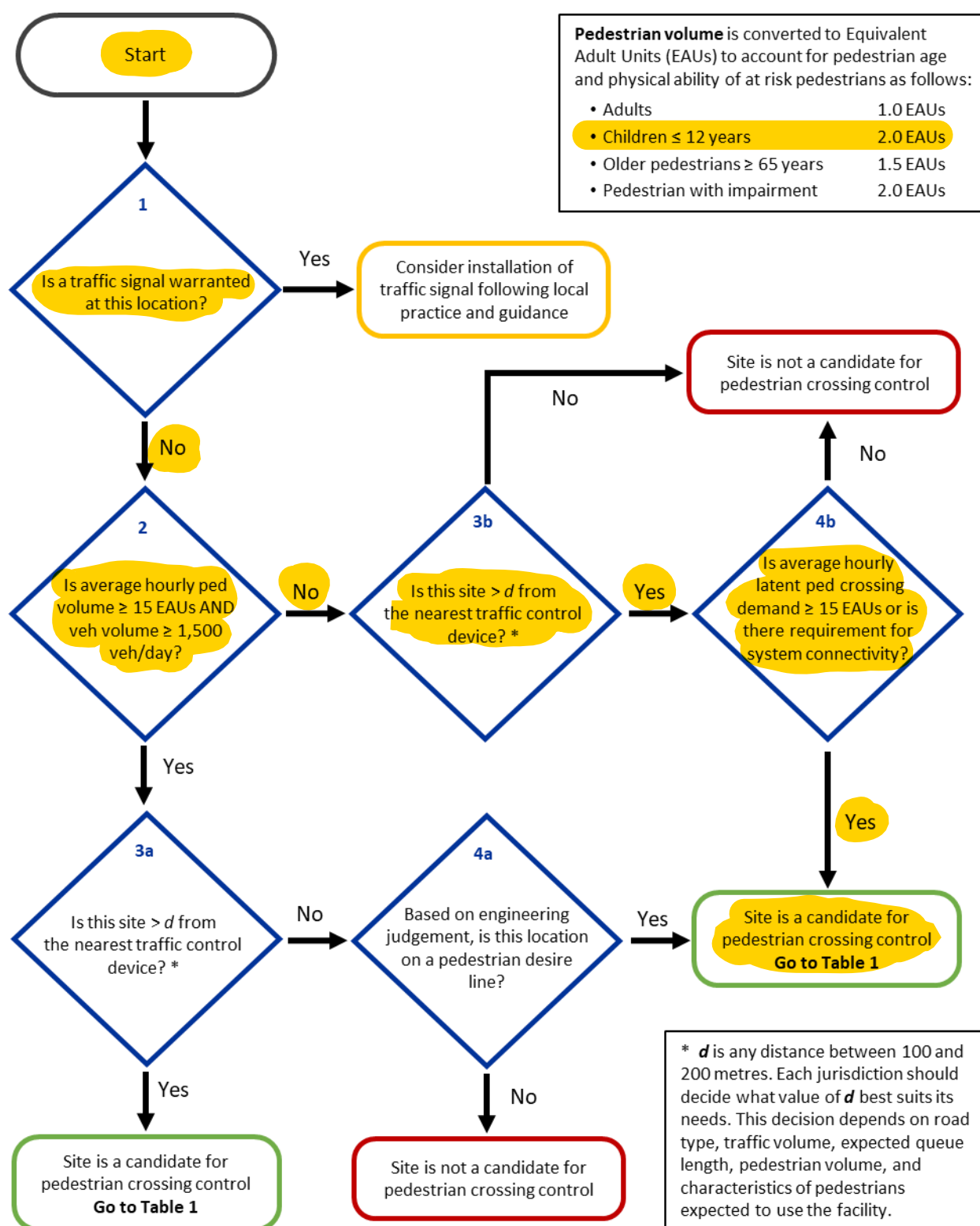


Figure 8: Decision Support Tool – Preliminary Assessment

Main Street (name) Side Street (name) Quadrant / Int # for Warrant Calculation Results, please hit 'Page Down'	Clarence Avenue	Direction (EW or NS) Direction (EW or NS) Comments	NS	Road Authority:	City of Saskatoon
	14th Street		EW	City:	Saskatoon
				Analysis Date:	2018 Jul 30, Mon
				Count Date:	2018 Jan 23, Tue
	CHECK SHEET			Date Entry Format:	(yyyy-mm-dd)

Demographics		
Elem. School/Mobility Challenged	(y/n)	n
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	y
Metro Area Population	(#)	210,000
Central Business District	(y/n)	n

Set Peak Hours														Ped1	Ped2	Ped3	Ped4
								WB			EB			NS	NS	EW	EW
														W Side	E Side	N Side	S Side
								Th	RT	LT	Th	RT	W Side	E Side	N Side	S Side	
8:00 - 9:00	4	602	22	13	373	5	22	18	41	3	5	7	2	7	3	2	
11:30 - 12:30	8	391	29	9	415	2	15	7	24	0	3	5	7	13	4	7	
12:30 - 13:30	8	426	14	8	375	2	12	10	20	1	2	3	8	3	2	3	
15:00-16:00	6	451	21	12	514	4	25	16	37	3	2	9	4	4	0	0	
16:00-17:00	9	439	30	19	626	3	38	13	39	1	6	9	9	3	6	4	
Total (6-hour peak)	41	2,760	137	73	2,817	20	137	80	198	11	20	42	34	34	15	16	
Average (6-hour peak)	7	460	23	12	470	3	23	13	33	2	3	7	6	6	3	3	

$$W = [C_{bt}(X_{v-v}) / K_1 + (F(X_{v-p}) L) / K_2] \times C_i$$


LEGEND

EXISTING TRAFFIC SIGNAL :



EXISTING PEDESTRIAN ACTUATED SIGNAL LOCATION



EXISTING PEDESTRIAN CROSSWALK:



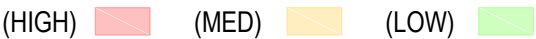
POTENTIAL CROSSING LOCATIONS:



SELECTED CROSSING LOCATION:



PEDESTRIAN ATTRACTIONS:



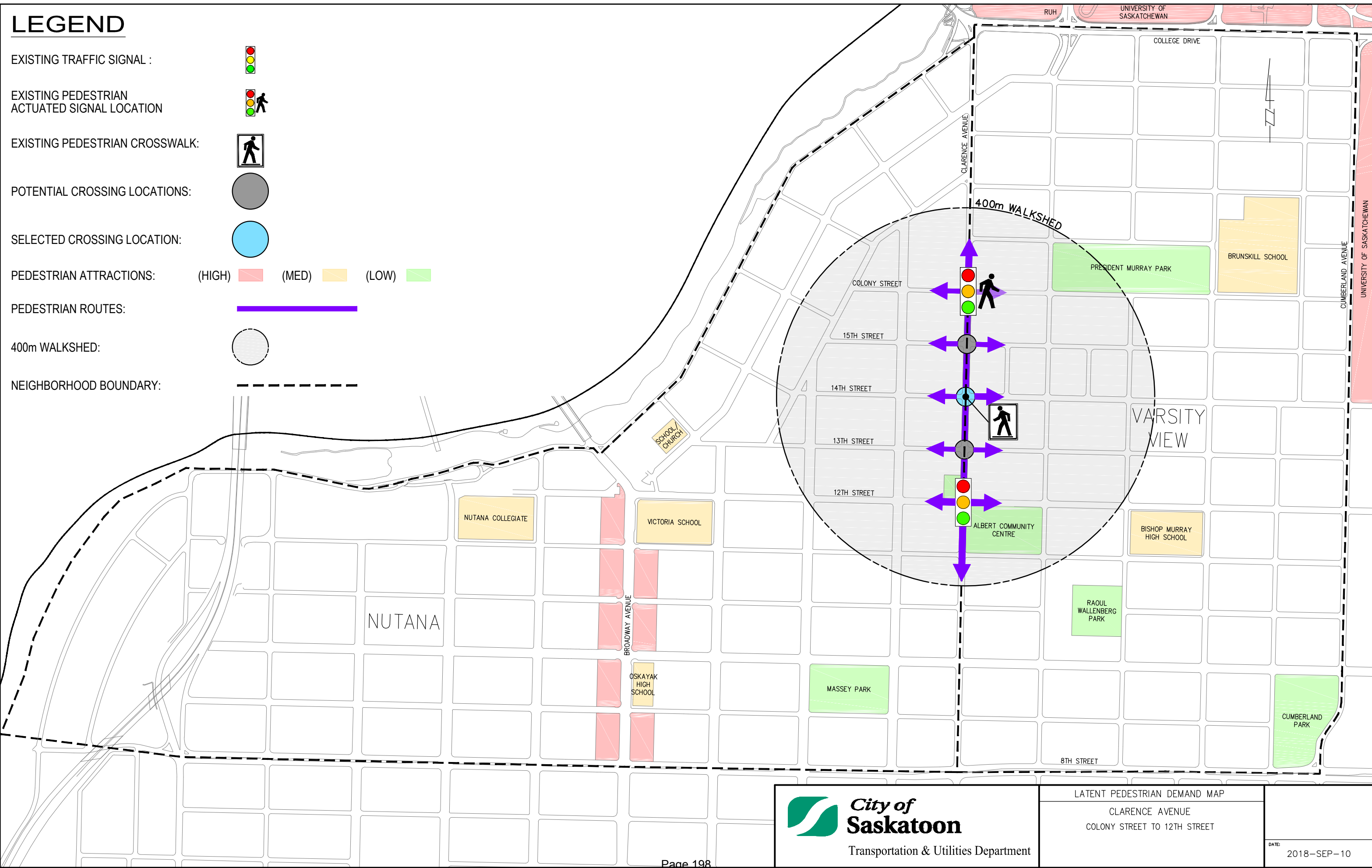
PEDESTRIAN ROUTES:



400m WALKSHED:



NEIGHBORHOOD BOUNDARY:



City of Saskatoon Canadian Matrix Traffic Signal Warrant Analysis

Main Street (name)	Preston Avenue	Direction (EW or NS)	NS	Comments APC is warranted and new data is requested for full signal warrant calculations
Side Street (name)	East Drive	Direction (EW or NS)	EW	
Quadrant / Int #				
CHECK SHEET				

for Warrant Calculation Results, please hit 'Page Down'

Road Authority:	City of Saskatoon
City:	Saskatoon
Analysis Date:	2018 May 02, Wed
Count Date:	2017 Sep 26, Tue
Date Entry Format:	(yyyy-mm-dd)

Lane Configuration		Excl LT	Th & LT	Through	Th+RT+LT	Th & RT	Excl RT	UpStream Signal (m)	# of Thru Lanes
Preston Avenue NB						1		380	1
Preston Avenue SB			1					295	1
East Drive WB					1				
East Drive EB									

Are the East Drive WB right turns significantly impeded by through movements? (y/n)

	n
--	---

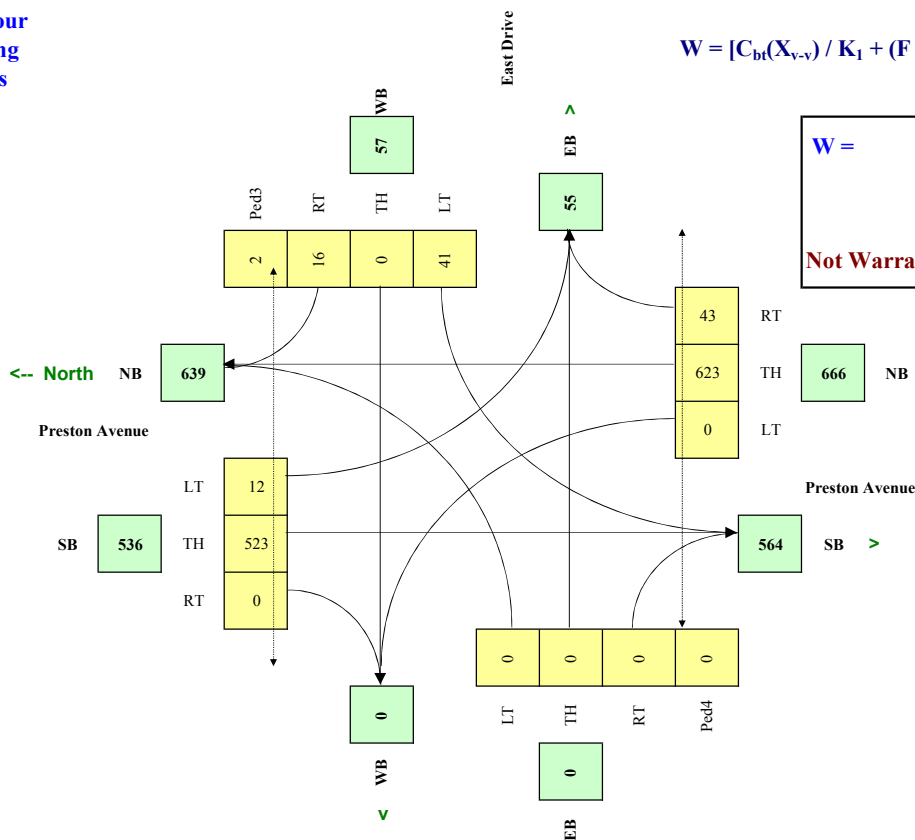
Demographics		
Elem. School/Mobility Challenged	(y/n)	y
Senior's Complex	(y/n)	n
Pathway to School	(y/n)	y
Metro Area Population	(#)	210,000
Central Business District	(y/n)	n

Other input		Speed (Km/h)	Truck %	Bus Rt (y/n)	Median (m)
Preston Avenue	NS	50	2.0%	y	6.0
East Drive	EW		2.0%	y	

Set Peak Hours													Ped1 NS	Ped2 NS	Ped3 EW	Ped4 EW
Traffic Input	NB			SB			WB			EB			W Side	E Side	N Side	S Side
	LT	Th	RT	LT	Th	RT	LT	Th	RT	LT	Th	RT				
7:00 - 8:00	0	410	23	3	259	0	46	0	16	0	0	0		9	2	0
8:00 - 9:00	0	745	57	22	484	0	52	0	24	0	0	0		7	7	0
11:30-12:30	0	542	35	7	515	0	14	0	15	0	0	0		5	0	0
12:30-13:30	0	555	23	3	507	0	31	0	11	0	0	0		3	0	0
15:00-16:00	0	749	61	18	690	0	50	0	14	0	0	0		20	1	0
16:00-17:00	0	735	59	21	685	0	50	0	17	0	0	0		3	0	0
Total (6-hour peak)	0	3,736	258	74	3,140	0	243	0	97	0	0	0	0	47	10	0
Average (6-hour peak)	0	623	43	12	523	0	41	0	16	0	0	0	0	8	2	0

Average 6-hour Peak Turning Movements

$$W = [C_{bt}(X_{v-v}) / K_1 + (F(X_{v-p})L) / K_2] \times C_i$$



W =	42	40	2
		Veh	Ped

Not Warranted - Vs<75

RESET SHEET

LEGEND

EXISTING TRAFFIC SIGNAL :



EXISTING PEDESTRIAN CROSSWALK:



POTENTIAL CROSSING LOCATIONS:



SELECTED CROSSING LOCATION:



PEDESTRIAN ATTRACTIONS:

(HIGH) (MED) (LOW)

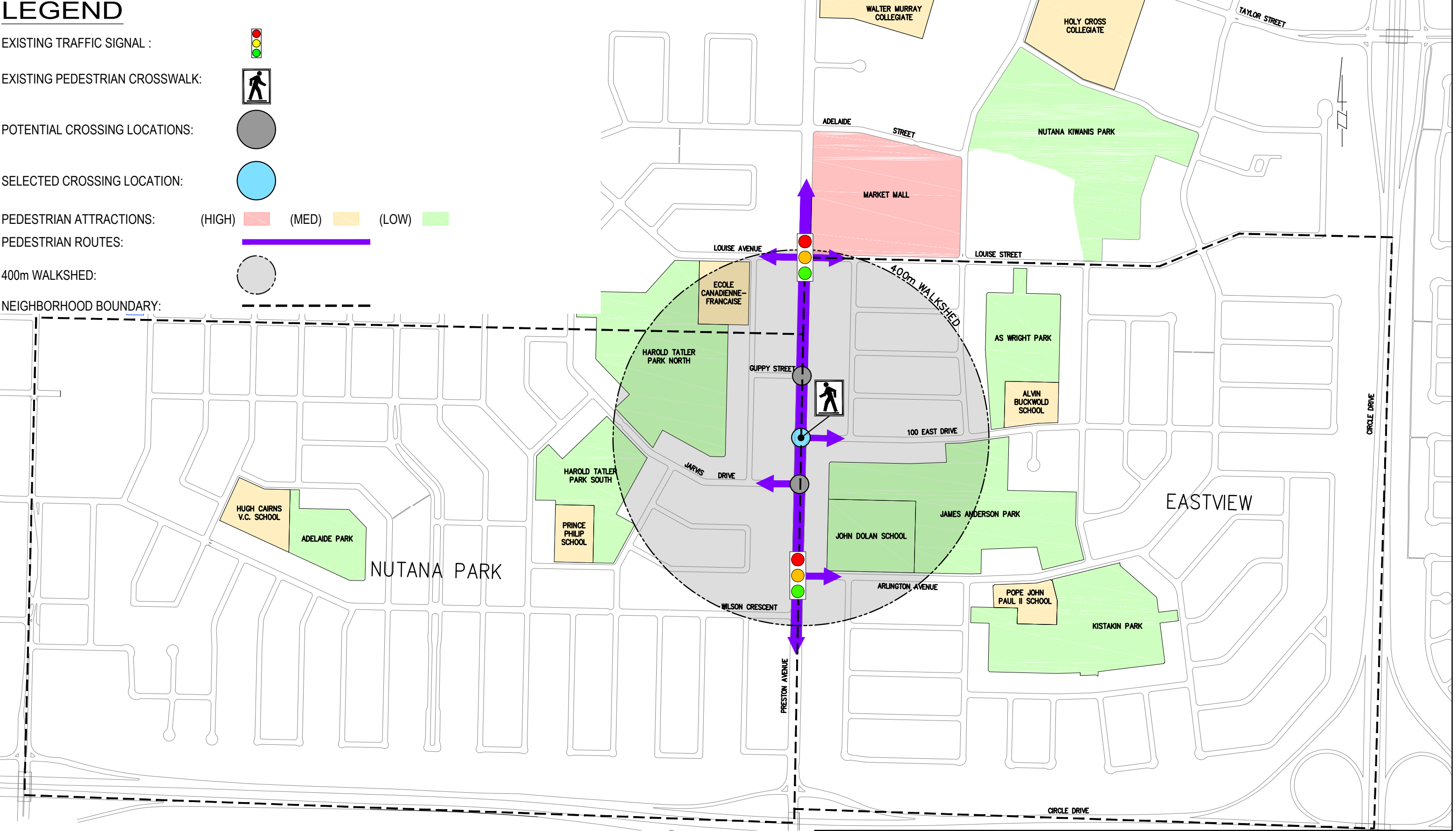
PEDESTRIAN ROUTES:



400m WALKSHED:



NEIGHBORHOOD BOUNDARY:



Saskatoon

Traffic Control Catalogue

2018

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1 Speed Limits

Speed limits for the City of Saskatoon are outlined in Traffic Bylaw 7200. The majority of streets in the City have a 50 kph speed limit. Speed limits may vary from the 50 kph speed limit depending on a number of factors, such as road type, road classification, road geometry, land use, among others. School zones have a 30 kph speed limit effective from 8:00 am to 5:00 pm Monday to Friday, September to June.

1.1 Speed Limit Signs

Speed limit signs are used to indicate the legal speed limit on a roadway. When there is no posted speed limit sign, the legal speed limit defaults to 50 kph.

Speed limit signs are installed when the speed limit is higher or lower than the default speed limit of 50 kph. There are two types of speed limit signs:

- **Maximum Speed Ahead** – These signs are used when the speed limit changes by more than 20 kph. A Maximum Speed Ahead sign is placed in advance of the first Maximum Speed Begins sign to provide drivers the time to adjust their speed before entering the new speed zone.
- **Maximum Speed** – These signs are placed after each cross-street along a roadway to which the speed limit applies.



Figure 1: Speed limit signs

1.2 How You Can Take Action

To request a speed limit review or a speed limit sign, please call 306-975-2454 or email Transportation@saskatoon.ca.

To report a damaged sign, please call Sign Shop at 306-975-2682.

To request speed enforcement or to report unsafe drivers, please call the Saskatoon Police Service at 306-975-8068.

1.3 Things to Consider

- Changing the speed limit of a roadway has little effect on the speed of drivers.
- Studies show that changes to roadway configuration are more effective in slowing driver speed than lowering speed limits.

2 Intersection Controls

The use of signs, traffic signals or crosswalks at intersections play a big part of ensuring motorist and pedestrian safety. Using input from residents and collected data, the Transportation division will assess and determine if any of these traffic management tools are required at a specific location.

2.1 Uncontrolled Intersections

Where there are no traffic control signs, the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right.

2.2 Yield Signs

A yield sign can be an effective traffic control device at intersections if it is found that the right-of-way rules do not provide safe, convenient and efficient traffic movement.



Figure 2: Standard yield sign

2.3 Stop Signs

A stop sign clearly assigns the right-of-way between vehicles approaching an intersection from different directions and it has been deemed that a yield sign is inadequate.

For all-way stops to be installed at an intersection, minimum criteria must be met. Where it has been determined that an all-way stop is required, the stop signs are supplemented with an 'All-Way' tab, placed below the stop sign.



Figure 3: Standard stop sign

2.4 Roundabouts or Traffic Signals

Traffic control signals and roundabouts are traffic control devices used to allocate right-of-way at an intersection. When traffic volumes at a stop-controlled intersection increase to the point that they cause delays or result in increased collisions, a higher form of traffic control, like traffic control signals or roundabouts, may be necessary.

Roundabouts can be considered at all locations that meet the warrants for traffic control signals.

2.5 How You Can Take Action

To learn if stop signs, all-way stops, roundabouts or traffic signals are appropriate at an intersection, please call 306-975-2454 or email Transportation@saskatoon.ca

To report a damaged or lost sign, please call Sign Shop 306-975-2682.

2.6 Things to Consider

- Stop signs are a form of traffic control used to assign the right-of-way at intersections; they are not intended to be used as speed control devices or to stop priority traffic over minor traffic.
- The introduction of unwarranted all-way stop signs has been shown to increase speed of the traffic travelling between intersections as drivers try to make-up time after stopping for the unwarranted stop sign.
- The installation of unwarranted all-way stop signs usually results in a higher occurrence of non-compliance of the stop signs at an intersection. This may lead to reduced pedestrian and motorist safety as approaching motorists fail to yield the right-of-way to pedestrians crossing the street.
- The review process for all-way stop signs, traffic control signals or roundabouts may take a few months to complete as it requires a traffic count. Traffic counts mostly take place in the spring, summer and fall.

- The costs to install traffic signals and roundabouts are relatively high. As a result, only those locations that satisfy a set of minimum criteria receive the devices.

2.7 Our Service to You

Step 1: Once a request is received, it is assigned to a Transportation Engineer who will contact you with the results of a recent evaluation or to inform you that a traffic count will be scheduled.

Step 2: Traffic volume and collision data will be analyzed to determine if the criteria for the installation of a new traffic control device are met. The study also reviews sightlines available to motorists approaching the intersection, the latest collision statistics at the intersection, the proximity to other traffic control devices on the roads, and the adjacent land use on the street.

Step 3: If the location is suitable for the installation of an all-way stop sign, the signs will be installed. If the location meets the criteria for the installation of a traffic control signal, the City of Saskatoon undertakes a functional design exercise that recommends an appropriate form of traffic control for the intersection.

Step 4: Once the analysis is complete, the project will be identified as part of the proposed budget for Intersection Improvements.

Step 5: The new traffic control signal or roundabout will be installed in the spring through fall months of the budget year in which the funds were approved by Council, depending on the extent of the roadway modifications.

3 Pedestrian Crossings

The City of Saskatoon offers a variety of traffic controls at pedestrian crosswalks. The uniform application of traffic control devices for pedestrian crossing promotes the orderly and predictable movement of vehicular and pedestrian traffic. The seven guiding principles for pedestrian crossing control are:

1. **Safety** – Devices should achieve a high level of compliance and minimize pedestrian exposure to vehicular traffic.
2. **Delay** – Delay experienced by pedestrians attempting to cross the road should be carefully managed.
3. **Equity** – Establishing equal access to the system by providing for the movement of people as for vehicular traffic is fundamental.
4. **Expectancy** – Devices should meet driver expectancy, thereby increasing driver response.
5. **Consistency** – Helps ensure that devices are recognized, comprehended and used effectively by all road users.
6. **Connectivity** – Effective crossing opportunities should be provided to ensure system connectivity for pedestrians while considering proximity to other crossings, driver expectation and safety of pedestrians.
7. **Pragmatism** – Consider practical issues or consequences associated with the provision of pedestrian crossing control devices (e.g. costs, ease of installation, maintenance).

3.1 Unmarked Crosswalks

Most crosswalk locations are currently unmarked by signs, pavement markings or signals. Crosswalks exist at each intersection of two streets, as defined in the Highway Traffic Act for Saskatchewan. Drivers can expect pedestrians to be present on all streets in an urban environment and therefore marking all crosswalk locations is unnecessary.

3.2 Standard and Zebra Crosswalks

Crosswalk pavement markings are applied to the roadway to indicate the area pedestrians are supposed to use to cross the roadway. The markings provide an additional reminder to motorists that they should be looking for pedestrians.

Two parallel, solid lines are used to designate a standard pedestrian crossing. However, at crossings where there are higher numbers of vehicles and pedestrians interacting, zebra pavement markings may be used to enhance the visibility of the crosswalk. For both standard and zebra crosswalks, the pavement markings are combined with ground-mounted signage.

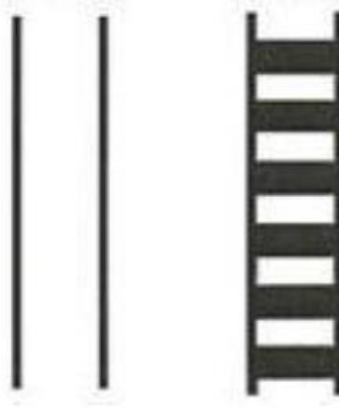


Figure 4: Crosswalk pavement markings

3.2.1 How You Can Take Action

To learn if crosswalk pavement markings are appropriate at an intersection please call 306-975-2454 or email Transportation@saskatoon.ca.

To request that existing pavement markings be re-painted, please call the Sign Shop at 306-975-2682.

3.2.2 Things to Consider

- Pavement markings are typically only installed between April and November. If a request is made during the winter months, it will be reviewed and implemented in the spring or early summer.

3.2.3 Our Service to You

Step 1: Once the request is received, it will be assigned to a Transportation Engineer who will conduct a review to see if the location is a candidate for crosswalk pavement markings. If traffic and pedestrian volumes are high enough, zebra crosswalk markings may be implemented.

Step 2: If the location is suitable, pavement markings will be installed within six to eight weeks, weather permitting.

3.3 Pedestrian Actuated Devices

3.3.1 Rectangular Rapid Flashing Beacons (RRFB)

RRFB are pedestrian activated treatment systems which consist of two rapidly and alternately flashing rectangular amber beacons mounted above ground-mounted pedestrian signs.



Figure 5: Rectangular Rapid Flashing Beacons (RRFB)

3.3.2 Active Pedestrian Corridor (APC)

Pedestrian activated treatment system which consists of internally illuminated overhead mounted signs with alternating amber flashing beacons and down lighting.



Figure 6: Active Pedestrian Corridor (APC)

3.3.3 Pedestrian Actuated Signals (PAS)

Pedestrian actuated signals are a form of controlled pedestrian crossing that provides the right-of-way to pedestrians crossing the roadway when they have the walk signal displayed. The signals can be located at intersections or at mid-block locations. City Council approval is

required for all new pedestrian signal installations, and approval is obtained via the budget process.



Figure 7: Pedestrian Actuated Signal (PAS)

3.4 How You Can Take Action

To learn if a pedestrian crossing device is appropriate at an intersection or midblock location, please call 306-975-2454 or email Transportation@saskatoon.ca.

To request that existing pavement markings be re-painted, please call Sign Shop at 306-975-2682.

3.5 Things to Consider

- The review process for pedestrian crossing devices may take a few months to complete as it requires a traffic count. Traffic counts typically take place in the spring, summer and fall months.
- Pedestrian actuated device costs are relatively high. As a result, only those locations that meet the justification process receive the devices.
- Pavement markings are typically only installed between April and November. If a request is made during the winter months, it will be reviewed and implemented in the next painting season.
- Occasionally, there are operational or accessibility issues that may prevent the installation of a pedestrian crossing device.

3.6 Our Service to You

Step 1: Once the request is received, it will be assigned to a Transportation Engineer who will contact you with the results of the recent evaluation or inform you that a pedestrian survey/traffic count will be scheduled.

Step 2: Pedestrian survey and traffic volume data will be analyzed to determine whether the installation of a new pedestrian crossing device is justified.

Step 3: If a location is justified for the installation of a pedestrian crossing device, staff will determine if roadway modifications are required to implement the device.

Step 4: Standard and zebra crosswalks will be installed in the following season. If the identified treatment is a pedestrian actuated device, the location will be added to the list of locations as part of the proposed budget for the Pedestrian Crossing Improvements program.

Step 5: The new pedestrian crossing device will be installed through the spring to the fall of the budget year in which the funds were approved by Council, depending on the extent of the roadway modification required.

CITY OF SASKATOON

COUNCIL POLICY

NUMBER

C07-018

POLICY TITLE <i>Traffic Control at Pedestrian Crossings</i>	ADOPTED BY:	EFFECTIVE DATE
ORIGIN/AUTHORITY	CITY FILE NO. 6150	PAGE NUMBER

1. PURPOSE

To establish guidelines to be followed by the Administration in the selection and installation of appropriate traffic control devices at pedestrian crossings.

2. DEFINITIONS

For the purposes of this policy, the following definitions are used:

- 2.1 Pedestrian – Any person on foot or in a wheelchair.
- 2.2 Corridor – A pedestrian crosswalk that combines both pavement markings, signing and special illumination.
- 2.3 Traffic Control Device – A sign, signal, marking, or other device, placed upon, over or adjacent to a roadway by a public authority or official having jurisdiction, which is intended to regulate, warn or guide the road user.
- 2.4 Pedestrian Corridor (PC) – A pedestrian crosswalk that combines pavement markings, signing and special illumination.
- 2.5 Rectangular Rapid Flashing Beacon (RRFB) – A pedestrian crosswalk that combines pavement markings, signing, and pedestrian-activated side-mounted amber flashing beacons.
- 2.6 Active Pedestrian Corridor (APC) – A pedestrian crosswalk that combines pavement markings, signing, special illumination and pedestrian-activated overhead amber flashing beacons.
- 2.7 Pedestrian Actuated Signal (PAS) – A traffic signal activated by pedestrians that directly controls through street traffic, with stop or yield control to side-street traffic, to create a gap in traffic that facilitates crossing.

- 2.8 Crosswalk (a.k.a. Crossing) – A marked pedestrian crossing defined by linear pavement markings and/or signs, or the prolongation through the intersection of the lateral boundary lines of the adjacent or intersecting sidewalks at the end of a block.

3. POLICY

The installation of appropriate traffic controls at pedestrian crossings shall be based on the process outlined in the latest edition of the Transportation Association of Canada's *Pedestrian Crossing Control Guide*.

4. RESPONSIBILITY

4.1 General Manager, Transportation & Utilities Department

The General Manager, Transportation & Utilities Department, or designate, will:

- a) Administer and recommend updates to this policy.

4.2 City Council

City Council will:

- a) Review and approve amendments to this policy.

Community Transportation Reviews

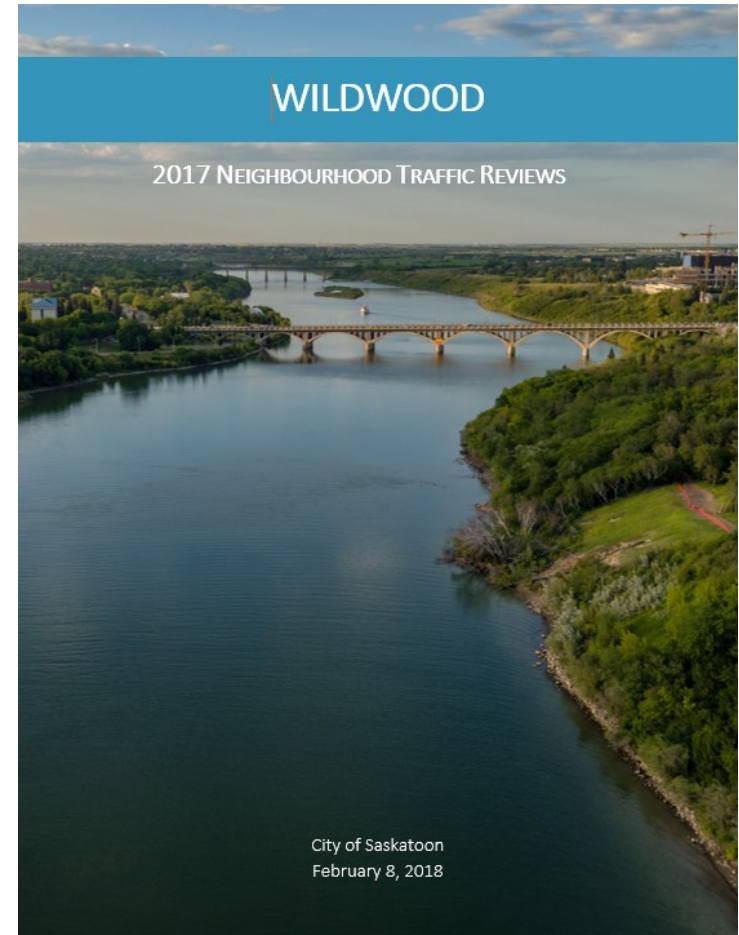
Traffic Calming Policy

Traffic Control at Pedestrian Crossings

Standing Policy Committee on Transportation
September 10, 2018

Why Change Traffic Reviews?

- Neighbourhood Traffic Review (NTR) program is expected to be complete in 2020.
- The existing program addresses local and collector roads only.
- Issues addressed for arterial streets are referred to the intersection improvement or corridor review programs.
- Complaints driven process.



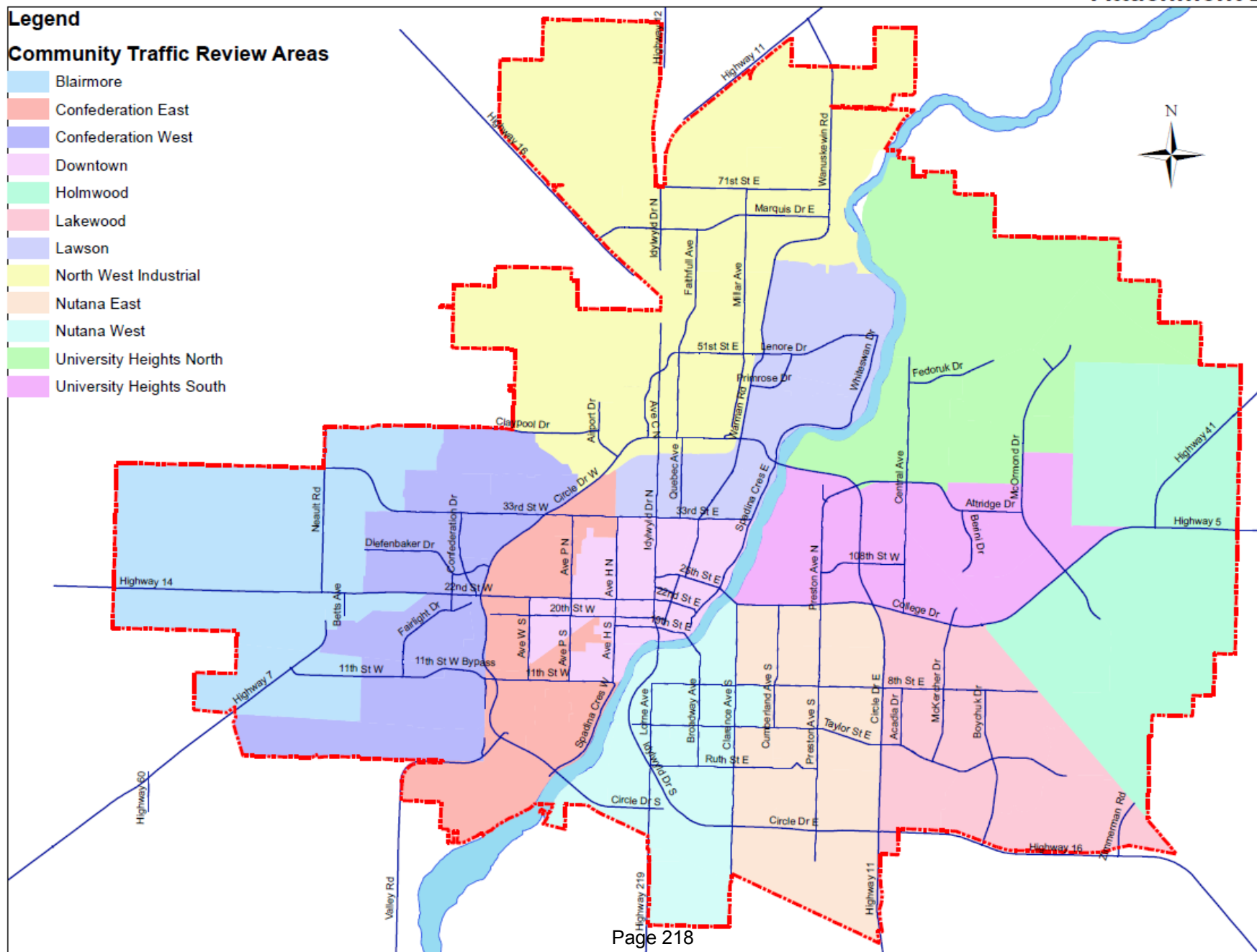
What is a Community Transportation Review?

- Broader community level than the NTR program.
- To address transportation safety issues along major collectors and arterials.
- Focus on evidence-based for traffic, cyclist, and pedestrian safety issues and trends (through collision data or other research studies).
- This program will complement the intersection improvement and corridor review processes.



Community Traffic Review Areas

- | |
|--------------------------|
| Blairmore |
| Confederation East |
| Confederation West |
| Downtown |
| Holmwood |
| Lakewood |
| Lawson |
| North West Industrial |
| Nutana East |
| Nutana West |
| University Heights North |
| University Heights South |



What are the Implications of Community Transportation Reviews?

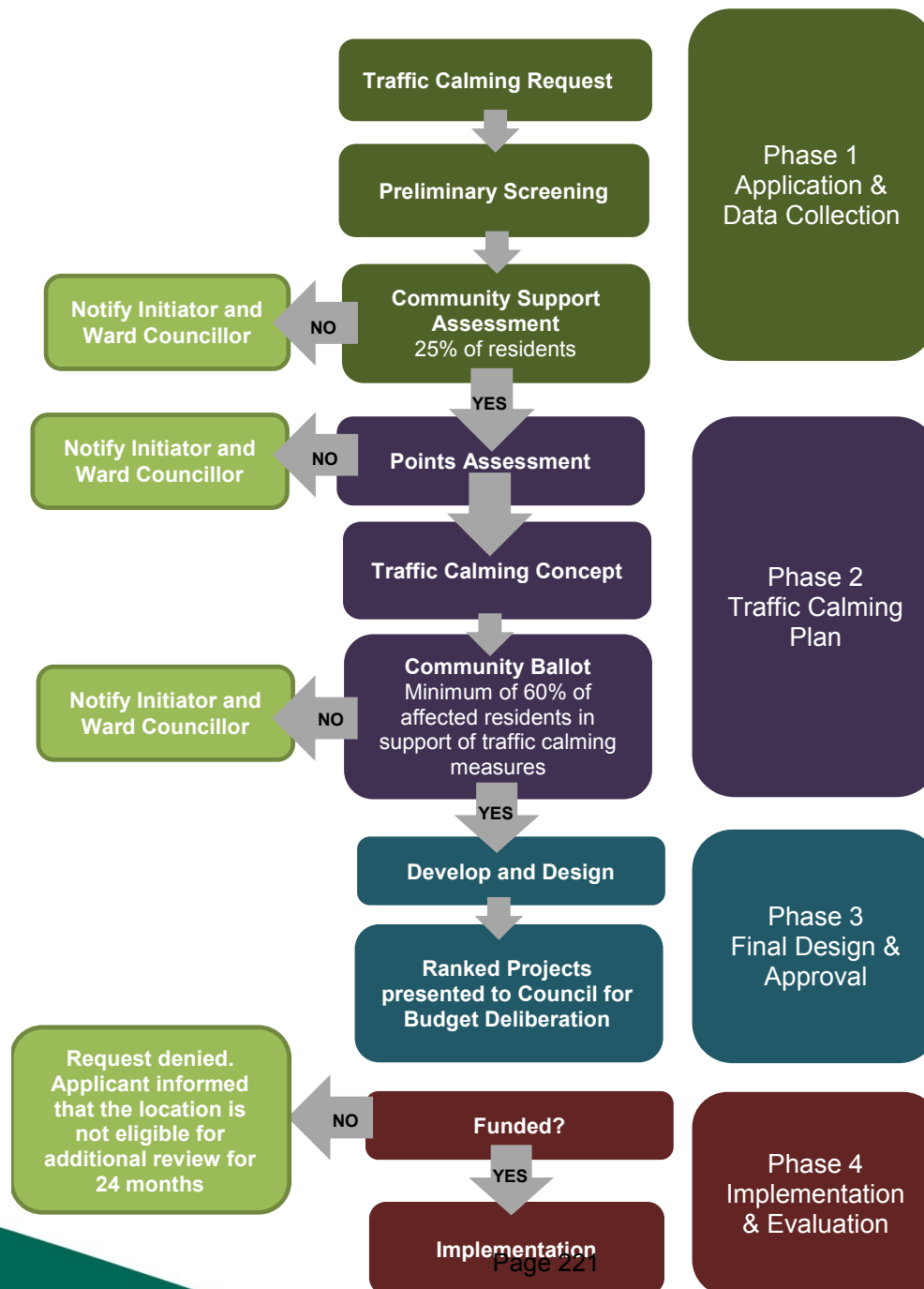
- Engagement Plan is in development.
- An annual meeting for each of the 12 communities is proposed to:
 - Discuss ongoing or upcoming transportation initiatives and projects;
 - Present the CTR program and priorities;
 - Identify barriers to walking and cycling; and
 - Listen to public input, and, where appropriate, refer them to ongoing programs.
 - Each year will include a progress report for each Community.
- Resource needs less than NTR program.



Traffic Calming Policy

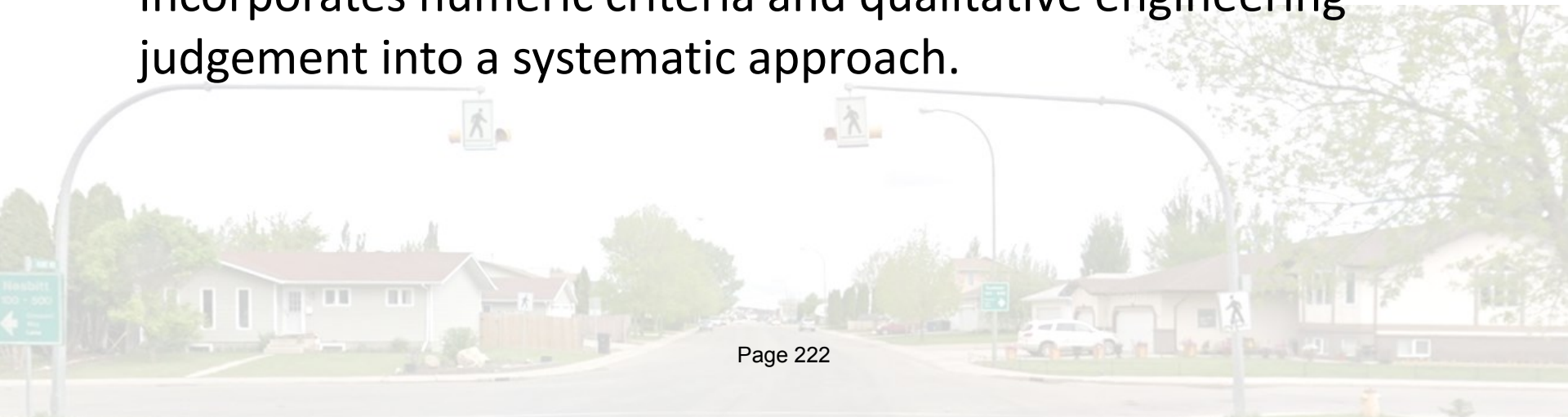
- For neighbourhoods that have a completed NTR.
- Residents with speeding and shortcutting concerns.





Traffic Control at Pedestrian Crossings

- Used to ensure safe pedestrian crossings (crosswalks, zebra crosswalks, RRFBs, APCs, PAS).
- The existing Traffic Control at Pedestrian Crossings Policy was approved in November 2004.
- National publication by TAC: *Pedestrian Crossing Control Guide*.
- Promotes a holistic perspective.
- Incorporates numeric criteria and qualitative engineering judgement into a systematic approach.



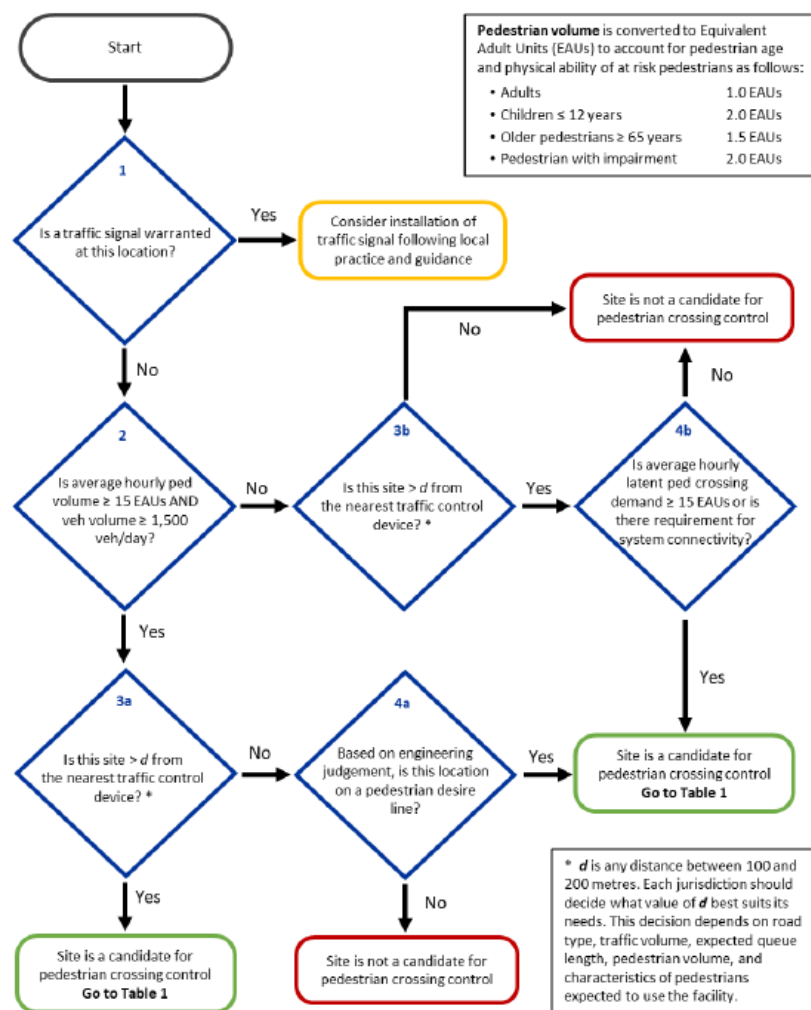


Figure 8: Decision Support Tool – Preliminary Assessment

Table 1: Decision Support Tool – Treatment Selection Matrix

Average Daily Traffic	Speed Limit ² (km/h)	Total Number of Lanes ¹				
		1 or 2 lanes	3 lanes (two-way)	3 lanes (one-way)	2 or 3 lanes/direction w/ raised refuge	2 lanes/direction w/o raised refuge
1,500	≤ 50	GM	GM	GM	GM	GM+
< ADT ≤ 4,500	60	GM+	GM+	OF	RRFB or OF ³	RRFB
	70	RRFB	RRFB	OF	OF	OF
4,500 < ADT ≤ 9,000	≤ 50	GM	GM	GM	GM	RRFB
	60	GM+	GM+	OF	RRFB or OF ³	OF
	70	RRFB	OF	OF	OF	TS
9,000 < ADT ≤ 12,000	≤ 50	GM	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	RRFB	OF	RRFB or OF ³	TS
	70	OF	OF	OF	TS	TS
12,000 < ADT ≤ 15,000	≤ 50	RRFB	RRFB	OF	RRFB or OF ³	OF
	60	RRFB	OF	OF	RRFB or OF ³	TS
	70	OF	TS	TS	TS	TS
> 15,000	≤ 50	RRFB	OF	OF	RRFB or OF ³	TS
	60	RRFB	TS	TS	TS	TS
	70	OF	TS	TS	TS	TS

¹ The total number of lanes is representative of pedestrian-exposed crossing distance. The following can help determine the applicable number of lanes for a given roadway:

- Travel lanes, two-way left turn lanes, other turning lanes, and part time parking lanes should each be considered as one lane.
- Full time parking lanes on one or both sides of the roadway should be considered as one lane. Curb extensions may be constructed to reduce the total crossing distance and hence, the number of lanes.
- Engineering judgement based on local conditions should be used to determine the lane equivalent associated with bicycle lanes.

² At roundabouts, the maximum design speed of entering or exiting vehicles is often lower than the approaching roadway speed and can be used in place of the roadway speed limit.

³ If three lanes per direction use OF.

Additional notes:

Treatment systems are hierarchical (GM → GM+ → RRFB → OF → TS). Higher order treatment systems may be substituted for lower order treatment systems. The rationale for substituting higher order treatment systems should be consistent throughout the jurisdiction. Remain consistent in application of DESIRABLE components of the GM+ system as best as possible.

Raised refuge may be a pedestrian refuge island or raised median. Raised refuge should be a minimum of 2.4 metres wide to accommodate groups of pedestrians, bicycles, and mobility aids such as wheelchairs and scooters.

A TS treatment system should be selected: (1) for cross-sections with greater than six lanes where a raised refuge is present; (2) for cross sections with greater than four lanes where no raised refuge is present; and (3) for speeds greater than 70 km/h.

Always ensure adequate sight distance at the site as per the TAC Geometric Design Guide for Canadian Roads, and if it is insufficient, create it by applying available tools.

A crossing location with a very wide (7m or more) pedestrian refuge area between opposing directions of traffic may be considered to divide the crossing into two independent sections and may be treated as two separate crosswalks. This may occur at locations with a wide raised refuge or offset crosswalk.

Passive crossing treatment systems		Active crossing treatment systems		Traffic signal systems
GM	GM+	RRFB	OF	TS go to Table 6 (pedestrian signal) or Table 7 (full signal)
Go to Table 2	Go to Table 3	Go to Table 4	Go to Table 5	



Improved safety for all road users





STANDING POLICY COMMITTEE ON TRANSPORTATION

88 King Street Equipment Storage Facility – 2018 Budget Adjustment Request

Recommendation of the Committee

That a budget adjustment of \$50,000 to Capital Project #2269 – TU Accommodation Construction funded from the Roadways and Operations Building Major Repair Reserve and the TU Department Capital Reserve be approved to install safety retrofits on the 88 King Street property for winter equipment storage.

History

At the September 10, 2018 Standing Policy Committee on Transportation meeting, a report of the A/General Manager, Transportation & Utilities dated September 10, 2018 was considered.

A/General Manager, Transportation & Utilities Department advised that the name of the reserve indicated in the report as the Public Works Buildings Civic Facilities Reserve should be changed to the Roadways and Operations Building Major Repair Reserve. The other reserve is the TU Department Capital Reserve, as noted in the report.

Attachment

September 10, 2018 report of the A/General Manager, Transportation & Utilities.

88 King Street Equipment Storage Facility – 2018 Budget Adjustment Request

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That a budget adjustment of \$50,000 to Capital Project #2269 – TU Accommodation Construction funded from the Public Works Buildings Civic Facilities Reserve and the TU Department Capital Reserve be approved to install safety retrofits on the 88 King Street property for winter equipment storage.

Topic and Purpose

The purpose of this report is to request City Council approval for a budget adjustment to Capital Project #2269 – TU Accommodation Construction funded from the Public Works Buildings Civic Facilities Reserve and the TU Department Capital Reserve. The funds are required to install safety retrofits on the 88 King Street property for winter equipment storage.

Report Highlights

1. Safety retrofits are required at the newly acquired 88 King Street property for winter equipment storage.
2. Approval of \$50,000 in capital funding will eliminate the requirement of an external leased facility, saving approximately \$30,000 over the course of the winter of 2018-2019 and in future years.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability by utilizing vacant City facilities in lieu of renting external facilities.

Background

Currently, City Yards facilities do not include adequate indoor heated equipment storage required for the City's daily winter operations. Historically, this equipment has been stored at external leased facilities. With the recent purchase of the former Saskatchewan Transit Company facility located at 88 King Street, the City can reduce ongoing operating costs associated with daily use equipment storage.

Report

Retrofits Required to Meet Safety Standards

The 88 King Street property is owned by the City of Saskatoon and is not in proximity to any residential areas. Its daily use is not expected to be disruptive to local residents or businesses, and will use the same access points as existing City Yards operations.

In order to utilize this facility, immediate safety retrofits are required in the equipment maintenance portion of the facility. Currently there are open service pits which pose a falling safety hazard for both staff and equipment. As well, there are existing indoor fuel pumps which pose a risk of being struck by heavy equipment involved in daily operations.

Elimination of External Leased Facilities

In previous years, winter maintenance equipment was stored in external leased facilities in the North Industrial area. The anticipated cost of winter storage for the 2018-2019 snow and ice maintenance season is \$10,000 to \$15,000 per month, which is significantly higher than the expected operating cost of \$8,500 per month using the 88 King Street property. From an operational perspective, 88 King Street is in closer proximity to City Yards allowing for more efficient mobilization and better synergy with the rest of the public works operations.

Options to the Recommendation

The Administration may be directed to secure privately-owned heated indoor storage at an expected cost of up to \$80,000 in rental fees for the months of November 2018 to April 2019. This is not recommended as there are increased financial and operational implications.

Financial Implications

There is sufficient funding in the Public Works Buildings Civic Facilities Reserve (\$40,000) and the TU Department Capital Reserve (\$10,000) to fund this budget adjustment.

Other Considerations/Implications

There are no policy, public and/or stakeholder involvement, communications, environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

To ensure continued operational efficiencies, equipment storage facilities need to be in place by November 1, 2018.

Public Notice

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

Report Approval

Written by: Cathy Davidson, Operations Manager, Roadways & Operations
Reviewed by: Shelley Korte, Director of Business Administration
Brandon Harris, Director of Roadways & Operations
Approved by: Angela Gardiner, Acting General Manager, Transportation & Utilities Department



GOVERNANCE AND PRIORITIES COMMITTEE

Amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms

Recommendation of the Committee

1. That the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, be approved; and
2. That the City Clerk be requested to amend Council Policy No. C01-017 as outlined in the report of the CFO/General Manager, Asset and Financial Management Department, dated September 17, 2018.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the Administration regarding the above.

Attachment

Report of the CFO/General Manager, Asset & Financial Management Department dated September 17, 2018

Amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms

Recommendations

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, be approved; and
2. That the City Clerk be requested to amend Council Policy No. C01-017 as outlined in the report of the CFO/General Manager, Asset and Financial Management Department, dated September 17, 2018.

Topic and Purpose

The purpose of this report is to obtain City Council approval of the proposed amendments to Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, to reflect implementation of a visual bag inspection procedure for all visitors to the City of Saskatoon's (City) Council Chambers effective November 1, 2018.

Report Highlights

1. A growing number of municipalities are adopting proactive security measures that focus on detecting, deterring and preventing weapons or other dangerous items from entering Council Chambers through screening processes ranging from visual bag inspections to police-staffed security checkpoints.
2. A visual bag inspection procedure is being implemented for all public meetings of City Council and Standing Policy Committees of Council. Bag inspection will be applicable to all visitors and employees, with the exception of media, elected officials and some members of the Administration for whom there will be a pre-clearance bypass procedure.
3. Amendments to Council Policy No. C01-017 are required in order to implement visual bag inspections.

Strategic Goal

This report supports the long-term strategy to make health and safety a top priority in all we do under the Strategic Goal of Continuous Improvement.

Background

Currently, there are few restrictions regarding items visitors and staff are permitted to bring into Council Chambers, and the restrictions that are in place are not consistently enforced.

There have been a number of recent incidents involving bags being brought into or left unattended in Council Chambers. The City has an obligation to provide a safe and secure environment for the public, staff, and elected officials who attend meetings in Council Chambers.

Report

Comparison to Other Municipalities

A growing number of municipalities are acknowledging the limitations of a reactive security posture as it relates to security measures in their Council Chambers and are adopting proactive measures that focus on detection, deterrence and prevention through screening processes ranging from visual bag inspections to police-staffed security checkpoints.

The Administration obtained information from seven Canadian municipalities regarding screening processes in place to control items entering Council Chambers. Attachment 1 is a summary of the screening procedures in use at each municipality.

Implementation of a visual bag inspection procedure is consistent with the current practice of several other municipalities, and could be considered an incremental first step to improve the City's overall security posture as it relates to Council Chambers.

Description of Procedure

The visual bag inspection procedure will be in effect during all public meetings of City Council and Standing Policy Committees of Council, and will apply equally to all Council Chambers visitors, citizens and employees alike. A pre-clearance procedure will be established to allow media and those seated within the Bar of Council Chambers to bypass inspection.

The bag inspection will occur in the lobby immediately outside the entrance to Council Chambers (Attachment 2). Signage will clearly describe the purpose of the inspection and list prohibited items. Prohibited items that are not illegal (e.g. scissors, chemicals, aerosols, etc.) will be stored and returned to the owner upon departure. Illegal items (e.g. weapons) will be seized immediately, 911 will be called, and the individual will be instructed to wait for the arrival of Saskatoon Police Service as contracted security staff do not have authority to arrest or detain individuals.

Policy Amendments

To reflect implementation of the visual bag inspection procedure, the Administration is recommending the following amendments to Section 3.1 of Council Policy No. C01-017 as shown in bold:

- d) With the exception of water, no food or beverages, **noisemakers, knives or blades, firearms or ammunition, explosives, other weapons or dangerous items** shall be allowed in the Council Chambers.
- n) **All bags, backpacks, briefcases, purses, packages or other bulky objects are subject to inspection.**

Options to the Recommendation

City Council can choose not to approve the policy amendments. The Administration does not recommend this option given the public safety risks and the requirement for the City to provide a safe working environment for its elected officials and staff. City

Council and the Administration have acknowledged a low appetite for such risks. Further, the financial and reputational risks that could result from not having adequate controls in place could be significant in the event an incident occurs in Council Chambers.

Public and/or Stakeholder Involvement

The Administration will not be pursuing an external engagement strategy on this procedure. The proposed procedure is in line with municipal practice, and procedures commonly in place at other levels of government and venues in Saskatoon.

Communication Plan

The visual bag inspection procedure will be communicated to the visiting public, stakeholders and media through the following channels:

- An information board describing prohibited items (pictures and text) with a statement that all visitors are subject to voluntary screening will be placed in a prominent position in the lobby near the inspection station.
- An internal communications plan will be developed to advise civic staff of the new procedure.
- An informative brochure will be developed and made available at the inspection station, and also as a downloadable PDF on the City's website.
- Regular stakeholder group attendees to Council Chambers will be identified and provided a copy of the informational brochure (e.g. business improvement districts, internal auditor, Saskatoon Regional Economic Development Authority, independent boards and agencies, etc.).
- For all City Council and Standing Policy Committee meetings in October and November 2018, Corporate Security staff will be available to answer questions.

Individuals who do not consent to the inspection process will be provided information on how to access the live stream of proceedings on their mobile device or at an alternate location.

Policy Implications

If approved, Council Policy No. C01-017, Use of Council Chambers and Committee Rooms, will be amended to reflect the visual bag inspection procedure described in this report.

Financial Implications

The annual operating cost associated with having one additional contracted security staff member conduct inspections is estimated to be \$7,000. One-time costs for communications material, supplies and equipment are estimated to be \$2,200.

There is adequate funding in Capital Project No. 1942 – Corporate Security Plan to fund these expenditures for 2018 and 2019.

Privacy Implications

The Administration has completed a Privacy Impact Assessment with the City's Access and Privacy Officer to ensure privacy impacts are minimized and the new procedure complies with privacy legislation.

Other Considerations/Implications

City Hall and Council Chambers in particular are public spaces where citizens are encouraged to visit. The visual bag inspection procedure outlined in this report is the least obtrusive of the options available and reasonably balances citizen access with employee safety. Security staff will be provided with appropriate training to ensure inspections are conducted in a courteous and professional manner.

There are no environmental or CPTED considerations/implications.

Due Date for Follow-up and/or Project Completion

The Administration will report further to City Council regarding the results and impact of the new procedure as required.

Public Notice

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

Attachments

1. Summary of Screening Procedures – Municipal Comparison
2. Visual Bag Inspection Physical Layout

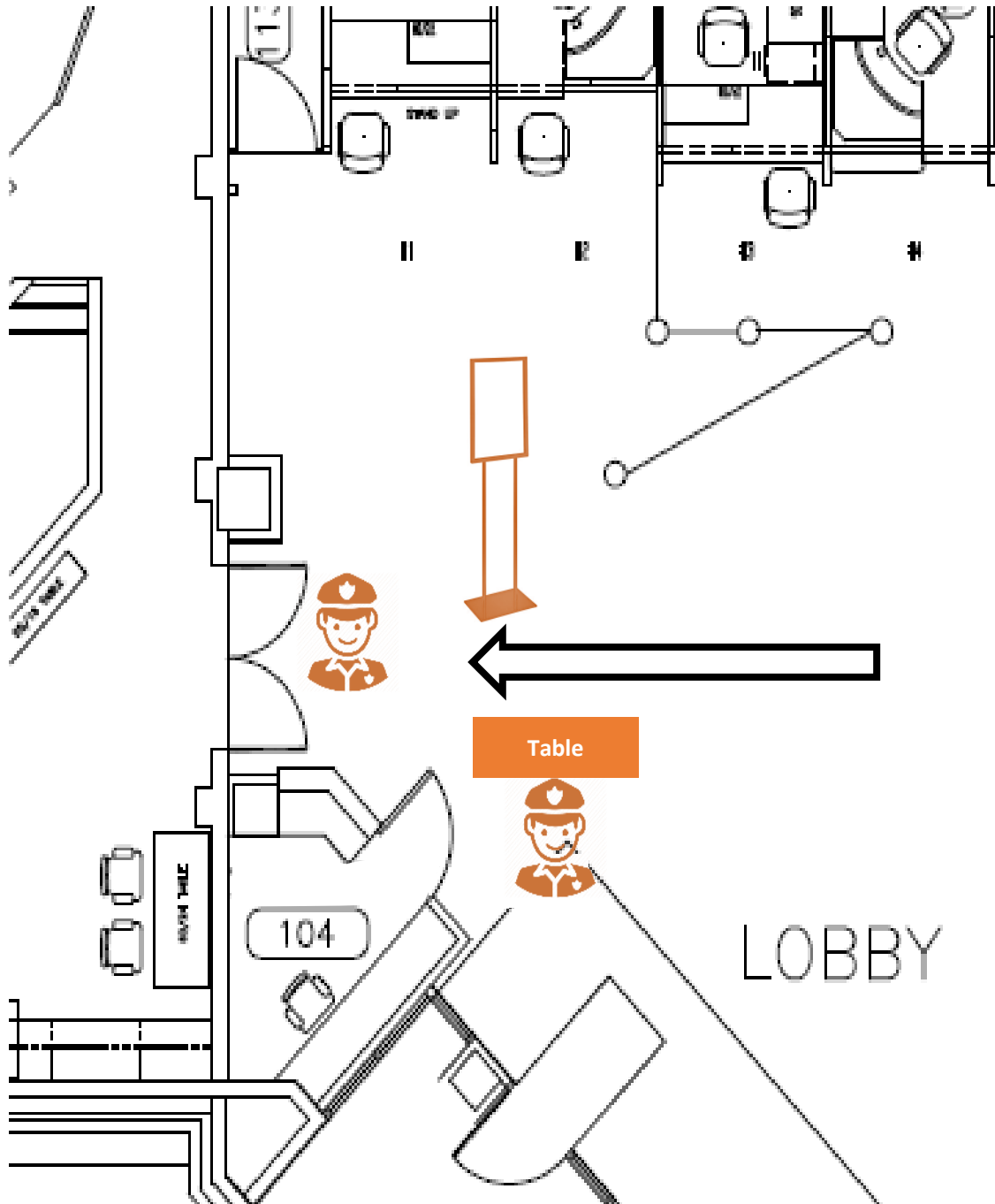
Report Approval

Written by: Chris Anquist, Corporate Security Manager
Reviewed by: Nicole Garman, Director of Corporate Risk
Joanne Sproule, City Clerk
Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Jeff Jorgenson, City Manager

Amendments_Council Policy No. C01-017_Sept 2018.docx

Summary of Screening Procedures – Municipal Comparison

Weapons Mitigation		Description	Municipality							
In Bags	On Person		Saskatoon	Calgary	Edmonton	Mississauga	Montreal	Regina	Toronto	Vancouver
None	None	No Visitor Screening	✓			✓		✓		✓
High	None	Banning All Bags from Chambers	None							
Med	None	Banning Large Bags from Chambers		✓						✓
High	High	Banning All Liquids Harmful liquids/Container Projectiles		✓	✓				✓	
High	None	Visual Bag Inspection Similar to major sporting events, security staff visually inspect bags to ensure prohibited items are not admitted		✓	✓		✓		✓	
High	High	Hand-Held Metal Detection Slower/more invasive than Walk-Through Metal Detection		✓	✓		✓		In Progress	
High	High	Walk-Through Metal Detection Similar to Provincial Legislative buildings		✓	✓				In Progress	
Very High	Very High	Police Checkpoint Armed Police					✓			

Visual Bag Inspection Physical Layout



GOVERNANCE AND PRIORITIES COMMITTEE

Regional Water and Wastewater Update

Recommendation of the Committee

That the Administration be directed to prepare future water and wastewater utility rate structure based on the approach outlined in the report of the A/General Manager, Transportation & Utilities Department dated September 17, 2018.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the Administration regarding the above.

Attachment

Report of the A/General Manager, Transportation & Utilities Department dated September 17, 2018

Regional Water and Wastewater Update

Recommendation

That the Governance and Priorities Committee recommend to City Council:
That the Administration be directed to prepare future water and wastewater utility rate structure based on the approach outlined in this report.

Topic and Purpose

The purpose of this report is to request City Council approval to provide a regional utility framework to the Governance and Priorities Committee regarding water and wastewater servicing with municipalities in the Saskatoon region.

Report Highlights

1. SaskWater currently acts as the supplier to all water users in the region. The current City of Saskatoon (Saskatoon) rate structure for water sales to SaskWater dates back to 1983 and does not adequately address the unique costs of selling water (or wastewater) beyond the Saskatoon border.
2. Saskatoon has a unique opportunity to provide water and wastewater services directly to the City of Martensville (Martensville). This project has significant benefits for both cities and the entire Partnership for Growth (P4G) region.
3. As compensation for lost revenue, SaskWater, Saskatoon and Martensville have proposed a Regional Water Supply Transition Fee once a joint water and wastewater project is completed (estimated in fall 2020) and water services formally transition from SaskWater to Saskatoon.
4. A new “Reseller” rate structure is proposed to adequately reflect the costs of Saskatoon providing water and wastewater services beyond the city’s boundary.
5. The changes to the rate structure and the details of the compensation will be part of the regular three-year water and wastewater rate cycle. The next rate structure for 2020-2022 will be considered by City Council in fall 2019.

Strategic Goals

This report supports the Strategic Goal of Asset and Financial Sustainability by allowing Saskatoon to standardize water rates within the city's regional growth area. This report also supports the Strategic Goal of Sustainable Growth by strengthening and supporting regional development goals.

Background

Saskatoon supplies water to the surrounding region through the provincial crown corporation SaskWater. The first contract was in 1976 and the current contract with SaskWater was signed in 1983. The contract outlined a rate structure and maximum delivery volumes at seven supply points around the perimeter of the city. Within the P4G region, the cities of Martensville, Warman, and the town of Osler receive Saskatoon water through SaskWater.

Beyond the region, the towns of Aberdeen, Allan, Clavet, Dalmeny, Dundurn, Hague, Hanley, and Hepburn, numerous acreage communities, dairies, light industrial parks, and small water utilities also receive potable water from Saskatoon through SaskWater. In total, the equivalent of 38,000 people outside the Saskatoon boundary use water from Saskatoon.

In February 2014, Saskatoon signed a Memorandum of Understanding with Martensville to build a wastewater and water project connecting the servicing of the two communities. The project was subsequently delayed to determine an appropriate financial arrangement with SaskWater.

In 2014, Saskatoon joined the cities of Martensville and Warman, the town of Osler, and the RM of Corman Park to create the P4G. This partnership was established to jointly plan land uses and the associated infrastructure in the Saskatoon region to a population of one million. In 2017, the partner municipalities endorsed, in principle, the Saskatoon North Partnership for Growth Regional Plan, Regional Servicing Strategy, and Regional Governance and Implementation Strategy.

Report

Saskatoon is working to provide a sustainable and cost effective water and wastewater system for the P4G region with an overarching long-term emphasis on creating the building blocks necessary to provide water and wastewater to a region of one million people. This joint wastewater and water project is of great significance to Martensville as their current lagoon treatment system is reaching its full capacity and additional infrastructure solutions are required in order to enable them to meet growth demand. For Saskatoon, the proposed project has several benefits including:

- Increased wastewater utility revenue,
- Early and strategic placement of required future infrastructure for development expansion,
- Shared costs with regional partners for this infrastructure, and
- A significant milestone in regional cooperative efforts.

SaskWater

Approximately 11.6% of all metered water produced by Saskatoon is sold to SaskWater for distribution outside city limits; this includes the cities of Martensville and Warman which represent SaskWater's largest customers. The two cities each represent 20% of SaskWater's total volume in the Saskatoon region with the remaining 60% primarily comprised of:

- towns
- acreages
- acreage communities
- dairies
- light industries

Martensville

Martensville has grown from an estimated population of 4,968 in 2006 to 9,645 in 2016 and relies on the lagoon wastewater system which has reached capacity. Martensville has been in discussion with Saskatoon since 2014 about a joint water and wastewater infrastructure project connecting the two cities that would also potentially provide other servicing opportunities within the region. A connection from the Martensville lagoon to the Saskatoon Wastewater Treatment Plant would not only provide the needed capacity for growth in Martensville, it would also provide a significant upgrade to the wastewater treatment process since the lagoon currently discharges effluent to the river. A new large diameter water line is also required to adequately provide services to the growing community and there are many advantages to building both lines at the same time.

SaskWater Restitution

The P4G partners have developed a financial arrangement to facilitate SaskWater's withdrawal from providing services to Martensville. Martensville wishes to receive both water and wastewater services directly from Saskatoon, and in exchange for the change in water suppliers, Martensville and Saskatoon will provide partial cash restitution in the form of a Regional Water Supply Transition Fee to SaskWater as temporary compensation for the losses in revenue. Effectively, the revenue loss would be split between SaskWater, Saskatoon, and Martensville equally, at an estimated cost of \$234,500 each annually for the next ten years. The financial arrangement details are included in Attachment 1.

SaskWater Current Rate Structure

The current rate structure dates back to the 1983 contract and requires a significant update to reflect many changes since that time. There are currently five components to the SaskWater bill:

- Connection Service Charge (fixed – same as commercial rates);
- Volumetric charges (same as the commercial rates);
- 30% surcharge on volumetric charges;
- Infrastructure Levy (IS Levy) charges (both water and wastewater); and
- Other fixed connection charges on the meter (i.e. Temporary Flood Protection Program).

The 30% surcharge represents an American Water Works Association best practise for charging customers within a different municipal boundary. It reflects the accrual accounting costs associated with asset depreciation and also reflects the need for the supplying municipality to see a higher return on investment. Typical charges in North America range between 25% and 50%.

Other than the 30% surcharge, the current rate structure simply parallels commercial water bills within Saskatoon. Although this appears to be reasonable, there are considerable problems with applying this system to large entities that then redistribute water to customers beyond the Saskatoon border.

The Proposed Reseller Rate

The Administration is proposing a new rate independent of the current residential and commercial rate structures called the “reseller rate”. This new water rate would apply to SaskWater but also to Martensville and potentially to the City of Warman should they choose to follow a similar path in the future. The reseller rate would replace the five components of the previous system with a single strictly volumetric charge that reflects only the appropriate costs of producing and distributing water to a customer that then redistributes it through their own local system. Because the rate system has not been updated since 1983, some components of the current rate structure undercharge SaskWater while other components overcharge. Overall, the reseller rate would be lower than the current rate charged to SaskWater but will more accurately reflect the actual costs. The reseller rate represents a principle-based change to how Saskatoon charges customers that do not use the local water distribution system.

The Regional Wastewater Rate

Currently, Saskatoon does not receive wastewater from beyond its physical boundaries. As a result, a regional wastewater rate will also be proposed in the new 2020-2022 utility rate structure. Wastewater sales to Martensville offer a means of offsetting the restitution paid to SaskWater. Although Saskatoon will be receiving less water revenue as a result of the proposed lower reseller rate, additional future revenue will be received from wastewater treatment provided to Martensville.

There are significant advantages of collective regional planning and eliminating barriers for regional growth. The joint water and wastewater project between Martensville and Saskatoon and the rate agreements that accompany it represent a tangible physical example of cooperation between municipalities. This will demonstrate the commitment of the cities to work together and to inspire further mutually beneficial collaboration on planning and infrastructure within the Saskatoon region.

Public and/or Stakeholder Involvement

Saskatoon has been continually working with all regional partners in developing a long-term water and wastewater strategy.

Other Considerations/Implications

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

Financial Implications

The cost to the City of Saskatoon is estimated at \$234,500 annually for the next ten years, and will be reflected in the three-year utility rate cycle (2020-2022) which will be presented to City Council in fall 2019. In addition, the proposed reseller rate will also negatively impact the utility’s annual revenue by approximately \$2 Million annually. These costs will be partially offset by new revenue from Martensville for wastewater servicing (estimated between \$900,000 and \$1.5 Million annually) and the increased growth of water in the P4G area.

The annual water and wastewater revenue is currently \$155 Million. The proposed Regional Water Supply Transition Fee (\$234,000 annually) is equivalent to 0.15% of the annual revenue. The \$2 Million in reduced revenue from the proposed reseller rate will be offset by new wastewater revenue from Martensville. The net difference is estimated to be 0.7-0.9% of annual revenue.

Due Date for Follow-up and/or Project Completion

A report will be presented to the Standing Policy Committee on Environment, Utilities and Corporate Services once the details of the joint Martensville Water and Wastewater project are finalized.

The changes to the rate structure and the details of the compensation will be part of the regular three-year water and wastewater rate cycle. The next rate structure for 2020-2022 will be considered by City Council in fall 2019.

Public Notice

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

Attachment

1. Regional Water Supply Transition Fee and Service Plan

Report Approval

Written by: Galen Heinrichs, Water & Sewer Engineering Manager
Reviewed by: Reid Corbett, Director of Saskatoon Water
Angela Gardiner, Acting General Manager, Transportation & Utilities Department
Approved by: Jeff Jorgenson, City Manager

Admin Report – Regional Water and Wastewater Update



July 17, 2018

Saskatoon North Partnership for Growth – Regional Oversight Committee
Suite 103, 202 Fourth Ave North
Saskatoon, SK, Canada, S7K 0K1

Re: Regional Water Supply Transition Fee and Service Plan

Dear Colleagues:

On April 20th, 2018 members of the North Saskatoon Partnership For Growth (P4G) Regional Oversight Committee (ROC) met SaskWater and the Honourable Bronwyn Eyre to discuss water supply issues in the P4G Region – and particularly water supply options for the City of Martensville. At this meeting, the group was tasked with developing a strategy to solve existing water supply concerns in the P4G Region by the end of June 2018 – and in particular, a strategy that would allow the City of Martensville water grant to proceed.

I am pleased to report that, following several constructive and collaborative meetings between P4G and SaskWater, the parties have developed some key shared principles to move forward with new water supply arrangements in the P4G Region.

On June 27, 2018 the P4G-SaskWater working group came to agreement, in principle, for the basis of a P4G Regional Water Supply Transition Fee (RWSTF) and Service Plan that would see the City of Saskatoon assume responsibility from SaskWater for providing potable water to the City of Martensville. This plan was based on a spirit of compromise and compensation to SaskWater in order to help mitigate potential negative impacts to other users on SaskWater's regional system around Saskatoon.

The key principles of the proposed P4G Regional Water Supply Transition Fee and Service Plan, as set out in items 1 to 6 of Appendix A, will be discussed with P4G member elected officials, the Minister Responsible for SaskWater and the SaskWater Board of Directors with a view to formally agreeing to the proposed principles by the end of August 2018.

Yours truly,

Alex Fallon
Independent Chair, Regional Oversight Committee
President and CEO, Saskatoon Regional Economic Development Authority

Cc: Administrator Adam Tittlemore, RM of Corman Park
Chief Administrative Officer, Sheila Crawford, Town of Osler
City Manager Scott Blevins, City of Martensville
City Manager Bob Smith, City of Warman
City Manager Jeff Jorgenson, City of Saskatoon
Galen Heinrichs, Water and Sewer Engineering Manager, City of Saskatoon
Doug Matthies, President, SaskWater
Eric Light, Operations and Engineering Vice President, SaskWater
Randy Avery, Business Development Director, SaskWater

Appendix A: P4G Regional Water Supply Transition Fee and Service Plan – Key Principles

1 – FUTURE URBAN AREAS: Current agreements with SaskWater recognize the distinct urban boundaries of the urban areas and recognize changes in boundaries through annexations. One of the key intentions of the P4G partnership is to jointly plan for land use, development and servicing in the P4G partners' future urban areas and rural-urban fringe. The P4G region desires to utilize a model where all infrastructure (including wastewater and storm water) is planned simultaneously within an urban context. Further, the P4G region desires to finance major physical utility assets using a method similar to the off-site levy method used by the municipalities. SaskWater agrees that the provider of water & wastewater servicing within the P4G area will be at the discretion of the P4G municipalities. The P4G municipalities agree that if an existing SaskWater customer changes its service provider to a P4G municipality or P4G utility then a transition fee to SaskWater will be paid.

2 – TRANSITION FEE: The transition fee is two-thirds (2/3) of the net margin loss incurred by SaskWater payable for a period of 10 years. The net margin loss is calculated by multiplying the SaskWater margin loss of \$0.8811/cubic metre, less power cost of \$0.06/cubic metre, by the actual volume of potable water provided to the customer in the 12 month period of the last complete SaskWater fiscal year (i.e. April 1 to March 31). The SaskWater net margin loss per cubic metre will remain fixed at \$0.8211/cubic metre (\$0.8811 - \$0.06), until December 31, 2019, and thereafter is subject to renegotiation. The transition fee would be adjusted down at the end of each year based on the annual potable water volume for any new large single customers or communities supplied by SaskWater that use any Saskatoon water supply point, except in the case where SaskWater is required to invest in new infrastructure to secure services for the new large customer. For these purposes, a new large customer is defined as any new customer exceeding 30,000 cubic metres of potable water per year. If more than one SaskWater customer has changed its potable water service provider to a P4G municipality or P4G utility the adjustment to the transition fee for new large customer growth will be prorated across all such former customers based on the volume used in determining their individual transition fee amounts.

For Martensville to change its potable water service provider to Saskatoon, the above calculation is \$469,000/year, to be shared equally by Martensville and Saskatoon in the amount of \$234,500 each starting the month after the commissioning of the Martensville water line.

3 – RESELLER RATE: A reseller rate for potable water purchased from the City of Saskatoon, that is agreed to by the P4G municipalities and SaskWater, would apply to SaskWater, Martensville and any other P4G partner receiving direct potable water service from Saskatoon in accordance with the principles in this Appendix A. The new reseller rate is calculated separately from the current residential and commercial rate to accurately reflect the costs for supplying large water suppliers with their own local water distribution systems. The reseller rate will apply the month after the commissioning of the Martensville water line. SaskWater will flow through the reseller rate to all its customers that reside within the P4G region. No members of the P4G region will

be charged a lesser amount for potable water supplied by Saskatoon than the amount of the reseller rate charged to SaskWater.

4 – GROWTH (OFF SITE) CONNECTION FEES: The intention of the P4G members is that every new connection will make a single servicing agreement payment to reflect the cost of the required increase in capacity to the Saskatoon water infrastructure. The payment will be equivalent to the amount charged for capacity growth off-site levies for water in Saskatoon. Within cities, this payment will be made upon subdivision of property and in all other P4G communities the payment will be made upon connection of water service. The reseller rate will decrease by a proportional amount to reflect the transfer of capital costs from the utility rate to the connection rate. SaskWater will not be responsible for administering this charge but it is the desire of the P4G members that new physical connections are not made until the fee has been paid. The P4G municipalities and SaskWater agree to develop a plan on how to appropriately apply and phase in the connection fees over time to existing SaskWater customers, recognizing that communities, rural water associations and developers do not currently report individual connections to SaskWater and there may be limitations on how those customers could recover these new fees. SaskWater agrees not to guarantee potable water allocations to new customers without an agreement from the customer to commit to the payment of all connection charges when due.

5 – VOLUME ALLOCATIONS: Saskatoon is willing to increase volume allocations at all supply points for use by SaskWater outside the P4G boundary and outside of identified future urban areas that are inside the P4G boundary. Volume allocations within the P4G may be increased to SaskWater or P4G municipalities at the discretion of the P4G municipalities. Concerns about the method of allocating volumes, growth connection fees, and peaking factors will need to be specifically addressed in the new agreement.

6 – RATES: The parties recognize that further discussions between all parties will be needed on rates based on the principle of growth pays for growth (off-site levies) and reseller rate established by City of Saskatoon.



GOVERNANCE AND PRIORITIES COMMITTEE

2019 Appointments of Deputy Mayor

Recommendation of the Committee

That the 2019 appointments of Deputy Mayor, as described in the report and attachment of the City Clerk dated September 17, 2018, be approved.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the City Clerk regarding the above.

Attachment

Report of the City Clerk dated September 17, 2018

2019 Appointments of Deputy Mayor

Recommendation

That a report be submitted to City Council's Organizational Meeting, as part of the September 24, 2018 Regular Business Meeting, recommending approval of the 2019 appointments of Deputy Mayor, as described in this report and detailed in Attachment 1.

Topic and Purpose

The purpose of this report is to review the 2019 appointments of Deputy Mayor.

Strategic Goal

The information contained in this report and attachment aligns with the long-term strategies related to the Strategic Goal of Continuous Improvement.

Background

Section 7 of Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* provides for an organizational meeting to be held each year as part of the Regular Business meeting in September. At the organizational meeting, Council shall establish the term and rotation schedules for the positions of Deputy Mayor and Acting Mayor

Report

Pursuant to *The Cities Act*, City Council is required to appoint a Deputy Mayor.

The Deputy Mayor is to act as the Mayor if the Mayor is unable to perform the duties of Mayor, or the office of Mayor is vacant. Council shall appoint an Acting Mayor if both the Mayor and the Deputy Mayor are unable to perform the duties of Mayor, or both the office of the Mayor and the office of Deputy Mayor are vacant. The Acting Mayor shall be the Council member who was last elected as Deputy Mayor.

In the past, City Council has appointed the Deputy Mayor on a reverse alphabetical basis with a monthly rotation. Attachment 1 is a listing of proposed Deputy Mayor appointments for 2019.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

The 2019 Appointments for Deputy Mayor are to be considered by City Council at its organizational meeting, as part of the Regular Business Meeting on September 24, 2018.

Public Notice

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

Attachment(s)

1. Appointments of Deputy Mayor – 2019

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Leg Report – 2019 Appointments of Deputy Mayor.docx

Appointments of Deputy Mayor – 2019

January 2019	-	Councillor B. Dubois
February 2019	-	Councillor R. Donauer
March 2019	-	Councillor T. Davies
April 2019	-	Councillor C. Block
May 2019	-	Councillor M. Loewen
June 2019	-	Councillor Z. Jeffries
July 2019	-	Councillor A. Iwanchuk
August 2019	-	Councillor D. Hill
September 2019	-	Councillor H. Gough
October 2019	-	Councillor S. Gersher
November 2019	-	Councillor B. Dubois
December 2019	-	Councillor R. Donauer



GOVERNANCE AND PRIORITIES COMMITTEE

Appointment – Municipal Planning Commission

Recommendation of the Committee

That Francois Rivard be appointed as the representative of Greater Saskatoon Catholic Schools on the Municipal Planning Commission.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a communication regarding the above.

Attachment

Email dated August 28, 2018 from J. Lloyd, Greater Saskatoon Catholic Schools

Subject: Representation on Civic Board - Municipal Planning Commission

From: Lloyd, Joel [mailto:JLloyd@gscs.ca]

Sent: Tuesday, August 28, 2018 1:49 PM

To: Smytaniuk, Katherine (Clerks) <Katherine.Smytaniuk@Saskatoon.ca>

Cc: Rivard, Francois <FRivard@gscs.ca>

Subject: RE: Representation on Civic Board - Municipal Planning Commission

Good Afternoon,

Darryl Bazylak will no longer be our representative for this committee. Francois Rivard will be our representative moving forward.

If a meeting is held prior to city council approving the change, can Francois attend that meeting?

Please let me know if we need to do anything else to make this change.

Thanks,

Joel Lloyd

Superintendent of Administrative Services /CFO





GOVERNANCE AND PRIORITIES COMMITTEE

Appointment – Downtown Saskatoon Board of Management

Recommendation of the Committee

That the appointment of Janice Sander to the Board of Management for Downtown Saskatoon be confirmed.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a communication regarding the above.

Attachment

Letter dated September 12, 2018 from B. Penner, Downtown Saskatoon



September 12, 2018

Office of the City Clerk
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5

Attention: City Clerk

Re: Board of Management Appointment
Janice Sander, General Manager, Midtown Plaza

Please be advised that the Board of Management for Downtown Saskatoon passed a motion at its September 11, 2018 Board Meeting to approve the appointment of Janice Sander, General Manager of Midtown Plaza, to the Board. She meets the criteria for membership to the Board and we ask that City Council confirm her appointment.

Prior to this appointment, Midtown Plaza had been represented on the Downtown Saskatoon Board of Management by Terry Napper and Peggy Lim. Both Mr. Napper and Ms. Lim did not meet the residency requirements outlined in Bylaw 6710 and served as non-voting members of the board.

With this pending appointment and the resulting departure of both Mr. Napper and Ms. Lim, I would like to acknowledge the tremendous input they both provided over the last few years.

Once City Council approves the appointment of Janice Sander, the Board of Management is comprised as follows with ten representatives:

Chris Beavis, Hotel Senator
DonnaLyn Thorsteinson, SREDA
Devin Clarke, Stantec
Councillor Cynthia Block
Janice Sander, Midtown Plaza

Chris Ryder, BHP Billiton
Doug Fast, Fast Consulting
Kevin Johnson, Colliers International
Wanda Underhill, Rouge Gallery
John Williams, Canwest Commercial Land Corp.

Sincerely,

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

Brent Penner
Executive Director

cc: Janice Sander, General Manager, Midtown Plaza
Chris Beavis, Chair, Downtown Saskatoon
Terry Napper, Cushman & Wakefield
Peggy Lim, Assistant General Manager, Midtown Plaza



GOVERNANCE AND PRIORITIES COMMITTEE

2019 Annual Appointments – Personnel Subcommittee

Recommendation of the Committee

That Mayor Clark and Councillors Iwanchuk, Donauer, and Dubois be reappointed to the Personnel Subcommittee to September, 2019.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the City Clerk regarding the above.

Attachment

Report of the City Clerk dated September 17, 2018

Admin Report - Annual Appointments - Personnel Subcommittee.docx

Recommendation

1. That the Governance and Priorities Committee recommend to City Council its appointments to the Personnel Subcommittee to September 2019; and
2. That upon rising and reporting, this report be released publicly.

Topic and Purpose

The purpose of this report is to give the Governance and Priorities Committee the opportunity to consider its appointments to the Personnel Subcommittee to September 2019, as part of its annual deliberations for appointments to Advisory Committees and Boards.

Strategic Goal(s)

The information contained in this report aligns with the long-term strategies related to the Strategic Goal of Continuous Improvement.

Background

At its Regular Business meeting of March 27, 2017, City Council resolved, in part, that the Personnel Subcommittee be a standing committee consisting of the Mayor and three City Councillors who will be selected at the September Governance and Priorities Committee meeting each year.

Report

At its meeting held on September 25, 2017, City Council reappointed the following to the Personnel Subcommittee to September 2018: Mayor C. Clark, Councillor A. Iwanchuk, Councillor R. Donauer and Councillor B. Dubois.

The Governance and Priorities Committee is requested to recommend to the September 24, 2018 meeting of City Council its appointments to the Personnel Subcommittee to September 2019.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

Appointments for 2020 will be brought forward in September 2019.

Public Notice

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

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Leg Report - Admin Report - Annual Appointments - Personnel Subcommittee.docx.docx



GOVERNANCE AND PRIORITIES COMMITTEE

2019 Annual Appointments – Members of City Council to the Governance and Priorities Committee and Standing Policy Committees

Recommendation of the Committee

1. That all members of City Council be appointed to the Governance and Priorities Committee; and
2. That Councillors be appointed to Standing Policy Committees as follows:
 - Environment, Utilities & Corporate Services – Davies, Gersher, Gough, Hill, Loewen
 - Transportation – Block, Donauer, Dubois, Gersher, Jeffries
 - Planning, Development & Community Services – Davies, Gough, Hill, Iwanchuk, Jeffries
 - Finance – Block, Donauer, Dubois, Iwanchuk, Loewen

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the City Clerk regarding the above.

Attachment

Report of the City Clerk dated September 17, 2018

2019 Annual Appointments – Members of City Council to the Governance and Priorities Committee and Standing Policy Committees

Recommendation

1. That the Governance and Priorities Committee recommend to the organizational meeting of City Council on September 24, 2018:
 - a) the appointment of all members of City Council to the Governance and Priorities Committee; and
 - b) the appointments to each of the Standing Policy Committees for 2019; and
2. That upon rising and reporting, this report be released publicly.

Topic and Purpose

The purpose of this report is to give the Governance and Priorities Committee the opportunity to consider its appointments to the Standing Policy Committees for 2019, as part of the deliberations for its appointments to Advisory Committees and Boards.

Strategic Goal(s)

The information contained in this report aligns with the long-term strategies related to the Strategic Goal of Continuous Improvement.

Background

Section 7 of Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* provides for an organizational meeting to be held each year as part of the Regular Business Meeting in September. At the organizational meeting, Council shall establish Standing Policy Committee appointments for the following year.

Report

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* states the Governance and Priorities Committee shall consist of all members of City Council and each of the Standing Policy Committees shall consist of five Councillors, appointed annually. Each Councillor must serve on two Standing Policy Committees. A recent survey of Councillors with respect to appointments to Standing Policy Committees indicated:

- A preference for a Council member to stay on a Standing Policy Committee for a two-year term; and
- A preference for no mandatory limit on how long a member of Council serves on a Standing Policy Committee.

The Bylaw contemplates annual appointments so it would allow Council the discretion to choose its appointments in accordance with these preferences.

Attached is an outline of the current membership of each of the Standing Policy Committees.

The Committee is requested to recommend to the September 24, 2018, meeting of City Council its appointments to the Governance and Priorities Committee and each of the Standing Policy Committees for 2019.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

Annual appointments will be considered each year during City Council's organizational meeting, as part of the Regular Business Meeting in September.

Public Notice

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

Attachment(s)

1. GPC & SPCs – Current Membership and Appointment Dates

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Reviewed by: Patricia Warwick, City Solicitor

Leg Report – 2019 Annual Appointments – Members of City Council to GPC and SPCs.docx

**GPC & SPC MEMBERSHIP AND APPOINTMENT DATES
2016 – 2020 Term**

(Mayor Clark Ex-Officio on all SPCs)

<p><u>GPC</u> All members of City Council</p>
<p><u>SPC on PD&CS</u> Councillor D. Hill, Chair Councillor A. Iwanchuk, Vice-Chair* Councillor T. Davies Councillor H. Gough Councillor Z. Jeffries</p>
<p><u>SPC on Finance</u> Councillor A. Iwanchuk, Chair Councillor M. Loewen, Vice-Chair Councillor C. Block Councillor R. Donauer Councillor B. Dubois</p>
<p><u>SPC on EU&CS</u> Councillor H. Gough, Chair Councillor S. Gersher, Vice-Chair Councillor T. Davies Councillor D. Hill Councillor M. Loewen</p>
<p><u>SPC on Transportation</u> Councillor Z. Jeffries, Chair Councillor B. Dubois, Vice-Chair* Councillor C. Block Councillor R. Donauer Councillor S. Gersher</p>

* Appointed 2017



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility

Recommendation of the Committee

1. That Option 1: year round, bi-weekly organics and waste collection be implemented as the new waste management service level for all curbside residential households;
2. That the new service level for curbside organics and waste collection be funded as a unified waste utility;
3. That \$13.6M in capital funding be approved to implement Option 1 and that funding be borrowed from the future utility;
4. That the compost depots continue to operate with the existing level of service; and
5. That 2019 be the final season for the Green Cart subscription program and that a deadline of April 15, 2019, be implemented for new subscriptions.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Your Committee also received an email dated September 6, 2018, from Kalin Bews supporting the proposed Pay-as-You-Throw Waste Utility, along with submitted comments from Blake Reddekopp, dated September 5, 2018.

Your Committee has requested that the Administration create an enhanced strategy communication tool which would allow residents to access more specific information about current and future waste costs, to include:

- Amount currently paid for waste based on general assessment category;
- Amount paid for waste if mill rate funded approach is maintained (i.e. 2% tax increase) based on general assessment category;
- Amount paid with a waste utility model (including individual components - waste, organics, recycling); and
- A clear comparison of implementing this program or not in the short and long term.

This tool is being worked on by the Administration and is anticipated to go out on the project web page during the week of September 17, 2018.



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Your Committee has further requested that the Administration report on options to extend the organics collection period in the winter and what implications this could have on the cost of the service. It was asked that this additional reporting be available as part of the consideration of the matter at this City Council meeting. Attachment 2 to the Committee's report provides this additional information.

A PowerPoint presentation will be provided.

Attachment

1. September 10, 2018 report of the A/General Manager, Corporate Performance.
2. Additional information requested by the Committee at September 10, 2018 meeting.
3. Email dated, September 5, 2018 from Kalin Bews.
4. Email dated, September 6, 2018 from Blake Reddekoop.

Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility

Recommendation

That the Standing Policy Committee on Environment, Utilities & Corporate Services recommend to City Council:

1. That Option 1: year round, bi-weekly organics and waste collection be implemented as the new waste management service level for all curbside residential households;
2. That the new service level for curbside organics and waste collection be funded as a unified waste utility;
3. That \$13.6M in capital funding be approved to implement Option 1 and that funding be borrowed from the future utility;
4. That the compost depots continue to operate with the existing level of service; and
5. That 2019 be the final season for the Green Cart subscription program and that a deadline of April 15, 2019, be implemented for new subscriptions.

Topic and Purpose

The purpose of this report is to provide service level (collection frequency) options for a city-wide curbside organics and waste collection program. The report also includes details on the range of service level options considered by Administration and the impacts of each of those options including comparative costs, implementation timelines, and FTE requirements.

Report Highlights

1. The Administration reviewed various service level options and is recommending the service level that best reflects the values approved by Council: year round, bi-weekly curbside organics and waste collection.
2. The Administration recommends no changes to the existing compost depot program for 2019.
3. With the pending implementation of a city-wide organics program, 2019 is proposed to be the final season of the Green Cart subscription program. To reduce program design and operating costs, the Administration recommends a deadline of April 15, 2019, for new subscriptions.

Strategic Goals

The information in this report supports the four-year priorities to promote and facilitate city-wide composting and recycling, along with the long-term strategy to eliminate the need for a new landfill under the Strategic Goal of Environmental Leadership.

Background

City Council, at its meeting held on February 27, 2017, considered the Waste Management Master Plan – State of Waste report; and resolved, in part:

- “2. That the values to be used in preparing options for a new Waste Management business model, including the ability to pay in terms of future cost allocations for fairness and equity, be approved.”

This report outlined a list of values (environmental, social, and financial) to be used in assessing potential future business models.

City Council, at its meeting held on June 25, 2018, considered the Recommended Changes to Waste Management in Saskatoon report; and resolved, in part:

- “1. That a Pay as You Throw Utility be developed for curbside residential garbage collection, where households pay a variable utility fee that corresponds to the size of their garbage cart (lower prices for smaller carts);
2. That an organics program be developed for year round curbside residential organics collection, utilizing a single green cart for co-mingled food and yard waste.”

In addition, City Council deferred a recommendation regarding funding for procurement of green carts pending a further report in September 2018.

City Council, at its meeting held on August 27, 2018, considered the Organics Program Update report; and resolved, in part:

- “2. That the Administration report to the appropriate committee with a cost comparison analysis and recommendation on collections with a view whether collections will be done in house or go to tender.”

Report

Service Level Options for Organics and Waste Collection

Administration has conducted a significant amount of research on organics and Pay-As-You-Throw (PAYT) waste programs. Based on the environmental, social, and financial values that were approved by Council, the Administration is recommending year-round, bi-weekly organics and bi-weekly waste collection (Option 1) as the lowest cost and most optimal service level for Saskatoon.

The options below reflect the different combinations of collection frequencies for waste and organics as well as the capital costs to implement each service level. For the purpose of comparing service level options, a comparative cost per household, based on a monthly utility charge is also identified. Additional information is included in Attachment 1.

Table 1: Service Level Options for Organics and Waste Collection

	Collection Frequency Summer*	Collection Frequency Winter*	Utility Charge (Comparative Cost/hh/mo)**	Capital Costs
1	Organics: Bi-weekly Waste: Bi-Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$20	\$13.6 M
2	Organics: Bi-weekly Waste: Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$25	\$18.4 M
3	Organics: Weekly Waste: Bi-weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$25	\$18.8 M
4	Organics: Weekly Waste: Weekly	Organics: Weekly Waste: Weekly	\$33	\$24.9 M

*Summer is defined as May through September inclusive. Winter is October through April inclusive.

** Comparative costs (in 2018 dollars, based on program assumptions) for organics and waste collection with a medium sized waste cart. Monthly recycling utility charges (\$5.65/hh/month) are in addition to the amount shown.

The recommended Option 1 for the curbside organics program includes a medium sized (240 L) green cart and year-round, bi-weekly collection for organics and waste. This option would provide the greatest opportunity to optimize existing City trucks, staff, and collection routes and schedules, thereby keeping program costs low for all residents.

Administration has assumed green cart collections will be by City forces as this provides the greatest opportunity to maximize fleet utilization which will improve current unit rates. From a Request for Information issued in early 2018, some private service providers indicated a lower collection cost than City forces; however, these responses are non-binding. When Administration has tendered current collections routes, costs have ranged from \$160 to \$180 per hour. Administration has calculated the internal fleet resources cost at \$140 per hour, a number which would improve if Option 1 were adopted.

Administration recommends that green carts continue to be collected in the same location as the current subscription program and no changes to waste or recycling cart collection locations are proposed at this time. Additional program design options and considerations are included in Attachments 1 and 2.

Once a green cart is made available to all curbside residents, a PAYT program will provide residents with the opportunity to right size their waste cart and reduce costs by sending less waste to the landfill. The Administration recommends three different waste cart sizes be available, with the smallest cart reflecting the lowest monthly charge. The Administration also recommends keeping all existing waste carts in the field until residents request a different size. This will keep cart procurement and deployment costs low, will maximize the life of the existing carts, and will provide residents with more flexibility and choice based on their individual needs. Additional considerations are included in Attachment 2 and considerations regarding illegal dumping and contamination are included in Attachment 3.

No Change to Compost Depots

A city-wide organics collection program is expected to provide a convenient organics disposal option for most curbside households, but some residents may have oversized materials or excess organic materials that do not fit in the cart. The Administration recommends that the two City compost depots continue to operate seasonally with the same level of service in order to provide options for residents and commercial customers to divert organic material from the landfill. Additional information is included in Attachment 2.

2019 Subscription Green Cart Program

With a new, city-wide organics program in development, 2019 is anticipated to be the last season for the subscription green cart program. To maximize the efficiency of capital funds and to optimize internal resources, the Administration recommends a deadline of April 15, 2019, for new subscriptions. Existing subscribers could continue to renew their subscriptions until April 15, 2019. Additional information is included in Attachment 2.

Options to the Recommendation

City Council may choose any of the other service level options or combination of options described within the report and attachments.

City Council may choose to direct the Administration to procure contracted services for organics collection or to implement organics processing internally.

City Council may choose to fund the new level of service for waste handling with a property tax increase. Attachment 4 includes more information related to this option.

City Council may choose to not implement any changes. This will result in a 2.0% increase in the mill rate beyond the indicative rate in order to fund the current level of service for waste management.

Public and/or Stakeholder Involvement

An extensive public engagement took place from February through May, 2018, where over 5,000 residents and stakeholders were engaged. Results were included in the Changes to Waste Management in Saskatoon – Engagement Results report to City Council in June 2018.

Communication Plan

A thorough communications strategy will be developed to effectively reach and educate residents. This is an effort in behaviour change and communications tactics will not only focus on preparing residents for the changes to waste management, but to also communicate the rationale and benefits of such changes in hopes of increasing participation for waste diversion. A detailed communications plan will be developed as part of the implementation plan.

Policy Implications

There are policy implications associated with developing a new organics program and waste utility including changes to the Waste Bylaw. These implications will be outlined in future reports in collaboration with the Office of the City Solicitor.

Financial Implications

Capital Funding Requirements

Capital funding is required for the procurement and deployment of green and black carts, additional side loader trucks, and program implementation. Option 1 requires the lowest capital investment at \$13.6M as existing trucks can largely be re-allocated. All other options have higher estimated capital requirements as increased collection frequency for waste or organics will result in a higher number of trucks required.

Operating Impacts

With the addition of a new city-wide organics program, operating costs for waste services will increase. Collections and processing costs have the largest influence on total costs. With the change in service level associated with Option 1, annual operating costs are expected to increase by \$10.5M to \$12.7M above the 2019 submitted budget.

FTE Requirements

A new city-wide organics program and waste utility will require additional staff positions. Attachment 1 indicates the estimated increase in FTEs required for each service level identified. Option 1 requires 23 additional FTEs; details can be found in Attachment 1.

Funding Sources

The Landfill Replacement Reserve, the Automated Garbage Container Replacement Reserve and the Reserve for Capital Expenditures do not have sufficient funds for the organics or waste utility program implementation. All capital funding requirements are anticipated to be borrowed against the waste utility and paid back over a ten year period.

Utility Charge – Comparative Costs

Attachments 1 and 4 outline the comparative costs per household based on a utility funding model. Funding the waste management service level as a utility would result in an estimated 3.5% reduction to the mill rate. Attachment 4 also identifies the estimated cost per household based on a property tax model.

If no changes are made to the current level of service, a 2.0% increase in the mill rate, beyond the indicative rate, will be required in order to sustainably fund waste management services.

Environmental Implications

Diverting organic waste from the landfill reduces greenhouse gas emissions, can provide a beneficial end use to the community as compost or energy generation, and conserves landfill airspace which ultimately extends the life of the landfill. By increasing

organics diversion to 26,000 tonnes, the waste diversion rate is expected to rise from 23% to 33%.

Research conducted by the US Environmental Protection Agency found that waste utility models may improve waste diversion rates by between 6% and 40%. A decrease in the amount of waste collected at the curb ultimately extends the life of the landfill.

Other Considerations/Implications

There are no Privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The Administration will report on the Business Plan and Budget implications in November 2018. If service level changes are approved, the Administration will begin procuring resources in late 2018. Lead time on resources can be 18 months, more information is included in Attachments 1 and 2. The Administration will report back in Q2 2019 on a detailed implementation plan for the curbside organics program and PAYT waste utility.

Public Notice

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

Attachments

1. Additional Information on Service Level Options
2. Additional Information on Program Design Options
3. Considerations on Illegal Dumping and Contamination
4. Additional Information on Financial Implications

Report Approval

Written by: Michelle Jelinski, Senior Project Management Engineer, Water & Waste Stream

Reviewed by: Russ Munro, Director of Water & Waste Stream
Brenda Wallace, Director of Environment, Utilities & Corporate Initiatives
Clae Hack, Director of Finance
Angela Gardiner, A/General Manager, Transportation & Utilities Dept.

Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.

Admin Report - Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility.docx

Additional Information on Service Level Options

Table 1: Service Level Options for Organics and Waste Collection

	Collection Frequency Summer	Collection Frequency Winter	Utility Charge Comparative Cost \$/hh/mo**	Capital Costs	Estimated Increase (new FTEs)	Mill Rate Reduction (if utility funded)	Mill Rate Impact (if not utility funded)	Estimated Implement Time (months)
1	Organics: Bi-Weekly Waste: Bi-Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$20	\$13.6 M	22.8	3.5%	4.4%-5.4%	18
2	Organics: Bi-weekly Waste: Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$25	\$18.4 M	26.5	3.5%	5.5%-6.6%	>24
3	Organics: Weekly Waste: Bi-weekly	Organics: Bi-Weekly Waste: Bi-Weekly	\$25	\$18.8 M	31.3	3.5%	6.9%-8.1%	>24
4	Organics: Weekly Waste: Weekly	Organics: Weekly Waste: Weekly	\$33	\$24.9 M	50.5	3.5%	9.0%-10.6%	>24
5*	Organics: Bi-Weekly (subscription) Waste: Weekly	Organics: N/A Waste: Bi-Weekly	N/A	N/A	N/A	N/A	2.0%	N/A

*Current Level of Service

** Comparative costs (in 2018 dollars, based on program assumptions) for organics and waste collection with a medium sized waste cart. Monthly recycling utility charges (\$5.65/hh/month) are in addition to the amount shown. Comparative costs are shown for the purposes of comparing service level options.

Collection Frequency

The service level options shown in Table 1 reflect different combinations of collection frequencies for waste and organics in the summer and winter months. Summer is defined as the current weekly waste collection frequency (May through September inclusive) and winter is the remainder of the year.

Utility Charge

If waste management services are funded as a utility model, the comparative costs are shown as an estimated cost per household per month based on a medium waste cart size. It is important to note that these comparative costs are for organics and waste collection services only and are shown for the purposes of comparing various service level options. Monthly recycling utility charges (\$5.65/hh/month) would be in addition to these estimates.

Capital Costs

Table 1 also identifies the estimated capital costs required for each option. The capital costs are primarily associated with the procurement and deployment of organics carts and variable sized waste carts as well as additional side-loader collection trucks. Program implementation costs are also included.

FTEs

The estimated number of additional FTEs required for each service level option is identified for comparison purposes and includes collection truck operators as well as support staff required to operate a new, city wide organics program. These staffing requirements include but are not limited to additional Supervisory staff, Administrative staff, Environmental Protection Officers and Business Administration.

Organics and waste collections could be provided by City trucks and staff. A bi-weekly, year-round organics collection frequency, in combination with a bi-weekly, year-round waste collection frequency, would provide the greatest opportunity to optimize existing trucks, staff, and collection routes and schedules, thereby keeping program costs low for all residents. If weekly organics or waste collection is selected, additional trucks, operators and a longer implementation time will be required.

Mill Rate Reduction

Table 1 identifies the estimated mill rate reduction if waste services are funded as a utility.

Mill Rate Impact

Table 1 identifies the mill rate impact for each service level if funded by property taxes as opposed to a utility model. This impact is above the current indicative rate.

Option 5 reflects the current level of service for waste collection and the subscription green cart program. It is included to identify the additional mill rate funding required to sustainably fund these services if no service level changes are implemented.

Implementation Time

Table 1 identifies the estimated implementation time required for each service level option. Option 1 has the lowest implementation time as existing fleet and staff can largely be re-allocated. The other options require increased time as land and indoor fleet storage space for additional side-loader trucks would be required.

Additional Information on Program Design Options

Curbside Organics Program Design

The recommended Option 1 for the curbside organics program includes a medium sized 240 L (65 gal) green cart for all households that currently have waste and recycling rollout carts.

Based on existing green cart program data, as well as research and feedback from other municipalities with existing organics programs, a medium sized cart is anticipated to provide sufficient capacity for the majority of Saskatoon residents with year round, bi-weekly collection frequency. Data from the existing subscription green cart program (large 360 L carts) shows that the set-out rate during bi-weekly collections is only 68%, indicating that not all households place their cart out for collection every single time. It is therefore inferred that the large carts provide more than adequate capacity for bi-weekly organics collection. Additionally, the compost depots are expected to remain open from mid-April to early November, so residents would have alternate options for excess yard waste. A larger (360 L) cart could also be considered to provide sufficient capacity for organic materials on a bi-weekly or weekly collection frequency but could be heavier for residents to roll-out and the larger dimensions could contribute to cart storage issues.

Even with a default medium cart size, additional cart size options (i.e. larger or smaller carts) could be made available to residents however an increase in the number of cart size options would increase the administrative and operational costs of the program as well as program implementation timelines. The Administration therefore recommends that one standard cart size be deployed to all curbside residences in order to keep program costs lower and implementation quicker. It is estimated that an additional 2 to 3 months would be required to solicit feedback from residents on their preferred organics cart size. Additionally, the timeframe for a city-wide organics cart deployment as a result of offering variable cart sizes is anticipated to be increased by 1 to 2 months.

A larger 360 L or smaller 180 L cart could be made available to residents upon request. Future state options could also include a smaller cart size (if compatible with existing collections fleet), for townhouses or other curbside locations with minimal storage. Another program design option includes the ability to request an additional organics cart (for an additional charge) which is currently done by many households with larger yards who participate in the existing green cart subscription program.

The Administration does not recommended repurposing existing waste carts for use as organics carts. It is anticipated that there would be significant costs and time required to procure and replace lids for all the different types of carts in the field, some of which are no longer being manufactured. Similarly, the staff and time required to access and paint approximately 70,000 lids could be cost-prohibitive. Furthermore, repurposing waste carts for organics collection could result in resident confusion and significantly higher potential for contamination in the green cart, which in turn could have negative impacts on program costs associated with an organics processing contract. The Administration does however recommend that the existing large green cart remain with the 8,500

households (12%) currently on the green cart subscription program unless residents request a smaller organics cart. By maximizing the life of these existing cart assets, new cart procurement and deployment costs will be reduced.

A Request for Proposals (RFP) for organics processing is currently underway, however the selected processor is anticipated to be able to manage compostable bags and kraft paper bags. Residents could choose to use approved bags or place their food and yard waste loose into the carts. Kitchen catchers, or specially designed, small containers for 'under the sink' are also anticipated to be provided to residents as they provide a clean, easy and convenient way to store and transfer food waste to the green carts.

All food and yard waste within certain dimensions is anticipated to be accepted in the green carts. Other materials such as compostable dishes and pet waste are dependent upon the processing technology and their acceptability will be determined once the RFP for Organics Processing has been awarded.

Collection Location

The Administration strongly recommends that green carts continue to be collected in the same location as the current subscription program. Front street collection increases efficiency, improves collection safety, reduces the amount of damage and high costs associated with back lane maintenance, reduces the congestion associated with carts in back lanes, and reduces the potential for contamination, mis-use and illegal dumping. Additional benefits associated with front street collection are as shown:

- Reduced potential for incidents and operator safety concerns associated with congested back lane collections (i.e. contact with overhead lines, overgrown trees, etc.)
- Reduced potential for damage and maintenance costs as a result of additional heavy truck traffic in the back lanes.
- Increased collection efficiency as back lane collections require more finesse to maneuver the trucks and pinchers around carts and other obstacles in narrow lanes.
- Reduced risk of contamination in the green carts as a result of residents leaving carts accessible to others in the back lane after collection day. Reduced potential for organics processing contract implications as a result of contamination.
- Reduced potential for cart ownership mix-ups which can occur with back lane collections as a result of all carts being collected on only one side of the lane.
- Higher compliance for returning carts to private property after collections.
Reduced complaints and potential for illegal dumping and mis-use of carts.

It is estimated that approximately 2,000 (or 3%) of households would still require back lane collection due to challenges with front street parking, raised lots, or other unique challenges at specific locations. These households would likely be serviced by smaller, semi-automated rear loader trucks and two staff per truck in order to access and tip carts.

Back lane organics collection would result in additional or different types of collection trucks to provide the same level of service. If back lane collection is desired for all locations in the organics program, the Administration will report back on options and costs to successfully deliver this service.

The Administration is not recommending any changes to waste and recycling cart collection locations at this time. The Administration will report back on collection location considerations after implementation of the organics program.

Compost Depots

It is recommended to continue the compost depot program even once the curbside organics program has been implemented as residents may continue to have oversized or excess organic materials. In addition, the depots continue to serve the multi-family and commercial sectors (who often have landscaping contracts with multi-family properties) until such time that a city-wide program or alternate options are made available to these sectors. The costs to operate the depots will decrease slightly with the implementation of a city-wide collection program however the majority of operating costs are associated with processing large loads including branches, logs, and other self-haul materials that would not be accepted in the green carts.

The compost depots are located at temporary sites and do not have the capacity to accept and process organic materials from a city-wide collection program.

2019 Subscription Green Cart Program

With a new, city-wide organics program in development, 2019 is anticipated to be the last season for the subscription green cart program. To reduce operating costs and to optimize internal resources, the Administration recommends a deadline of April 15, 2019, for new and renewed subscriptions.

Without a deadline for subscriptions, program planning and resourcing challenges are increased. For example, without knowing how many households may subscribe to the program or how much revenue may be available, it is challenging to procure the appropriate number of trucks and staff. If a high number of subscriptions are received shortly before or even after the program starts, resources may not be available to provide the required level of service.

In addition, the same internal staff who oversee the seasonal subscription program will be involved in developing and implementing the city-wide organics program. A deadline for the 2019 subscription program will help reduce the staff time associated with managing ongoing changes to collection routes, payments, etc. and will instead allow internal resources to redirect their focus to developing the city-wide program.

The green cart program is not a full cost recovery program. Any over-expenditures in the green cart program result in a mill rate impact.

PAYT Waste Utility Program Design

The Administration recommends three different cart sizes be available to residents upon request, including the current, large 360 L (95 gal), a medium 240 L (65 gal) and a smaller cart that would still be compatible with the current collections fleet. The Administration also recommends keeping all existing waste carts in the field unless residents request a different size. This will keep waste cart procurement and deployment costs low, will maximize the life of the existing carts, and will provide residents with more flexibility and choice based on their individual needs. The vast majority (99%) of curbside residents currently have the largest cart size. It is also anticipated that a city-wide curbside organics program could remove up to 50% of the materials from the black cart. Preliminary research indicates that up to 75% of residents might choose to decrease their cart size and save costs on their monthly utility bill, while still having adequate capacity for all waste streams.

It is anticipated that residents would not be charged a fee for selecting a smaller cart size, however to minimize the potential for multiple cart size changes and to keep the administrative and operating costs low, it is recommended that cost recovery be applied to any household requesting a larger waste cart. More information on program implementation will be provided in Q2 2019.

The Administration does not recommend mandating a new, smaller cart for all households. Although mandating a smaller cart can incentivize greater waste diversion, a city-wide swap out of carts is estimated to cost over \$8 million. Instead, residents could choose to request a small or medium cart based on their needs, especially once an organics program is in place. Furthermore, by keeping the existing carts in the field, costs associated with retrieving and recycling old carts will be minimized.

The Administration recommends that the default waste cart size for all new homes is the medium (240 L) cart unless the resident requests a smaller or larger size.

If a waste utility model is approved, it is recommended to show one unified charge for all waste services on the monthly utility bill. This charge would include the existing recycling utility charges, as well as the new organics program charges and the true cost of collection and landfill disposal for waste. The option to show three or more separate charges for waste services on a monthly utility bill is not recommended as it can result in residents choosing to place excess garbage into the lower cost service (i.e. recycling or organics) and can lead to a higher rate of contamination.

Implementation Plan

If approved, the Administration will begin procuring resources in the fall of 2018. With procurement and delivery time for carts and trucks, plus implementation time for a new organics processing facility, it is anticipated that at minimum 14 to 18 months would be required to implement a city-wide curbside organics program. The Administration will report back on a more detailed implementation plan in Q2 of 2019.

If a city-wide organics program is approved, the Administration intends to release a Request for Proposals for green carts and deployment as well as a tender for additional side loaders in the fall of 2018. The RFP for Organics Processing is also anticipated to close in the winter of 2018/2019. The successful Organics Processing contractor will be required to start accepting materials in early 2020.

Similar to the residential curbside recycling program, cart deployment is expected to be a phased roll-out occurring over 3 to 5 months. Deployment would be contracted by the cart vendor due to the short timelines and precise nature of timing cart deliveries from the vendor followed by assembling the carts for deployment all within minimal storage space. Existing City containers staff would continue to provide carts to new homes, as well as repairs and replacements for damaged carts in the field.

Contracted green cart deployment could commence as early as November 2019 once the subscription green cart program is ended in the second week of November.

Procurement and delivery time for new side loader trucks is between 12 and 14 months. The Administration intends to release a tender for new trucks in the fall of 2018 with an anticipated delivery date of late 2019 or early 2020.

Collection Frequency

Table 1 below identifies the advantages and disadvantages of the different combinations of collection frequencies for organics and waste.

Table 1: Advantages and Disadvantages Associated with Collection Frequency Level of Service

Collection Frequency Summer*	Collection Frequency Winter*	Advantages	Disadvantages
Organics: Bi-weekly Waste: Bi-Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	<ul style="list-style-type: none"> • 47% of “Waste Awareness and Behaviour Survey” participants support bi-weekly, year-round garbage collection • High projected amount of organic waste collected in green bins • Moderate projected GHG emission savings • Ability to optimize existing fleet, staff, and collection routes 	<ul style="list-style-type: none"> • 48% of “Waste Awareness and Behaviour Survey” participants do not support bi-weekly, year-round garbage collection • Highest likelihood for contamination of organics bin (with less frequent garbage collection) • Higher potential for non-compostable odour issues (diapers) in summer • Higher potential for compostable odour issues (grass & food waste) in summer
Organics: Bi-weekly Waste: Weekly	Organics: Bi-Weekly Waste: Bi-Weekly	<ul style="list-style-type: none"> • Best for mitigating non-compostable odour issues (diapers) in summer 	<ul style="list-style-type: none"> • 77% chance for black cart to be under half-full in summer (over-servicing) • Higher potential for compostable odour issues (grass & food waste) in summer • Lowest projected GHG emission savings
Organics: Weekly Waste: Bi-weekly	Organics: Bi-Weekly Waste: Bi-Weekly	<ul style="list-style-type: none"> • Best for mitigating compostable odour issues (grass & food waste) in summer • 47% of “Waste Awareness and Behaviour Survey” participants support bi-weekly, year-round garbage collection • LOS resonates with residents (through engagement workshop) • Closest to most common LOS for Canadian municipalities with over 50% residential waste diversion rates* • Highest projected amount of organic waste collected in green bins • Highest projected GHG emission savings 	<ul style="list-style-type: none"> • 48% of “Waste Awareness and Behaviour Survey” participants do not support bi-weekly, year-round garbage collection • Highest likelihood for contamination of organics bin (with less frequent garbage) • Higher potential for non-compostable odour issues (diapers) in summer
Organics: Weekly Waste: Weekly	Organics: Weekly Waste: Weekly	<ul style="list-style-type: none"> • Best for mitigating non-compostable odour issues (diapers) in summer • Best for mitigating compostable odour issues (grass & food waste) in summer • Best mitigation for freezing materials • Least likelihood for contamination of organics bin (with more frequent garbage collection) • Moderate projected GHG emission savings 	<ul style="list-style-type: none"> • No stated interest from citizens in this LOS for garbage • Lowest projected organics waste collected in bins • 77%+ chance for black cart to be under half-full (over-servicing)

* Year round weekly organics and bi-weekly garbage collection is the most common LOS for municipalities with over 50% diversion rate. Given Saskatoon's climate and lack of yard waste in the winter, bi-weekly collections can be considered comparable.

Considerations on Illegal Dumping and Contamination

Illegal Dumping

Illegal dumping is defined as discarding of waste in an improper or illegal manner at a location where it does not belong rather than disposing of waste through the proper channels.

Concern over illegal dumping is often cited as the major barrier to acceptance of Pay As You Throw (PAYT) programs. Many communities charging a variable rate for garbage services point out, however, that they have not observed significant increases in these activities. A 2010 study by SERA showed that surveys before and after the introduction of a PAYT program did not show an increase in reported illegal dumping following implementation of a program¹.

Research shows that ensuring adequate cart capacity will play a central role in the design of a PAYT program. The incentive structure for waste diversion must be balanced with providing a reasonable service level cost.

Offering a bulky item collection program has also been shown to reduce illegal dumping. The Administration will be reporting in 2019 on options and costs for a bulky item collection program.

Contamination

Contamination occurs when the wrong material is placed in the wrong waste stream. In curbside collections, this occurs when a resident puts materials in the wrong cart. While contamination may be done intentionally due to lack of space or other reasons, it is often caused by a lack of knowledge of what is acceptable due to a lack of education.

Research from several municipalities showed that the introduction of PAYT increased the incidence of contamination in recycling and organics programs. However, there are several other factors that may also lead to the observed increase in contamination:

- Automation (i.e. switching from manually collected bags/boxes to automatically collected carts) has led to higher contamination for those municipalities that previously offered clear bags or smaller boxes for recycling².
- The introduction of single-stream recycling has improved participation rates in recycling but has also increased contamination. Recent increases in contamination rates have been noted from programs across North America. This may be due to the fact that education and resident engagement levels are highest at the launch of a program but usually subside over time.
- “Wish-cycling” occurs when residents know that certain materials do not belong in the landfill and instead place them in recycling or compost in the hopes that it

¹ http://www.paytnow.org/PAYT_FactSheet_IllegalDumping.pdf

² Lakhan, Dr. Calvin. “Thinking “Beyond the Box” – an examination of collection mediums for printed paper and packaging waste”. University of York (2018)

is better than sending it to the landfill; this behaviour is common in Saskatoon's recycling programs where items that are recyclable through other programs but not through the curbside recycling program, such as batteries, electronics, and pressurized containers, are discovered in the blue bins.

Controlling contamination has become more important as recycling markets are demanding a higher quality of material with recent global changes led by the Chinese government's efforts to clamp down on the quality of recovered material imports into the country (the National Sword program). Contamination rates higher than 5% make it very difficult to make a marketable product that meets acceptable market demand.

Contamination also affects organics programs as compost must meet quality standards in order to be marketable. Plastic is often cited as the main source of contamination going in to green carts. In general, dealing with contamination in the organics material stream during processing is much more difficult than in recycling as there is less opportunity to remove during sorting. Screening of material can remove large items but is not effective at removing smaller items, such as small pieces of plastic. Contamination is costly in both streams but recycling Material Recovery Facilities (MRFs) remove more contamination during line-sorting; new technologies also continue to contribute to the cleaning up of recyclables. Recyclable materials are also dry and easier to process through sorting. The move to a city-wide organics program will likely result in a higher contamination rate than is experienced in a voluntary subscription program.

Education and Enforcement

For the majority of cities and towns across North America, education and enforcement are effective ways to prevent contamination and illegal dumping. As illegal dumping and contamination are existing concerns for Saskatoon, implementation of a PAYT program and a city-wide organics program provides an opportunity for improving education and enforcement strategies to reduce contamination. Regardless of whether or not the introduction of PAYT causes an increase in contamination or illegal dumping, education and enforcement will play a critical role in the success of the PAYT and curbside organics programs.

Community Based Social Marketing

Community-based Social Marketing (CBSM) is an approach that emphasizes direct personal contact among community members in order to foster positive behavioural change among the group. CBSM identifies the need for a behavioural change, addresses the roadblocks that lead to the behaviour, develops a pilot program to overcome these roadblocks, and evaluates the effectiveness of the strategy thereafter (McKenzie-Mohr, 2011). CBSM campaigns often cost more per interaction but, compared to other marketing strategies, result in higher impact interaction that foster sustainable behaviour change.

The City of Saskatoon and Loraas Recycle implemented a tagging program in 2015. It uses CBSM as a way to educate curbside residents on what is acceptable in their bin with a goal of reducing contamination. The program provides direct feedback to

residents using visual inspections of blue bins during collection days in specific neighbourhoods. Each blue bin either received an orange tag or a green tag based on whether or not items in the bin were accepted program materials. Orange tags were given to contaminated bins and received case-specific hand-written messages to address the contaminants observed. Green tags were given to non-contaminated bins to encourage proper recycling behaviour. In 2017, the program targeted 5 neighbourhoods and showed a combined improvement of 8% in terms of the contamination rate.

A similar approach can be used for a city-wide curbside organics program to inspect the contents of green carts and notify residents of acceptable and non-acceptable materials.

Cart Placement Education (Neighbourhood Blitz) Program

City Environmental Protection Officers (EPOs) have been conducting the cart placement education program in neighbourhoods with back lane collection since 2014. This program was designed to help educate residents on their responsibilities specific to waste and recycling cart placement under the Waste Bylaw. The program uses an education first approach that includes back lane inspections, followed by education and warning letters to residents who have left their carts out after collection day. If subsequent inspections show that the carts have still not been returned to private property, fines are then issued for those in non-compliance. There are numerous benefits with returning carts to private property such as decreased potential for theft, scavenging, mis-use, contamination, and congestion in the back lanes. In general, compliance is largely achieved through the cart placement education program however the number of locations that can be inspected in any given year is limited due to existing EPO workload.

A city-wide organics and PAYT program could benefit from increased EPO resources to provide education and enforcement. For example, the City of Toronto has a Field Inspection Team of six inspectors dedicated to ensuring the correct carts are assigned to the correct household. With a PAYT program it is important to ensure that the resident cart size aligns with what they are billed for. Having employees that are in the field and working closely with customer service staff has been a critical part of delivering a reliable service to residents.

Other Approaches

Other current and potential future approaches to addressing illegal dumping and mis-use of carts include but are not limited to the following:

- Increasing signage, cameras and/or fines to deter illegal dumping.
- Offering robust education and reporting tools for the public.
- Conducting proactive inspections at locations subject to illegal dumping.
- Increasing cart audits and inspections.
- Offering a bulky items collection program.

The Administration will be undertaking an internal service level review for addressing illegal dumping concerns and will report back to Council in 2019. In addition, the Administration will continue to explore new options to address illegal dumping concerns and will include additional information in a detailed implementation plan for an organics program and/or PAYT waste utility program in 2019.

Additional Information on Financial Implications

Development of a sustainable financial model for waste services is a complex process with a variety of variables and decisions including:

- What services and programs will be included? Which programs will remain on the property tax and which will be funded via user fees?
- What is the service level that will be delivered?
- What are the customer behaviour assumptions, such as how many will choose a small, medium or large waste cart?
- What are the operational implications in terms of staffing, equipment, service hours, fuel, etc.?

Once the above considerations and assumptions have been finalized, then an apples to apples comparison can be made between the various funding models; this includes:

1. The impact and cost per household of funding via the property tax; and
2. The impact and cost per household of funding via a user pay system.

Waste Management Basket of Services

The most critical question when developing the financial model is which services are included so that comparisons are made between the same basket of services whether funded by the property tax or as a utility.

The Ability to Pay report (concurrently being presented to City Council) speaks to the Public Good and Private Good considerations for funding services. The Administration has utilized these concepts to determine the recommended basket of services that would be considered under a waste utility model, including:

- Curbside Residential Garbage Collection;
- Landfill Operations;
- Curbside Residential Recycling Collections and Processing;
- Curbside Residential Organics Collections and Processing; and
- Compost Depots.

Other waste-related services such as the recycling depots, Household Hazardous Waste programs, and Environmental Protection and Enforcement are recommended to stay on the property tax as these services provide a community benefit, are difficult to identify specific users, and support waste diversion and environmental compliance which are reflective of a Public Good. The compost depots are proposed to remain on the utility at this time until the future state of this program is determined. The compost depots will continue to be funded by landfill revenues. Once Recovery Park is open and more information is known about the demand on the compost depots, the Administration will return with options for City Council. At this time, the Administration does not recommend that it is worth the effort in adjusting the mill rate and ending the compost utility while their future is uncertain.

Recommended Service Level

The Administration recommends the service level identified in Option 1 of the report: a year round, bi-weekly curbside organics and garbage collection service, while continuing with bi-weekly curbside recycling collections.

Current Funding Status

The curbside residential recycling program is fully funded as a utility. Waste Handling Services, including curbside waste collection and landfill operations, are funded via the property tax. Waste Handling services have been underfunded for several years as previously communicated to City Council and as illustrated below:

Waste Handling	2017 Budget	2017 Actuals
Total	\$7,383,400	\$8,079,700

In 2017, the Waste Handling funding shortfall was approximately \$700,000. In addition, \$1.25 million in transfers to the Landfill Replacement Reserve were deferred in 2017 in order to compensate for the deficit within Waste Handling Services. Considering this deferral, the actual deficit in 2017 was closer to \$2.0 million.

In order to fund the current level of service, a 2.0% increase in the mill rate, beyond the indicative rate, is required in order to sustainably fund waste management services.

Future Funding Scenarios

In order to implement a financially sustainable model for the proposed new level of service (Option 1: year round, bi-weekly curbside organics and garbage collection), the Administration has identified the following scenarios:

Scenario 1: Mill Rate Funding	
Continue to support the program via the property tax and phase in additional funding in order to fully fund program requirements.	
PROS	CONS
No change required	Property tax phase ins would be required in order to fully fund the program
Lower cost for most single family households as commercial properties subsidize the program	Commercial properties would continue to subsidize single family garbage services
	More difficult to incentivize waste reduction through tiered pricing
	No equity amongst property owners as assessment dictates the cost for waste services, not the actual services used themselves

Scenario 2: Utility Funding

Transition to a waste utility model whereby residents pay for waste services based on the size of waste cart they use. User rates would fully support this program.

PROS	CONS
Equity amongst homeowners as they now pay based on the amount of waste they generate.	Higher cost for most single family households as commercial properties no longer subsidize the program
Commercial industry no longer subsidizes the residential waste service	
Incentive for single family properties to decrease their waste generation in order to have a lower monthly bill	

Scenario 1: Mill Rate Funding

Funding a new service level for curbside residential waste and organics services through the property tax means that the total cost (\$18,370,000) would be subject to distribution under the City's current assessments and tax policy. This means that both residents and commercial entities would pay for these residential waste services. The share of residential and commercial portions would be as follows based on 2018 assessment information:

Residential Property Tax Portion	\$12,780,600
Commercial Property Tax Portion	\$ 5,589,400
Total Property Tax Funding	\$18,370,000

The average property under each property class would be subject to the following average monthly rate:

\$371,000 Average Residential Property	\$12 / Month
\$500,000 Commercial Property	\$26 / Month
\$1,000,000 Commercial Property	\$52 / Month

Scenario 2: Utility Funding

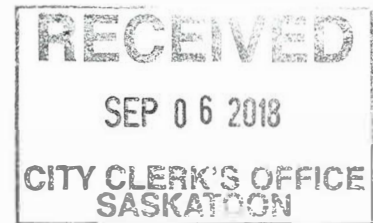
The second scenario is to transition to a utility model. The biggest difference is that charges would be applied only to users of the service (i.e. curbside residents) and there would be no commercial subsidization for residential waste services. Instead the full costs of residential waste services would be funded by the residential sector.

Under a utility funding model, a full-cost-recovery monthly charge to each household depends on the size of waste cart selected rather than on the assessed value of property. The recommended level of service identifies full-cost-recovery could be achieved with an estimated \$20 monthly charge based on a medium sized waste cart.

As identified in the table above, a utility model will have a higher monthly rate than a mill rate model due to the removal of the commercial subsidization for residential waste services. A utility funding model supports the environmental, social, and financial values approved by City Council through the following means:

- Citizens pay directly for the services they use resulting in increased awareness and responsibility for the quantity and types of waste they are generating.
- Variable fees based on type and quantity of waste give the citizen control of their costs and provides an incentive for reducing or diverting more waste from the landfill.
- Life cycle costs, as well as immediate and long-term costs, are considered when setting rates to ensure financial sustainability now and for future generations.
- Increased financial transparency and certainty for the municipality as funding can be more closely aligned with costs.
- Users pay directly for the services that they benefit from; promotes a 'user equity' perspective.

From: City Council
Sent: Wednesday, September 05, 2018 6:50 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Wednesday, September 5, 2018 - 18:50
Submitted by anonymous user: 45.44.38.2
Submitted values are:

Date: Wednesday, September 05, 2018
To: His Worship the Mayor and Members of City Council
First Name: Blake
Last Name: Reddekopp
Email: [REDACTED]m
Address: [REDACTED]
City: Saskatoon
Province: Saskatchewan
Postal Code: S7M [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: PAYT
Meeting (if known):
Comments:

The city has said the reason for PAYT is to divert waste and prevent our landfill from being full and starting a new one. If we have to choose for what size of bin we want and pay monthly for it. Will there be a option for no bin at all? Reason this should be a option are as follows.

- 1) can i choose to go with a private company like lorass to provide my garbage disposal. This way garbage will be hauled to their landfill and no fill up the city landfill
- 2) business owners already pay for garbage disposal to the private sector. Could business owners not take there house hold garbage with them to work to throw out.

If its really about waste diversion to save the landfill please dont force residence to choose city councils plan. Do realize there is a private sector and allow the residence to choose, which will help with waste diversion.

Also if one does want to go for a City provided bin why the increase price. What has changed from the average of 75 dollars a year to the smallest bin of being \$216 a year. What is the reason for increase price for garbage disposal? If it was about waste diversion shouldn't the smallest bin be under \$100 annually?

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/254197>

From: Kalin Bews [REDACTED]
Sent: Thursday, September 06, 2018 11:30 PM
To: Web E-mail - City Clerks
Subject: Support for Garbage Plan



Submitted on Thursday, September 6, 2018 - 23:30
Submitted by user: Anonymous
Submitted values are:

First Name: Kalin
Last Name: Bews
Email: [REDACTED]
Confirm Email: [REDACTED]
Neighbourhood where you live: Sutherland
Phone Number: ([REDACTED])

==Your Message==

Service category: Bylaws & Policies

Subject: Support for Garbage Plan

Message:

Good day,

I would like to voice my support for the proposed "pay as you throw" garbage plan. With our current bin, it is usually almost empty on pickup day. If I could have a smaller bin, I would definitely sign up.

Sincerely,

Kalin Bews

Attachment:

Would you like to receive a short survey to provide your feedback on our customer service? The information you share will be used to improve the service we provide to you and all of our customers.: No

For internal use only :

<https://www.saskatoon.ca/node/405/submission/255313>

From: City Council
Sent: Tuesday, September 18, 2018 12:07 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Tuesday, September 18, 2018 - 12:06
Submitted by anonymous user: 207.47.219.133
Submitted values are:

Date: Tuesday, September 18, 2018
To: His Worship the Mayor and Members of City Council
First Name: Brian
Last Name: Sawatzky
Email: [REDACTED]
Address: [REDACTED] Fairlight Dr
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable): Saskatoon Environmental Advisory Committee
Subject: Pay as You Throw Garbage Collection
Meeting (if known): City Council Meeting-- Sept. 24
Comments: We wish to speak to council regarding future waste collection
Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/257102>

From: City Council
Subject: Basic Services

From: henry dayday [mailto: [REDACTED]]
Sent: Tuesday, September 11, 2018 11:41 AM
To: City Council <City.Council@Saskatoon.ca>
Subject: Basic Services

September 10, 2018

Your Worship and Members of City Council

Since Saskatoon became a city garbage collection and waste management has been a basic service paid for through property taxes. Administration had in the past suggested that it become a utility but the leadership on city council did not approve it. The reason being that it was a money grab and we were already paying for it once.

Water services are a utility and the increase in rates have increased by 37.25% for the years 2016 to 2019. When compounded the increase is approximately 42.8% for 4 years. This is why administration likes this option. It is council's responsibility to prevent such major changes from taking place without input from the taxpayer.

The question then becomes how do we fund another landfill. During the 90's the city negotiated the sale of City Hospital to the province for a large parcel of land in the north east sector. The city also purchased a quarter section of land from Canada Agriculture. Since the purchase of the land the city made millions of dollars in sales. This is where the city should be getting its money for the landfill instead of spends millions on reorganizing our present system at a major cost to the taxpayer.

The city would be making a big mistake if it makes it a utility unless the taxpayer can vote on a plebiscite before any money which we don't have is spent.

I would appreciate it if you would forward this letter to the council meeting in September.

Sincerely

Henry Dayday

From: City Council
Sent: Tuesday, September 11, 2018 12:36 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Tuesday, September 11, 2018 - 12:35
Submitted by anonymous user: 174.2.242.192
Submitted values are:

Date: Tuesday, September 11, 2018
To: His Worship the Mayor and Members of City Council
First Name: Wesley
Last Name: MacPherson
Email: [REDACTED]
Address: [REDACTED] Sutter Cres
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Garbage pick up
Meeting (if known):
Comments:
Good Afternoon
We are in disagreement with the the new scheme of garbage collection. First your raised our taxes by 4.5 % now your your going to give us part of that back but raise our costs to the city by over \$ 400 with the new formula. That in my calculation for our home we will be paying an equivalent of a10% increase in taxes Not acceptable!
Respectfully
Wes And Esther MacPherson
Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256078>

From: City Council
Sent: Friday, September 14, 2018 3:12 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Friday, September 14, 2018 - 15:12
Submitted by anonymous user: 71.17.150.50
Submitted values are:

Date: Friday, September 14, 2018
To: His Worship the Mayor and Members of City Council
First Name: Ken
Last Name: King
Email: [REDACTED]
Address: [REDACTED] Mahoney Avenue
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: New proposed garbage and blue bin and green bin
Meeting (if known):
Comments:

Why in the world does council want to consider changing these services to be a utility vs being part of the property tax base. The 3.5 % property tax reduction will get lost in the process and the reduction will not compare to the small cart charge for most of the houses homes in Saskatoon except for the very high end homes. I am not against the 3 bins sitting on my front drive way. While some us may think we understand what goes in which bin based on what I see hanging out of the bins in our area. NOT SURE THEY ALL DO. As much as we need a new system we need more education for those that still don't have it figured out. Question what happens to all the carts we presently have once I want the smaller ones? Do I have an option of not taking any carts?
Good luck but please think of those that are on fixed incomes to some of you an extra \$ 100 or \$140 per year is no big deal but to some it will be a big deal.

Ken King
Massey Place

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256744>

From: City Council
Sent: Monday, September 17, 2018 2:34 AM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Monday, September 17, 2018 - 02:33
Submitted by anonymous user: 207.47.217.253
Submitted values are:

Date: Monday, September 17, 2018
To: His Worship the Mayor and Members of City Council
First Name: Brian
Last Name: Breit
Email: [REDACTED]
Address: [REDACTED] Ave. U, South
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Garbage/Landfill
Meeting (if known):

Comments: After reviewing your new waste management program, I do not see where it will make any difference in the amount of waste going into the landfill. In fact if anything there will be more. Nobody seems to care at city hall, as I have contacted the people running that department, and have been given 5 different answers. So nobody seems to know. Secondly we keep hearing that with it coming off of the property taxes and becoming a utility, and it will be cheaper. But reports in the media this past week, have it costing far more (example the small bin is just about 4 times as much as we are currently paying, this looks like a cash cow for the city). Thirdly, if it is a utility, then it should be charged by the amount of use, not because you have a garbage bin. (If I don't use it this month, then I should not be charged for it, same as any other utility), and forth, the so called compost bin. I am told what a great deal this is. I don't know how many of you remember, but for a few years the City of Saskatoon sold compost bins. I was one that bought one. I use it all the time, so I do not need another compost bin on my property. If you decide to place one on my property, it will not be looked after and I will not be held responsible for it. And I may charge you a rental fee for the space it takes up.

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256905>

From: City Council
Sent: Monday, September 17, 2018 4:23 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Monday, September 17, 2018 - 16:23
Submitted by anonymous user: 206.163.242.246
Submitted values are:

Date: Monday, September 17, 2018
To: His Worship the Mayor and Members of City Council
First Name: Paul
Last Name: Fedec
Email: [REDACTED]
Address: [REDACTED] Appleby Drive
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Waste Management
Meeting (if known): waste management
Comments:

If garbage collection is going the route of "user pay", then to be fair, it should be based on weight contributed. I believe this was indicated as a possible approach several years ago. Don't we already codes and chips attached to our containers? Going the route of container size is not ideal as there are times that one generates more waste and generally times of much less waste. The largest size may be required but becomes an unnecessary expense when you don't need it for >70% of the time. The likely scenario will be that residents will choose a smaller container so as to pay less. What will follow is that any excess waste (in garbage bags) will end up being thrown in a neighbor's container or dumped elsewhere on public property. Further, we already have many good containers in use, why should we spend new money to buy a replacement set. This is our tax dollar, in addition to the proposed monthly user fee.

As for the delay in investing in a new waste/landfill site, the rationale sounds good to residents because money isn't being spent now. However, the reality is that the longer the plan is delayed in acquiring a site, the cost generally escalates and it will cost much more 10 years down the road. I believe the site should be acquired sooner than later.

As for recycling - we were so pleased to finally have a blue bin system. However the plan is backing away from collecting the main articles we want to keep out of the landfill, plastic bags and wrap and now probably glass containers. The proposed solution of banning plastic grocery bags will not be practical unless we have paper bags available (just like the good old days). But some plastic bags will be required for containing fresh meat products, to prevent leaking blood and microbial contamination of cloth bags and other articles.

Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/257000>



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Ability-to-Pay Considerations for an Expanded Curbside Waste Utility

Recommendation of the Committee

That the guiding principles outlined in the September 10, 2018 report of the A/General Manager, Corporate Performance set the framework and future rates of the Unified Waste Utility.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 11, 2018 report of the A/General Manager, Corporate Performance.

Ability-to-Pay Considerations for an Expanded Curbside Waste Utility

Recommendation

That the Standing Policy Committee on Environment, Utilities, and Corporate Services recommend to City Council:

That the guiding principles outlined in this report set the framework and future rates of the Unified Waste Utility.

Topic and Purpose

The purpose of this report is to explore how affordable the expanded Curbside Waste Utility is for Saskatoon residents. The report will identify mitigations to make it more affordable if necessary and review which programs and services should continue to be property tax funded and which should be part of the expanded utility.

Report Highlights

1. Bi-weekly collection of organics, recycling, and garbage results in a relatively affordable curbside waste management program as compared to other cities, and when looked at as a portion of income (including low income households).
2. Assistance programs for low income families, seniors, and people with disabilities are common, however, these are typically aimed at reducing costs of the overall utility bundle not just waste.
3. Public goods, or goods that provide benefits to a larger group of individuals than those directly receiving the service, include recycling and composting depots, and Recovery Park. These are better suited to be funded through property taxes which also results in a more affordable program for curbside households.

Strategic Goals

The information in this report supports the strategic goal of Environmental Leadership to eliminate the need for a new landfill reducing and/or diverting waste through city-wide composting and recycling, as well as the strategic goal of Asset and Financial Management by ensuring that services provided are aligned with what citizens expect and are able to pay.

Background

City Council, at its meeting held on February 27, 2017, considered the Waste Management Master Plan – State of Waste report; and resolved, in part:

- “2. That the values to be used in preparing options for a new Waste Management business model, including the ability to pay in terms of future cost allocations for fairness and equity, be approved.”

City Council, at its meeting held on August 28, 2017, considered the Waste Utility Design Options report that included considerations on program affordability, including an attachment titled Solid Waste Pricing and Affordability.

Report

Affordability of the Expanded Curbside Waste Utility and new Organics Programs

Responsiveness to resident's ability-to-pay is among the values established for the design of the expanded waste utility. While property taxes allocated for curbside residential waste services will be reduced as a result of a new utility fee, the net cost paid by each resident will increase. This is a result of removal of the subsidization of residential solid waste costs by the commercial sector in addition to the need to address the existing funding gap. In addition to this are the costs for a new organics program as well as additional administration, education, and enforcement required for successful implementation.

Households pay property taxes based on their property assessment value, while utility fees are based on waste generation. Attachment 1, Analyzing and Addressing Solid Waste Affordability Concerns, shows how the cost of waste impacts residents with various incomes whether funded through property taxes or through utility fees. The residential portion of these costs would range from \$3.80 to \$11.85 per household per month, based on the assumptions provided by the Waste Management Levels of Service (LOS) – Curbside Organics and Waste Utility report (LOS Report). The LOS Report indicates that under a utility, full-cost-recovery rates for bins have been modelled to cost \$20 for a mid-size bin. The analysis illustrates that affordability of waste services is not a significant issue in Saskatoon under both the tax-funded and utility-funded scenarios. (Note that in both cases, recycling is not included as it is already a utility. The effect of adding current recycling fees to the modelled costs adds approximately \$6.)

The cost of waste as a proportion of median household income is calculated in Attachment 1. If funded through a utility, the proportion would range from 0.34% to 0.66%. This indicates an affordable range as it is well below the acceptable "energy burden" commonly accepted as 6%. Even with the addition of recycling utility fees, looking at waste independently of other utility costs such as energy and water is not significant and does not provide a full understanding of ability-to-pay as these other utility costs are a much higher portion of the utility bundle. The Transition 2050 Equity in Energy Transition Funding Opportunity report that went to Standing Policy Committee on Environment, Utilities & Corporate Services on August 13, 2018, indicated that Saskatoon has a high incidence of energy poverty.

Benchmarking with other Cities

Waste utility fees in Saskatoon were compared to other cities across Canada, these are shown in Attachment 2, Utility Charges for Waste Services in Canadian Municipalities in 2018. Saskatoon is within a comparable range to other cities with similar programs.

Assistance programs for waste services and other utilities

Attachment 3, Types of Assistance Programs, outlines a number of assistance programs that keep utilities affordable for low-income families, seniors, and people with disabilities by keeping utility bundles below an identified threshold. It has been found that keeping costs within an affordable range, as well as keeping fees consistent month-to-month, can assist in ensuring that bills are paid.

The City of Saskatoon (City) offers a number of programs aimed at low income residents including subsidized bus passes, leisure passes, pet licensing, and lead pipe replacements as well as the Senior Property Tax Deferral program. These programs are also described in Attachment 3.

Funding of Public and Private Goods to Meet Ability-to-Pay Outcomes

Some of the complexities of developing a sustainable and equitable funding model that meet the environmental, financial, and social values set by Council are explored in a concurrent report called Unified Waste Utility – Utility Rate Setting Philosophy. A bin at a subsidized rate can meet both diversion and ability-to-pay goals.

Differentiating goods and services as either public or private goods helps to ensure equitable and sustainable funding. User pay models are suitable for private goods (ex. water, electricity, waste water) while public goods provide a greater benefit and are typically funded through property taxes (ex. street lighting, fire and police services). Characteristics of public and private goods are provided in the table below:

Public Good	Private Good
Benefits a larger group of individuals than those directly receiving the service.	Directly benefits the individual receiving the service.
Difficult to exclude individuals from benefiting from a service.	Ability to exclude a person from benefiting from the service.
One person's consumption does not reduce another person's ability to use the service.	One person's consumption reduces another person's ability to use the service.

Curbside collection of waste is well suited for utility-type funding as it provides a direct benefit to the user. For this reason, it is recommended that the costs for collection and processing of garbage, organics, and recycling be included as a utility fee. Other waste-related services exhibit public good characteristics, and are more suitable for funding through property taxes, these include:

- Recycling depots,
- Compost depots,
- Recovery Park,
- Hazardous waste drop-off days (or other programs that replace this), and
- Administration, waste diversion planning, general education/enforcement, monitoring and reporting that benefits all programs.

If rates are set using the considerations in this report, further mitigation for low-income families does not seem necessary as costs are being kept as low as possible, especially if discounted rates are available for lower waste generation.

Options to the Recommendation

One option that could be considered is to apply a discount for waste services for low income cut-off (LICO) households. Additional program development and research will be required to identify criteria and the application process, as well there will be on-going administration of the program once developed. Attachment 3 outlines other City programs that use LICO that could be aligned with for administrative purposes.

The City could also expand its property tax deferral system to apply to all low income residents (not just seniors) which may help them address any potential cost increases associated with waste programs. Additional work is required to identify resources required to expand this program.

While discounting the cost of the smallest bin can help meet both waste diversion and affordability goals if needed, discounting rates of larger bins may be counter-productive as it removes the incentive for reducing and diverting waste; for this reason, this option is not recommended.

Public and/or Stakeholder Involvement

During engagement, many residents expressed concern over rising costs. In the survey, the second highest concern about pay-as-you-throw (PAYT) was that it would be “double dipping” or a “tax grab”. While it was noted that PAYT would provide many with the ability to control costs, concerns were expressed over program affordability for those on a fixed or low income, seniors, persons with disabilities, and students. The issue of program fairness and affordability was raised during engagement for those that may produce extra waste, such as large families, medical waste, diapers, home based businesses and day homes, as well as for those that may produce less waste such as home composters, smaller households and seasonal residents.

Communication Plan

The changes to curbside waste management programs will require extensive communications and education. These will be developed through the next phases of planning and implementation, with reports and updates provided to the Standing Policy Committee on Environment, Utilities and Corporate Services. On-going communications, including social media posts, Public Service Announcements, and media outreach will be used throughout planning and implementation.

Key messaging has not been finalized, but certain topics have been identified as important to the program’s success that relate to affordability. These include: program costs, how a switch from property taxes to a utility would look (and the associated lack of double-dipping), and education on organics and how to divert waste in order to use the smallest PAYT bin.

Policy Implications

No policy implications have been identified for the recommendation. Policy implications would result if some of the options are adopted.

Financial Implications

Financial implications for residents of varying income levels before and after a switch to a utility is outlined in Attachment 1, based on recommended service levels and cost ranges from the LOS Report.

Borrowing for Recovery Park is currently included in the indicative rates of the new service level, at a total cost of \$12.79M, or \$1.5M each year (amortized over 10 years). This would result in a 0.64% impact on the mill rate. Removing Recovery Park from the curbside utility fees would result in an approximate \$2.00 reduction per household per month.

Multi-Material Stewardship Western (MMSW) provides funds to municipalities in Saskatchewan for the collection of recyclables; funding from MMSW will increase on January 1, 2019 from \$11.75 per household to \$25.75. This increase alleviates the current requirement for \$428,000 to be included in the landfill operations budget to cover the utility funding shortfall generated by the Compost Depot Program. The long-term operating funding for compost depots on the mill-rate can be considered, along with other implications this funding increase may have, when making future recommendations related to funding waste management services and utility rate setting. A follow up report will be provided in November 2018 once full details of the new announcement are available.

Environmental Implications

As has been previously reported, the introduction of an organics program and PAYT waste utility will result in additional diversion from our landfill which has positive environmental impacts including reduced use of landfill air space, reduction of greenhouse gas emissions from the degradation of organics and plastics in the landfill, reduced use of raw resources, reduced leachate from the landfill, and improved soil and ecosystems from the use of compost.

Other Considerations/Implications

There are no privacy, Safety/Crime Prevention through Environmental Design (CPTED), or other considerations.

Due Date for Follow-up and/or Project Completion

The Administration will report on the Business Plan and Budget implications of the new program to Budget and Business Planning deliberations in November 2018, including an update on MMSW funding implications. The Administration will also report back in Q2 2019 on a detailed implementation plan for the Curbside Organics Program and PAYT waste utility.

Public Notice

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

Attachments

1. Analyzing and Addressing Solid Waste Affordability Concerns
2. Utility Charges for Waste Services in Canadian Municipalities in 2018
3. Types of Assistance Programs

Report Approval

Written by: Amber Weckworth, Manager of Education and Environmental Performance
Mike Jordan, Director of Government Relations

Reviewed by: Brenda Wallace, Director of Environmental and Corporate Initiatives
Russ Munro, Director of Water & Waste Stream

Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.

Admin Report - Ability-to-Pay Considerations for an Expanded Curbside Waste Utility.docx

Analyzing and Addressing Solid Waste Affordability Concerns

1. Introduction

The City of Saskatoon (City) is recommending changes to the way in which it delivers and pays for solid waste collection and disposal. The need for reforms are critical as solid waste services are neither financially sustainable nor environmentally sustainable under the status quo. In order to address these two critical issues, the City is recommending the implementation of a Pay as you Throw (PAYT) Utility to deliver solid waste services.

Research shows that properly designed PAYT models or programs have the ability to elicit greater waste diversion in the communities where they have been implemented. Central to the PAYT model is a user-pay mechanism, which helps to incentivize behavioral changes in the way households (and others) dispose of waste from consuming consumer goods. Properly designed PAYT programs charge households a variable rate fee, based on cart size, to help incentivize better waste diversion practices. This, combined with a mandatory recycling and organics program have proven to be very successful in increasing waste diversion rates across North America. Despite the environmental (and financial) benefits of the PAYT approach, some cities are reluctant to move in this direction because of alleged “affordability” issues. In such cases, solid waste services are traditionally funded by the property tax base, where major subsidization of the service occurs and users do not pay the full costs. For example, non-residential property taxes pay for solid waste services, but non-residential properties receive very little, if any, of the service. In effect, they are subsidizing the costs—in Saskatoon’s case about 31%--to residential properties. This violates the principle of benefits “equity” in that those who pay for the service do not receive it.

In transitioning to a PAYT model, concerns are often raised around the concept of “ability to pay”. In the public finance discipline, ability to pay is a principle of equity or fairness about the tax system, not a user-pay system. It has two dimensions—vertical and horizontal—that attempt to be satisfied. Here, one objective is to re-distribute income through progressive taxation from those with greater ability to pay to those with lesser ability to pay. But using solid waste services, which have private good characteristics, to achieve this is the wrong approach.

Solid waste also generates a negative externality, known as pollution. Paying for waste through general taxation suggests that the societal cost of pollution is essentially \$0. However, because the deposit of waste in a landfill causes environmental harm the value of that harm should be included as part of the marginal cost of waste disposal. This means that putting a price on solid waste incentivizes users to reduce the societal costs.

Little research has been done on the affordability of waste services, while the full energy burden which often includes electricity, water and waste services, has been much

studied¹²³⁴. One study¹ reported that a household can afford to spend about 30% of income on shelter costs with the observation that about 20% of shelter costs are used for energy and utility bills; the affordable residential energy burden is thus 6% of income. This study also identified 11% percent as a high energy burden. A study² from Manitoba showed that more than 80% of households with a net energy/utility burden below 3% covered 100% or more of their annual bill. Less than 60% of households with a net energy/utility burden at or above 8% covered 100% of their annual bill.

The purpose of this document is to address perceived affordability concerns as they relate to solid waste services. The research finds that regardless of the model, solid waste services consume a negligible portion of after-tax household incomes.

2. Approach and Methodology

To analyze affordability issues relating to utilities we use the “conventional method” whereby we analyze existing and potential costs relative to median household incomes.

Our approach expands on the conventional method and measures affordability relative to inflation adjusted after-tax median household incomes. We use median after-tax household income as a proxy because this better represents the disposable income of households and government transfers to persons. Income data is adjusted to 2017 dollars. Moreover, we obtained median household income data by neighbourhood from the 2016 Census (2015 data).

Because solid waste services are largely funded by the property tax base, we compiled property assessment data for Saskatoon. Property assessment values are used to apply tax rates to determine annual or monthly property taxes. In this case, we use median assessed property values by neighbourhood for detached single family homes. The median assessed value for single family detached homes in Saskatoon is \$354,625 in 2018, while the after-tax median household income was \$70,742 in 2017 dollars.

In order to show a relationship between the two variables, we determine if there is a statistically significant correlation between median assessed values and median household incomes. As expected, the data reveals a statistically significant positive correlation between the two variables, as illustrated Chart 2.1.

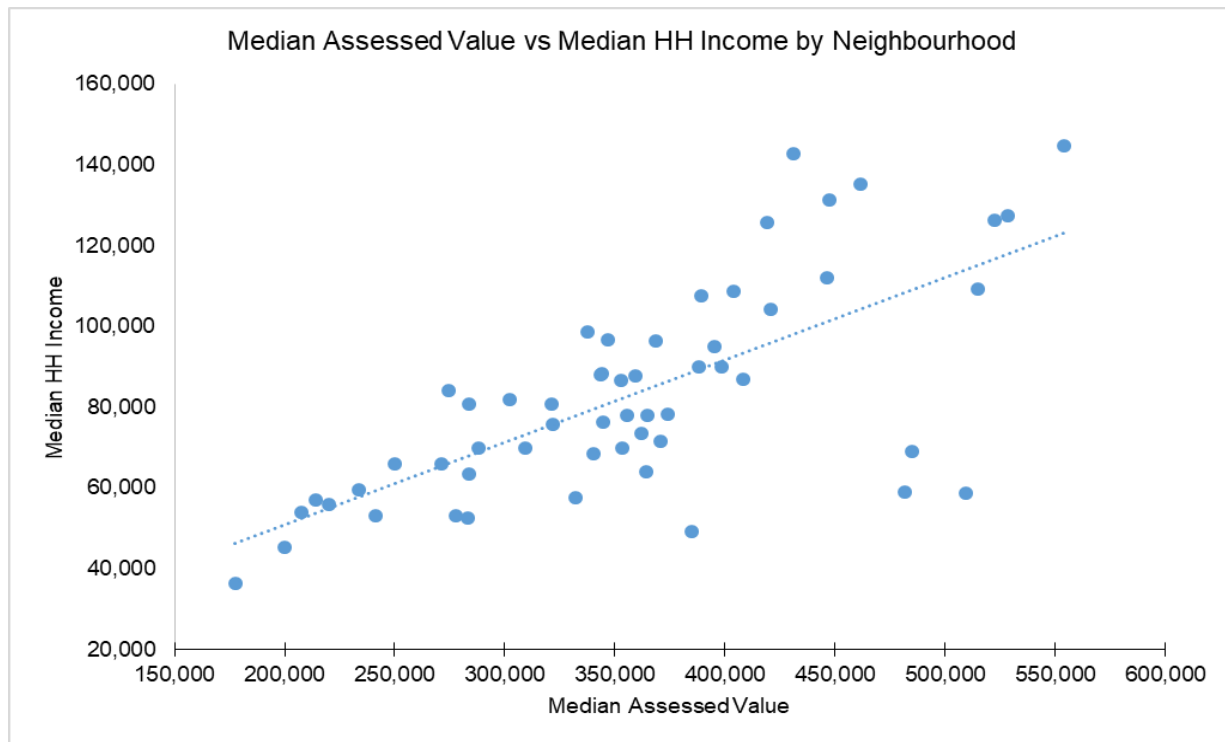
¹Ratepayer-Funded Low-Income Energy Programs: Performance and Possibilities.
<http://www.appriseinc.org/reports/NLIEC%20Multi-Sponsor%20Study.pdf>

²Home Energy Affordability in Manitoba: A Low-income Affordability Program for Manitoba Hydro.
<http://www.fsconline.com/downloads/Papers/2010%2011%20Manitoba%20Hydro.pdf>

³<http://www.synapse-energy.com/sites/default/files/Low-Income-Assistance-Strategy-Review-14-111.pdf>

⁴<https://www.fraserinstitute.org/sites/default/files/energy-costs-and-canadian-households.pdf>

Chart 2.1



Subsequently, we applied existing 2018 residential property tax rates to the median assessed values to determine total residential property taxes by neighbourhood. This is done to establish a baseline for which to apply tax funded or utility funded waste services. The median residential property taxes for single family homes in 2018 are \$2,160. It should be noted that the Curbside Recycling Program, which is currently funded through a flat rate utility fee, is not included in the analysis.

Next, we analyze the City's tax-supported waste budget to determine the overall share of solid waste services. According to the 2018 Budget, solid waste services are about 3.4% of the total tax supported budget, or \$7.7 million. Single family residential properties represent 52% of the budget while non-residential properties represent 31% of the budget. The remainder are represented by multi-family residential and condominiums.

We then account for any proposed tax policy changes for 2019. The Administration is proposing an indicative total property tax rate increase of between 4 and 4.5% for 2019. We use the lower bound 4% for the analysis to show what potential tax increases would be if it included an expanded and fully funded waste program.

We then apply the expanded waste services program to a tax funded model and utility funded model. A tax funded model assumes a 48% subsidization rate (from non-residential and multi-unit tax payers) while a utility model assumes a 0% subsidization rate. In other words, under a utility model, single family households pay for the full cost of the service.

For the tax model, we assume a total City tax increase of 8.9% for 2019. This includes the 4.0% indicative tax rate and the 4.9% needed to deliver the recommended service level for solid waste, if property tax funded.

Under a utility model, we assume a 3.5% property tax reduction. This results in a net tax increase of 0.5% for 2019, when factoring in the indicative property tax rate increase and the indicative benchmark rate for a waste utility, which project full-cost-recovery at \$20/month.

As a result, the analysis models the potential affordability effects against the benchmark price of \$20 per month. The affordability analysis is limited by the fact that variable price ranges have not been established. Thus, they are excluded from the analysis. Once those ranges are established, a subsequent analysis can be conducted.

Analysis & Findings

3.1 Status Quo

If an organics program is not implemented and the current level of service for waste management continues, tax funded solid waste services costs would range from \$3.00 per month to \$9.50 per month as shown in Table 3.1.1. This includes subsidization from the non-residential sector.

The table also shows the range of costs for single family dwellings based on median assessed values by neighbourhood. With the current subsidization, median household costs for residential waste services are estimated to be \$3.15 per month, with lower and upper ranges of \$1.60 to \$4.90 per month.

Table 3.1.1: 2018 City taxes allocated to waste, by Median Assessed value

	City Taxes Paid Annually	Total Annual Waste portion	Total Monthly Waste Portion	Residential Waste Portion - annual subsidized	Residential Waste Portion - monthly subsidized
Median Cost	\$2,160.30	\$72.80	\$6.07	\$37.81	\$3.15
Lower Range	\$1,081.29	\$36.44	\$3.04	\$18.92	\$1.58
Upper Range	\$3,373.64	\$113.69	\$9.47	\$59.04	\$4.92

In terms of affordability, waste services are very small as a proportion of after-tax median household incomes. Table 3.1.2 shows the share of total city property taxes and solid waste services relative to after-tax median household incomes.

Table 3.1.2: 2018 Property taxes, including subsidized residential waste portion, Share of median after-tax household income by neighbourhood.

	2018 City Taxes (%)	Total Waste (%)	Residential Waste (%)
Median	3.05	0.10	0.05
Lower Range	2.17	0.07	0.04
Upper Range	5.60	0.19	0.10

As the table shows, total property taxes with waste included (except organics) consume about 3% of after tax median household incomes. By contrast, the residential portion of solid waste relative to after tax -median household income ranges from 0.04% to 0.10%. The negligible cost for single family residential households is a result of the subsidization from other property classes.

The status quo analysis is simply to provide a baseline for which to consider the potential implications for an enhanced solid waste program. Next, the analysis reviews the implications of funding an expanded solid waste program through a tax-funded model.

3.2 Tax Funded Model

The tax funded model assumes that the enhanced package of solid waste services will be funded through the existing property tax, which includes 48% subsidization rate to the single family residential sector (from non-residential and multi-unit residential). The analysis includes potential tax changes to the overall City budget and not simply the waste component. This provides a representation of the potential costs that households may face in 2019 from a property tax perspective.

As noted, this model assumes an 8.9% annual property tax rate increase in 2019. The effects of this potential tax change is shown in Table 3.2.1.

Table 3.2.1: 2019 City taxes allocated to waste for varying income levels paid by residents, by median household neighbourhood income

	2019 Annual Estimated Taxes	Change from 2018/month \$	Total Annual Waste (\$)	Total Monthly Waste (\$)	Residential Annual Waste Portion (\$)	2019 Monthly Residential Waste (\$)
Median Cost	\$2,352.57	\$16.02	\$175.03	\$14.59	\$91.04	\$7.59
Lower Range	\$1,177.53	\$8.02	\$87.61	\$7.30	\$45.57	\$3.80
Upper Range	\$3,673.89	\$25.02	\$273.34	\$22.78	\$142.18	\$11.85

Under the tax funded model, property taxes increase by a range of \$8 to \$25 per month, or by \$100 to \$300 per year. Tax-supported single family residential waste costs rise by a range of \$3.80 per month to \$11.85 per month.

In terms of affordability, waste services relative to after-tax median household incomes are still very small. Table 3.2.2 shows the total City property taxes and solid waste services as a share of after-tax median household incomes. Under this model, total property taxes would consume an estimated 3.3% of median after-tax household incomes. Conversely, the expanded service package of residential waste costs could potentially consume less than a quarter of one percent of annual median after-tax household incomes.

Table 3.2.2: 2019 Property taxes, including subsidized residential waste portion, Share of after-tax median household income by neighbourhood

	2019 City Taxes (%)	Total Waste (%)	Residential Waste (%)
Median Share	3.33	0.25	0.13
Lower Range	2.37	0.18	0.09
Upper Range	6.10	0.45	0.24

3.3 Utility Funded Model

The utility funded model is much different than the tax funded model. The concept is simple: those who receive the service pay for it. Unlike the tax funded model, where different property classes pay for the cost to deliver the service but do not receive the service, the property tax subsidy to residential properties is eliminated. That is, single family residential properties pay for the full cost of the service. Because of this, impacts to residential households will be higher in the short run.

Nonetheless, under this model most of the tax supported solid waste costs are to be transferred to the utility. As a result, there is an estimated property tax rate reduction of

3.5%. However, because the City is proposing a 4% overall tax increase, the net effect under this model would result in a 0.5% property tax increase in 2019.

Table 3.3.1 shows the cost per month for single family residential households by neighbourhood, it includes both the 0.5% increase in property taxes, as well as the proposed benchmark utility fee of \$20 per month.

Table 3.3.1: 2019 Property Tax Increase plus Benchmark Utility Fee per month, per household

	65 gl Bin
Median Cost	\$20.90
Lower Range	\$20.45
Upper Range	\$21.41

Table 3.3.2 compares the potential monthly cost increases per household between the tax-funded model and the utility model. The analysis includes both the 0.5% tax increase for 2019 and the proposed benchmark utility rate. As noted earlier, the analysis does not include recycling which is the same in both scenarios.

Table 3.3.2: Comparison between Tax Funded Model and Utility-Funded Model (Benchmark Price) per household, per month.

	Benchmark - 65 gl bin
Median Cost	\$13.31
Lower Range	\$9.56
Upper Range	\$16.65

Relative to the tax model, median single family residential waste costs would increase by an estimated \$13.00 per month. The increase is because subsidization from the non-residential and multi-family residential property classes are zero.

With respect to affordability, we again apply the same metrics relative to median after-tax household incomes. More specifically, the estimated share of property taxes and the waste utility as a share of income in 2019. Table 3.3.4 shows the effects of this using only the benchmark price for a mid-size bin.

Table 3.3.4: 2019 Property Taxes and Waste Utility Costs as Share of Household Income (Benchmark Price)

	2019 Taxes Share of Income (%)	Waste Utility as Share of Income (%)
Median Share	3.07	0.34
Lower Range	2.19	0.20
Upper Range	5.63	0.66

As illustrated in the table, in 2019 property taxes are estimated to consume between 2.2% and 5.6% of after-tax median household incomes. Under the proposed benchmark price, by contrast, potential solid waste costs as a share of after-tax median household incomes range from less than 0.34% to a high of 0.66%. Stated another way, 2019 estimated median property taxes per household consume about nine times greater share of income than a potential solid waste utility would.

The preceding analysis suggests that waste services are very affordable under a utility model. This does not downplay the impacts on very specific households or circumstances as a result of the removal of the subsidy, but the general conclusion is that affordability is not a concern relative to after-tax median household incomes.

However, affordability could be enhanced by a variable rate pricing scheme. Variable rate pricing not only incentives behaviour change, but properly designed, it has the potential to reduce household waste costs. If the variable price reflects the marginal cost of pollution (e.g., airspace), then those who use smaller bin sizes would see a

monthly cost reduction for solid waste, relative to the benchmark. Unfortunately, the analysis on the full affordability effects of solid waste pricing is lacking by this limitation.

Utility Charges for Waste Services in Canadian Municipalities in 2018

Vancouver, BC

Garbage and organic fees together range from \$16.92 to \$30.67 with no charge for recycling (Recycle BC provides and pays for recycling collection). Fees are based on the size of a customer's garbage bin. Green bin collection for food and yard waste has an additional charge which is also based on the size of the bin.

Monthly Utility Fees	X-Small (75L)	Small (120L)	Medium (180L)	Large (240L)	Extra-large (360L)
Garbage (biweekly)	\$7.00	\$8.00	\$9.50	\$10.91	\$13.75
Organics (Food/yard, weekly)	NA	\$9.92	\$11.67	\$13.42	\$16.91

<https://vancouver.ca/home-property-development/garbage-bins-and-green-bins.aspx>

Burnaby, BC

Garbage fees together range from \$7.62 to \$12.33 with no charge for recycling (Recycle BC provides and pays for recycling collection). Fees are based on the size of a customer's garbage bin. Green bin collection for food and yard waste is provided at no extra charge.

Monthly utility fees	75L	120L	180L	240L	360L
Garbage (biweekly)		\$7.16	\$8.50	\$9.75	\$12.33

<https://www.burnaby.ca/City-Services/Garbage---Recycling/Single-Family-Collection---Schedule/Garbage-Disposal-Fees.html>

Surrey, BC

An annual Waste Management Fee of \$287.00/year (\$23.91/month) is charged through property taxes for a standard level of service which includes biweekly garbage, biweekly recycling, and weekly organics. Customers can request extra carts or upgrade to a 360L cart for additional fees.

	Base Fee (included in Property Taxes)	Additional Cart 80L/120L	Additional Cart 180L/240L	Replacement (upgrade) to a 360L cart
Monthly Fee	\$23.91	\$11.83	\$23.58	\$11.83

<http://www.surrey.ca/city-services/4690.aspx>

Red Deer, AB

A flat fee of \$21.72/month is charged to each single-family household for weekly garbage, recycling, and organics (including both food and yard waste) collection. Residents are allowed up to 3-100L bags of garbage, additional bags are \$1.00 each. Residents can request a second blue box for recycling at no charge and unlimited bags of yard waste.

<http://www.reddeer.ca/city-services/utility-billing-service-centre/customer-care/understanding-utility-rates/>

Calgary, AB

The total monthly utility charge for garbage, recycling, and organics collection is \$19.70 but this is not full-cost recovery as there partial funding through property tax (City of Calgary has a phased plan to transition to a utility). Flat fees are charged for weekly organics collection (\$6.50/month per household); biweekly recycling (\$8.30/month per household) and an additional waste management charge of \$4.90/month. Food waste, yard waste, and pet waste is accepted in green carts.

<http://www.calgary.ca/UEP/WRS/Pages/Garbage-collection-information/Residential-services/Waste-Management-Charge.aspx>

<http://www.calgary.ca/UEP/WRS/Pages/Recycling-information/Residential-services/Green-cart/How-green-cart-program-works.aspx>

Edmonton, AB

The City of Edmonton charges a flat utility fee of \$45.93/month per household for garbage and recycling collection. Organics and garbage are collected together in one bin and separated at the organics' facility.

https://www.edmonton.ca/programs_services/garbage_waste/rates-fees.aspx

Lethbridge, AB

Residents pay a variable fee of \$19.17 or \$20.92 depending on the size of their garbage bin; the fee covers the cost of garbage, recycling, and other waste programs; there is no curbside organics program. There is a \$25.00 fee to change cart sizes. The cost of a replacement cart is \$100.00.

	Reduced Size 240L	Extra Large 360L	Additional Cart
Monthly Fee	\$19.17	\$20.92	\$8.75

<http://www.lethbridge.ca/living-here/Waste-Recycling/Pages/Waste-Collection-Rates.aspx>

North Battleford, SK

A \$10.00/month per household flat fee is charged for biweekly garbage collection, and \$6.60 for biweekly recycling collection. There are no collections for organics. Each household receives one 360 L garbage cart, and one 360 L recycling cart.

https://www.cityofnb.ca/mrws/filedriver/Monthly_Bill_Final.pdf

Warman, SK

The City of Warman offers curbside garbage and recycling collection at a monthly cost of \$14.55. The City also offers a curbside organics service provided by Loraas Organics. The program runs from May 1st through October 31st. A \$10.00/month (\$60.00 annually) per unit flat fee is charged for organics collection. Charges will be applied to the City of Warman Utility bill.

Regina, SK

Garbage is charged through property taxes and was not available; recycling is funded through a flat utility fee of \$7.75/month per household. Recyclables are collected bi-weekly in a 360L cart. Garbage is collected weekly in a 240L or 360L cart size (no variable pricing).

<https://www.regina.ca/residents/water-sewer/your-water-account/water-bills/utility-rates/>

On June 25, 2018, City Council approved an annual biweekly curbside garbage collection schedule from the start of November to the end of March, with a return to a weekly schedule for a three-week period extending from the end of December to the beginning of January.

With the continuation of biweekly garbage collection, residents who require an additional garbage cart may request one from the City and pay an annual fee for the additional cart which will be billed on their utility bill. The annual fee will be either: \$156.95/year for a 360L cart or \$116.80/year for a 240L cart.

Winnipeg, MB

The majority of waste collection, recycling, and yard waste collection is funded through property taxes. Customers pay an additional waste diversion fee of \$57.50/year for new waste diversion programs. Standard cart size of 240L is available to single-family households. They can upgrade to a larger, or additional cart, for an additional fee. A cart delivery fee of \$25.00 is applied or resident can pick up the cart at no additional cost.

	Additional Cart 240L	Additional Cart 360L	Replacement (upgrade) 360L cart
Monthly Fee	\$8.00	\$10.00	\$2.80

<https://www.winnipeg.ca/waterandwaste/billing/fees.stm>

<https://www.winnipeg.ca/finance/files/2018FeesandChargesSchedule.pdf>

Toronto, ON

Utility fees are based on the size of a customer's garbage bin. Services include collection of garbage, recycling, food and yard waste, and household hazardous waste. Each single family utility account receives one annual rebate prorated accordingly on each utility bill each year based on the largest garbage bin on the account. For additional bins, the annual fee is full cost. Residential homes situated above commercial space receive curbside bin service and are included under the same cost structure as single-family households. Customers can also purchase extra bag tags for \$5.11/bag.

Single-Family	Small (69L or 1 bag)	Medium (132L or 1.5 bags)	Large (246L or 3 bags)	Extra-large (360L or 4.5 bags)
Actual monthly cost	\$21.22	\$25.76	\$34.98	\$40.58
Monthly cost after rebate	\$2.30	\$12.11	\$28.95	\$40.58

<https://www.toronto.ca/wp-content/uploads/2018/02/9414-Utility-General-Brochure.pdf>

Types of Assistance Programs

Percentage of Income Payment Plan (PIPP)

Under a fixed credit PIPP (Percentage of Income Payment Plan), qualifying participants pay a fixed percentage of their income toward utility bills (for example in Ohio it is 6%), the rest subsidized. These are commonly applied in America, usually for energy and water utilities. Qualification for programs is usually based income or use of other social programs.

Tiered discounts

Many municipalities and/or utility companies provided discounts for low-income, seniors, and/or people with disabilities. They are more common for energy and water utilities, but in many cases apply to waste services as well. For instance, most cities in California have discounted utility rates for those qualifying for state energy assistance programs.

Tiered discounts apply the limiting percent of income to groups of low-income customers, rather than specifically to each participant. The discount is derived by applying the burden threshold to the average bill of the customers below a certain income threshold, and that discount is applied for all the participants (in some case tiers of low income groups are established with varying discounts). The impact of the burden in light of the income level of the household is approximated, rather than defined customer by customer. A greater benefit is provided to customers whose income is further below a determined poverty level.

Emergency Assistance Program

In Seattle, an Emergency Assistance program provides emergency payment assistance for households at immediate risk of having combined utilities services discontinued for delinquent payments.

Saskatoon Programs

The City of Saskatoon (City) provides programs for Saskatoon residents that are considered low income: Low Income Cut-Offs (LICOs) in Table 1 are used to determine eligibility.

Table 1. 2017-2018 Low Income Cut-Off

# in household	1	2	3	4	5	6	7
Household income	\$21,822	\$27,165	\$33,396	\$40,548	\$45,988	\$51,868	\$57,747

*source <https://www.saskatoon.ca/parks-recreation-attractions/recreational-activities-fitness/leisure-access-program>

Leisure Access & Saskatoon Transit Discounted Bus Pass Programs

The City provides access to leisure centres and programs as well as discounted bus passes to residents with household income below the established LICOs shown in Table 1.

Residents can apply for both programs using a single application process¹.

Subsidized Spay & Neuter Program

The City, in partnership with the Saskatoon Academy of Veterinary Practitioners and the Western College of Veterinary Medicine, provide low income pet owners access to significant discounted veterinary services and financial resources.

Permanent residents of Saskatoon with household incomes below LICO (Table 1) are eligible. More information about the program is available at:

www.saskatoon.ca/services-residents/pet-licensing-animal-services/subsidized-spay-neuter-program

2018 Water Main, Sanitary Lining and Lead Water Pipe Replacement Initiative

The City has a goal of replacing all lead lines within the next 10 years. The City pays for the cost of replacing lead water lines up to the property line. Property owners must pay 40 per cent of the cost of replacing lead lines that connect their property to the City's water mains with the City paying the remaining 60 per cent.

Property owners have the option of paying the contractor who replaces the line directly or letting the City pay the contractor and paying the City back over a 3 to 5 year period (interest free).

Homeowners who qualify as low income (see LICO chart in Table 1) can get the cost of replacing lead pipes deferred for incremental repayment over 10 years. In this case, the City pays the contractor and attaches the amount, plus an administration fee of \$365.00, to the property tax bill to be paid back over 10 years.

City's Property Tax Deferral System

The Property Tax Deferral Program for Low-Income Senior Citizen Homeowners is designed to assist qualified low-income seniors manage expenses and remain in their homes longer. Applicants have four deferral options to select from: payment when the deferred portion of property tax is due, ownership of the property is transferred, the property is sold, or the applicant is no longer the primary resident.

Applicants must be 65 years of age or older, must own and reside in a single family home, townhouse, or apartment condominium in Saskatoon. The applicant's income must be below the LICO (Table 1). More information about this program is available at:

<https://www.saskatoon.ca/services-residents/property-tax-assessments/tax-payment/seniors-property-tax-deferral-program>

¹ https://www.saskatoon.ca/sites/default/files/documents/community-services/community-development/2018-2019_leisure_access_application.pdf



STANDING POLICY COMMITTEE ON ENVIRONMENT, UTILITIES & CORPORATE SERVICES

Unified Waste Utility – Utility Rate Setting Philosophy

Recommendation of the Committee

1. That Administration be directed to recommend initial utility rates that encourage diversion, and;
2. That Administration implement Option Three as the multi-year rate setting philosophy for the Unified Waste Utility, should it be approved.

History

At the September 10, 2018 Standing Policy Committee on Environment, Utilities & Corporate Services meeting, a report from the A/General Manager, Corporate Performance dated September 10, 2018 was considered.

Attachment

September 10, 2018 report of the A/General Manager, Corporate Performance.

Unified Waste Utility – Utility Rate Setting Philosophy

Recommendation

That the Standing Policy Committee on Environment Utilities, and Corporate Services recommend to City Council:

1. That Administration be directed to recommend initial utility rates that encourage diversion, and;
2. That Administration implement Option Three as the multi-year rate setting philosophy for the Unified Waste Utility, should it be approved.

Topic and Purpose

The purpose of this report is to outline options for City Council to direct the Administration when setting multi-year rates for the Unified Waste Utility.

Report Highlights

1. Rate setting is a complex exercise as many of the factors influencing rates are interdependent.
2. Traditional options for rate setting could be used for setting Unified Waste Utility Rates.
3. An alternative approach to rate setting could be used to set rates that further encourage waste diversion.
4. After a review of the City Council approved values for the Unified Waste Utility, the alternative rate setting approach, by varying the volume charge for each cart was recommended.

Strategic Goals

The options presented in this report support the Strategic Goal of Environmental Leadership by helping reach maximum solid waste diversion and promoting landfill operations to reach financial sustainability. These options directly support the implementation of a long-term funding and program strategy for solid waste management and waste diversion.

Background

City Council, at its meeting held on February 27, 2017, considered the Waste Management Master Plan – State of Waste report; and resolved, in part:

- “2. That the values to be used in preparing options for a new Waste Management business model, including the ability to pay in terms of future cost allocations for fairness and equity, be approved.”

Concurrent to receiving this report, City Council will be receiving the Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility report and the Ability-to-Pay Considerations of Expanded Curbside Waste Utility report.

Report

Program Factors are Interdependent

City Council will receive concurrent information on indicative rates and ability to pay. The reports will outline that the greater the difference in rates between the smallest and largest collections carts sizes incentivise the greatest rate of diversion. The two reports will show that as the differential in the rates for different cart sizes increases, households will choose a smaller cart. However, as more households select a smaller cart, the cost of the smallest cart must increase as there are less households subsidizing the total cost of the program with higher cost (larger) carts. Increasing the cost of the smallest cart works against ability to pay, as the reports will note that in a variable rate utility, the lower the cost of service available, the more it is affordable.

For the purposes of this report, the Unified Waste Utility includes single family curb side recycling, waste, and organics collection and disposal. It includes costs for enforcement and program management. It does not include, waste minimization programs, education programs, or recycling depots. Attachment 4 of the Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility report has more details on the inclusion and exclusion of programs.

The rates presented in this report and the rates in the Waste Management Levels of Service – Curbside Organics and Pay as You Throw Waste Utility report consider landfill airspace; however, they do not consider the cost of landfill replacement. That is to say that these rates are based on achieving the long-term strategic goal of not needing to replace the landfill. Therefore, rate setting philosophy should have controls for household behaviour. This would be a philosophy where the more Saskatoon diverts, the less funds are needed for the Landfill Replacement Reserve, and lower rate increases could be achieved.

Independent of the need to set a long-term rate structure, because this is a new utility, an initial rate structure also needs to be established. When preparing initial rate options for City Council, the Administration requires direction on prioritizing cost recovery and low initial rates or rates that further encourage diversion. As noted above, since these are interdependent, higher differential rates are expected to increase the lowest-cost option when also considering rate recovery. Administration is recommending that diversion be the focus because the long-term benefits to households outweigh the shorter term cost savings, while helping to achieve diversion targets sooner.

With respect to waste diversion, Skumatz Economic Research Associates, Inc. (SERA) conducted a study which incorporated data from Pay as You Throw programs from over 10,000 communities across North America. SERA's study recommended a minimum rate differential of 55-60% between small bins and the largest bin would be sufficient to incentivize higher switchover rates, with a differential of 65-70% recommended for Saskatoon to maximize diversion. SERA has also found that dollar differentials lower than \$5 do not seem to affect bin size choices as much as differentials over \$5. Also of note, incentives above 80% rate differential aren't expected to result in material additional increases in waste diversion.

Option One - Cost Recovery with Traditional Rate Increases

This option outlines the indicative rates anticipated for a rate structure built around cost recovery with no rate modifier for incentivizing waste diversion. Traditional rate increases for utilities are based on a percent increase in rate over previous years. This increase is based on growth, costs from other utilities, capital programs, borrowing and other factors. As an example, based on the comparative rates in the Waste Management Level of Service for Organics and Waste Utility for Option 1, a 2% rate increase would have rates as shown in Table 1 (Organics & Waste).

Table 1: Example Rates Cost Recovery with Traditional Rate Increases

Cart Sizes	Initial Year	Year Two	Year Three
180L (48gal)	\$18.00	\$18.40	\$18.70
240L (65gal)	\$20.00	\$20.40	\$20.80
360L (96gal)	\$23.00	\$23.50	\$23.90

Note: Monthly recycling utility charges (\$5.65/hh/month) are in addition to the amount shown.

As can be seen in Table 1, the smallest cart size has the lowest increases; however, the total difference in price remains closer together (22% spread) over three years. With such a small differential rate between small and large cart, this option would have a limited impact on waste diversion. This option better considers keeping all rates low regardless of the cart size selected.

Option Two - Small Bin Affordability Ceiling plus Phased Waste Diversion Incentive Rate Structure Over Long Term

This option outlines the indicative rates whereby the rates for medium and large carts would be increased proportionally each year to incentivize waste diversion. In this method, the smallest cart size cost would be locked and the differential charge per litre for the larger carts increases each year to encourage switching to a smaller cart, which can encourage diversion. This process could be in effect until a diminishing return were achieved on households switching cart sizes, at which time a return to a more traditional rate increase would be required. Current indicative rates have a \$0.026 difference per litre for the larger carts. In each year, this amount could be increased. As an example, Table 2 shows rate increases by increasing the differential rate by 10% annually. This rate option would only reach the 70% differential in cart costs after ten years.

Table 2: Example Rates with Small Bin Affordability Ceiling plus Phased Waste Diversion Incentive Rate Structure over Long Term

Cart Sizes	Initial Year	Year Two	Year Three
180L (48gal)	\$18.00	\$18.00	\$18.00
240L (65gal)	\$19.70	\$19.90	\$20.10
360L (96gal)	\$22.80	\$23.30	\$23.90

Note: Monthly recycling utility charges (\$5.65/hh/month) are in addition to the amount shown. Small cart rates are constant as the financial model assumes that more residents are switching to the smallest cart each year.

It can be noted that there is a 25% difference in the high and low rates after three years and this rate differential could continue to increase to incentivise households to switch to a smaller bin. This option also provides an advantage of holding the cost of the smallest cart, providing a longer term lower-cost option in respect of ability to pay.

Option Two provides a balance between Option One and Option Three. This option allows for more drawn out capital expenditures for collections carts, as well as gives residents more time to make a decision about switching carts before a larger difference in cost is achieved.

Option Three - Phased Waste Diversion Rate Structure over Short Term

Under this option, a 70% rate differential between small and large carts would be established by 2023 based on phased increases. This option is in line with the timing of the 2023 diversion goals. As noted above, once this differential is reached, there is limited uptake in smaller carts expected. As a result, after year three rate increases would return to traditional methods. This example rate structure is shown in Table 3.

Table 3: Example Rates with Phased Waste Diversion Rate Structure over Short Term

Cart Sizes	Initial Year	Year Two	Year Three
180L (48gal)	\$18.00	\$18.00	\$18.00
240L (65gal)	\$19.70	\$22.10	\$24.50
360L (96gal)	\$22.80	\$29.50	\$36.20

Note: Monthly recycling utility charges (\$5.65/hh/month) are in addition to the amount shown. These numbers show a spread of greater than 100% (between small and large carts) by year three so that when recycling (flat cost) is included the total difference for charges in the unified waste utility is closer to 70% between small and larger cart households. Small cart rates are constant as the financial model assumes that more residents are switching to the smallest cart each year.

The 70% rate differential (or alternatively a rate differential of a minimum of \$5 or more between each bin size) could be established right from the outset of the program in Year One, but it is expected that a larger number of households will take up the smaller cart. This would increase the initial capital costs of the program as well as increase the initial cost for the small cart. It is estimated that this would result in a minimum of \$2.00 increase to the small cart indicative rate, though this would need to be confirmed by additional financial modelling. In addition, this would create an excessive stockpile of large carts, currently located at the landfill, with limited repurposing value. Option Three would require a return to a traditional rate increase strategy after reaching the 70% differential between the small and large cart rates depending on City Council's decision on timelines.

Values Based Analysis

The values of Financial, Environmental, and Social Sustainability were considered at a high level when making a recommendation for a rate setting philosophy. The rates set are based on financial sustainability and, as such, it weighted equally all options. It should be noted that the financial numbers are provided for example only Options One and Two show different approaches to the same overall increase. Option Three is considered more valuable based on environmental sustainability, as it will provide for a greater difference in the cost from a small cart to a large cart, over the short term incentivising diversion, thereby attempting to balance capital investment with waste diversion targets.

Option Two was initially considered more favourable for social sustainability (ability to pay) because it locked to lowest cost for the longest period of time, however, this may be outweighed by the eventual need to increase all rates to account for funding the

replacement of the landfill with less diversion, so Option Three is considered more favourable overall.

Options to the Recommendation

Although this report has comparative rates in it, City Council may choose to set any other rates they desire. City Council may also direct the Administration to research and report on a different rate setting philosophy. Should City Council choose an option to the recommendation, Administration would report back on the financial implications.

Communication Plan

Should a Unified Waste Utility be implemented, a communication plan will be developed at that time.

Financial Implications

As noted, rate setting is an interrelated process establishing a rate-setting philosophy which allows the Administration to prepare rates for City Council's consideration during budget deliberations. The proposed rate structure in these reports is based on households taking advantage of smaller bins. There is a financial risk of overcharging if there is less uptake than predicted. This excess revenue could then be used for programs that encourage diversion. The rate information in this report is for example only and City Council will be provided with recommendations and options at the time of rate setting.

Environmental Implications

The recommended rate structure continues to encourage diversion by further incentivising smaller carts as rates increase, while also giving residents an opportunity to become accustomed to the financial changes over time.

Other Considerations/Implications

There are no public/stakeholder involvement, policy, privacy, or Safety/CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

If the Unified Waste Utility is approved Administration will report on implementation in Q2 of 2019 and will present more detailed rates in advance of the 2020 budget deliberations.

Public Notice

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

Report Approval

Written by:	Russ Munro, Director of Water and Waste Stream
Reviewed by:	Clae Hack, Director of Finance
	Brenda Wallace, Director of Environment and Corporate Initiatives

Unified Waste Utility – Utility Rate Setting Philosophy

Angela Gardiner, A/General Manager, Transportation and Utilities
Dept.
Approved by: Dan Willems, A/General Manager, Corporate Performance Dept.

Admin Report - Unified Waste Utility – Utility Rate Setting Philosophy.docx



STANDING POLICY COMMITTEE ON TRANSPORTATION

Vision Zero

Recommendation of the Committee

1. That Vision Zero be adopted in principle committing Saskatoon to become a community with zero transportation-related deaths and severe injuries;
2. That a report be provided to include additional information for consideration at the 2019 Business Plan and Budget Review that outlines the Vision Zero strategy, including the FTE (Full-Time Equivalent) resource requirements; and
3. That the report of the A/General Manager, Transportation & Utilities Department dated September 10, 2018 be forwarded to the Traffic Safety Committee for information.

History

At the September 10, 2018 Standing Policy Committee on Transportation meeting, a report of the A/General Manager, Transportation & Utilities dated September 10, 2018 was considered.

Your Committee also received a PowerPoint presentation from the Administration regarding the matter and requested that the PowerPoint presentation and videos be provided at the City Council meeting.

Attachment

1. September 10, 2018 report of the A/General Manager, Transportation & Utilities.
2. September 10, 2018 PowerPoint presentation.

Vision Zero

Recommendation

That the Standing Policy Committee on Transportation recommend to City Council:
That Vision Zero be adopted in principle committing Saskatoon to become a community with zero transportation-related deaths and severe injuries.

Topic and Purpose

The purpose of this report is to provide the framework for Vision Zero and to request adoption in principle for developing a Vision Zero strategy for Saskatoon.

Report Highlights

1. Vision Zero is a strategy to eliminate all transportation-related deaths and severe injuries, while increasing safe, healthy, and equitable mobility for all.
2. Vision Zero utilizes a collaborative and multi-disciplinary approach and several partner agencies are supportive of implementing a Vision Zero approach for Saskatoon.
3. Resource requirements to successfully implement Vision Zero are outlined in this report.

Strategic Goal

This report supports the Strategic Goal of Moving Around as it improves the safety of all road users (pedestrians, cyclists, and drivers), and helps provide a great place to live, work, and raise a family.

Background

City Council at its 2018 Preliminary Business Plan and Budget meeting held on November 27 and 28, 2017 approved funding for Capital Project #0631 – Transportation Safety Improvements, which included \$40,000 for Vision Zero (i.e. launching the Vision Zero initiative and Vision Zero education campaign).

The Administration hosted a Planning Session for Vision Zero in May 2018, facilitated by the Vision Zero Advocate Institute. The workshop provided an overview of Vision Zero and explored potential strengths, weaknesses, opportunities, and threats for Vision Zero implementation in Saskatoon. The workshop attendees included Saskatchewan Health Authority, Saskatoon Police Service, Saskatoon Public Schools, Medavie Health Services West, Saskatoon and District Safety Council and Saskatoon Board of Education Driver Education. Other agencies that did not attend the session but have expressed interest in and support for Vision Zero include the Greater Saskatoon Catholic Schools, Saskatoon Fire Department, and Saskatchewan Government Insurance (SGI).

At the planning session, the group developed the following draft Vision Statement:
“Saskatoon will become a community with zero transportation-related deaths or severe injuries.”

If Vision Zero is endorsed by City Council, the Vision Zero Steering Committee will refine and finalize the draft statement.

Report

Vision Zero Overview

Vision Zero is a strategy to eliminate all transportation-related deaths and severe injuries, while increasing safe, healthy, equitable mobility for all road users. It was first implemented in Sweden in 1997 and is gaining momentum worldwide. Vision Zero recognizes that traffic deaths are preventable. This is a fundamental change in the way people think about the transportation network and system. Vision Zero uses a safe systems approach for road design to reduce conflict points and the severity of collisions when they do occur. A brief explanation of Vision Zero is included in Attachment 1.

The safe systems approach recognizes that system designers (i.e. transportation engineers), road users (i.e. all modes) and system operators (i.e. roadways and operations, traffic signal specialists, police, transit operators) must work together. It is a shared responsibility with everyone focused on safety. At the core of the safe systems approach is the fact that the human body has limited capacity to tolerate the impact from collisions. According to the Vision Zero philosophy, “In every situation a person might fail. The road system should not.”

The safe systems approach also recognizes the need for safe roads, safe speeds, safe people, and safe vehicles.

- Safe roads – We are all human. It is expected that we will make mistakes. The transportation system must be forgiving so that mistakes do not result in tragedy.
- Safe speeds – The largest number of people killed on roads are vulnerable road users (i.e. pedestrians and cyclists). A graph showing the vulnerable road user risk of injury and fatality versus mean speed is shown in Attachment 2. The percentage risk varies according to age, physical fitness, etc. (children and seniors are more vulnerable than the average adult); however, despite the variation, there is a 90% chance of survivability for speeds at 30 kph or less.
- Safe people – All road users obey traffic laws and pay attention to their surroundings.
- Safe vehicles – Vehicle technology can save lives. (i.e. antilock braking system, air bags, crumple zones, and so on).

Approximately 15,000 people die or are severely injured each year on Canada’s roads. The Canadian Council of Motor Transport Administrators’ most recent Road Safety Strategy 2025 retains the long-term vision of making Canada’s roads the safest in the world but combines this with the vision of Towards Zero.

The Road Safety Strategy 2025 is intended to encourage road safety stakeholders from all levels of government as well as private sector and non-governmental stakeholders to collaborate in making Canada's roads the safest in the world, and to unite efforts to reach the long-term vision of zero fatalities and serious injuries on Canadian roads.

Between 2007 and 2016, 69 people have been killed and 12,666 people have been injured on Saskatoon roads. To address this significant level of injury and death, safety must become a priority over speed and convenience in both the design and operation of Saskatoon's roads, the configuration of work zones and all the ancillary civic functions that impact all road users.

Vision Zero is becoming a global movement that is gaining recognition. There are many resources, tools and best practices available in the Vision Zero realm. Undertaking a safety approach without Vision Zero could result in lost opportunities.

Collaborative and Multidisciplinary

To implement Vision Zero successfully, a collaborative and multidisciplinary approach is needed. All key agencies need to be involved in rolling out the initiative. Maximizing each agency's skill set for different components of the Vision Zero initiative will leverage success. Letters of support and commitment from interested partner agencies are included in Attachment 3.

A multidisciplinary approach to Vision Zero is required for success; many municipalities use the following "E's":

- Engineering
- Enforcement
- Education
- Engagement
- Evaluation
- Environment
- Equity
- Leadership

A jurisdictional review of Vision Zero communities across Canada is included in Attachment 4. Vision Zero implementation is uniquely tailored for each municipality. The Steering Committee will be responsible for identifying the appropriate implementation for Saskatoon. A draft project charter outlining next steps for Vision Zero is included in Attachment 5.

Resource Requirements

At its meeting held on June 18, 2018, the Governance and Priorities Committee received a report regarding the 2019 Business Plan and Budget Options. Provided in this report was \$7.78 million in options for the Governance and Priorities Committee to consider for implementation as part of the 2019 Business Plan and Budget process. An option provided was \$100,000 in funding that would be utilized for a Vision Zero Program Manager required to manage the program, coordinate various stakeholders and be the primary point of contact for this initiative. Subsequent funding requests would follow for future years.

Options to the Recommendation

The Transportation division could continue making recommendations for transportation investments based on the current priority lists and warrant criteria. This option is not recommended. Although collision rates are considered in the existing analyses, the primary focus is on optimizing flow and efficiency on the road network. The status quo does not distinguish between collision severity types (i.e. property damage, injury or fatality), instead focuses on aggregate numbers of all collisions, and effectively is focused on vehicle collisions.

The Transportation division could begin to make recommendations for transportation investments with a safety-oriented focus without using the Vision Zero approach. This option is not recommended. Approaching safety without specific goals or targets will not address the importance and societal costs associated with deaths and severe injuries.

Public and/or Stakeholder Involvement

Engagement is one of the E's of the Vision Zero approach. If Vision Zero is endorsed, an engagement plan will be developed. It is anticipated that several committees will be established to implement Vision Zero. The following partners will make up the Vision Zero Steering Committee:

- Saskatchewan Health Authority
- Saskatoon Police Service
- Saskatoon Public Schools and Greater Saskatoon Catholic Schools
- Transportation division

The following agencies will be involved as stakeholders and could make up subcommittees for specific implementation initiatives:

- Medavie Health Services West
- Saskatoon and District Safety Council
- Saskatoon Board of Education Driver Education
- Saskatoon Fire Department
- Saskatchewan Government Insurance

The Vision Zero Steering Committee will replace the Traffic Safety Committee that will be disbanded at the end of 2018.

Communication Plan

A communication plan for Vision Zero will be developed if the strategy is endorsed by City Council.

Policy Implications

A Vision Zero approach will require revisions to:

- Council Policy C07-023, Corridor Study Selection Process
- Council Policy C07-024, Intersection Improvement Project Selection Process

Vision Zero

Both policies would need to be revised to reflect new prioritization criteria to move away from crash rates (i.e. all collisions, traffic volumes) to fatality rates (i.e. fatal and severe injury collisions, population).

Financial Implications

A new capital program will be required to fund the Vision Zero initiative. The following funding estimates are required to initiate a Vision Zero strategy for Saskatoon. Funding will be requested as part of the 2019 budget. Long-term, operating program funding should be directed from the Traffic Safety Reserve.

Resource	Task	2019 Budget	2020 Budget
Program Manager (New FTE)	<ul style="list-style-type: none">Finalize project charter, coordinate and chair steering group meetings, oversee the program, etc.	\$100,000	\$100,000
Data Analyst (New FTE)	<ul style="list-style-type: none">Compile and analyze existing collision data (i.e. SGI, Health Authority)Identify data gapsIdentify hot spots/trends	--	\$ 80,000
Graphics	<ul style="list-style-type: none">Tailor Vision Zero graphics for Saskatoon (logo, brochure, graphs, etc.)	--	\$ 40,000
Communication	<ul style="list-style-type: none">Develop public education campaign strategy and media messaging	--	\$ 30,000
Total		\$100,000	\$250,000

If funding is not available in the 2019 budget, the Administration recommends deferring the formal implementation of Vision Zero until 2020.

Implementation costs of the Vision Zero initiative will be developed as the program progresses. Current budgets will be reallocated to support Vision Zero and new funding requirements will be identified.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A Vision Zero Action Plan report will follow in 2019.

Public Notice

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

Attachments

1. What is Vision Zero?
2. Vulnerable Road User Risk of Severe Injury or Death vs. Mean Speed
3. Letters of Support – Saskatoon Police Service; Greater Saskatoon Catholic Schools; Medavie Health Services West; Saskatchewan Health Authority
4. Vision Zero Jurisdictional Review
5. Vision Zero – Draft Project Charter

Report Approval

Written by: Nathalie Baudais, Senior Transportation Engineer, Transportation
Reviewed by: David LeBoutillier, Acting Manager of Transportation
Jay Magus, Acting Director of Transportation
Approved by: Angela Gardiner, Acting General Manager, Transportation &
Utilities Department

Admin Report - Vision Zero.docx

What is Vision Zero?

Vision Zero is a road safety approach with the goal of zero traffic related fatalities or severe injuries. Canada adopted Vision Zero as a federal strategy in January 2016.

Vision Zero is a collaborative, multi-disciplinary approach and reflects multiple community partners and stakeholders.

How is Vision Zero different than our current approach?

Vision Zero is based on the simple fact that we are human and make mistakes. The road system needs to keep us moving and must be designed to protect us at every turn to prevent tragedy when human errors are made.


Vision Zero	Traditional thinking
<ul style="list-style-type: none"> Focus on fatalities and serious injuries 	<ul style="list-style-type: none"> Focus on overall collision rates
<ul style="list-style-type: none"> Flaws in the transportation system identified as cause of collisions 	<ul style="list-style-type: none"> Human error identified as cause of collisions
<ul style="list-style-type: none"> Focus on perfecting road system for imperfect human behavior 	<ul style="list-style-type: none"> Focus on perfecting human behavior on an imperfect road system
<ul style="list-style-type: none"> Safety initiatives reduce societal costs 	<ul style="list-style-type: none"> Safety initiatives are costly

Vision Zero Principles

- No loss of life is acceptable
- Traffic fatalities and serious injuries are preventable
- We all make mistakes
- We are physically vulnerable when involved in motor vehicle collisions
- Eliminating fatalities and serious injuries is a shared responsibility between road users and those who design and maintain our roadways
- We have a right to a safe transportation system

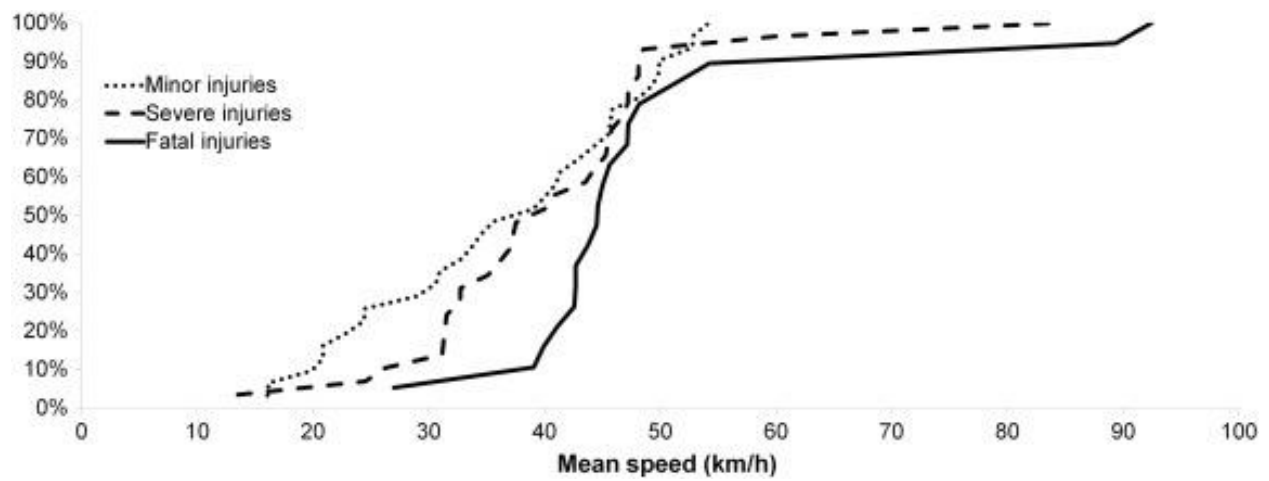
Vision Zero Terminology

- Zero:** Zero road-related deaths and serious injuries
- Safe Systems Approach:** safe speeds, safe roads, safe vehicles and safe road users.
- System Designers:** transportation engineers
- Road Users:** all modes of travel: pedestrians, cyclists, motorists and transit.
- System Operators:** roadways and operations, traffic signal specialists, etc.
- Equity:** geographic, social, economic and physical ability



VISION ZERO IS ABOUT
RECOGNIZING THAT TRAFFIC
DEATHS AND INJURIES ARE
PREVENTABLE, AND IMPROVING
THE SAFETY OF ROADWAYS
THROUGH EDUCATION,
ENFORCEMENT, ENGINEERING,
EVALUATION AND ENGAGEMENT.

City of Hamilton, ON

Vulnerable road user risk of severe injury or death vs mean speed

As shown by the graph, the vulnerable road user risk of death drops significantly at 40 kph and the vulnerable road user risk of severe injury drops significantly at 30 kph.



July 17, 2018

Nathalie Baudais
Senior Transportation Engineer
City of Saskatoon
222 Third Ave N
Saskatoon, SK S7K 0J5

Dear Ms. Baudais:

Re: Letter of Support for Vision Zero

The Saskatoon Police Service is a strong advocate for traffic safety. Our members witness needless loss of life and personal injury on a daily basis.

The Service has long advocated for the need to rethink the culture of traffic safety with the realization that even the best enforcement plan has its limitations. Enforcement is an important part of the equation to save lives, but it is just one part.

We believe that not a single loss of life is acceptable and, for that reason, we are happy to endorse the City of Saskatoon's aspirations to become a "Vision Zero" city.

Vision Zero is a bold plan aimed at zero road user deaths or serious injuries. Without a bold plan, that goal will not be achievable.

The Saskatoon Police Service looks forward to partnering with other stakeholders in the pursuit of Vision Zero.

Yours truly,

Troy Cooper, M.O.M. MBA
Chief of Police
/clt

July 18, 2018

VIA EMAIL

Nathalie Baudais, P.Eng.
Senior Transportation Engineer
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K 0J5

Dear Ms. Baudais,

Re: Vision Zero Support

Representatives from our school division attended planning sessions for Vision Zero and we very much support the work that this group has undertaken. Safer travel within our city will ensure our students arrive safe each day. Our school division transports 5,100 students daily and 11,000 students walk, bike, drive, or take public transit. Safety of our students is always a top priority for our Board of Education.

Thank you to City Council for supporting such a great initiative.

Sincerely,



Laurier Langlois,
Manager, Corporate Services
Greater Saskatoon Catholic Schools

cc: Mr. Joel Lloyd – Superintendent of Administrative Services

July 17, 2018

Nathalie Baudais, P.Eng.
Senior Transportation Engineer
Transportation Division
City of Saskatoon
222 3rd Avenue North
Saskatoon, Saskatchewan
S7K 0J5

Dear Ms. Baudais,

RE: Vision Zero Support

Medavie Health Services West (M.D. Ambulance Care Ltd.) will be honoured to support the “**Vision Zero**” initiative. Of course our system continually deals with injuries and deaths as a result of motor vehicle collisions. Any assistance we can contribute to decrease these occurrences is time and energy well spent.

Please utilize Mr. Weeks as your primary contact with Medavie Health Services West.

Please ensure all literature both written and electronic reflect our new brand of **Medavie Health Services West**.

Feel free to reach out at any time should your require anything further.

Best Regards,



Gerry Schriemer
Chief of EMS
Medavie Health Services West

c. Bill Weeks
Andrew Williamson

July 13, 2018

To His Worship the Mayor and Members of City Council:

We are pleased to provide this letter of support on behalf of the Office of the Medical Health Officers in the Saskatchewan Health Authority, Saskatoon Area for the Vision Zero initiative.

For a number of years, a representative from Population and Public Health in the former Saskatoon Health Region (now Saskatchewan Health Authority) has been a member of the Traffic Safety Committee as transportation safety of all modes is important to the health of the population. As of January 2019, this committee is being disbanded as the transportation safety focus turns to a Vision Zero process and our staff has engaged in the Vision Zero starter and planning sessions.

In 2016, the Saskatoon Health Region released an Unintentional Injury Report that reported in Saskatoon and area:

- Falls are the leading cause of unintentional injury in Saskatoon and area.
- Vehicles involved in over 80% of pedestrian injury hospitalizations.
- Transportation-related injury is the second leading cause of hospitalization in Saskatchewan.
- Approximately half of all transport-related deaths, hospital discharges and emergency department visits are due to motor vehicle collisions.
- Equity is a major concern especially in motor vehicle collision and pedestrian injuries as those in the lowest income quintile have the highest hospitalization rates.
- In 2012, the difference in rates of motor vehicle injury hospitalizations between those living in the lowest and highest income levels was greatest in Saskatchewan compared to any other province in Canada.

The aforementioned report includes recommendations from the Chief Medical Health Officer. Along with the recommendation to address community environments to decrease risk of injuries due to falls, it was recommended that municipalities, including the City of Saskatoon, should adopt a Vision Zero goal for deaths and serious injuries among all transportation modes.

On behalf of the Medical Health Officers and our practitioners involved in this work, we are excited to partner further with the City of Saskatoon on the Vision Zero initiative. Creating a transportation system that is safe for all modes of transportation as well as all ages, abilities and income levels is imperative. A process such as Vision Zero that integrates policy-level interventions, infrastructure, enforcement and education are part of a comprehensive strategy to accomplish this goal.

Sincerely,



Cordell Neudorf
B.Sc., M.D., M.H.Sc., FRCPC
Lead Medical Health Officer

Vision Zero Jurisdictional Review

Vision Zero is fairly new to Canada. The City of Edmonton was the first to launch this initiative in 2015. The measures implemented by Canadian municipalities vary since they are tailored for each community and implementation location.

The following table outlines measures used by some Vision Zero municipalities in Canada as an example of implementation measures that could be considered for Saskatoon. This is not an extensive list of measures that are implemented; these municipalities may be implementing additional programs not captured in this table. The Saskatoon specific measures would be identified once the data is compiled and hot spots/trends are identified.

Item	Edmonton	Toronto	Calgary	Vancouver	Montreal
Senior Safety Zones		●			
Pedestrian Crossing Devices	●	●	●	●	●
Speed Display Boards	●	●	●		
Red-light Automated Enforcement	●	●	●		
Speed-on-green Automated Enforcement	●		●		
Radar Speed Enforcement		●	●		●
Right Turn on Red	●		●		
Protected Left Turns	●		●	●	●
Protected Bike Lanes	●	●	●		●
School Zones	●	●	●	●	●
Playground Zones	●		●		
Traffic Calming	●	●	●	●	●
Intersection Geometric Changes	●	●	●	●	●
LED Lighting				●	
Countdown Timers	●	●	●	●	●
Reduced Speed Limits		●			●
Pedestrian Lead Traffic Signal Interval		●	●	●	
Education Initiatives	●	●	●	●	●
Engagement	●		●		

Vision Zero – Draft Project Charter

Project Definition

Vision Zero is a road safety approach with the goal of zero traffic related fatalities or severe injuries. Canada adopted Vision Zero as a federal strategy in January 2016.

Vision Zero is based on the simple fact that we are human and make mistakes. The road system needs to keep us moving. But it must also be designed to protect us at every turn to prevent tragedy when human errors are made.

Vision Zero	Traditional thinking
<ul style="list-style-type: none"> Focus on fatalities and serious injuries 	<ul style="list-style-type: none"> Focus on overall collision rates
<ul style="list-style-type: none"> Flaws in the transportation system identified as cause of collisions 	<ul style="list-style-type: none"> Human error identified as cause of collisions
<ul style="list-style-type: none"> Focus on perfecting road system for imperfect human behavior 	<ul style="list-style-type: none"> Focus on perfecting human behavior on an imperfect road system
<ul style="list-style-type: none"> Safety initiatives reduce societal costs 	<ul style="list-style-type: none"> Safety initiatives are costly

Vision Zero Principles

- No loss of life is acceptable
- Traffic fatalities and serious injuries are preventable
- We all make mistakes
- We are physically vulnerable when involved in motor vehicle collisions
- Eliminating fatalities and serious injuries is a shared responsibility between road users and those who design and maintain our roadways
- We have a right to a safe transportation system

Vision Statement

Saskatoon will become a community with zero transportation related deaths or severe injuries.

Purpose

To provide a safe and equitable transportation network for all road users. To eliminate the incidence of fatal and severe injury collisions.

Scope/Schedule

1. Vision Zero Framework (September 2018 – November 2018)
 - a. Steering Committee mandate, scope and responsibilities
 - b. Advisory Committee to Standing Policy Committee for Transportation
2. Data Collection (October 2018 – March 2019)
 - a. Review existing collision data from all available sources (e.g. SGI collision information, Saskatchewan Health Authority records)
 - b. Identify data gaps (e.g. duplicate records, minor versus severe injury classification, coding the collision location)
 - c. Compile collision data
 - d. Identify hot spots / trends
3. Program Identification

Identify programs to reduce fatal and severe injury collisions incorporating the following E's of traffic safety:

 - a. Engineering
 - b. Enforcement
 - c. Education
 - d. Engagement
 - e. Equity
 - f. Environment
 - g. Leadership
4. Evaluation and Monitoring Strategy
5. Vision Zero Action Plan
6. Vision Zero Declaration and Launch for Saskatoon

Deliverables

1. Vision Zero Action Plan Report to SPC Transportation Committee and Council

Meetings

1. Steering Committee meetings
2. Stakeholder meetings
3. Meeting frequency will vary depending on phase of roll out and effort required.

Project Team

The Project Manager for the Vision Zero initiative will be identified as part of the project. Nathalie Baudais, Transportation Engineer with the City's Transportation Division, will be the interim Project Manager.

Steering Committee

It is anticipated that the Steering Committee would include the following:

Agency	Name
Greater Saskatoon Catholic Schools	Laurier Langlois, Corporate Services Manager
Saskatoon Public School Division	Jillian Flath, Safe and Caring Schools Consultant
Saskatchewan Health Authority	Cora Janzen, Health Promotion
Saskatoon City Council	Bev Dubois
Saskatoon Police Service	Patrick Barbar, Traffic Unit Staff Sergeant
Transportation & Utilities Department	David LeBoutillier, Acting Engineer Manager
Transportation & Utilities Department	Nathalie Baudais, Transportation Engineer

Stakeholders

The following Stakeholders will be invited to participate in the development of the Vision Zero initiative and provide input to the Steering Committee:

Agency	Name
Saskatoon Health Region	Kaitlyn Kwasney
Saskatoon Fire Department	
Medavie Health Services West	Bill Weeks
Transportation & Utilities	Todd Harms, Detour Operations Superintendent
Saskatoon Transit	Jim McDonald
SGI	Shannon Ell

Budget

The estimated costs for Vision Zero are outlined below:

Resource	Task	Budget
New FTE Program Manager	Develop project charter, coordinate and chair steering group meetings, oversee the program, etc.	\$100,000
New FTE Data Analyst	Compile and analyze existing collision data (i.e. SGI, Health Authority) Identify data gaps Identify hot spots / trends	\$ 80,000
Graphics	Tailor Vision Zero graphics for Saskatoon (logo, brochure, graphs, etc.)	\$ 40,000
Communication	Develop public education campaign strategy and media messaging	\$ 30,000
TOTAL		\$250,000

Risks

Potential risks to the Vision Zero initiative include:

- Lack of provincial support
- Lack of community buy-in
- Lack of funding
- Potential change in Council members at the next election
- Time and priorities of other responsibilities for Steering Committee members
- Infrastructure and data collection challenges
- Limited traffic safety toolkit currently available for use under existing policies

Project Acceptance

Through signature below, the following team members approve this Project Charter and demonstrate their commitment to delivering this project.

Nathalie Baudais, Interim Project Manager

Date

Laurier Langlois, Steering Committee Member

Date

Jillian Flath, Steering Committee Member

Date

Cora Janzen, Steering Committee Member

Date

Bev Dubois, Steering Committee Member

Date

Patrick Barbar, Steering Committee Member

Date

David LeBoutillier, Steering Committee Member

Date

Vision Zero

Standing Policy Committee on Transportation
September 10, 2018

What is Vision Zero?

- Eliminate **all** traffic-related deaths and severe injuries.
- Increase safe, healthy, **equitable** mobility for **all** road users.
- Traffic deaths and severe injuries are **preventable**.
- **Collaborative, multidisciplinary** approach.
- **Data-driven**, focus on the facts not the feelings.

What is Vision Zero?

A Mobility Revolution

VISION ZERO

- Traffic deaths are **PREVENTABLE**
- Humans make **MISTAKES**
- Prevent **FATAL AND SEVERE** crashes
- Design **SURVIVABLE** roads
- Traffic **DEATHS** are **EXPENSIVE**

VS

TRADITIONAL APPROACH

- Traffic deaths are **INEVITABLE**
- **PERFECT** human behavior
- Prevent all **COLLISIONS**
- Design **HIGH FLOW** roads
- Saving lives is **EXPENSIVE**

What is Vision Zero?

A Safe Systems Approach

- People make **mistakes**
- The human body has **limited** physical ability
- Road safety is a **shared responsibility**
- **All** parts of the road system must be **strengthened**



Why Does Canada Need Vision Zero?

- Each year, ~**15,000** Canadians **die** or are **injured** in traffic collisions
- This is equivalent to filling the Royal University Hospital **33** times
- Canada's Road Safety Strategy 2025 vision is "Towards Zero – The safest roads in the world"



"Our complacency is killing us"

- Deborah A.P. Hersman

National Safety Council (NSC) president and CEO

Why Does Saskatoon Need Vision Zero?

Over 10 years (2007-2016), on Saskatoon roads:

- **69** people have been **killed**
- **12,666** people have been **injured**

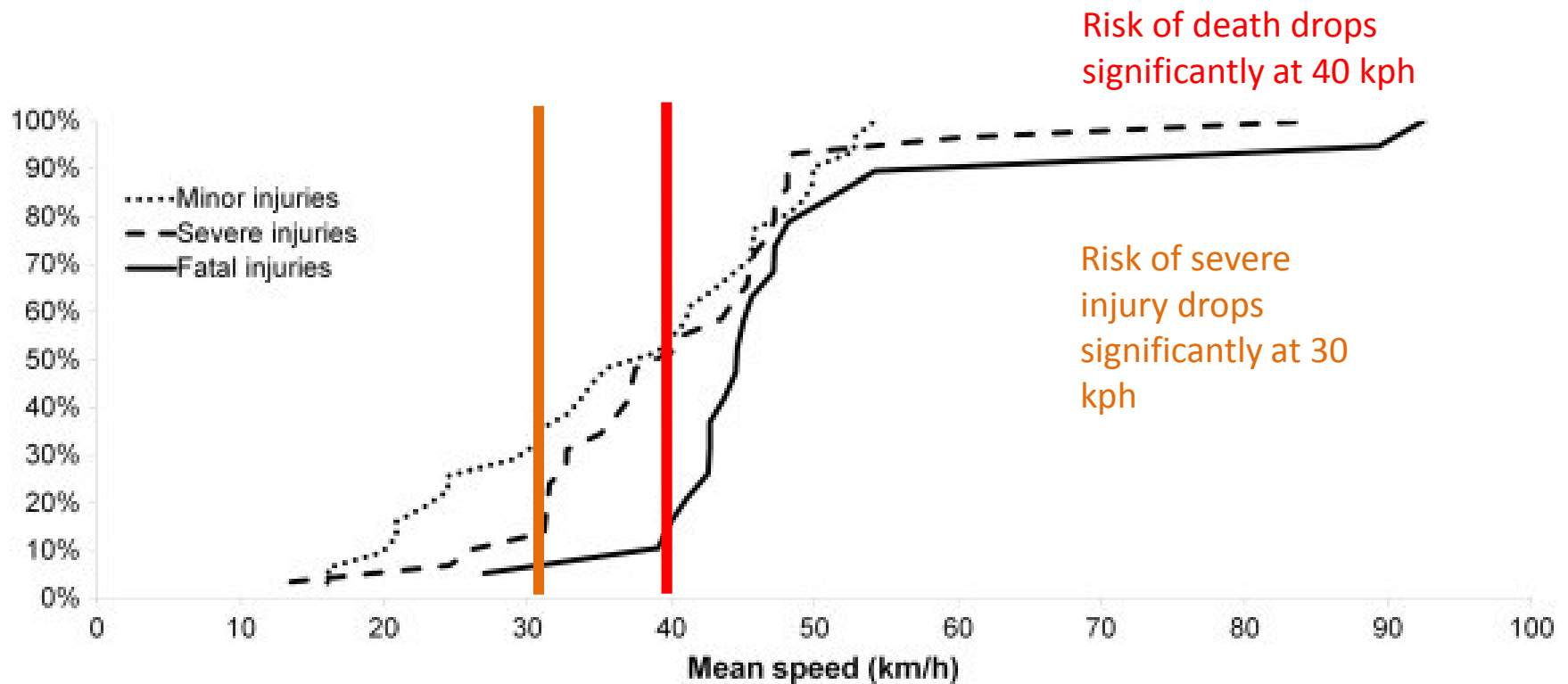


Why Do We Need Vision Zero?

- **Safety** should take **priority** over speed and inconvenience.
- Largest number of people killed on roads are **vulnerable road users** (i.e. pedestrians and cyclists).
- We are **all** pedestrians.

Why Do We Need Vision Zero?

Vulnerable road user risk of severe injury or death vs speed



How Do We Achieve Vision Zero?

Collaborative

- Road safety
- Public health
- School divisions
- Police
- Political leaders
- Industry
- Emergency Medical Services

Multidisciplinary

- Engineering
- Enforcement
- Education
- Engagement
- Evaluation
- Environment
- Equity
- Leadership

What is an appropriate number?

- <https://www.youtube.com/watch?v=bsyvvrkEjoXI&feature=youtu.be>
- <https://www.youtube.com/watch?v=h0Zy-Vg6im4&feature=youtu.be>

Saskatoon Vision Zero Initiative

- Partner agencies that are interested in being involved:
 - Saskatchewan Health Authority
 - Saskatoon Police Service
 - Saskatoon Public Schools and Greater Saskatoon Catholic Schools
 - Medavie Health Services West
 - Saskatoon and District Safety Council
 - Saskatoon Board of Education Driver Education
 - Saskatoon Fire Department

Should Saskatoon Be A Vision Zero Community?

**“I AM ONLY ONE, BUT I AM ONE. I CANNOT DO
EVERYTHING, BUT I CAN DO SOMETHING. AND I
WILL NOT LET WHAT I CANNOT DO INTERFERE
WITH WHAT I CAN DO.”**

EDWARD EVERETT HALE

© Lifehack Quotes

What will the FTE be Doing?

The Program Manager will have several responsibilities, including:

- Facilitating Steering Committee meetings
- Developing program framework
- Identifying data gaps, data needs, collision trends
- Developing program initiatives
- Establishing program implementation
- Coordinating individual initiatives with partner leads
- Overseeing education and marketing campaigns



What Is Different From What We Do Now?

- Safety is a consideration in our current work
- Our current approach to safety considers total vehicle collisions (rather than fatal and severe injury).
- Priority is given to efficient vehicle operations rather than an equitable, accessible transportation system for all road users.
- Here are a couple of examples that illustrate how the Vision Zero Strategy aligns with what we are trying to address through our NTR program and our Complete Streets Policy.

What Is Different From What We Do Now?



Rainier Avenue South, Seattle, Washington, USA

What Is Different From What We Do Now?



Queens Boulevard, New York, New York, USA

How Does Vision Zero Align with Other Programs?

Vision Zero

Traffic
Calming
Policy

Traffic
Control at
Pedestrian
Crossings
Policy

Speed Limits
Review –
Bylaw 7200

Traffic
Operations
Policy

Roadside
Safety
Systems

Active
Transportation
Plan

Complete
Streets
Guide

Design
Standards

Manual of Uniform Traffic Control Devices for Canada (TAC, the “MUTCD”)

and

Geometric Design Guide for Canadian Roads (TAC, the “Design Guide”)



GOVERNANCE AND PRIORITIES COMMITTEE

2019 City Council and Committee Meeting Schedule

Recommendation of the Committee

1. That City Council adopt the meeting schedule set out in Attachment 2 to this report; and
2. That one of the quarterly scheduled Special/Joint GPC dates include a meeting with the Board of Police Commissioners on an ongoing basis.

History

The Governance and Priorities Committee, at its meeting held on September 17, 2018, considered a report from the City Clerk regarding the above, along with a proposed calendar.

The Committee put forth modifications to the calendar to include:

- Scheduling a July GPC meeting (if required) on July 22, thereby moving City Council to July 29, 2019;
- moving 'SPC Week 1' meetings to June 10 and 'SPC Week 2' meetings to June 11;
- exchanging 'SPC Week 1' (PDCS & Finance) meetings with 'SPC Week 2' (EUCS & Transportation) meetings; and
- moving the Special/Joint GPC meetings to the fourth Wednesday of the month in March and June 2019; and
- committing one of the quarterly scheduled Special/Joint GPC dates to include a meeting with the Board of Police Commissioners

The Committee resolved to submit to City Council at its organizational meeting, a report recommending adoption of the meeting schedule as amended. The attached calendar reflects the Committee's requested changes.

Attachment

1. Report of the City Clerk dated September 17, 2018 (no attachment)
2. 2019 Council and Committee Meeting Calendar (revised)

2019 City Council and Committee Meeting Schedule

Recommendation

That the Governance and Priorities Committee recommend to City Council, at its organizational meeting to be held on September 24, 2018, that it adopt the meeting schedule set out in Attachment 1 to this report.

Topic and Purpose

The purpose of this report is to establish the 2019 City Council and Committee meeting schedule.

Report Highlights

1. City Council is required annually to set its upcoming meeting dates during its organizational meeting.
2. Attachments 1 set out the proposed meeting dates for City Council, the Governance and Priorities Committee (GPC), and each of the four Standing Policy Committees (SPC), along with dates for a Strategic Planning Session and Business Plan and Budget meeting, during 2019.

Strategic Goal

The information contained in this report and attachment aligns with the long-term strategies related to the Strategic Goal of Continuous Improvement.

Background

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* was passed by City Council on June 9, 2014 and came into force on July 1, 2014. Section 7 of the Bylaw provides for an organizational meeting to be held each year as part of the Regular Business meeting in September. At the organizational meeting, Council shall establish dates, times and places for regularly scheduled meetings of Council and Council Committees for the following year.

Report

The purpose of this report is to present options and recommendations on the dates and times for regularly scheduled meetings of Council and Council Committees for 2019.

As stipulated in Bylaw No. 9170 *The Procedures and Committees Bylaw*, there are two types of regularly scheduled Council meetings – a Regular Business meeting and a Public Hearing meeting. Both meetings are held in the Council Chamber, City Hall and commence at 1:00 p.m. and 6:00 p.m., respectively.

The Bylaw also establishes a Governance and Priorities Committee and four Standing Policy Committees – Environment, Utilities and Corporate Services; Finance; Planning, Development and Community Services; and Transportation. These meetings are also held in the Council Chamber at City Hall.

Summary of Options, SPC Variations, and Recommendation:

The recommended option maintains status quo. It follows a format similar to the 2018 calendar. The primary features of this option are:

- No meetings first week of January, week following SUMA and week following FCM
- Schedules Budget Deliberations last week of November – Monday to Wednesday
- Minimal months where it is necessary to double up SPC meetings
- Does not use the 5th Monday of the month for the next month's meeting
- No SPC or GPC meetings during the month of July – only a Council meeting

A variation of the status quo option would include regularly scheduled GPC and SPC meetings in July.

With respect to the SPC on Finance, Administration has advised that several reports to the SPC on Finance are based on month end information and the deadlines for submission of these reports the following month are difficult to meet as the SPC meets on the first Monday of the month. An option where the SPC on Finance meets the second Monday of the month would provide additional time to complete reports in time for the next month's meeting. Proposed variations to accommodate this would include:

- a) Exchange SPC Finance from Week 1 with SPC Transportation from Week 2
- b) Exchange SPC Week 1 meetings (PDCS & Finance) with SPC Week 2 meetings (EUCS & Transportation)

Administration is recommending the status quo option as set out in Attachment 1 of this report. This option offers a meeting schedule that attempts to balance the policy development and decision making processes of City Council. If there is a desire to change the existing SPC scheduling, further direction is required.

Options to the Recommendation

The primary options are addressed in the previous section of the report.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

The 2019 City Council and Committee meeting schedule is to be considered by City Council at its organizational meeting, as part of the Regular Business Meeting on September 24, 2018.

Public Notice

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

Attachment(s)

Attachment 1 – Proposed 2019 Council and Committee Meeting Calendar

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Reviewed by: Mike Jordan, Director of Policy and Government Relations
Patricia Warwick, City Solicitor



2019 Council and Committee Meeting Calendar

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SPC – **EU&CS** 9:00 a.m. / **Transportation** 2:00 p.m.

SPC – **PD&CS** 9:00 a.m. / **Finance** 2:00 p.m.

Governance and Priorities Committee – 1:00 p.m.

City Council – Regular Business 1:00 p.m., Public Hearing 6:00 p.m.

Strategic Planning Session – 9:00 a.m.

Business Plan and Budget Review – 1:00 p.m.

SUMA Feb. 3-6 (Saskatoon)

FCM May 30 - June 2 (Quebec)

○ Stat Holidays

★ Special /Joint GPC (if required) – 1:00 p.m.

Request for Lease Approval of 4018 Burron Avenue and Direct Sale of 4018 Aronec Avenue

Recommendation

1. That Administration be authorized to terminate the Lease Agreement with 101241938 Saskatchewan Ltd. at 4018 Aronec Avenue;
2. That the Administration be authorized to enter into a new Lease Agreement with 101241938 Saskatchewan Ltd. at 4018 Burron Avenue under the same terms used in the previous Lease Agreement at 4018 Aronec Avenue;
3. That the Administration be authorized to sell by direct sale 4018 Aronec Avenue (Lot 4, Block 934, Plan 102100543) to Kliever Buildings Ltd.; and
4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain City Council approval to terminate the Lease Agreement with 101241938 Saskatchewan Ltd. (Sask. Ltd.) at 4018 Aronec Avenue, enter into a new Lease Agreement with the same terms at 4018 Burron Avenue, and subsequently sell 4018 Aronec Avenue to Kliever Buildings Ltd. (Kliever) for the purpose of expansion.

Report Highlights

1. Saskatoon Land received a request to transfer a lease under the Industrial Land Incentives Program from one parcel to another. In order to facilitate the transfer, the original Lease Agreement with Sask. Ltd. at 4018 Aronec Avenue must be terminated.
2. 4018 Burron Avenue has been identified as a viable site for a new Lease Agreement with the same terms as the previous lease. City Council approval will be required to enter into a new lease with the previous terms.
3. A direct sale of 4018 Aronec Avenue, adjacent to Kliever, is being requested under Council Policy No. C09-033, Sale of Serviced City-Owned Lands.

Strategic Goal

The sale of these parcels supports the four-year priority of continuing to create and support a business friendly environment and increase the tax base that is non-residential under the Strategic Goal of Economic Diversity and Prosperity.

Background

In October 2013, Sask. Ltd. entered into a long-term lease under the City of Saskatoon's (City) Industrial Land Incentives Program for properties located at 4018 Burrton Avenue and 4018 Aronec Avenue. Construction of a building at 4018 Burrton Avenue started in January 2016, and the option to purchase within the Lease Agreement was executed in November 2017. The site at 4018 Aronec Avenue is still leased but remains vacant with no immediate plans for construction.

In June 2017, Kliwer entered into a long-term lease at 4018 Aronec Avenue. Building construction started in fall 2017, and the purchase option in the Lease Agreement was executed in March 2018. Kliwer requires additional on-site truck storage to accommodate safety inspections resulting in a need for additional land which is potentially available on the adjacent site (4018 Aronec Avenue) currently leased by Sask. Ltd.

When both parties were unable to reach an agreement on an assignment of the lease at 4018 Aronec Avenue, the City was approached through an agent regarding the possibility of having the Lease Agreement at 4018 Aronec Avenue transferred to a similar vacant parcel at 4018 Burrton Avenue (Attachment 1).

Report

Termination of Lease Agreement for 4018 Aronec Avenue

In order to facilitate a potential sale of 4018 Aronec Avenue to Kliwer, the existing Lease Agreement with Sask. Ltd. must be terminated. The owner of Sask. Ltd. is amenable to termination of the Lease Agreement if a similar parcel could be leased from the City under the same terms and conditions as the current Lease Agreement held for 4018 Aronec Avenue.

Approval of New Lease for 4018 Burrton Avenue

4018 Burrton Avenue is being proposed as a replacement site (Attachment 2) for Sask. Ltd. The parcel is in close proximity to the current leased land at 4018 Aronec Avenue, is similar in size, and has similar location characteristics. However, since requirements in Council Policy No. C09-009, Industrial Land Incentives Program, have changed since Sask. Ltd. originally signed a Lease Agreement in 2013, City Council approval is required to apply the previous terms to a new long-term lease at 4018 Burrton Avenue. The significant differences between the previous policy requirements that existed in 2013 and those that exist today include:

- the existence of a three-year build time requirement to ensure improvement commitments on the land in a timely manner; and
- an increase of 1% in the interest rate that would be applied to the monthly lease payments.

On August 20, 2018, Saskatoon Land received written confirmation from Sask. Ltd. indicating acceptance of the same lease terms on the site located at 4018 Burrton Avenue.

Direct Sale

Should City Council approve a new lease at 4018 Burron Avenue under the former terms, the Administration will be in a position to recommend approval of a direct sale of 4018 Aronec Avenue to Kliwer as per the conditions outlined in Section 3.3 of Council Policy No. C09-033, Sale of Serviced City-Owned Lands.

“3.3 The Administration may pursue or entertain direct sale, or long-term leases under the City’s Industrial Land Incentives Program of civic lands when one or more of the following conditions are present:

- c) A situation which involves extending an option to purchase to adjacent existing owners to directly purchase lots which would facilitate expansion prior to offering for tender.”

Since Kliwer’s request is to facilitate expansion on an adjacent site, the Administration is of the opinion that the request meets the conditions outlined in Council Policy No. C09-033.

Although consideration of direct sale requests is delegated to the Standing Policy Committee on Finance, the Administration recommends this sale be approved by City Council due to the interrelated complexities involved in the transactions and the requirement for City Council to approve the new lease terms.

The following terms and conditions would apply to the direct sale upon City Council approval:

1. Purchase price of \$767,700.
2. Purchase price includes all direct and off-site service levies. The Purchaser is responsible for service connections to street mains and other shallow buried utilities (e.g. gas, power and telephone).
3. The possession date is contingent upon receipt of payment in full.
4. Conditions precedent, sale is subject to Standing Policy Committee on Finance and City Council approval.
5. Payment Terms:
 - a) 10% deposit (\$76,700) within 10 days of Standing Policy Committee on Finance approval; and
 - b) Payment in full due within 60 days from the effective date of the Sale Agreement.

The purchase price noted above is consistent with the original price approved by the Standing Policy Committee on Finance upon original tendering and is reflective of comparable market sales in the area.

Options to the Recommendation

City Council can choose to not approve the lease transfer and direct sale of 4018 Aronec Avenue. The Administration does not recommend this option as the purpose of this request is to accommodate business expansion of an existing local company.

Public and/or Stakeholder Involvement

The request for a direct sale and lease transfer as outlined in Attachment 1 has been discussed between the Administration and the Commercial Real Estate Agent representing both parties.

Policy Implications

Council Policy No. C09-009, Industrial Land Incentives Program, outlines the general terms for the Administration to use in the Lease Agreements. Since using the former terms in a new lease with Sask. Ltd. is not consistent with current policy requirements, City Council approval will be required for this unique exemption.

Other Considerations/Implications

There are no financial, environmental, privacy, or CPTED implications or considerations and a communication plan is not required.

Due Date for Follow-up and/or Project Completion

There is no due date for follow-up and/or project completion.

Public Notice

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

Attachments

1. Letter from Commercial Real Estate Agent Requesting Lease Transfer, dated August 22, 2018
2. Map Showing Request for New Lease and Direct Sale Sites

Report Approval

Written by:	Jeremy Meinema, Finance and Sales Manager
Reviewed by:	Frank Long, Director of Saskatoon Land
Approved by:	Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

Lease_4018 Burrton Ave and Sale_4018 Aronec Ave.docx

Letter from Commercial Real Estate Agent Requesting Lease Transfer

August 22, 2018

City of Saskatoon 201 3rd Avenue North
Saskatoon, SK S7K 2H7

Attention: Jeremy Meinema

We are asking the City of Saskatoon to allow 101241938 Saskatchewan Ltd. to change the address of their existing land lease from 4018 Aronec Ave to 4018 Burrton. Moving this lease would return the land ownership of 4018 Aronec Ave back to the City and, in-turn, would allow Kliewer Building Ltd to purchase the land and further expand their business. Please see attached agreement between 101241938 Saskatchewan Ltd. and Kliewer Buildings.

Details of why we are asking for the above is as follows:

- Kliewer Building Ltd did a land lease of 4010 Aronec on June 1, 2017 with purchase of the land in March of 2018. The intended use of this land and building was to accommodate the business of Custom Courier Co. Ltd. (owned by the same owner of Kliewer Building Ltd.).
- Kliewer Building Ltd built a 8,500 sq ft Building (includes office and warehouse) at a cost of \$3 Million during the fall of 2017 with completion in the spring of 2018.
- When Kliewer Building Ltd first purchased the land they believed it would be large enough to accommodate their business (Custom Courier Co. Ltd.). However, since the Humbolt Bronco's Bus crash, Custom Courier Co. Ltd. has decided that they need to increase the Safety Standards of all the trucks on their fleet. Custom Courier has a fleet of over 110 vehicles. All large commercial trucks require a Saskatchewan Safety Certificate 1 or 2 times per year (depending on the GVW of a truck). The current Safety Certificates are provided by SGI accredited mechanical shops – and the inconsistencies between "Safeties" at these shops is astronomical.
- Kliewer Building Ltd. along with their business Custom Courier Co. Ltd has decided to expand their operation by starting their own SGI accredited shop to perform all the Safeties on their own fleet of trucks – bringing the standard of Safeties up to the highest standards possible. Custom Courier also hired a full time Safety Officer to perform unannounced spot inspections on their entire fleet throughout the year. To properly do this, Kliewer Building Ltd/Custom Courier Co. Ltd requires more land to create enough parking for the equipment and trucks that will go through their expanding shop. It makes the most economical sense to purchase the land of 4018 Aronec Ave – which is adjacent to the land already owned by Kliewer Building Ltd at 4010 Aronec Ave.
- This expansion of and purchase of 4018 Aronec Ave by Kliewer Build Ltd can only occur if Saskatchewan Ltd agrees to move their current land lease over one city block to 4018 Burrton Ave.

840 48TH STREET E. SASKATOON, SK S7K 3Y4 | P: 306.933.2929 | F: 306.931.0882

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 **TRUST US TO PUT YOU ON THE MAP**

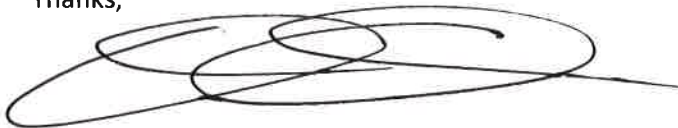
- They had planned on completing construction by now, but the change in Market conditions did not allow for this to occur. However, the site work is now almost completed and we believe the units will be sold or leased by the end of 2018. Once the building is completed at 4019 Burron and sold/leased by the end of 2018, this will provide the required cash flow to start construction of 4018 Burron Avenue (if the land lease currently held at 4018 Aronec Ave is moved to 4018 Burron Ave) in the spring of 2019 - with construction being completed by late summer and then allow twelve months from completion for sale and lease up.

The first reason we are asking the City of Saskatoon to consider this “move” is to help Kliewer Building Ltd./Custom Courier Co. Ltd - a locally owned and operated business establish back in 1996 - further expand their business. They have already invested over 3 million dollars in land and construction and are further willing to purchase even more land from the City – at 4018 Aronec Ave. For this to occur, all the City needs to do is to agree to move the current land lease with 101241938 Saskatchewan Ltd over to 4018 Burron Ave. Both parcels of land are the exact same size and shape and only 1 block apart from each other (currently 4018 Burron Ave is owned and for sale by the City of Saskatoon).

The second reason to do this deal is so that 101241938 Saskatchewan Ltd. can maintain their current type of land lease with the City but at 4018 Burron Ave - because that parcel of land is already across the street from their existing building which is just now being completed and houses its offices. This will also help aid him when he builds his next building on 4018 Burron Ave. I am now hired on as his agent on the existing building. Since the owner of 101241938 Saskatchewan Ltd. and I have met last week he has arranged financing to complete his site work on 4019 Burron Ave - which will start on Monday July 23. The following week he will pour the floor in 2 bays giving me the ability to show these suits to sell or lease. Help him sell/lease the existing building will expedite the start the next building he intends to build at 4018 Burron Ave - which will give me even more products to sell/lease. In turn this will mean he will purchase the land from the City of Saskatoon.

I see this transaction as a win, win, win, for all parties. First, it allows Kliewer Building Ltd/Custom Courier Co. Ltd. to grow. Secondly, it helps 101241938 Saskatchewan Ltd get land closer to his current location to aid in construction. Lastly, the City gains a new land sale from Kliewer Building while still getting lease income from 101241938 Saskatchewan Ltd. Win, win, win.

Thanks,



Ken Kreutzwieser, Partner
Senior Sales Associate



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Map Showing Request for New Lease and Direct Sale Site

Legend



101241938 Saskatchewan Ltd. - Existing Lease



Kliwer Buildings Ltd. - Owned Land



101241938 Saskatchewan Ltd. - Proposed Transfer of Lease



Kliwer Buildings Ltd. - Proposed Direct Sale

71st Street

4019

New Lease -
101241938
Saskatchewan Ltd.

4018

4019

4018

4011

4010

4011

4010

Kliwer
Buildings
Ltd.

Burrton Avenue

Aronec Avenue

4003

4002

4003

4002

342

70th Street

3943

3942

311

327

335

3935

3934

3927

3926

Consultation with Flex Services and Sask Plates Proposal Proponents

Recommendation

That the report of the General Manager, Community Services Department, dated September 24, 2018, be received as information.

Topic and Purpose

This report addresses a resolution arising from the July 23, 2018 City Council meeting, directing that further consultation with the proponents of the Flex Service and Sask Plates proposal, as well as other taxi industry stakeholders, be undertaken to determine their interest in submitting a joint proposal that would allow the taxi industry to provide an improved level of service during peak demand periods.

Report Highlights

1. An external facilitator conducted a consultation process with representatives of the taxi industry on August 8, 2018. The purpose was to discuss their interest in submitting a joint proposal that would identify an approach to provide an enhanced level of taxi service during peak demand periods.
2. Industry representatives indicated that they will continue to work to develop a joint proposal that will include additional accessible and non-accessible taxi licenses being issued by the City, but that their proposal is contingent on having caps established on the number of vehicles operating under Transportation Network Companies (TNCs). As of September 10, 2018, a joint proposal has not been received.

Strategic Goals

This report supports the Strategic Goals of Continuous Improvement and Moving Around. The City leverages technology and emerging trends and goes beyond conventional approaches to meet the changing needs of the city and expectations of its citizens.

Background

On July 23, 2018, City Council received a report from the Standing Policy Committee on Transportation providing an overview of the resolutions being addressed related to TNCs. This overview included proposals from the Saskatchewan Taxi Cab Association for Flex Service and from the United Steel Workers for Sask Plates. The Administration recommended amending the Taxi Bylaw to incorporate the Flex Service proposal. The recommendation was not adopted by City Council.

When considering the July 23, 2018 report, City Council resolved:

“That the Administration hold further consultations with the stakeholders in regard to Flex Plates, Sask Plates, accessible licenses, and seasonal licenses, with a report to be received by the Standing Policy Committee on Transportation September 2018”.

At their meeting on August 27, 2018, City Council resolved that the Administration’s report be redirected from the Standing Policy Committee on Transportation meeting on September 10, 2018, to the City Council Regular Business meeting on September 24, 2018. This report is submitted in response to these resolutions.

Report

Consultation with Taxi Industry Representatives

An external facilitator was hired to assist in developing a consultation framework and to facilitate further discussion among representatives from the taxi industry, including the proponents of Flex Services and Sask Plates, as well as taxi license and vehicle owners. The intent of the consultation was to determine the industry’s interest in submitting a joint proposal setting out an approach that would enable the industry to provide an improved level of service during peak demand periods, based on the understanding that TNCs will be permitted to operate in Saskatoon in the coming months. A half day meeting with the taxi industry representatives was held on August 8, 2018. Representatives of the City Administration attended to observe the meeting and respond to questions. A summary report from the facilitator is provided in Attachment 1.

Status of a Joint Proposal

Taxi industry representatives attending the August 8th meeting indicated that development of a joint proposal was underway, and included a condition that the number of TNC vehicles permitted to operate be capped. Other considerations identified as being under discussion included:

- a) 16 temporary accessible taxi licenses due to expire at the end of 2018 be extended;
- b) 10 new permanent accessible taxi licenses be added; and
- c) 24 existing seasonal taxi licenses be replaced with 30 new permanent taxi licenses, to be issued under the Sask Plates model.

The taxi industry indicated that they would continue to work together to prepare a comprehensive proposal further outlining their perspective on the need for a cap on TNCs and provide details regarding the additional accessible and seasonal taxi licenses being proposed.

Public and/or Stakeholder Involvement

Consultation with members of the taxi industry, including the proponents of Flex Service and Sask Plates, was conducted on August 8, 2018. As of September 10, 2018, a detailed joint proposal from the taxi industry has not been received.

Communication Plan

A Communication Plan is not required.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There is no due date or follow up.

Public Notice

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

Attachment

1. Consultation Facilitator's Report

Report Approval

Written by: Mark Wilson, Acting Licensing and Permitting Manager, Community Standards

Reviewed by: Jo-Anne Richter, Acting Director of Community Standards

Approved by: Randy Grauer, Manager, Community Services Department

S/Reports/2018/CS-Council – Consultation with Flex Services and Sask Plates Proponents/df



Facilitation Session Summary

To: City of Saskatoon

Attn: Jo-Anne Richter, Director, Community Standards
Michelle Beveridge, Chief of Staff, Office of the Mayor
Mark Wilson, Licensing and Permitting Manager, Community Standards

Re: **Summary of Stakeholder Engagement Session with the Taxi Industry**

Date: August 16, 2018

Background

The provincial government has recently introduced legislation that will allow for the operation of Transportation Network Companies (TNCs, e.g., Uber or Lyft), in Saskatchewan. Ride share companies will need to adhere to provincial insurance and licensing regulations as well as local bylaws and regulations. The City of Saskatoon has been seeking ongoing engagement with the taxi industry to develop regulations that will accommodate their ability to increase service during peak demand times in order to facilitate a level playing field between the taxi industry and TNCs. In late 2017, the Saskatchewan Taxi Cab Association (STCA) and the United Steel Workers (USW) independently submitted proposals to address increased demand during peak periods as an alternative to TNCs. City Council has since indicated its intent to allow TNCs to enter the market and requested further consultation with stakeholders of the taxi industry.

The Session

Stakeholders from the taxi industry, including proponents of the two proposals, were invited to come together to discuss areas of common interest and to determine whether or not consensus can be reached among the stakeholders on one common proposal to be submitted for City Council's consideration. This initiative was undertaken in response to a resolution from the July 23, 2018 meeting of Council which stated: "That Administration hold further consultations with the stakeholders in regard to Flex Service, Sask Plates, accessible licenses and seasonal licenses with a report to be received by the Standing Policy Committee on Transportation September 2018."

A session attended by 12 taxi industry stakeholders, invited by the City of Saskatoon, was held at Le Relais, located at 308 4th Ave. N. in Saskatoon, on August 8th, 2018 from 1:00 p.m. to 4:00 p.m. Stakeholders participating in the session were representative of owners, managers, brokers, and drivers from three cab companies in Saskatoon, as well as representatives of USW Local 2014. Councillor Jeffries, Chair of the Standing Policy Committee on Transportation and Councillor Dubois Chair of the City Council's Strategic Priority of Transportation were also invited to attend but were unable to do so.

The session was facilitated by Doug Fast with support from Jennifer Longo to note-take and capture the discussion. No recording of the session was taken.

The number of stakeholders in the session was limited to 12 on the basis of a recommendation from our firm to facilitate with a group size that was manageable for a workable discussion with meaningful participation from all participants. Four staff members from the City of Saskatoon were also in attendance, primarily to observe the discussion, but also to be available for questions.

The session began with general introductions and an explanation from the moderator about the format and the overall objective. The intent of the session was to determine if an agreed upon common initiative/proposal from both taxi industry groups could be developed and submitted for consideration by Council and to assist in the development of regulations to provide flexibility to the taxi industry to better meet demand during peak hours.

Participants were informed that the outcome of the session would be summarized into a brief report by our firm and submitted to the City of Saskatoon. Participants were assured that opinions expressed by stakeholders would be reported in an aggregate manner and not attributed to specific individuals.

Feedback from the session provided insights into what is driving the motivations of stakeholders to consider developing a common proposal for Council to consider, what is important for them, and possibilities in terms of how their needs can potentially align with the needs of citizens and the marketplace for improved service levels during peak demand times and a level playing field in which the taxi industry and TNCs can compete.

Comment: The City has limited the taxi industry to address peak times. For instance, we were told no to putting more taxis on the road to address the increased demand arising from the Garth Brooks concerts. Ultimately the taxi industry is also a TNC, but we're handcuffed, unlike the new TNC competitors being allowed to enter the market.

Comment: A sustainable Vehicle for Hire bylaw, including TNCs, is what we're looking for. We have to do the right thing for the right reason. Uber offers discounts during slow times, which makes them attractive to potential customers, but then surges their pricing during peak demand times. The consumers focus on the discounted rates, leading to the false perception, in the minds of participants in the session, that rideshare rates are more economical than taxis.

Comment: The real issue with peak time comes from dispatchers' lines being busy. Once the call finally gets through to dispatch, the taxi is there quickly.

Existing Proposals

The STCA and USW see two groups from the taxi industry had previously submitted separate proposals to the City to improve the ability of the industry to meet demand during peak hours; *Flex Service*, put forward by the Saskatchewan Taxi Cab Association, and *Sask Plates*, put forward by a consortium of taxi drivers under the United Steel Workers.

The Flex Service proposal put forward by the STCA would allow taxi brokerages to increase the number of vehicles operating under their brokerage during peak or high demand times by putting additional

vehicles into service on an as needed basis. In addition, there would be no surge pricing during peak times.

The Sask Plates proposal put forward by the USW would have the City issue 50 additional taxi licenses to current taxi drivers through a lottery process in lieu of the current seasonal plates program. Licensees would be required to operate full time and the licenses would not be transferable (could not be bought, sold, leased or rented).

Both of these proposals were submitted as an alternative to TNCs entering the market and before Council made the decision to allow TNCs in Saskatoon.

The Discussion

Some taxi industry participants in the session (not all) concede that there are times when they struggle to meet demand; certain times during the mornings, bar closings, and special events such as popular concerts and some sporting events. There are some participants in the session, however, that indicate that the taxi industry is currently meeting demand even during peak times. A further concern is voiced that there will no longer be peak times if regulations are put in place that will allow TNCs to operate in the city. (This might be seen as essentially encapsulating Council's goal but may also illustrate a source of tension in terms of potentially competing objectives.)

Stakeholders participating in the session indicated that they are currently in preliminary discussions regarding a common proposal from the two groups in the taxi industry that would be based on consideration of flexibility and increasing the number of taxis in order to better address peak demand periods. Further, their proposal would be structured to do so in a manner where it is both viable to operate sustainably and provide good service levels for citizens during peak as well as non-peak demand periods. **Most of the stakeholders do not believe they can go forward with a common proposal in an environment of unlimited TNCs.**

Most of the stakeholders in the session recognize that Council is allowing TNCs. Some suggest they can compete with TNCs provided a level playing field can be established through regulation. There is confidence among stakeholders in the session that they can find common ground and put forward a common proposal that will meet this goal. This was the foundation of their meeting the day before this session to frame out various initiatives of a common proposal. But most (not all) of the stakeholders are firm in their position is that a common proposal from the taxi industry is only viable if Council limits the number of TNCs allowed to operate.

The concern of taxi industry stakeholders is that if the City does not limit or cap the number of TNC vehicles in its bylaw, similar to the cap that already exists for the taxi industry, then there is risk that TNCs could potentially 'flood the market'. In the opinion of stakeholders, an increase of TNCs without limits will lead to a dramatic decrease in taxi industry revenues and sharply cut into existing driver earnings, making the industry unsustainable for taxi companies and all drivers.

To support their opinion, stakeholders in the session reference recent media coverage of new bylaws being passed by the Kingston Area Taxi Commission, to start regulating ride-hailing services much like it does traditional taxis, and that they are doing this in an attempt to level the playing field in that city. They also reference that New York has also recently become the first US city to cap the number of ride-sharing vehicles and establish a minimum wage for all TNC drivers. Stakeholders suggest that the City of

Saskatoon should learn from the experience of other cities like these that have experienced TNCs and develop a bylaw that limits the number of TNCs in this city in order to provide a level playing field.

This is the opinion of most stakeholders in the session; they cannot see their way to a common proposal from the taxi industry unless it is in the context of a market with regulated limit on TNCs.

They also feel that pricing model of TNCs is predatory, in that it discounts rates in non-peak periods to leave the impression with consumers that it is more competitive than taxis, but then surges their prices in peak demand times to compensate. A suggestion that a comprehensive Vehicle For Hire bylaw should be created, rather than taking an interim step of establishing a bylaw for TNCs in addition to the Taxi Bylaw.

Some stakeholders suggest that the taxi industry groups have put forward proposals in good faith based on consultations with the City. They also indicate that the City has not traditionally provided the industry with the flexibility to put more vehicles on the road to meet peak demand periods before, and that changing directions now by allowing TNCs to do so does not create a level playing field.¹

Framework for a Common Proposal

Many of the stakeholders in attendance had preliminary discussions prior to the meeting to identify common ground and make headway on a common proposal for City Council. It was noted that that meeting was unprecedented (the two groups had never met prior to yesterday), and participants made positive references to the meeting throughout the session. The meeting had concluded with a joint agreement on the following recommendations, which were summarized by one of the stakeholders in attendance:

- There are currently 16 wheelchair seasonal licenses expiring in December. These were previously issued on a 5-year term. These licenses would be extended for another 5 years to the current wheelchair license owners.
- An additional 10 wheelchair licenses for a 5-year term issued via lottery. These would allow a 2nd driver. The current wheelchair license owners would not be allowed to participate in the lottery.
- An additional 30 SaskPlates (or “temporary plates”) issued via lottery for a 5-year term to drivers who will work during peak times. These would only allow 1 driver and would use the same criteria the City currently uses for seasonal licenses.
- The joint proposal also included a recommendation for the City to review data regularly to add additional licenses based on wait times.

While most (not all) participants agreed with this framework for a common proposal, some stakeholders pointed out that this was only a short-term solution and that they felt there were still bigger issues at hand.

Further, and more importantly, stakeholders suggested that these elements of a common proposal were framed with knowledge that Council will be allowing TNCs, but that they were not discussed by the two groups in the context of unlimited TNCs.

¹ This was in reference to proposals from the industry to increase the number taxi vehicles available for popular special events/concerts attracting large audiences.

Therefore, the proposal was withdrawn by the group and instead they decided to reconvene to discuss developing a different proposal that also called for a cap to TNCs.

Comment: We're not in agreement with going forward until we address the elephant in the room. We have agreed to this proposal in the short-term as it addresses single drivers in limbo. The taxi industry is more complicated than people think. TNCs are the biggest issue.

Comment: The opportunity for TNCs to exist comes from the taxi industry not being able to address demand. Regulations from the City that did not allow for increasing the number of licences/vehicles on the road did not allow for the industry to adapt. TNCs are being allowed to come in to address the demand that taxis were prevented from addressing due to regulations in place. The City doesn't allow us to put an extra 20 drivers on the road without changing regulations, while TNCs can just come in and go.

Limiting TNCs

After some initial discussion about the common proposal, one of the stakeholders asked City staff to clarify whether City Council would be allowing unlimited TNCs to enter the market. When City staff confirmed that the session discussion should not be based on TNC caps, many commented that the common proposal they had framed out and agreed to at their meeting the day before was untenable without consideration of a limit on the number of TNCs. There were also several comments that should revisit some of the practices from other municipalities, as some of them are starting to imposing restrictions on TNCs after introducing them to the market.

Comment: When we met yesterday we didn't know there would be unlimited TNCs. This fact changes everything. I find it hypocritical that one industry doing the same thing as another is being handcuffed. It's a fundamental flaw that another player can come into the market without the same restrictions. We put two groups together yesterday to come up with a proposed solution – but now our solution seems irrelevant.

Comment: If TNCs flood the market, why do we even need extra plates as we've been outlining in our industry proposals? We're giving taxi drivers false hope with extra licenses if we can't compete.

Comment: The value of my plate(s) for which I paid hundreds of thousands of dollars because their availability was restricted by City bylaw, will go down considerably because TNCs are being allowed to enter the market. No caps on TNCs will dilute the market. I don't want to lose my livelihood or see the value of my plate go down.

Comment: It's like a sports match where one team has more players than the other; it's not a level playing field. We've been at these consultations for a year. I realize there's a rush by the City now, but we've been trying – we've written proposals. Show us a statement that says you will protect our livelihoods with a level playing field. We've seen nothing that backs that up – no data that shows this can be done without impacting our livelihoods. There is a lot to be learned from other jurisdictions. New York, Kingston – they're backtracking now and imposing restrictions on TNCs after introducing them to the market.² We need to learn more from the experiences of other jurisdictions who have been this already.

² CBC News (August 8, 2018). Under a new bylaw passed by the Kingston Area Taxi Commission, the city will start regulating ride-hailing services much like it does traditional taxis. Under the bylaw, companies such as Uber or Lyft will be required to pay a \$40,000 administration fee when they first apply to enter the local market, and an

Comment: The biggest issue by far is the cap. The numbers we would put forward in our common proposal mean nothing until we know. I'm committed to going forward with a common proposal between our groups on the condition of a cap. If the City is looking for a joint proposal, there simply can't be one if there are no TNC caps.

Comment: We're beating a dead horse. We can sit down together without external help. After yesterday's meeting, I have confidence that the taxi industry can develop a common proposal. But the situation has changed from our understanding yesterday. With no cap, this meeting isn't going to get us anywhere. I suggest we postpone this and stakeholders get together again. The industry/stakeholders will come up with something we can all agree upon.

Access

Comment: Accessibility is also an issue. We have 10% of accessible taxis on the road so serve customers with mobility challenges. If TNCs aren't going to have the same percentage, in the spirit of a level playing field, then they should be paying a surcharge.

Comment: There are a number of issues not being considered. If the City drafts a bylaw that has the effect of removing a large part of the taxi industry because there are too many vehicles on the road resulting from unlimited number of TNCs, you're no longer providing a service to those people in our community that do not have access to credit cards or data plans, both of which are necessary for TNCs using ride hailing apps. This is the type of information we need to include in our common proposal to support recommendation for a cap on TNCs.

Going Forward

Participants concluded that a cap on the number of TNCs was necessary for them in order to redraft a joint common proposal. When the suggestion was made for all of the session participants to collaboratively work together to create a common proposal that included industry data to calculate a recommended cap on TNCs as part of the proposal, there was strong agreement and consensus to move forward with this.

Comment: At the end of the day, we have to focus on customers. We're willing to put data out there and show when there's a need for more service. There are many things we could do to fix things for our customers. I currently can't promote my business because I can't always guarantee service. We're

annual \$35,000 fee after that. Kingston's bylaw also caps the number of ride-hailing vehicles in the city at 150, with no more than 50 drivers allowed to be on call at any one time. For drivers, it means coughing up anywhere from \$350 to \$900 in yearly licensing fees and other charges, as well as footing the bill for police record checks.

CNN (August 8, 2018) New York just became the first US city to cap the number of ride-sharing vehicles and require Uber, Lyft, and other companies to pay drivers a minimum rate. This comes in the wake of reports that the rise of ridesharing services has depressed the price of taxi medallions and sharply cut into driver earnings. Supporters of the law say it will ease gridlock and improve wages. But critics say it will make it harder, and more expensive, to get around.

committed to a solution that better serves customers. Let's bring our walls down and figure out the best solution from a taxi industry perspective.

Comment: All of us in the taxi industry, taxi companies, drivers and union representatives, all need to compromise in order to come up with a joint proposal that better serves customers in peak demand periods, but so does City Council. A compromise means we all have to give up something we want. We can do that, but what are we getting in return for our compromise? What is the City giving up? What, at the end of the day, serves customers better during peak demand periods?

Comment: With no cap, everyone will suffer. We need a common proposal contingent on caps, and that cap recommendation needs to be calculated with proper analysis.

There was active participation from all stakeholders during the session and many stakeholders remained in the room for an extended period after it concluded to ask questions and reiterate their opinions to City staff. Stakeholder participants were informed that the Mayor as well as Councilors are aware of many of the issues raised during the session and that the Mayor would be prepared to discuss any outstanding issues and explain what Council's position is on them and why. It was explained that this was not with the intent to re-open decisions Council has already made, but to offer an explanation, to listen, and to see if perhaps there may be alternative solutions to their concerns that could be brought back to Council without undoing the current work being done.

Agreement was reached among the stakeholders to hold another meeting amongst themselves and to work together to develop a common proposal that will include a recommended TNC cap; a recommended level calculated by them on the basis of industry data. They were cautioned that bringing forward such a proposal may be somewhat risky, in that it could be considered by Council to be re-opening a decision that was already made (i.e. Council signaled their intention to move forward with TNC regulations that do not include caps on the number of TNCs).

They were encouraged by City staff to come forward with a finalized proposal as soon as possible so that it can be considered by the Standing Policy Committee on Transportation, chaired by Councillor Jeffries, which is meeting on September 10, 2018.

Levy to Support Accessible Taxi Services

Recommendation

1. That the City Solicitor, in drafting the stand-alone Transportation Network Company Bylaw, be requested to include provisions for an accessibility levy of \$0.07 per trip;
2. That the Transportation Network Company Bylaw establish no requirements to provide accessibility standards within Transportation Network Company dispatch apps.

Topic and Purpose

This report provides further information to address a resolution arising from the Regular Business Meeting of City Council on July 23, 2018 regarding options to apply levies or other mechanisms on the ride-sharing industry to support accessible taxi services. This report also provides further information regarding the inclusion of accessibility features in the apps used by Transportation Network Companies.

Report Highlights

1. Several Canadian municipalities charge levies to support accessible taxi service with a charge of \$0.07 per trip seen as the standard fee in a number of municipalities.
2. The Administration is recommending adoption of a levy of \$0.07 per Transportation Network Company (TNC) trip to support accessible taxi service.
3. Apps developed by TNCs to dispatch vehicles can be designed to incorporate accessibility features that assist customers in utilizing the app. A jurisdictional scan of interactive accessibility in TNC digital networks determined that municipalities in Canada are not currently regulating these features and that the pending federal *Accessible Canada Act* may require accessibility features in apps in the future.

Strategic Goals

This report supports the Strategic Goal of Continuous Improvement by leveraging technology and emerging trends, and going beyond conventional approaches to meet the changing needs of the city and expectations of its citizens. The Strategic Goal of Moving Around is also supported by optimizing the flow of people and goods in and around the city.

Background

At its July 23, 2018 meeting, City Council considered a report from the Standing Policy Committee on Transportation regarding taxi service proposals and the regulation of TNCs, and resolved, in part:

“That the Administration report back on options for the City of Saskatoon to apply levies or other mechanisms to support the provision of accessible services in the ride-sharing industry, including an analysis of best practices for other municipalities and consideration of interactive accessibility in TNC digital networks, to be brought forward to the Standing Policy Committee on Transportation by September 2018”.

At their meeting on August 27, 2018, City Council resolved that the Administration’s report be redirected from the Standing Policy Committee on Transportation meeting on September 10, 2018, to the City Council Regular Business meeting on September 24, 2018. This report is provided in response to these resolutions.

Report

Municipal Scan of Levies to Support Accessible Taxis

The costs associated with operating an accessible taxi are higher than operating a non-accessible taxi; accessible taxi owners incur additional costs in installing accessible features in vehicles, and may incur additional time in providing accessible rides (such as the time required to secure wheelchairs), which cannot be charged to the customer.

In order to establish a fund that can be used to offset some of the costs of owners and operators who provide accessible service, several Canadian municipalities which permit TNCs have implemented levies on TNCs and in some cases, on non-accessible taxis. While the approach by municipalities varies, a standard levy for this purpose is \$0.07 per TNC trip. A detailed comparison is provided in Attachment 1.

Recommended Levy to Support Accessible Taxis

Based on review of best practices in other cities and discussions with staff in those municipalities, the Administration is recommending that a levy of \$0.07 per TNC trip be incorporated in the bylaw regulating the operation of TNCs in Saskatoon. This is a similar rate to what is being applied in other municipalities. It is recommended that the levy only be applied to TNC trips, as the taxi industry currently provides accessible service. Currently there are five permanent and 21 temporary accessible taxis licensed in Saskatoon.

It is difficult to estimate the number of trips that will be conducted in the first year of licensing; however, based on data received from the City of Calgary, it is estimated that approximately 350,000 trips may be conducted by TNCs in the first year of licensing. Based on a rate of \$0.07 per trip, this would generate \$24,500 in levies.

This report does not detail a suggested process for distributing the funds raised through the levy. It is recommended that the City apply the levy for approximately one year in order to establish a base fund, and that a report be brought forward, at that time, recommending a system for distribution. Consideration for dispersal could include grants to accessible taxi owners to partially reimburse conversion costs, and/or for provision of rebates to accessible taxi drivers to compensate them for additional time spent providing accessible rides.

Jurisdictional Scan of Interactive Accessibility in TNC Digital Networks

Apps developed by TNCs to dispatch vehicles for hire can be designed to incorporate accessibility features that assist customers with disabilities to better utilize the app. Internally-recognized standards have also been developed by private industry to establish criteria for accessibility features.

The Government of Canada currently uses the Web Content Accessibility Guidelines 2.0 (WCAG 2.0) as a standard for the digital and web content that they publish. WCAG 2.0 were developed by the Accessibility Guidelines Working Group which is part of the World Wide Web Consortium Web Accessibility Initiative.

WCAG 2.0 states that “following these guidelines will make content accessible to a wider range of people with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity and combinations of these. Following these guidelines will also often make your Web content more usable to users in general”.

Examples of WCAG 2.0 standards include:

- a) text alternatives that can convert text into other forms, such as large print, speech, symbol or simpler language;
- b) alternatives to time-based media (e.g. videos), such as audio descriptions and captions; and
- c) support distinguishability by not using colour as the only visual means of conveying information.

While the Government of Canada requires compliance with WCAG 2.0 for the digital content that they publish, private industries regulated by the Government of Canada are not required to comply.

The Government of Canada is introducing the *Accessible Canada Act* (Bill C-81). It is anticipated that Bill C-81 will include standards for information and communication technologies of all digital content for industries regulated by the Government of Canada.

The Administration conducted a municipal scan of existing and proposed TNC regulations and was unable to identify any municipalities in Canada which regulate accessibility features in TNC dispatch apps.

For the above-noted reasons, the Administration is not recommending that accessibility standards for TNC dispatch apps be adopted.

Options to the Recommendation

City Council could choose to adopt a different levy rate. City Council could also choose to apply the levy to non-accessible trips provided by the taxi industry. This is not recommended at this time as a process for distributing the funds to accessible taxis has not been established.

Alternatively, City Council could choose to delay implementing a levy on TNC trips for approximately one year which will allow the Administration to collect data on the number of trips conducted, and to provide a more accurate estimate of the funds which could be collected. This approach is not recommended, as revenue to support accessible service will be foregone during this time period.

With respect to requirements for accessibility provisions in apps provided by TNCs, City Council could choose to direct the City Solicitor to include provisions in the proposed TNC Bylaw which requires transportation network dispatch companies to use apps that comply with WCAG 2.0. This approach is not recommended due to the significant staffing resources that will be required to analyze apps in order to verify compliance with the guidelines. In addition the proposed *Accessible Canada Act* may regulate digital content at the federal level.

Public and/or Stakeholder Involvement

On August 8, 2018, the Administration conducted additional consultation with taxi industry representatives to discuss potential for a joint proposal that would provide additional flexibility for the industry to better address high demand periods. Provision of additional accessible taxi licenses may be a component of such a proposal. Specifics regarding an accessible levy fee were not discussed, however it was noted that such a fee had merit in helping to ensure a level playing field.

Communication Plan

If the proposed TNC Bylaw is adopted by City Council, the public and industry will be informed through news releases, social media, and the City's website.

Policy Implications

Policy implications are addressed in this report and will be further considered in subsequent reports.

Financial Implications

At its meeting on July 23, 2018, City Council directed the City Solicitor to prepare the TNC Bylaw, which included a TNC license fee structure based on the number of vehicles in a fleet and the number of trips conducted. If a levy on TNC trips to support accessible taxi service is adopted, this fee can be collected at the time that TNC licensing fees are collected.

Levy to Support Accessible Taxi Services

The financial implications will vary depending on the direction provided by City Council. Financial implications will be considered further in subsequent reports.

Other Consideration/Implications

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

Due Date for Follow-up and/or Project Completion

A TNC Bylaw will be submitted to City Council for consideration at a future date. Following the first year of licensing TNCs, it is recommended that a report outlining options for dispersal of the funds that have been collected in support of accessibility services, and including a review of the levy amount and its applicability to the various forms of rideshare services, be brought forward for City Council's consideration.

Public Notice

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

Attachment

1. Municipal Scan of Levies to Support Accessible Taxi Service

Report Approval

Written by: Mark Wilson, Acting Licensing and Permitting Manager, Community Standards
Reviewed by: Jo-Anne Richter, Acting Director of Community Standards Division
Approved by: Randy Grauer, General Manager, Community Services Department

S/Reports/2018/CS/Council - Levy to Support Accessible Taxi Services/gs/df

Municipal Scan of Levies to Support Accessible Taxi Service

Municipality	Levy Rate	Applied to	Purpose
Calgary (<i>Proposed</i>)	\$0.20 per trip	Non-accessible, vehicle-for-hire trips	Fund a \$1.5 million program for accessible transportation, including a central dispatch for accessible taxis and transit. Calgary is reviewing different ways to compensate accessible taxi drivers for the additional time.
Edmonton	\$50 per vehicle*	Non-accessible vehicles for hire	Incentivize companies to dispatch more accessible vehicles.
Ottawa	\$0.07 per trip	Non-accessible Uber trips**	City of Ottawa is consulting with disability advocates to determine how the revenue will be spent.
Winnipeg	\$0.07 per trip	All vehicle-for-hire trips (accessible and non-accessible) over the month where less than 10% of all vehicles for hire of a dispatcher were accessible.	Have not finalized what the revenue will be used for.

* Maximum of \$50,000 per dispatch license. Levy is waived if the dispatch company has at least one accessible vehicle available for dispatch at all times.

** Rate was arrived at through an agreement between the City of Ottawa and Uber Canada.

Farmers' Market Building Lease and Operating Agreement Renewal

Recommendation

That the Administration be directed to prepare and issue a Request For Proposal to lease the Farmers' Market Building within River Landing, seeking a proponent to develop and manage a six-day-a-week public and farmers' market.

Topic and Purpose

The purpose of this report is to provide City Council with information about the renewal of the Lease and Operating Agreement for the Farmers' Market Building in River Landing and proposed next steps.

Report Highlights

1. The current Lease and Operating Agreement for the Farmers' Market Building expires in May 2019.
2. Administration has been contacted by several parties expressing an interest in the Farmers' Market Building for the purposes of a public market.
3. The City has undertaken lease renewal negotiations with the current tenant of the building, the Saskatoon Farmers' Market Co-Operative Ltd. (SFMCL) which submitted a business plan. Its plan anticipates eventually providing an increased number of days each week in which market and program activities would occur, however, the full animation of the site would not be achieved.
4. A number of cities have seen the development of six or seven-day-a-week public markets that include a farmers' market component along with other local food, service and product offerings.
5. Administration recommends issuing a Request for Proposal (RFP) to introduce a clearer expectation for building utilization and identify the entity best positioned to develop and manage a six-day-a-week public and farmers' market in Saskatoon.

Strategic Goal

River Landing, through the Farmers' Market, supports the Strategic Goal of Quality of Life by ensuring facilities are accessible and meeting community needs. As a cultural, recreational, and market centre, River Landing invites citizens and visitors alike to enjoy the natural beauty and benefits of parks, trails, and other amenities that bring people together.

Background

The SFMCL leases a City-owned 13,561 square foot building (the Farmers' Market Building) in River Landing. The initial SFMCL Lease and Operating Agreement started April 2007. The current Lease and Operating Agreement is for a five-year term, from June 1, 2014 to May 31, 2019.

As part of lease negotiations, Administration met with representatives from the SFMCL to discuss animation, usage of the space, future vision, and to ask for a business plan

from SFMCL outlining their proposed approach to increase animation and activity for the next lease before reporting to Committee.

Report

Saskatoon Farmers' Market Business Plan

The concern with the current arrangement is that other than on market days, the Farmers' Market Building has not achieved the animation that was expected by this point in time.

Administration met with representatives of the SFMCL on several occasions, with both parties in agreement that there are current shortcomings in how SFMCL has approached animation and building utilization. As a result, Administration requested the submission of a business plan describing how the organization would manage the facility into the future to achieve the desired outcomes and success factors for the building described in the current lease. Attachment 1, Highlights of Previous Lease Terms with the Saskatoon Farmers' Market Co-operative Limited, outlines the lease outcomes and terms.

SFMCL submitted a business plan identifying a strategy for bringing more customers into the Farmers' Market Building and increasing building utilization through facility rentals.

Administration notes that the SFMCL have made strides in working toward changes that increase activity at the site to meet the terms of the current lease. Thirty new vendors have been added this year to replace some that have been lost. Targeting of vendors for products not currently available through SFMCL has occurred and they have sourced a cheese vendor this summer. They host a Thursday night art market in the summer; Etsy markets; and self-generated special events such as a Mother's Day Brunch, Easter Egg Hunt, and Santa Claus. Pop up restaurant kitchen rentals are filled for each Saturday market into the fall.

However, the plan for further enhancements requires implementation over a period of at least three years and focusses on growth in subtenant restaurateurs and rental activities. Vendor recruitment (i.e. SFMCL members) would occur to address annual attrition. The plan indicates that even after three years, vendors would continue to operate a maximum of three market days a week with reliance on subtenants and rentals to animate the building on non-market days.

Administration also notes that Vendor commitment to the SFMCL (and to the outcomes outlined in the lease agreement) is not clearly evident in the plan, given the high rate of attrition, disinterest in expanding market days, and continued practice for its members to participate in other community markets despite the SFMCL identifying this practice as competitive pressure on the successful animation and growth of the Market in River Landing.

Proposed Next Steps

The River Landing Concept Plan calls for a farmers' market entity at this location. Farmers' markets, food trends, and food hubs are evolving worldwide with a number of cities developing six or seven-day-a-week public markets that include a farmers' market component along with other local food, service and product offerings.

Administration has received unsolicited interest from other third parties expressing an interest in the development and management of the Farmers' Market Building in the manner anticipated by the Concept Plan and past lease agreements.

Administration, therefore, proposes issuing a public RFP to identify the entity best positioned to develop and manage a six-day-a-week public and farmers' market in Saskatoon. A RFP would provide greater clarity on the expectation for building utilization.

Request for Proposal (RFP) Process

If supported, Administration will develop the RFP utilizing the following evaluation criteria:

Demonstrated management experience, organizational capacity and proposed governance (30 points)

- Demonstrated track record in developing and/or operating a business, with highest scores provided for documented success in managing the same or similar type of entity.
- Management resumes and financial references.
- Proposed organizational structure, including proposed target skill-sets for governance and/or staff positions.

Business plan (30 points)

- Operating plan with financial projections demonstrating viability, ability to cover lease costs, and ability to make necessary leasehold capital improvements.
- Reporting plan against identified metrics. Attachment 2, Farmers' Market Building Tenant Metrics, to be provided.

Approach to meeting the City's objectives of animation and local food production (40 points)

- Vendors are open for business six-days-a-week, year-round. Proponents will achieve the highest score through the RFP evaluation process for the greatest proportion of the building utilized, highest inclusion of vendors each day, and highest number of business hours.
- A focus on local food production. Proponents may include products not grown or produced in Saskatchewan, but the highest evaluation points will be provided for the greatest inclusion of local content.
- A variety of food/agricultural products are offered to ensure a wide selection for customers (i.e. meat, fish, poultry, produce, cheese, eggs, flowers, wine/alcohol, etc.).

- A variety of products that complement food items, such as local handmade crafts, baking, etc.
- The site is a 'food hub', utilizing the commercial kitchen within the building and also including food and beverage offerings for customers (i.e. restaurants, food stalls, etc.).
- Participation in River Landing festivals, special events, etc. Proponents will achieve points based on plans for accommodating and/or maintaining operating hours during special events.

The Administration intends to utilize a Negotiations RFP procurement approach. This means that the City will enter into negotiations with the highest scoring proponent from the RFP evaluation process prior to completing the final terms for the Lease and Operation Agreement.

Options to the Recommendation

As an alternative, the City could renew the lease with SFMCL and hold them accountable to meet certain targets and metrics, within a set time period (e.g. one to three years). If at the end of that period, the targets were not achieved, then the City could refuse a further renewal and seek new tenants for the building.

Public and/or Stakeholder Involvement

Administration has met several times with the Board and Management of the SFMCL, including meeting to discuss the contents of this report and letting the SFMCL know they could submit a proposal to the RFP, if it so chooses.

Communications

A communications plan has been developed to assist in informing stakeholders, as well as the public, about the proposed RFP and the procurement process. Activities will include a news release and other materials.

Policy Implications

Consistent with the lease rate (\$10 per year plus contributions to CBCM Reserve) approved by City Council in April 2007, this report proposes an exception to the "Leasing Civic Buildings to Outside Organizations" Policy No. C03-024. The policy states, that Civic Buildings may be leased to Outside Organizations at prevailing Market Rates plus all Occupancy Costs. Sale or lease of City-owned lands at an amount less than market value requires City Council's approval and a public notice hearing.

Financial Implications

The current cost to lease the Farmers' Market Building in River Landing annually is \$10 plus the costs for contributions to the Civic Buildings Comprehensive Maintenance (CBCM) Reserve (which are equal to 1.2% of the appraised value of the building). A market rate rent for a similar building type in that location is approximately \$130,000. A subsidized rent has been offered to the current operator of this facility as it is a specialized use within the River Landing Concept Plan, and one that is expected to generate significant value for the area and city at large. The leasee is currently

responsible for Occupancy Costs (property taxes, insurance, utilities, regular repairs, maintenance costs, and leasehold improvements).

Other Considerations/Implications

There are no environmental, Privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

If the recommendation to issue an RFP is approved, Administration will report back once negotiations with the highest scoring proponent through the competitive RFP process have concluded. The RFP and negotiation process are anticipated to be complete by March, 2019.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required at this time. However, once lease terms are finalized, Public Notice will be required if the lease rate continues to be set below market value.

Attachments

1. Highlights of Previous Lease Terms with the Saskatoon Farmers' Market Co-operative Limited
2. Farmers' Market Building Tenant Metrics

Report Approval

Written by: Jill Cope, Project Manager, Environmental and Corporate Initiatives
Reviewed by: Brenda Wallace, Director of Environmental & Corporate Initiatives
Approved by: Dan Willems, Acting General Manager, Corporate Performance Dept.

Admin Report — Farmers' Market Building Lease and Operating Agreement Renewal.docx

Highlights of Previous Lease Terms with the Saskatoon Farmers' Market Co-operative Limited

High Level Outcomes Summary:

1. City views this area as a key part of River Landing such that it will be an attraction for the community and visitors;
2. The Farmers' Market shall ensure that the Farmers' Market building is being utilized at or as near capacity as possible during business hours;
3. The Farmers' Market shall make reasonable efforts to increase the number of subtenants, such that on days when there is not a market per se, patrons shall have a reasonable and varied selection of products;
4. The Farmers' Market shall take steps to ensure that the Farmers' Market building is occupied and open for business; and,
5. Working cooperatively (that) the Farmers' Market building and the site will be more animated.

Terms Summary:

1. Term – The terms of the Agreement shall be five (5) years commencing on June 1, 2014 and expiring on May 31, 2019.
2. Rent – The parties agree that the annual rent for the Farmers' Market building shall be the sum of \$10.00; however, the City assumes no role in the day-to-day operations of the Farmers' Market building, and the Farmers' Market shall be responsible for payment of all operating costs, utilities, and property taxes for the Farmers' Market building. As an aspect of the rent, the Farmers' Market shall also be responsible for the maintenance reserve contribution that is required for all civic buildings in the amount of \$23,760 per annum, which is subject to adjustment on an annual basis to the current rate as identified by Suncorp Valuation Ltd. (This is the equivalent of 1.2 % of the new replacement value of the Farmers' Market building).
3. Heating and Ventilation – The current ventilation system has required an upgrade to provide adequate cooling in the summer months. As per the previous lease agreement, the City and the Farmers' Market agreed to a cost share arrangement for the capital cost of a new system. That system has now been installed, and the Farmers' Market has agreed to make payments for the work through additional rent to be paid over time, agreed upon based on cost. The cost to do this was \$41,966.40, and the Farmers' Market shall be repaying the City 50% of this cost plus interest of 2% by way of a series of monthly payments of \$367.79 per month for 60 months.
4. Occupancy Costs and Property Taxes – The leasee shall be responsible for all occupancy costs which include insurance, utilities, regular repairs, maintenance costs, leasehold improvements, and property taxes. The parties acknowledge that the property taxes payable by the Farmers' Market for the 2013 tax year shall be the sum of \$15,625.00, and that the property taxes in subsequent years are based on the approved municipal tax rate.

5. Hours of Operation - The Farmers' Market is committed to ensure the premise is operating at least between the hours of 10:00 a.m. and 4:00 p.m., Tuesday to Friday; Saturday from 8:00 a.m. to 2:00 p.m.; and Sunday from 10:00 a.m. to 3:00 p.m. Wherever possible, the Farmer's Market shall provide additional hours during weekdays, particularly during the summer months.
6. Animation of the Site - The Farmers' Market is committed to ensuring the building is being utilized at or near capacity. Since 2010, the Farmers' Market has diversified and is not just a Farmers' Market, but is an event rental facility, hosts special events, and operates a licensed commercial kitchen for rental and demonstrations. To further animate the site, the Farmers' Market has several permanent subtenants, approved by the City, which have fixed food service booths within the Farmers' Market building.

As well, the Farmers' Market continues to use, on a seasonal basis, the Market Square, and that arrangement will continue.

Farmers' Market Building Tenant Metrics

The City of Saskatoon is requesting regular metrics from the tenant of the Farmers' Market Building to better reflect the objectives the City, namely, animation of the site and a return on investment for the building.

	Metric	Frequency	Rationale
High Level Information:			
	Number of Vendors	Quarterly	<ul style="list-style-type: none"> indicates building usage.
	Vendor Mix	Quarterly	<ul style="list-style-type: none"> indicates a wider variety of offerings to patrons.
	Gross revenues (aggregate of all vendors, not individual)	Annually	<ul style="list-style-type: none"> indicates financial success. indicates success in animation efforts.
	Percentage of the building/market stalls used by Vendors	Quarterly	<ul style="list-style-type: none"> indicates financial success. indicates success in animation efforts.
	Attendance Numbers by Patrons (if possible to track)	Quarterly	<ul style="list-style-type: none"> indicates success in animation efforts.
City's Objective of Building Animation:			
	Open for Business Days	Quarterly	<ul style="list-style-type: none"> indicates animation.
	Operating Hours	Annually	<ul style="list-style-type: none"> indicates animation.
	Percentage of the building/market stalls occupied during Open for Business Days	Quarterly	<ul style="list-style-type: none"> indicates animation.
	Attendance by Vendors on Open for Business Days	Quarterly (the first year will be a benchmark, and then subsequent	<ul style="list-style-type: none"> indicates if building is animated. indicates engagement by vendors in building success.

		years will have mutually-agreed upon targets attached to them)	
	Number of external rentals/events in the building; and attendance	Annually	<ul style="list-style-type: none"> • indicates animation.
	Number of Tenant's self-produced events; and attendance	Annually	<ul style="list-style-type: none"> • indicates animation.
	Number of Vendors on waiting list	Annually	<ul style="list-style-type: none"> • indicates if building is operating at capacity.
	Marketing Plan (including social media presence) and outcomes	Annually	<ul style="list-style-type: none"> • indicates engagement with patrons. • measures marketing efforts with turn-out of patrons.
City's Objective of Local Food Focus:			
	Average kilometres from vendor farm to Farmers' Market Building		<ul style="list-style-type: none"> • indicates the distance food travels from vendor farm to market; supports theme of 100 mile food radius; and freshest food for patrons.
	Map of locations of vendors (urban and rural)		<ul style="list-style-type: none"> • indicates local taxpayers and range of vendor base.

From: City Council
To: [City Council](#)
Subject: Form submission from: Write a Letter to Council
Date: Monday, September 17, 2018 11:08:59 AM

Submitted on Monday, September 17, 2018 - 11:08
Submitted by anonymous user: 198.169.210.253
Submitted values are:

Date: Monday, September 17, 2018
To: His Worship the Mayor and Members of City Council
First Name: Kevin
Last Name: Petty
Email: [REDACTED]
Address: [REDACTED] 7th St E
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable): Saskatoon Spruce Cheese
Subject: Saskatoon Farmers' Market
Meeting (if known): Sept 24, Saskatoon Farmer's Market Discussion
Comments: I am a local cheesemaker hoping to get into the Saskatoon Farmer's Market in a few months. A main reason why I want to join is because it is run by a member-owned, non-profit cooperative. That's what makes it a true farmers' market. Producers have time to make quality products, sell directly to the community and mostly importantly have a say on how the market is ran. I would strongly encourage the City to work with the Saskatoon Farmer's Market on how we can help encourage more local producers rather than putting out an RFP. This goes against the nature of our farmers' market. The Saskatoon Farmer's Market Co-op represents the producers, I think we should listen to their advice.
Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256934>

From: City Council
To: [City Council](#)
Subject: Form submission from: Write a Letter to Council
Date: Monday, September 17, 2018 10:13:38 PM

Submitted on Monday, September 17, 2018 - 22:13

Submitted by anonymous user: 64.110.236.13

Submitted values are:

Date: Monday, September 17, 2018

To: His Worship the Mayor and Members of City Council

First Name: Kali

Last Name: Gartner

Email: [REDACTED]

Address: [REDACTED] 10th St E,

City: Saskatoon

Province: Saskatchewan

Postal Code: [REDACTED]

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

Subject: Saskatoon Farmer's Market

Meeting (if known):

Comments:

I am writing to express my concern about the press release issues September 13, 2018 CP18-148 regarding the ease of the Farmer's Market Building at River Landing. I enjoy visiting the SFM and supporting local small businesses and farmer's as much as possible. What makes this space so special is that I can interact with grower's and maker's who are truly local and support their work. I am concerned that the city's vision to find a different 'entity' to run a public market more days per week will compromise this being a local and farmer/grower oriented market. I support this space continuing to be co-operative run, local and community oriented with a strong focus on local, environmental and food sovereignty issues. I think the current SFM co-operative is managing this resource well and I hope the City of Saskatoon can continue to strengthen and support this non-profit organization.

For immediate release: September 13, 2018 - 5:26pm

CP18-148

A City Committee is asking City Council to green-light a plan seeking a tenant to develop and manage a six-day-a-week public and farmers' market in the Farmers' Market Building at River Landing. As the current lease is set to expire in the spring with the current tenant, a report considered by the Planning, Development & Community Services Committee would like City Council to endorse issuing a Request for Proposal this fall.

"It's been ten years since the Farmers' Market Building was converted from an electrical utility building," says Brenda Wallace, Director, Environmental and Corporate Initiatives. "Saskatoon, its food scene, and the River Landing precinct, has undergone vast changes in that time.

"The original concept plan for River Landing outlined ambitious dreams for this space and the City wants to determine if we can move closer to realizing them with increased market days and activity in the building"

The City has undertaken lease renewal negotiations with the current tenant of the building, the Saskatoon Farmers' Market Co-operative Ltd. (SFMCL), which had submitted a business plan. Its plan anticipates providing an eventual increased number of days each week in which some market and program activities would occur, however, full animation of the site as originally envisioned would not be achieved.

"Through an RFP, we're hoping to make it very clear what the expectations and hopes are for the building and to identify an entity best-positioned to bring a vibrant market to our residents and visitors," Wallace says.

If approved at City Council, Administration will issue a Request for Proposals in fall of this year. The current Lease and Operating Agreement for the Farmers' Market Building expires in May 2019.

River Landing, through the Farmers' Market, supports the Strategic Goal of Quality of Life by ensuring facilities are accessible and meeting community needs. As a cultural, recreational, and market centre, River Landing invites citizens and visitors alike to enjoy the natural beauty and benefits of parks, trails, and other amenities that bring people together.

Attachments:

The results of this submission may be viewed at:

<https://www.saskatoon.ca/node/398/submission/257043>

From: City Council
Sent: Sunday, September 16, 2018 6:13 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Sunday, September 16, 2018 - 18:13
Submitted by anonymous user: 174.2.170.23
Submitted values are:

Date: Sunday, September 16, 2018
To: His Worship the Mayor and Members of City Council
First Name: Kari
Last Name: Klassen
Email: [REDACTED]
Address: [REDACTED] 5th Ave N
City: Saskatoon
Province: Saskatchewan
Postal Code: [REDACTED]
Name of the organization or agency you are representing (if applicable):
Subject: Saskatoon Farmers' Market
Meeting (if known):
Comments:

Some concerning news on the Saskatoon Farmers' Market. I've been reading comments on a couple of articles and it appears some tenants are happy—although they're not farmers and some are not—some farmers. As someone who frequents the market, I am quite worried about what is going on. I love the market for its local produce, fish and meats and wouldn't want access to those items jeopardized. I also believe quite strongly in supporting local farmers. It appears, for some, at least, it would be impossible to farm and have a booth 6 days a week at the market. I think the whole place would quickly lose its value if it became just a place to buy non local products. I think we need more information on what it is you are looking for from the market. It's a Saskatoon institution and certainly the favourite part of my weekend.

Best,
Kari Klassen
Attachments:

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/256886>

Governance Review – Advisory Committees – Amendment to The Procedures and Committees Bylaw

Recommendation

That City Council consider Bylaw No. 9532, *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9532, *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)* which:

- (a) provides for the ability of a Council Committee to appoint an ad hoc committee to report on a specific subject, project or undertaking within its mandate but that is outside the mandate of any Advisory Committee reporting to it; and
- (b) updates Part V to reflect the Advisory Committee structure for 2019.

Report

At its Regular Business Meeting on June 25, 2018, City Council considered a report from the Leadership Team Governance Subcommittee, requesting approval to amend *The Procedures and Committees Bylaw, 2014* to reflect a new Advisory Committee structure. City Council resolved, in part:

- “1. That the Terms of Reference for the Advisory Committee on Diversity, Equity and Inclusion; the Saskatoon Environmental Advisory Committee; the Municipal Heritage Advisory Committee; the Public Art Advisory Committee; and the Saskatoon Accessibility Advisory Committee included as Attachment 2, be approved subject to the following revisions:
- 2. change in reporting structure of the Public Art Advisory Committee to the Standing Policy Committee on Planning, Development and Community Services; and
- 6. removal of Saskatchewan Abilities Council as representation on Saskatoon Accessibility Advisory Committee;

...

4. That the City Solicitor be directed to amend Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* to reflect the new advisory committee structure.”

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9532, *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)*. As part of the Bylaw amendment, the Terms of Reference for the Advisory Committees are being attached. Substantive changes to the Public Art Advisory Committee and the Saskatoon Accessibility Advisory Committee Terms of Reference have been made in accordance with City Council's direction. Otherwise, minor changes to the Terms of Reference have been made only to clarify Council's direction regarding appointments and ensure consistency of language amongst the Terms of Reference and with existing Bylaw provisions.

Public Notice

Public Notice is required for consideration of this matter, pursuant to Section 3 of Policy No. C01-021, The Public Notice Policy. The following notice was given:

- Advertised in The StarPhoenix on September 15, 2018;
- Posted on City Hall Notice Board on September 14, 2018; and
- Posted on City Website on September 14, 2018.

Attachment

1. Proposed Bylaw No. 9532, *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)*.

Report Approval

Written by:	Christine G. Bogad, Solicitor Director of Administrative & Municipal Law Shellie Bryant, Deputy City Clerk Candice Leuschen, Executive Assistant to the City Solicitor
Reviewed by:	Joanne Sproule, City Clerk Mike Jordan, Director of Policy & Government Relations
Approved by:	Patricia Warwick, City Solicitor

BYLAW NO. 9532

The Procedures and Committees Amendment Bylaw, 2018 (No. 5)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Procedures and Committees Amendment Bylaw, 2018 (No. 5)*.

Purpose

2. The purpose of this Bylaw is to:
 - (a) provide Council Committees the ability to appoint an ad hoc committee to report on a specific subject, project or undertaking within its mandate, but outside of the mandate of any Advisory Committee that reports to it; and
 - (b) update Part V to reflect a new Advisory Committee structure.

Bylaw No. 9170 Amended

3. *The Procedures and Committees Bylaw, 2014* is amended in the manner set forth in this Bylaw.

New Section 82.1

4. The following section is added after Section 82:

“Ad Hoc Committees

- 82.1 (1) Council Committees may appoint ad hoc committees to consider and report on a specific subject, project or undertaking within the Council Committees’ mandate, but outside the mandate of any Advisory Committee that reports to it.
- (2) The Council Committee shall appoint the Chair and provide for the membership and functions of each ad hoc committee.
- (3) All meetings of ad hoc committees shall be called by the Chair.

- (4) Reports of ad hoc committees shall be made through the Council Committee to Council.
- (5) When an ad hoc committee has completed its work and made its report to Council, the ad hoc committee shall be deemed to be dissolved.”

Part V Amended

5. Part V is repealed and the following substituted:

“PART V Advisory Committees

Advisory Committees

135. (1) Council hereby establishes the following advisory committees:
- (a) Municipal Heritage Advisory Committee;
 - (b) Diversity, Equity and Inclusion Advisory Committee;
 - (c) Saskatoon Environmental Advisory Committee;
 - (d) Public Art Advisory Committee; and
 - (e) Saskatoon Accessibility Advisory Committee.
- (2) Advisory committees shall be composed of persons appointed by Council. Council members and members of the Administration may be appointed to serve on advisory committees as non-voting resource members.

Municipal Heritage Advisory Committee

136. (1) The Municipal Heritage Advisory Committee is established pursuant to *The Heritage Property Act*.
- (2) The Municipal Heritage Advisory Committee shall consist of 18 voting members.
- (3) Terms of Reference for the Municipal Heritage Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “J”.

- (4) The Municipal Heritage Advisory Committee shall report to the Planning, Development and Community Services Committee.

Diversity, Equity and Inclusion Advisory Committee

- 137. (1) The Diversity, Equity and Inclusion Advisory Committee shall consist of 17 voting members.
- (2) Terms of Reference for the Diversity, Equity and Inclusion Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “K”.
- (3) The Diversity, Equity and Inclusion Advisory Committee shall report to the Environment, Utilities and Corporate Services Committee.

Saskatoon Environmental Advisory Committee

- 138. (1) The Saskatoon Environmental Advisory Committee shall consist of 13 voting members.
- (2) Terms of Reference for the Saskatoon Environmental Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “L”.
- (3) The Saskatoon Environmental Advisory Committee shall report to the Environment, Utilities and Corporate Services Committee.

Public Art Advisory Committee

- 139. (1) The Public Art Advisory Committee shall consist of 10 voting members.
- (2) Terms of Reference for the Public Art Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “M”.
- (3) The Public Art Advisory Committee shall report to the Planning, Development and Community Services Committee.

Saskatoon Accessibility Advisory Committee

- 140. (1) The Saskatoon Accessibility Advisory Committee shall consist of 13 voting members.

- (2) Terms of Reference for the Saskatoon Accessibility Advisory Committee, including mandate, composition, eligibility, term, regular meeting schedule, quorum and reporting requirements is set out in Schedule “N”.
- (3) The Saskatoon Accessibility Advisory Committee shall report to the Transportation Committee.”

New Schedule “J”

6. Schedule “A” to this Bylaw is added as Schedule “J” to Bylaw No. 9170.

New Schedule “K”

7. Schedule “B” to this Bylaw is added as Schedule “K” to Bylaw No. 9170.

New Schedule “L”

8. Schedule “C” to this Bylaw is added as Schedule “L” to Bylaw No. 9170.

New Schedule “M”

9. Schedule “D” to this Bylaw is added as Schedule “M” to Bylaw No. 9170.

New Schedule “N”

10. Schedule “E” to this Bylaw is added as Schedule “N” to Bylaw No. 9170.

Coming into Force

11. (1) This Bylaw, with the exception of Section 4, shall come into force on January 1, 2019.
- (2) Section 4 of this Bylaw shall come into force on the day of its final passing.

Read a first time this _____ day of _____, 2018.

Read a second time this _____ day of _____, 2018.

Read a third time and passed this _____ day of _____, 2018.

Mayor

City Clerk



Terms of Reference Municipal Heritage Advisory Committee

Authority

Section 55 of *The Cities Act*; *The Heritage Property Act*; Council Resolution - June 25, 2018

Mandate

The function and mandate of the Municipal Heritage Advisory Committee (“MHAC”) shall be to:

1. Provide advice to City Council relating to the following:
 - any matter arising out of *The Heritage Property Act* or the regulations thereunder and on Policy C10-020, *Civic Heritage Policy*
 - changes to the criteria for evaluation of properties of architectural or historical value or interest with respect to heritage designation
 - revisions to the list of buildings, sites or structures and areas worthy of conservation as set out in the *Holding Bylaw* or under the heritage database
 - buildings, properties and artifacts to be designated under *The Heritage Property Act* or placed on the Saskatoon Register of Historic Places
 - policies related to conserving heritage buildings, sites or structures and areas
 - proposed changes or recommended changes to municipal legislation to conserve heritage buildings, sites or structures and areas
 - ways to increase public awareness and knowledge of heritage conservation issues, and if the Committee so wishes and if a budget is provided by City Council, provide education and awareness programs within the mandate of the MHAC, provided that the Administration is consulted prior to implementation of each program to ensure there is no duplication of services and that the proposed program supports the relevant policy
 - any other matters relating to buildings, sites or structures and areas of architectural or historical significance
 - buildings, sites or structures and artifacts owned by the City
2. Provide advice to the City’s Administration with respect to approval of alterations to designated heritage property or property for which a notice of intention has been registered pursuant to Bylaw No. 8356, *The Heritage Property (Approval of Alterations) Bylaw, 2004*
3. Prepare and update, in consultation with the Administration, a brochure and/or information on the City’s website describing the Committee’s mandate, membership, qualifications, recent activities, regular meeting schedule and how the public can contact the Committee

Composition

Voting Members:

<p>Agency Representatives</p> <ul style="list-style-type: none"> • 1 representative of the Saskatoon Heritage Society • 1 representative of the Saskatchewan Association of Architects • 1 representative of the Saskatoon Region Association of Realtors • 1 representative of the Saskatoon Archaeological Society • 1 representative of the Meewasin Valley Authority • 1 representative of Tourism Saskatoon • 1 representative of the Saskatchewan Indigenous Cultural Centre • 1 representative of the 33rd Street Business Improvement District • 1 representative of the Broadway Business Improvement District • 1 representative of Downtown Saskatoon (Downtown Business Improvement District) • 1 representative of the Riversdale Business Improvement District • 1 representative of the Sutherland Business Improvement District • 1 representative of the Local History Room of the Saskatoon Public Library 	<p>Citizen Representatives</p> <ul style="list-style-type: none"> • 1 citizen representative of the youth community (16 – 23 years old) • 2 citizen representatives of the First Nations or Métis communities • 2 additional citizen representatives
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Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the City Clerk's Office:
 - City Archivist
- Representatives of the City's Administration:
 - Community Services Department

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Demonstrated knowledge, expertise or interest in the following:
 - Heritage and history
 - Landscape architecture
 - Interior design
 - Structural engineering
 - Construction
 - A level of community involvement on related issues
- Ability to commit time to participate in Committee programs and activities.

- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The MHAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The MHAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The MHAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (10).

Subcommittees and Working Groups

- The MHAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittees shall be a voting member.
- Issues identified outside the MHAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS.

Meetings

- Typically meets on the first Wednesday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the MHAC

Remuneration and Expense Reimbursement

Advisory Committee members shall serve without receiving remuneration. The following services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled MHAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[The Heritage Property Act](#)

[Policy No. C10-020, Civic Heritage Policy](#)

[Bylaw No. 8356, The Heritage Property \(Approval of Alterations\) Bylaw, 2004](#)

Any other policies as required



Terms of Reference

Diversity, Equity and Inclusion Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council Resolution – November 20, 2017 and June 25, 2018

Mandate

The function and mandate of the Diversity, Equity and Inclusion Advisory Committee (“DEIC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
 - diversity and inclusion of all citizens within the community
 - emerging equity or diversity issues or trends arising in the community
 - initiatives to combat racism, acts of prejudice or hate in the community
 - initiatives to promote acceptance of all citizens of Saskatoon
 - consideration of the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives
 - diversity in naming streets and City infrastructure
 - explore barriers faced in accessing city services, information, programs and facilities
 - explore barriers to participation in public life and achievement of social, cultural and economic wellbeing of residents
 - proposed City of Saskatoon policies, initiatives, and civic programs and services to meet changing needs of a diverse community
 - employment and employee awareness policies, initiatives, and civic programs
2. Provide advice and recommendations on the development and contents of a new Diversity, Equity & Inclusion Policy
3. Monitor the success of the DEIC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to create an inclusive and diverse community where everyone is welcomed and valued
4. Provide education and awareness programs on diversity, equity and inclusion of all citizens in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council

Composition

Voting Members:

Agency Representatives <ul style="list-style-type: none"> • 1 representative of the Board of Education, Saskatoon Public Schools • 1 representative of the Board of Education, Greater Saskatoon Catholic Schools • 1 representative of the Saskatchewan Intercultural Association • 1 representative of the Saskatchewan Health Authority • 1 representative of the Ministry of Social Services • 1 representative of the Ministry of Corrections and Policing • 1 representative of the Open Door Society • 1 representative of the Saskatoon Police Service 	Citizen Representatives <ul style="list-style-type: none"> • 1 citizen representative of the First Nations community • 1 citizen representative of the Métis community • 1 citizen representative of the LGBTQ2S community • 1 citizen representative who is a visible minority or newcomer to Canada • 1 citizen representative of the youth community (16 – 23 years old) • 1 citizen representative of the senior citizen community (55+ years old) • 3 additional citizen representatives
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Non-Voting Resource Members:

- 1 Councillor
- 1 representative from the Saskatchewan Human Rights Commission
- Representatives of the City's Administration:
 - Corporate Performance Department
 - Community Services Department

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset.
- Demonstrated commitment to improving diversity, inclusion and human rights in the community.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The DEIC shall report to City Council through the Environment, Utilities and Corporate Services Committee ("SPC-EUCS").

The DEIC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The DEIC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or

recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (9).

Subcommittees and Working Groups

- The DEIC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the DEIC mandate may be the subject of an ad hoc committee established by the SPC-EUCS.

Meetings

- Typically meets on the second Thursday of each month at 12:00 noon until 2:00 p.m. during each of January, February, April, May, September and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the DEIC

Remuneration and Expense Reimbursement

DEIC members shall serve without receiving remuneration. The following services and benefits are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled DEIC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[Policy No. C10-023, Cultural Diversity and Race Relations Policy](#)

Any other policies as required



Terms of Reference

Saskatoon Environmental Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council Resolutions of March 19, 1973; April 2, 1973; and June 25, 2018

Mandate

The function and mandate of the Saskatoon Environmental Advisory Committee (“SEAC”) shall be to:

1. Provide advice to City Council on policy matters relating to the following:
 - environmental implications identified in City undertakings, initiatives and other projects
 - waste reduction and diversion initiatives including food reclamation
 - pollution prevention
 - water conservation measures
 - climate change mitigation and reduction of greenhouse gas emissions (e.g. energy conservation, renewable and alternative energy programming, energy efficiency and building standards, alternative transportation)
 - wildlife or habitat conservation
 - ecological systems and greenspaces
 - support of alternative modes of transportation (e.g. carpooling initiatives, promotion of public transit options, walking, cycling)
2. Monitor the success of the SEAC and to advise City Council on ways for the City of Saskatoon to increase success in working with community organizations, business and labour, all orders of government, and other stakeholders to promote environmental sustainability and good environmental practices within the City of Saskatoon
3. Provide education and awareness programs on all matters within its mandate in the City of Saskatoon in consultation with the Administration and within budget allocated by City Council

Composition

Voting Members:

Agency Representatives <ul style="list-style-type: none">• 1 representative of the Saskatchewan Health Authority• 1 representative of the Ministry of Environment• 1 representative of the Meewasin Valley Authority	Citizen Representatives <ul style="list-style-type: none">• 1 citizen representative of the youth community (16 – 23 years old)• 1 citizen representative of the First Nations or Métis communities• 8 additional citizen representatives
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Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City's Administration from:
 - Environment & Corporate Initiatives
 - Water and Wastestream
 - Building Standards
 - Saskatoon Light & Power
 - Planning
 - Transportation

Preferred Qualifications

- Representatives of organizations or communities must be members or employees of the organizations or communities they represent.
- Sound general knowledge of Saskatoon and area and its existing and potential environmental issues.
- Demonstrated knowledge, expertise or interest in the following:
 - Natural, earth, and/or environmental science (e.g. ecology, biology, toxicology, geoscience)
 - Relevant engineering disciplines and/or experience (e.g. environmental, civil, mechanical)
 - Environmental and/or community planning
 - Habitat and/or wildlife conservation
 - Environmental outreach and/or community development
 - Government relations and/or public policy
 - Education
 - Environmental economics
 - Entrepreneurs, for-profit or non-profit professionals with demonstrated environmental experience/interest
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The SEAC shall report to City Council through the Environment, Utilities and Corporate Services Committee ("SPC-EUCS").

The SEAC shall report to the SPC-EUCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-EUCS or City Council.

The SEAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-EUCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizens-at-large (6 years)

- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (7).

Subcommittees and Working Groups

- The SEAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the SEAC mandate may be the subject of an ad hoc committee established by the SPC-EUCS.

Meetings

- Typically meets on the second Thursday of each month at 11:30 a.m. to 1:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the SEAC

Remuneration and Expense Reimbursement

SEAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SEAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

Any other policies as required



Terms of Reference Public Art Advisory Committee

Authority

Section 55 of *The Cities Act*; City Council – Clause 6, Report No. 5-2014 of the Planning and Operations Committee; City Council – June 25, 2018

Mandate

The function and mandate of the Public Art Advisory Committee (“PAAC”) shall be to:

1. Adjudicate and approve works of art and the placement of public art on behalf of City Council and the Administration for placement in open space, civic facilities and other City-owned property (with the exception of the Rемаi Modern Art Gallery), in accordance with Policy No. C10-025, *Public Art Policy*
2. Provide advice to City Council on the:
 - purchase and donation of works of art
 - revision or development of any City policies regarding public art, memorials or commemorations
3. Provide advice to the Administration concerning the de-accessioning of artworks
4. Educate artists and community groups regarding the City’s Public Art Program
5. Review location for appropriateness for memorials or commemorations, appoint members to the Commemorative Review Committee, and review and comment on artistic merit of a proposed commemorative work or proposed memorial in accordance with Policy C09-038, *Commemorations and Monuments Policy*
6. Consider the Calls to Action of the Truth and Reconciliation Commission in adjudicating, approving and placing works of public art or commemorations or memorials on behalf of City Council

Composition

Voting Members:

- 1 citizen representative of the youth community (16 – 23 years old)
- 2 citizen representatives of the First Nations or Métis communities
- 7 additional citizen representatives

Non-Voting Resource Members:

- 1 Councillor
- Representatives of the City’s Administration from:
 - Community Services Department

Preferred Qualifications

- Demonstrated knowledge, expertise or interest in the following:
 - Public art
 - Socially engaged art
 - Visual arts
 - Media
 - Performance arts
 - Arts administration
 - First Nations art and culture
 - Métis art and culture
 - Site-specific art
 - Architecture
 - Landscape architecture
 - Design
 - Urban design
 - Art education
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The PAAC shall report to City Council through the Planning, Development and Community Services Committee (SPC-PDCS).

The PAAC shall report to the SPC-PDCS as required to update on any major initiative or report back on any matter referred to them by either the SPC-PDCS or City Council.

The PAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-PDCS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (6).

Subcommittees and Working Groups

- The PAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the Committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the PAAC mandate may be the subject of an ad hoc committee established by the SPC-PDCS.

Meetings

- Typically meets on the second Friday of each month at 2:30 p.m. to 4:30 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the PAAC

Remuneration and Expense Reimbursement

PAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled PAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

[Policy No. C10-025, Public Art Policy](#)

[Policy No. C09-038, Commemorations and Monuments Policy](#)

Any other policies as required

Schedule “N”



Terms of Reference Saskatoon Accessibility Advisory Committee

Authority

Section 55 of *The Cities Act*; Council Resolution – July 16, 2007 and June 25, 2018

Mandate

The function and mandate of the Saskatoon Accessibility Advisory Committee (“SAAC”) shall be to:

1. Provide advice to City Council with respect to ensuring that City of Saskatoon services, information, facilities and infrastructure are accessible for citizens of all abilities
2. Provide advice to City Council on policies and programs for improving accessibility to City services, information, facilities, infrastructure, and employment opportunities
3. Develop sensitivity and accessibility awareness educational material
4. Monitor implementation and administration of the Action Plan on Accessibility
5. Review, evaluate and participate in an update of the Action Plan on Accessibility and advise City Council of progress in achieving the goals for improving accessibility to City services, information, facilities, infrastructure and employee awareness as recommended in the Action Plan
6. Act as a resource to City Administration respecting development and implementation of public relations campaigns to promote the City’s efforts in making City services, information, facilities and infrastructure accessible to all individuals

Composition

Voting Members:

Agency Representatives <ul style="list-style-type: none">• 1 representative of the Saskatoon Council on Aging• 1 representative of the Canadian National Institute for the Blind (CNIB)• 1 representative of Saskatchewan Deaf and Hard of Hearing Services• 1 representative of Spinal Cord Injury Saskatchewan• 1 representative of the North Saskatchewan Independent Living Centre	Citizen Representatives* <ul style="list-style-type: none">• 1 citizen representative of the youth community (16 – 23 years old)• 1 citizen representative of the senior citizen community (55+ years old)• 6 additional citizen representatives <p>* at least 50% must be persons with a disability or caregivers of persons with a disability</p>
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Non-Voting Resource Members:

- 1 Councillor
- 1 representative of the Saskatchewan Human Rights Commission
- Representatives of the City's Administration from:
 - Community Services Department
 - Corporate Performance Department
 - Asset & Financial Management Department
 - Transportation & Utilities Department
 - Transit and Access Transit

Preferred Qualifications

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Persons with a disability or caregivers of persons with a disability.
- Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- Any other qualifications as outlined in Policy C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*.

Reporting

The SAAC shall report to City Council through the Transportation Committee (SPC-TRANS).

The SAAC shall report to the SPC-TRANS as required to update on any major initiative or report back on any matter referred to them by either the SPC-TRANS or City Council.

The SAAC shall submit an annual report outlining the previous year's accomplishments and a work plan for the upcoming year, to City Council through the SPC-TRANS. The annual report is intended to update City Council on progress goals and initiatives, and to provide an update on any outstanding issues or recommendations within its mandate. This report shall be submitted by March 31 and serve to demonstrate how the Committee remains relevant and current. In considering the report, Council will determine whether it requires continuation of the Committee or any changes to the mandate.

Appointment and Term

Voting Members:

- 2 year, staggered terms, maximum of 3 consecutive terms for citizen representatives (6 years)
- Agency representatives are not subject to a maximum term
- Appointments to be made by City Council

Non-Voting Resource Members:

- Councillor, 4 year (Council) term
- Administration as assigned at the discretion of the General Manager

A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at its annual organizational meeting.

Mentorship of Youth Member

The Chair, or in the alternative as required, the Vice-Chair of the Committee shall mentor and serve as a role model to the youth member of the Committee.

Quorum

Quorum is met by attendance of a majority of voting members (7).

Subcommittees and Working Groups

- The SAAC may form subcommittees and working groups within its membership as may be necessary to address specific issues within its mandate.
- Subcommittees shall draw upon members of the committee and the Chair of the subcommittee shall be a voting member.
- Issues identified outside the SAAC mandate may be the subject of an ad hoc committee established by the SPC-TRANS.

Meetings

- Typically meets on the second Friday of each month at 12:00 noon. to 2:00 p.m. during each of January, February, March, April, May, June, September, October and November or as otherwise required
- The City Clerk's Office shall provide administrative support to each meeting of the SAAC

Remuneration and Expense Reimbursement

SAAC members shall serve without receiving remuneration. The following benefits and services are provided to members in accordance with Policy No. C01-003, *Appointments to Civic Boards, Commissions, Authorities, and Committees*:

- Reimbursement of childcare expenses for scheduled SAAC meetings (receipt required)
- Parking and bus ticket expenses
- Hearing & visual assistance

Resource Documents

[The Cities Act](#)

[Bylaw No. 8174, The City Administration Bylaw, 2003](#)

[Bylaw No. 9170, The Procedures and Committees Bylaw, 2014](#)

[Policy No. C01-003, Appointments to Civic Boards, Commissions, Authorities, and Committees](#), which includes the attached *City of Saskatoon Code of Conduct for Members of Civic Boards, Commissions, Authorities and Committees* and *City of Saskatoon Anti-Harassment Policy for Members of Civic Boards, Commissions, Authorities and Committees*

Any other policies as required

THE STARPHOENIX, SATURDAY, SEPTEMBER 15, 2018
THE STARPHOENIX, MONDAY, SEPTEMBER 17, 2018

PUBLIC NOTICE

THE PROCEDURES AND COMMITTEES BYLAW, 2014

City Council will consider a report from the City Solicitor at the City Council meeting Monday, September 24, 2018 at 1:00 p.m., Council Chambers, City Hall, recommending:

1. That an amendment be made to *The Procedures and Committees Bylaw, 2014* to:
 - (a) amend Part V to reflect a new Advisory Committee structure; and
 - (b) add a provision to permit Council Committees the ability to appoint ad hoc committees.

The Cities Act, Subsection 55.1(4), requires that City Council give Public Notice before amending its *Procedures and Committees Bylaw*.

For more information, contact the City Clerk's Office: 306-975-3240

Proposed Amendments to Bylaw No. 7200, The Traffic Bylaw – Speed Limit Changes

Recommendation

That City Council consider Bylaw No. 9531, *The Traffic Amendment Bylaw, 2018 (No. 3)*.

Topic and Purpose

The purpose of this report is to provide City Council with Bylaw No. 9531, *The Traffic Amendment Bylaw, 2018 (No. 3)*, which implements City Council's decision to establish and amend speed limits on a number of streets.

Report

At its August 27, 2018, Regular Business Meeting, City Council considered the report of the Standing Policy Committee on Transportation dated August 13, 2018, recommending approval of proposed amendments to Bylaw No. 7200, *The Traffic Bylaw*.

City Council approved the proposed amendments, with the exception of recommendation 1, relating to McOrmond Drive from Central Avenue to Wanuskewin Road, which was deferred to the September City Council meeting. City Council directed the City Solicitor to prepare the necessary bylaw amendment.

In consideration of the motion deferred to the September City Council meeting, the attached Bylaw provides, in Schedule "A" at item 6(h), that the maximum speed on McOrmond Drive from Central Avenue to Wanuskewin Road is 70 km/h. If the deferred motion is not approved and item 6(h) is removed from the proposed Bylaw, the maximum speed on McOrmond Drive from Central Avenue to Wanuskewin Road will be 50 km/h as established in Schedule "A" at item 10(a).

In accordance with City Council's instructions, we are pleased to submit Bylaw No. 9531, *The Traffic Amendment Bylaw, 2018 (No. 3)* for City Council's consideration.

Attachment

1. Proposed Bylaw No. 9531, *The Traffic Amendment Bylaw, 2018 (No. 3)*.

Report Approval

Written by: Reché McKeague, Solicitor

Approved by: Patricia Warwick, City Solicitor

Admin Report – Traffic Bylaw.docx
102.0533

BYLAW NO. 9531

The Traffic Amendment Bylaw, 2018 (No. 3)

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Traffic Amendment Bylaw, 2018 (No. 3)*.

Purpose

2. The purpose of this Bylaw is to amend Bylaw No. 7200, *The Traffic Bylaw*, to enact and amend a number of speed limits within the City of Saskatoon.

Bylaw No. 7200 Amended

4. Bylaw No. 7200, *The Traffic Bylaw*, is amended in the manner set forth in this Bylaw.

Schedule No. 4 Amended

5. Schedule No. 4 is repealed and the schedule attached as Schedule "A" to this Bylaw is substituted.

Coming Into Force

6. This Bylaw shall come into force on the day of its final passing.

Read a first time this _____ day of _____, 2018.

Read a second time this _____ day of _____, 2018.

Read a third time and passed this _____ day of _____, 2018.

Mayor

City Clerk

Schedule “A” to Bylaw No. 9531

**“Schedule No. 4
Maximum Speeds**

1. **10 km/h:**
 - (a) in any parking structure.
2. **20 km/h:**
 - (a) in any parking area;
 - (b) in any alley;
 - (c) in any public park.
3. **30 km/h:**
 - (a) in any school zone.
4. **40 km/h:**
 - (a) Caen Street from Elevator Road to Dundonald Avenue;
 - (b) Ortona Street from Elevator Road to Ortona Street;
 - (c) Dieppe Street from Elevator Road to Dundonald Avenue;
 - (d) Mountbatten Street from Haida Avenue to Dundonald Avenue;
 - (e) Crescent Boulevard from 11th Street West to Ortona Street;
 - (f) Lancaster Boulevard from 11th Street West Bypass to Mountbatten Street;
 - (g) 11th Street West from 3351 - 11th Street West to 3111 - 11th Street West;
 - (h) Crear Drive from 11th Street West to Mountbatten Street;
 - (i) Haida Avenue from Caen Street to Cassino Avenue;
 - (j) Simmonds Avenue from Dieppe Street to Cassino Avenue;
 - (k) Cassino Avenue (entire road);

- (l) Elevator Road from 11th Street West to Dieppe Street;
- (m) McNaughton Avenue from 11th Street West to Ortona Street;
- (n) Dundonald Avenue from 11th Street West to Mountbatten Street;
- (o) Arnhem Street from McNaughton Avenue to Haida Avenue;
- (p) Normandy Street from Elevator Road to Haida Avenue;
- (q) Lancaster Crescent from Mountbatten Street to Mountbatten Street;
- (r) Bader Crescent from Mountbatten Street to Mountbatten Street;
- (s) Merritt Street from Crescent Boulevard to Rockingham Avenue;
- (t) Rockingham Avenue from Caen Street to Ortona Street;
- (u) Currie Avenue from Caen Street to Ortona Street.

5. **60 km/h on the following roads:**

- (a) 8th Street from a point 400 metres east of McKercher Drive to the East City Limit;
- (b) College Drive between Cumberland Avenue and a point 100 metres east of Preston Avenue;
- (c) Spadina Crescent from a point 430 metres south of Schulyer Street to the West City Limit;
- (d) Warman Road between 33rd Street and 51st Street;
- (e) Spadina Crescent between Windsor Street and Pinehouse Drive;
- (f) 22nd Street between Witney Avenue and Grid No. 684 (the Dalmeny Grid);
- (g) Lorne Avenue between Jasper Avenue and the South City Limit;
- (h) 51st Street between Idylwyld Drive and Warman Road;
- (i) Lenore Drive between Warman Road and Russell Road;
- (j) Airport Drive between Circle Drive and 45th Street;
- (k) Avenue C between Idylwyld Drive and 45th Street;

- (l) Clarence Avenue from Stonebridge Boulevard to the South City Limit;
- (m) Attridge Drive between Circle Drive and McOrmond Drive;
- (n) Preston Avenue between Circle Drive North and 14th Street;
- (o) Boychuk Drive between 8th Street and Highway No. 16;
- (p) Agra Road between Central Avenue and Lowe Road;
- (q) Battleford Trail from Hughes Drive northwest to the City Limit;
- (r) Wanuskewin Road between 51st Street north to Adilman Drive;
- (s) Lowe Road from a point 600 metres north of Nelson Road to a point 200 metres south of Atton Crescent;
- (t) Marquis Drive between Wanuskewin Road and Idylwyld Drive;
- (u) Claypool Drive from Airport Drive west to the City Limits;
- (v) Millar Avenue from a point 200 metres north of 60th Street to the North City Limit;
- (w) Range Road 3060 from the North City Limit south to Highway 16;
- (x) Wanuskewin Road between 51st Street to a point 450 metres north of Adilman Drive;
- (y) 33rd Street from a point 130 metres northwest of Kensington Road to the City Limit;
- (z) Valley Road from Circle Drive South to the South City Limit.
- (aa) Central Avenue from a point 220 metres north of Somers Road south to Attridge Drive;
- (bb) Central Avenue / Range Road 3051 from Agra Road north to the City Limit;
- (cc) McOrmond Drive from Highway 5 north to Fedoruk Drive;
- (dd) McOrmond Drive from a point 800 metres east of Lowe Road west to Central Avenue;
- (ee) Lowe Road from a point 800 metres north of Agra Road north to McOrmond Drive;
- (ff) Zimmerman Road from Highway 16 to a point 1,000 metres north of Highway 16.

6. 70 km/h on the following roadways:

- (a) Circle Drive, from a point 200 metres west of Avenue C to a point 200 metres west of Airport Drive;
- (b) Idylwyld Drive between 8th Street and 19th Street;
- (c) Circle Drive from the west abutment of the Circle Drive Bridge to Millar Avenue;
- (d) Wanuskewin Road between Adilman Drive and the North City Limit;
- (e) 71st Street between Idylwyld Drive and Wanuskewin Road;
- (f) Wanuskewin Road from a point 450 metres north of Adilman Drive to a point 370 metres north of 71st Street;
- (g) 71st Street West from Thatcher Avenue west to the City Limit;
- (h) McOrmond Drive from Central Avenue to Wanuskewin Road.

7. 80 km/h on the following roadways:

- (a) Idylwyld Drive North between Circle Drive North and 39th Street;
- (b) Circle Drive from a point 200 metres north of Laurier Drive to a point 620 metres south of 11th Street;
- (c) 11th Street between Chappell Drive and the West City Limit;
- (d) 11th Street from Highway No. 7 west to the City Limit;
- (e) 33rd Street from a point 300 metres west of Steeves Avenue to the City Limit;
- (f) Range Road 3063 from the South City Limit to the North City Limit;
- (g) Range Road 3064 from the South City Limit to the North City Limit;
- (h) Agra Road from Lowe Road east to the City Limit;
- (i) 22nd Street West from Grid No. 684 (the Dalmeny Grid) to a point 800 metres west of Grid No. 684 (the Dalmeny Grid);
- (j) Betts Avenue (Highway No. 7) between Hart Road and 11th Street West;
- (k) Blackley Road from Highway 41 to the North City Limit;

- (l) Fleury Road from Range Road 3045 to the East City Limit;
- (m) Millar Avenue from 71st Street to the North City Limit;
- (n) Range Road 3055 from 71st Street West to the North City Limit;
- (o) Zimmerman Road from College Drive/Highway 5 to a point 1,000 metres north of Highway 16;
- (p) College Drive from a point 100 metres east of Preston Avenue to a point 800 metres east of McOrmond Drive;
- (q) Lowe Road / Range Road 3050 from McOrmond Drive to the North City Limit.

8. **90 km/h on the following roadways:**

- (a) Idylwyld Drive between 8th Street and Circle Drive South;
- (b) Circle Drive South from a point 620 metres south of 11th Street West to the south intersection of Highways No. 11 and 16;
- (c) Idylwyld Drive North between Circle Drive North and the North City Limit;
- (d) Highway No. 11 between the south intersection of Highway Nos. 11 and 16 and the South City Limit;
- (e) Highway No. 16 between the south intersection of Highway Nos. 11 and 16 and the East City Limit;
- (f) Circle Drive from the west abutment of Circle Drive Bridge to the south intersection of Highways No. 11 and 16;
- (g) Dalmeny Grid from Highway No. 14 north to the City Limit;
- (h) Circle Drive from a point 200 metres west of Airport Drive to a point 200 metres north of Laurier Drive;
- (i) Highway No. 16 from 500 metres northwest of intersection at 71st Street to the City Limit;
- (j) Wanuskewin Road from a point 370 metres north of 71st Street to the North City Limit;
- (k) Highway 16 from Circle Drive to 500 metres east of Zimmerman Road;
- (l) College Drive from a point 800 metres east of McOrmond Drive to the East City Limit;

(m) Highway 14 from College Drive to the East City Limit.

9. **100 km/h on the following roadways:**

- (a) 22nd Street West (Highway No. 14) from a point 800 metres west of Grid No. 684 (the Dalmeny Grid) to the West City Limit;
- (b) Betts Avenue (Highway No. 7) from 11th Street West to the West City Limit;
- (c) Highway 11 from a point 470 metres south of Circle Drive East to the South City Limit.

10. **50 km/h on the following roads:**

- (a) on all other roadways of the City not previously provided for.”