



CITY COUNCIL

Monday, August 12, 2019, 5:30 p.m.
Council Chambers, 2nd Floor, City Hall

1. CALL TO ORDER

2. PUBLIC ACKNOWLEDGEMENTS

3. ADOPTION OF MINUTES

- a. Regular City Council Meeting Minutes - July 22, 2019

4. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE

- a. 2019 Beautification Awards, CC-2019-0128
- b. Request to Appoint a Representative to Downtown Moose Jaw Association, CC-2019-0140
- c. Extensions to Citizen Appointments – City of Moose Jaw’s Boards, Committees and Commissions, CC-2019-0138
- d. Notice of Decisions of the Development Appeals Board, CC-2019-0117
- e. Notice of Meeting of the Development Appeals Board, CC-2019-0120
- f. City Department Quarterly Reports, CC-2019-0127
- g. 2019 Solid Waste Budget Enhancements, CC-2019-0080

5. ADOPTION OF THE REPORT OF THE COMMITTEE OF THE WHOLE

6. REPORTS OF THE STANDING COMMITTEES OF CITY COUNCIL

- a. Executive Committee - July 22, 2019
- b. Special Executive Committee - July 25, 2019

7. MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES

- a. Executive Committee - July 22, 2019

- b. Special Executive Committee - July 25, 2019

8. REPORTS OF ADVISORY AND OTHER COMMITTEES

- a. Investment Committee - July 11, 2019
- b. Heritage Advisory Committee - July 24, 2019

9. GIVING NOTICE

10. MOTIONS

11. BYLAWS

- a. Consideration of Bylaws
 - 1. Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2), CC-2019-0130
 - 2. Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1)., CC-2019-0131
 - 3. Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4), CC-2019-0124
 - 4. Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw, CC-2019-0132

12. ENQUIRIES

13. RESPONSE TO WRITTEN "ANSWER TO ENQUIRIES"

- a. Answer to Verbal Enquiry – 1100 Block of 4th Avenue NE Paving and Widening, CC-2019-0135
- b. Answer to Verbal Enquiry – 2019 - Extent of 2019 Replacement Program, CC-2019-0136

14. PUBLIC FORUM

15. ADJOURNMENT

Executive Committee to follow.

The next regular meeting of City Council is scheduled for August 26, 2019.



MINUTES

Regular Meeting of City Council

**Monday, July 22, 2019, 5:30 p.m.
Council Chambers, 2nd Floor, City Hall**

PRESENT: Mayor Tolmie
Councillor H. Eby
Councillor D. Luhning
Councillor S. McMann
Councillor C. Froese
Councillor B. Swanson
ABSENT: Councillor C. Warren

1. CALL TO ORDER

Mayor Tolmie called the meeting to order at 5:30 p.m.

2. PUBLIC ACKNOWLEDGEMENTS

3. ADOPTION OF MINUTES

a. Regular City Council Meeting Minutes - July 8, 2019

Resolution #: 2019-07-22-314

Moved by Councillor Eby

Seconded by Councillor McMann

THAT the minutes of the regular meeting of City Council held on Monday, July 8, 2019 be approved and adopted.

Carried

4. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE

Resolution #: 2019-07-22-315

Moved by Councillor Mc Mann

Seconded by Councillor Eby

THAT we now go into the Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to deal with original communications, delegations and petitions.

Carried

Deputy Mayor, Councillor Luhning reported that the Committee of the Whole considered the following communications, delegations and petitions:

a. 2018 Audited Financial Statements, CC-2019-0104

Resolution #: 2019-07-22-316

Moved by Mayor Tolmie

THAT the City of Moose Jaw's Audited Financial Statements for the year ended December 31, 2018 be approved; and,

THAT the Financial Statements be publicized on the City of Moose Jaw's Website; and,

THAT a supplementary report be brought to the next Council meeting addressing questions asked by Council members.

Carried

b. 2018 Municipal Public Accounts, CC-2019-0103

Resolution #: 2019-07-22-317

Moved by Councillor Eby

THAT the City of Moose Jaw's 2018 Municipal Public Accounts for the year ended December 31, 2018, be received and filed; and

THAT the Municipal Public Accounts be publicized on the City of Moose Jaw's Website.

Carried

c. Moose Jaw Municipal Airport Authority (MJMAA) ICIP Grant Application, CC-2019-0100

Councillor Swanson requested a recorded vote on the motion.

Resolution #: 2019-07-22-318

Moved by Mayor Tolmie

THAT City Council approve the Investing in Canada Infrastructure Program (ICIP) Grant Application.

For (4): Mayor Tolmie, Councillor Eby, Councillor McMann, and Councillor Froese

Against (2): Councillor Luhnning, and Councillor Swanson

Carried (4 to 2)

d. Phase 1A Servicing for Southeast Industrial Park, CC-2019-0109

Resolution #: 2019-07-22-319

Moved by Mayor Tolmie

THAT City Council authorize the Engineering Department to proceed with procuring a qualified Contractor to perform the work required to expend the Clean Water and Wastewater Fund (CWWF) in the Southeast Industrial area for a cost of \$1,213,957; and

THAT the source of funding be Capital Account LD-3 Southeast Industrial.

Carried

5. ADOPTION OF THE REPORT OF THE COMMITTEE OF THE WHOLE

Resolution #: 2019-07-22-320

Moved by Councillor Eby

Seconded by Councillor Froese

THAT the report of the Committee of the Whole be taken as read, received and adopted.

Carried

6. REPORTS OF THE STANDING COMMITTEES OF CITY COUNCIL

a. Executive Committee - July 8, 2019

Resolution #: 2019-07-22-321

Moved by Councillor Froese

Seconded by Councillor McMann

THAT the report of the Executive Committee meeting dated July 8, 2019 be taken as read.

Carried

7. MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES

a. Executive Committee - July 8, 2019

Resolution #: 2019-07-22-322

Moved by Councillor Luhning

Seconded by Councillor Eby

THAT the report of the Executive Committee dated July 8, 2019 be received and adopted.

Carried

8. REPORTS OF ADVISORY AND OTHER COMMITTEES – Nil.

9. GIVING NOTICE – Nil.

10. MOTIONS – Nil.

11. BYLAWS

a. Consideration of Bylaws

1. Bylaw No. 5583, Official Community Plan Amendment Bylaw, 2019 (1), CC-2019-0110

Resolution #: 2019-07-22-323

Moved by Councillor Luhning

Seconded by Councillor Eby

THAT City Council rescind 2nd and 3rd readings of Bylaw No. 5583, Official Community Plan Amendment Bylaw, 2019 (1).

Carried

Resolution #: 2019-07-22-324a

Moved by Councillor Froese

Seconded by Councillor McMann

THAT Bylaw No. 5583 be now read a second time.

Carried

Resolution #: 2019-07-22-324b

Moved by Councillor McMann

Seconded by Councillor Eby

THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to consider Bylaw No. 5583.

Carried

Resolution #: 2019-07-22-324c

Moved by Councillor Eby

THAT the Bylaw be amended by deleting: "This Bylaw comes into force on the day of passage" and replacing with the following wording: "This Bylaw comes into force on the date of approval by the Minister of Government Relations."

Carried

Resolution #: 2019-07-22-324d

Moved by Councillor Froese

THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety as amended.

Carried

Your Committee of the Whole to consider **Bylaw No. 5583, Official Community Plan Amendment Bylaw, 2019 (1)**, begs to report that the Bylaw passed this committee with amendment.

(SGD) Coun. Luhning

Chairperson

Resolution #: 2019-07-22-324e

Moved by Councillor Froese

Seconded by Councillor Eby

THAT the report of the Committee of the Whole be received and adopted.

Carried

Resolution #: 2019-07-22-324f

Moved by Councillor Froese

Seconded by Councillor Eby

THAT Bylaw No. 5583 be submitted for Third reading forthwith.

Carried Unanimously

Resolution #: 2019-07-22-324g

Moved by Councillor Eby

Seconded by Councillor Froese

THAT Bylaw No. 5583 be now read a third time, adopted, signed by the Mayor and City Clerk, dated and sealed.

Carried

b. Introduction of Bylaws

1. Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2), CC-2019-0106

Resolution #: 2019-07-22-325a

Moved by Councillor McMann

Seconded by Councillor Froese

THAT Deputy Mayor Councillor Luhning be allowed to introduce **Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2)**.

Carried

Resolution #: 2019-07-22-325b

Moved by Councillor Froese

Seconded by Councillor McMann

THAT Bylaw No. 5589 be now read a first time.

Carried

Resolution #: 2019-07-22-325c

Moved by Councillor McMann

Seconded by Councillor Eby

THAT Bylaw No. 5589 be now read a second time.

Carried

Resolution #: 2019-07-22-325d

Moved by Councillor Eby

Seconded by Councillor McMann

THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to consider Bylaw No. 5589.

Carried

Resolution #: 2019-07-22-325e

Moved by Mayor Tolmie

THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried

Your Committee of the Whole to consider **Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2)**, begs to report that the Bylaw passed this committee without amendment.

(SGD) Coun. Luhning

Chairperson

Resolution #: 2019-07-22-325f

Moved by Councillor McMann

Seconded by Councillor Eby

THAT the report of the Committee of the Whole be received and adopted.

Carried

Resolution #: 2019-07-22-325g

Moved by Councillor McMann

Seconded by Councillor Froese

THAT Bylaw No. 5589 be submitted for Third reading forthwith.

Carried But Not Unanimously

2. Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1), CC-2019-0107

Resolution #: 2019-07-22-326a

Moved by Councillor Eby

Seconded by Councillor Froese

THAT Deputy Mayor Councillor Luhning be allowed to introduce **Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1)**.

Carried

Resolution #: 2019-07-22-326b

Moved by Councillor Froese

Seconded by Councillor Eby

THAT Bylaw No. 5590 be now read a first time.

Carried

Resolution #: 2019-07-22-326c

Moved by Councillor McMann

Seconded by Councillor Froese

THAT Bylaw No. 5590 be now read a second time.

Carried

Resolution #: 2019-07-22-326d

Moved by Councillor Froese

Seconded by Councillor McMann

THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to consider Bylaw No. 5590.

Carried

Resolution #: 2019-07-22-326e

Moved by Councillor Eby

THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried

Your Committee of the Whole to consider **Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1)**, begs to report that the Bylaw passed this committee without amendment.

(SGD) Coun. Luhning

Chairperson

Resolution #: 2019-07-22-326f

Moved by Councillor Froese

Seconded by Councillor Eby

THAT the report of the Committee of the Whole be received and adopted.

Carried

Resolution #: 2019-07-22-326g

Moved by Councillor Eby

Seconded by Councillor Froese

THAT Bylaw No. 5590 be submitted for Third reading forthwith.

Carried But Not Unanimously

3. Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4), CC-2019-0105

Resolution #: 2019-07-22-327a

Moved by Councillor Froese

Seconded by Councillor Eby

THAT Deputy Mayor Councillor Luhning be allowed to introduce **Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4)**.

Carried

Resolution #: 2019-07-22-327b

Moved by Councillor Eby

Seconded by Councillor Froese

THAT Bylaw No. 5592 be now read a first time.

Carried

Resolution #: 2019-07-22-327c

Moved by Councillor McMann

Seconded by Councillor Froese

THAT Bylaw No. 5592 be now read a second time.

Carried

Resolution #: 2019-07-22-327d

Moved by Councillor McMann

Seconded by Councillor Eby

THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to consider Bylaw No. 5592.

Carried

Resolution #: 2019-07-22-327e

Moved by Councillor McMann

THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried

Your Committee of the Whole to consider **Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4)**, begs to report that the Bylaw passed this committee without amendment.

(SGD) Coun. Luhning

Chairperson

Resolution #: 2019-07-22-327f

Moved by Councillor Froese

Seconded by Councillor Eby

THAT the report of the Committee of the Whole be received and adopted.

Carried

Resolution #: 2019-07-22-327g

Moved by Councillor Froese

Seconded by Councillor McMann

THAT Bylaw No. 5592 be submitted for Third reading forthwith.

Carried But Not Unanimously

4. Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw, CC-2019-0108

Resolution #: 2019-07-22-328a

Moved by Councillor Froese

Seconded by Councillor McMann

THAT Deputy Mayor Councillor Luhning be allowed to introduce **Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw.**

Carried

Resolution #: 2019-07-22-328b

Moved by Councillor McMann

Seconded by Councillor Froese

THAT Bylaw No. 5594 be now read a first time.

Carried

Resolution #: 2019-07-22-328c

Moved by Councillor Froese

Seconded by Councillor Eby

THAT Bylaw No. 5594 be now read a second time.

Carried

Resolution #: 2019-07-22-328d

Moved by Councillor Froese

Seconded by Councillor Eby

THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Luhning to consider Bylaw No. 5594.

Carried

Resolution #: 2019-07-22-328e

Moved by Councillor McMann

THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried

Your Committee of the Whole to consider **Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw**, begs to report that the Bylaw passed this committee without amendment.

(SGD) Coun. Luhning

Chairperson

Resolution #: 2019-07-22-328f

Moved by Councillor Eby

Seconded by Councillor Froese

THAT the report of the Committee of the Whole be received and adopted.

Carried

Resolution #: 2019-07-22-328g

Moved by Councillor Froese

Seconded by Councillor Eby

THAT Bylaw No. 5594 be submitted for Third reading forthwith.

Carried But Not Unanimously

12. ENQUIRIES

Councillor Froese made a verbal enquiry as to the construction notice that was provided to the Moose Jaw Farmer's Market affecting their location for the rest of the summer, which was answered by Administration.

Councillor McMann made a verbal enquiry regarding his request that a copy of the Employee Handbook be distributed to all members of Council, wherein Administration responded that this will be provided with the next Personnel Committee meeting notice.

Councillor Luhning provided a written enquiry regarding a property on Hastings Street that has been an ongoing issue.

Councillor Swanson made a verbal enquiry respecting updates for past enquiries: the decision to not widen the 1100 block 4th Avenue NE when it was repaved, the discrepancy regarding Cast Iron locations determined versus scheduled, and a synopsis of contractual agreements reached with various Unions, specifically for the Fire Department. Administration advised that these updates will be distributed in the near future.

13. RESPONSE TO WRITTEN "ANSWER TO ENQUIRIES" – Nil.

14. PUBLIC FORUM – Nil.

15. ADJOURNMENT

The meeting adjourned at 7:20 p.m.

MAYOR

CITY CLERK



City of Moose Jaw

COMMUNICATION # CC-2019-0128

TITLE: 2019 Beautification Awards

TO: City Council

FROM: Department of Parks and Recreation

DATE: July 31, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT Communication #CC-2019-0128 dated July 31, 2019 from the Department of Parks and Recreation regarding the presentation of the 2019 Beautification Awards winners be received and filed.

TOPIC AND PURPOSE

The purpose of this report is to advise City Council of the winners of the 2019 Beautification Awards. The presentation of the Beautification Awards will publicly acknowledge the winners at the City Council meeting.

BACKGROUND

The Beautification Awards have been held annually since 1981. They recognize outstanding properties in our City and promote civic pride among residents.

DISCUSSION

The 2019 Beautification Awards sponsors and winners are as follows:

Best Residential Property

Winner: Kari Nelson and Ryan Hoover
Sponsor: Cornell Design and Landscaping

Best Residential Property

Winner: Curtis and Kirby Campbell
Sponsor: Windmill Greenhouses

Honourable Mention

Winner: Pat and Wayne Ingleby

Sponsor: Keon Garden Centre

Honourable Mention

Winner: Eric and Shelly Froese

Sponsor: Emerald Custom Creations

Honourable Mention

Winner: Mike and Wanda McRitchie

Sponsor: City of Moose Jaw

Winners will be present and will receive their awards at City Council. A power point presentation has been developed, which shows photographs of the winners' properties.

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

The Beautification Awards are sponsored by local businesses each year. The sponsors in 2019 are Cornel Design and Landscaping, Keon Garden Centre, Windmill Greenhouses, and Emerald Custom Creations.

COMMUNICATION PLAN

A news release will be sent out detailing the winners, including photos of the winning properties. Additionally, the winners will be announced on the City's social media accounts.

STRATEGIC PLAN

The Beautification Awards greatly support the City's Strategic Priority of Community Pride.

OTHER CONSIDERATIONS/IMPLICATIONS

There is no policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

PUBLIC NOTICE

Public Notice is not required.

PRESENTATION

AUDIO/VISUAL: Ms. Sarah Wist Regent, Parks Gardener, will present a power point and announce the Award Winners. Winners and sponsors will be present and will respectively present and receive their awards.

ATTACHMENTS

- i. 2019 Beautification Awards Presentation

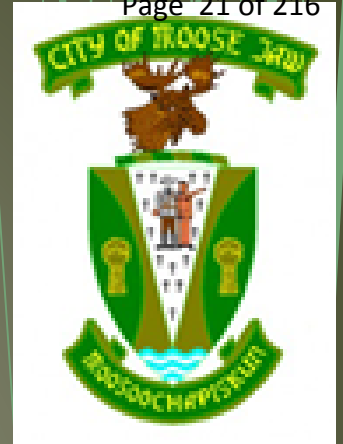
REPORT APPROVAL

Written by: Sarah Wist Regent, Parks Gardener
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Derek Blais, Director of Parks and Recreation
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



City of Moose Jaw

2019 Beautification Awards

Nominees



Best Residential Property

- Recognizes the overall beautification of a residential property's landscaping.
- Sponsored by Cornell Design and Landscaping and Windmill Greenhouses

Kari Nelson and Ryan Hoover



Curtis and Kirby Campbell



Honourable Mentions for Best Residential Property

Sponsored by Emerald Custom Creations
Keon Garden Centre
City of Moose Jaw

Pat and Wayne Ingleby



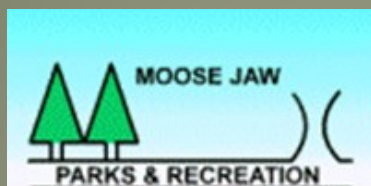
Eric and Shelly Froese



Mike and Wanda McRitchie



Thank you to our Sponsors and Judges!



Judges — Leslie Cornell, Sandra Couture, Lana Lalonde and Sarah Regent

Thanks to all of those who participated in the 2019 Beautification Awards!

We hope to see you in 2020!



City of Moose Jaw

COMMUNICATION # CC-2019-0140

TITLE: Request to Appoint a Representative to Downtown Moose Jaw Association

TO: City Council

FROM: City Clerk/Solicitor's Department

DATE: July 31, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT representatives of the Downtown Moose Jaw Association Incorporated be allowed to address members of City Council.

THAT City Council appoint an Ex-Officio member, from among elected representatives, to the Downtown Moose Jaw Association Incorporated Board of Directors, to represent the City of Moose Jaw for a term beginning immediately and ending March 31, 2020.

TOPIC AND PURPOSE

To present a request dated July 18, 2019 from the Downtown Moose Jaw Association Incorporated for an Ex-Officio position to be filled by a City of Moose Jaw Councillor or an employee of the Municipal Corporation of the City of Moose Jaw.

BACKGROUND

Downtown Moose Jaw Association Incorporated is a non-profit incorporation managed by a Board of Directors and organized "for the purpose of aiding, stimulating, developing and beautifying the area designated as the 'Downtown Development Area'." Ex-Officio members have voting power, are appointed annually by their respective agency and are not able to hold an executive position on the Board. The composition of the Board will include eight (8) business owners or owners of buildings in the Downtown Development Area and one (1) Ex-Officio member each from the City of Moose Jaw, Moose Jaw and District Chamber of Commerce, and Tourism Moose Jaw, respectively.

In 1984, the City of Moose Jaw designated an area in the Downtown Business District as a Business Improvement District and established by Bylaw a Board of Management. The Bylaw was repealed in December 2010. Since that time, there has been no

organizational structure with a mandate to focus specifically on economic growth in the downtown area.

DISCUSSION

City Council members sit on a variety of local third-party boards, such as Tourism Moose Jaw, the Humane Society, and the Moose Jaw Cultural Centre. Typically, the City has an economic interest in those organizations as building leaseholder; a seat on the Board allows the City some oversight regarding the organization's affairs. A similar stake exists in relation to the downtown area. The City can be seen as a stakeholder in terms of its interests which align with the objectives of the Downtown Moose Jaw Association: namely to improve, beautify and maintain municipally owned lands, buildings and structures; promote the area as a business or shopping area; and conduct studies or prepare designs. A more comprehensive description of the Downtown Moose Jaw Association Corporate Purpose can be found in Attachment ii. The organization recognizes that increasing economic growth to the downtown area creates spin off to the City of Moose Jaw as a whole. Therefore, it is recommended that Council appoint an Ex-Officio member to the Downtown Moose Jaw Association Incorporated Board of Directors.

Council members were canvassed regarding their interest in sitting on the Board. Councillor Dawn Luhning expressed her willingness to submit her name.

OPTIONS TO RECOMMENDATION

- THAT Council appoint a City employee as an Ex-Officio member to the Downtown Moose jaw Association Incorporated Board of Directors.
- THAT Council does not appoint an Ex-Officio member to the Downtown Moose jaw Association Incorporated Board of Directors.

STRATEGIC PLAN

This report supports the Strategic Plan guiding principle of a collaborative future: "We share a commitment to thinking and working together with our community to achieve our vision of the future."

OFFICIAL COMMUNITY PLAN

This report is consistent with the OCP, specifically that, in working towards the OCP goals, it will be important for the City of Moose Jaw to:

- 2.3 a) encourage and facilitate public participation in the planning process; and
- b) work in cooperation and coordination with other groups, agencies, institutions and governments, both within and beyond the City.

FINANCIAL IMPLICATIONS

There are no financial implications. We have been advised that the City of Moose Jaw will not be required to pay membership dues to the organization.

PUBLIC NOTICE

Public Notice pursuant to the Public Notice Policy is not required.

PRESENTATION

VERBAL: A representative of the Downtown Moose Jaw Association Incorporated will be present to answer questions.

ATTACHMENTS

- i. Request from Downtown Moose Jaw Association dated July 18, 2019.
- ii. Downtown Moose Jaw Association Inc. Bylaws

REPORT APPROVAL

Written by: Maureen Latta, City Council Support
 Reviewed by: Tracy Wittke, Assistant City Clerk
 Approved by: Myron Gulka-Tiechko, City Clerk/Solicitor
 Approved by: Jim Puffalt, City Manager
 Approved by: Fraser Tolmie, Mayor

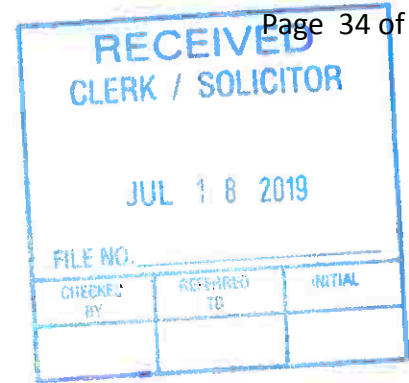
To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

July 18, 2019

City of Moose Jaw
City Clerk/Solicitor's Department
228 Main Street N.
Moose Jaw, SK S6H 3J8



Re: Request for Your Department to Appoint a Council Representative to the Downtown Moose Jaw Association Incorporated Board of Directors at the July 22nd Regular Meeting of Council

This communication is confirmation that a Full Board of Directors and Executive has been struck to form the *Downtown Moose Jaw Association Incorporated* on July 9th, 2019. As written in the Board Bylaws, the organization is requesting an Ex-Officio position to be filled by a City of Moose Jaw Councillor or an appointed person. This initial Term will be from the current date to March 31, 2020 at the First Annual General Meeting of the Organization.

ARTICLE V. BOARD OF DIRECTORS

Section 15. Composition of the Board

The Non-profit Incorporation shall consist of the following persons:

1. Eight (8) voting members that are business owners, or owners of buildings in the designated "Downtown Development Area" and have their Municipal Business Licence in good standing.
2. One (1) ex officio member from the City of Moose Jaw. The person that is appointed to represent the City of Moose Jaw shall be a City of Moose Jaw Councillor, or an employee of the Municipal Corporation of the City of Moose Jaw.
3. One (1) ex officio member of the Moose Jaw and District Chamber of Commerce. The person that is appointed to represent the Moose Jaw and District Chamber of Commerce shall be either an employee, or a Board of Director that has their membership in good standing with said organization.
4. One (1) ex officio member of Tourism Moose Jaw. The person that is appointed to represent Tourism Moose Jaw shall be either an employee, or a Board of Director that has their membership in good standing with said organization.
5. The board members that have been appointed in Section 15 (2-4) shall be voting members of the board.

Our intention is to be conducting regular meetings and acting in full capacity immediately upon this approval. Your attention to this matter at the next meeting of council would be greatly appreciated.

Direct contact can be made at email: downtownmoosejawassociation@gmail.com or at my number 306-313-7817.

Crystal Milburn
Secretary / Treasurer Downtown Moose Jaw Association Inc.

DOWNTOWN MOOSE JAW ASSOCIATION INC. BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the incorporation is DOWNTOWN MOOSE JAW ASSOCIATION INCORPORATED

ARTICLE II. CORPORATE PURPOSE

Section 1. Non-profit Purpose

This Non-profit incorporation is organized exclusively for the purpose of aiding, stimulating, developing and beautifying the area designated as the "Downtown Development Area" (schedule 1) Thereby, increasing the economic growth to the area specifically, and creating spin off to the City of Moose Jaw a whole.

Section 2. Specific Purpose

The Downtown Moose Jaw Association is in place to serve the downtown area of Moose Jaw, and follow the map known as the "Downtown Development Area" and within any such area shall be the Board of Management which may include but not be limited to the following.

The specific objectives and purpose of this organization shall be:

- a. to improve, beautify and maintain only municipally owned lands, buildings and structures in the "Downtown Development Area", in addition to any improvement, beautification or maintenance that is provided at the expense of the municipality at large;
- b. to acquire, by purchase, gift or lease, any real property necessary for its purposes to improve, beautify and maintain the property;
- c. to promote the area a business or shopping area;
- d. to undertake interim improvement and maintenance of any property mentioned in clause (b) for use as parking and may subsequently dispose of that property, by sale or lease, for public or private development for commercial purposes at a price not less than its fair market value;
- e. to conduct any studies or prepare any designs that may be necessary for the purposes of this section;

- f. to work with and aid in the writing of grants for organizations, businesses, and developers that host, plan to host, or develop an event or commercial endeavour that is within the "Designated Downtown Area", and will be a positive benefit to all that are part of the Downtown Moose Jaw Association.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

Application for voting membership shall be open to any current resident, property owner, business operator, or employee of the "Downtown Designated Area" that supports the purpose statement in Article II, Section 2. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted upon a majority vote of the board.

Section 2. Annual Dues

The amount required for annual dues shall be \$XXX each year, unless changed by a majority vote of the members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues. **To Be determined by the New Board of Directors and amended at March 2020 Annual General Meeting.

Section 3. Rights of Members

Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

Section 4. Resignation and Termination

Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

Section 5. Non-voting Membership

The board shall have the authority to establish and define non-voting categories of membership.

Section 6. Ex-Officio Members

The appointed ex-officio members have voting power, are appointed annually by their respective agency and are not able to hold an executive position on the Board of Directors.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular Meetings

Regular meetings of the members shall be held at the call of the chair, or at a designated Annual General Meeting, at a time and place designated by the chair.

Section 2. Annual Meetings

An annual meeting of the members shall take place in the month of March, the specific date, time and location of which will be designated by the chair. At the annual meeting the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

Section 3. Special Meetings

Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent (5%) of voting members may also call a special meeting.

Section 4 Notice of Meetings

Printed notice of each meeting shall be given to each voting member, by mail, not less than two weeks prior to the meeting.

Section 5. Quorum

A quorum for a meeting of the members shall consist of at least twenty percent (20)% of the active membership.

Section 6. Voting

All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. When a meeting is not possible, votes can be accepted by email for approval.

ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Non-profit incorporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Non-profit incorporation.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than six (6) nor more than Eight (8) including the following officers: the President, the first Vice-President, the Secretary, and the Treasurer.

The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the Board of Directors must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.

No two members of the Board of Directors related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Each member of the Board of Directors shall be a member of the Non-profit incorporation whose membership dues are paid in full and shall hold office for up to a two-year term as submitted by the nominations committee.

Newly elected members of the Board of Directors shall serve two year terms. Their terms shall be staggered so that at the time of each annual meeting, the terms of approximately one-half (1/2) of all members of the Board of Directors shall expire.

Each member of the Board of Directors shall attend at least nine (9) monthly meetings of the Board per year.

Each member of the Board of Directors shall not fail to attend three (3) consecutive regular meetings of the Board without just cause, that member shall cease to be a member of the Board and the vacancy so created shall be recorded and the Board of Directors may appoint a person who is eligible to be appointed as a member of the Board to fill the vacancy and its remaining term.

Section 3. Regular and Annual Meetings

An annual meeting of the Board of Directors shall be held at a time and day in the month of March of each calendar year and at a location designated by the Executive Committee of the Board of Directors. The Board of Directors may provide by resolution the time and place, for the holding of regular meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days, prior to the meeting date.

Section 4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 6. Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 7. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

Section 8. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 9. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

Section 11. Confidentiality

Directors shall not discuss or disclose information about the Non-profit incorporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Non-profit incorporations' purposes, or can reasonably be expected to benefit the Non-profit incorporation. Directors shall use discretion and good business judgment in discussing the affairs of the Non-profit incorporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Non-profit incorporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors.

Section 12. Advisory Council

An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Non-Profit incorporation by providing expertise and professional knowledge. Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

Section 13. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 14. Removal.

Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the Non-profit incorporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

Section 15. Composition of the Board

The Non-profit Incorporation shall consist of the following persons:

1. Eight (8) voting members that are business owners, or owners of buildings in the designated "Downtown Development Area" and have their Municipal Business Licence in good standing.
2. One (1) ex officio member from the City of Moose Jaw. The person that is appointed to represent the City of Moose Jaw shall be a City of Moose Jaw Councillor, or an employee of the Municipal Corporation of the City of Moose Jaw.
3. One (1) ex officio member of the Moose Jaw and District Chamber of Commerce. The person that is appointed to represent the Moose Jaw and District Chamber of Commerce shall be either an employee, or a Board of Director that has their membership in good standing with said organization.
4. One (1) ex officio member of Tourism Moose Jaw. The person that is appointed to represent Tourism Moose Jaw shall be either an employee, or a Board of Director that has their membership in good standing with said organization.
5. The board members that have been appointed in Section 15 (2-4) shall be a voting members of the board.

ARTICLE VI. OFFICERS

The officers of this Board shall be the President, Vice-President, Secretary and Treasurer. All officers must have the status of active members of the Board. Ex-officio members cannot hold an officer position.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. He/She shall preside at all meetings of the Executive Committee.
- b. He/She shall have general and active management of the business of this Advisory Board.
- c. He/She shall see that all orders and resolutions of the Advisory Board are brought to the Advisory Board.
- d. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- e. He/She shall submit a report of the operations of the program for the fiscal year to the Advisory Board and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- f. He/She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-Presidents duties are:

- a. He/She shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Advisory Board.

Section 3. Secretary

The Secretary shall attend all meetings of the Advisory Board and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary's duties shall consist of:

- a. He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Advisory Board, including the annual meeting of the organization.
- b. Assisted by a staff member, he/she shall send notices of all meetings to the members of the Advisory Board and shall take reservations for the meetings.

- c. He/She shall perform all official correspondence from the Advisory Board as may be prescribed by the Advisory Board or the President.

Section 4. Treasurer

The Treasures duties shall be:

- a. He/She shall submit for the Finance and Fund Development Committee approval of all expenditures of funds raised by the Advisory Board, proposed capital expenditures (equipment and furniture) , by the staff of the agency.
- b. He/She shall present a complete and accurate report of the finances raised by this Advisory Board and also for any Special Development Projects within the "Downtown Development Area" at each meeting of the members, or at any other time upon request to the Advisory Board.
- c. He/She shall have the right of inspection of the funds resting with any Advisory Board Program including budgets and subsequent audit reports.
- d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- e. He/She shall perform such other duties as may be prescribed by the Advisory Board or the President under whose supervision he/she shall be.

Section 5. Election of Officers

The Nominating Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Advisory Board. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at the annual meeting of the Advisory Board. Those officers elected shall serve a term of one (1) year, commencing at the next meeting following the annual meeting.

Officers of the Executive Committee shall be eligible to succeed themselves in their respective offices for two (2) terms only.

Section 6. Removal of Officer

The Advisory Board with the concurrence of 3/4 of the members voting at the meeting may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

Section 7. Vacancies

The Nominating Committee shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Advisory Board at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE VII. COMMITTEE

Section 1. Committee Formation

The board may create committees as needed, such as fundraising, development projects, public relations, data collection, etc. The board chair appoints all committee chairs.

Section 2. Executive Committee

The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Section 3. Finance Committee

The treasurer is the chair of the Finance Committee, which includes three other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VIII. CORPORATE STAFF

Section 1: Executive Director

The Board of Directors may hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the Non-profit Incorporation, and shall direct the day-to-day business of the Non-profit

Incorporation, maintain the properties of the Non-profit Incorporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors or Advisory Council. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable provincial and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

a. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

- a. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- b. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- c. **Procedures for Addressing the Conflict of Interest**
 1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

d. Violations of the Conflicts of Interest Policy

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and

- d. Understands the Organization is non-profit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Organization operates in a manner consistent with non-profit purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further non-profit purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE X. IDEMNIFICATION

Section 1. General

To the full extent authorized under the laws of the province of Saskatchewan, the non-profit incorporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an

undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

Section 3. Insurance

The non-profit incorporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XI. BOOKS AND RECORDS

Section 1. Meeting Minutes

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors. The minutes shall be made available to all members of the Board. The minutes and all records of the Board shall be open to inspection by any person assessed for business assessment in the "Downtown Development Area", or a business person in the in the area.

Section 2. Financial Records

The Board shall adopt and maintain only banking arrangements and good accounting practices that are acceptable to the Treasurer, and submit monthly statements to the Board of Directors or upon request. An Audited Financial Statement, with the fiscal year ending December 31, will be completed annually and supplied to the general Membership at the Annual General Meeting. It will also be supplied to the Corporations branch at the time of renewal of the Non-profit Incorporation. Completed Audited financial statements will be provided to funding sources as required and requested.

ARTICLE XII. FUNDING

Section 1. Memberships

Any funds contributed to the Non-profit Incorporation from the municipality at large shall be used for administration and for the promotion of the area as a business or shopping area or for studies that aid in all future development.

Section 2. Municipal

Any funds received by the Non-profit Incorporation from Council approvals shall be used for administration and for the promotion of the area as a business or shopping area or for studies that aid in all future development.

Section 3. Provincial

Any funds from grants received by the Non-profit Incorporation from the Province shall be used for administration and for the promotion of the area as a business or shopping area or for studies that aid in all future development.

ARTICLE XIII. AMENDMENTS

Section 1. Articles of Incorporation

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

Section 2. Bylaws

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 16 preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

John Iatridis, President – Downtown Moose Jaw Association Incorporated

ATTEST: Crystal Milburn, Secretary – Downtown Moose Jaw Association Incorporated



City of Moose Jaw

COMMUNICATION # CC-2019-0138

TITLE: Extensions to Citizen Appointments – City of Moose Jaw's Boards, Committees and Commissions

TO: City Council

FROM: City Clerk/Solicitor's Department

DATE: August 1, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT terms for the following appointments to the Cultural Diversity Advisory Committee be extended to December 31, 2019: Dalise Hector and Stefanie Palmer (as alternate) as representatives of the Moose Jaw Multicultural Council; Rosemarie Zaba Stewart as representative of Sask. Polytechnic; Amanda McCann as representative of Prairie South School Division; Selinda England as Citizen-at-Large; and Lisa Abbasi as Citizen-at-Large.

THAT terms for the following appointments to the Environment Advisory Committee be extended to December 31, 2019: Todd Johnson and Trish German (as alternate) as representatives of Wakamow Valley Authority; Elisa McLeod as representative of 15 Wing; Rob Clark as representative of Moose Jaw Chamber of Commerce; Nicklaus Clayson as Citizen-at-Large; and David Kanz as Citizen-at-Large.

THAT terms for the following appointments to the Heritage Advisory Committee be extended to December 31, 2019: Scott Hellings as Citizen-at-Large; Karla Rasmussen as Citizen-at-Large; and Larry Hellings as Citizen-at-Large.

THAT terms for the following appointments to the Murals Project Management Committee be extended to December 31, 2019: Norma Westgard as Citizen-at-Large and Erin Westgard as Citizen-at-Large.

THAT terms for the following appointments to the Parks and Recreation Advisory Committee be extended to December 31, 2019: John Parsons as Citizen-at-Large; David Richards as Citizen-at-Large; Mark Hanson as Citizen-at-Large; and Kim Robinson as Citizen-at-Large.

THAT terms for the following appointments to the Special Needs Advisory Committee be extended to December 31, 2019: Steve Seida as Citizen-at-Large and James Allonby as Citizen-at-Large.

THAT terms for the following appointments to the Transportation Services Advisory Committee be extended to December 31, 2019: James Allonby as Citizen-at-Large; Daryl New as representative of the Special Needs Advisory Committee; Barry Stewart as representative of Prairie South School Division; and Gerry Turcotte as representative of Holy Trinity Roman Catholic School Division.

THAT terms for the following appointments to the Wakamow Valley Authority be extended to December 31, 2019: Rece Allen as Citizen-at-Large and David Richards as Citizen-at-Large.

TOPIC AND PURPOSE

To present Council with the names of citizen members of City of Moose Jaw Boards, Committees and Commissions who are willing to have their terms extended to December 31, 2019, as per Council's direction from the June 24, 2019 Executive Committee meeting.

BACKGROUND

At the June 24, 2019 Executive Committee meeting, Communication #EC-2019-0056 re: Review of Boards, Committees and Commissions presented recommendations for a comprehensive review of the City's Board, Committee and Commission structure and appointments. It was decided that citizen appointments would be extended to the end of 2019 to allow Boards, Committees and Commissions to continue to function pending the outcome of the review. Council passed a resolution that read, in part:

"THAT any Committee, Board or Commission member whose term expires on August 31, 2019, be approached to allow their appointment to be extended to December 31, 2019."

Subsequently, Administration sent letters to the citizen members of the City's Boards, Committees and Commissions whose terms are set to expire August 31, 2019 regarding their willingness to remain in their respective positions until December 31, 2019. (The Economic Development Commission has been dormant and therefore no extension requests were sent.)

DISCUSSION

A majority of citizen members responded and were willing to extend their terms. Therefore, this report recommends that the following citizen terms be extended to December 31, 2019:

Cultural Diversity Advisory Committee:

Dalise Hector (Stefanie Palmer, alternate)
 Rosemarie Zaba Stewart
 Amanda McCann
 Selinda England
 Lisa Abbasi

Environment Advisory Committee:

Todd Johnson (Trish German, alternate)
 Elisa McLeod
 Rob Clark
 Nicklaus Clayson
 David Kanz

Heritage Advisory Committee:

Scott Hellings
 Karla Rasmussen
 Larry Hellings

Murals Project Management Committee:

Norma Westgard
 Erin Westgard

Parks and Recreation Advisory Committee:

John Parsons
 David Richards
 Mark Hanson
 Kim Robinson

Special Needs Advisory Committee:

Steve Seida
 James Allonby

Transportation Services Advisory Committee:

James Allonby
 Daryl New
 Barry Stewart
 Gerry Turcotte

Wakamow Valley Authority:

Rece Allen
 David Richards

PUBLIC AND/OR STAKEHOLDER INVOLVEMENT

Letters were sent to all citizen members of City of Moose Jaw Boards, Committees and Commissions, whose term of appointment will expire on August 31, 2019, notifying them of the pending review and seeking consent to extend their appointments to December 31, 2019.

OTHER CONSIDERATIONS/IMPLICATIONS

There is no policy, financial, or privacy implications, official community plan implementation strategies or other considerations.

PUBLIC NOTICE

Public Notice pursuant to the Public Notice Policy is not required.

PRESENTATION

VERBAL: The City Clerk/Solicitor will be present to answer questions from members of Council.

ATTACHMENTS

No attachments.

REPORT APPROVAL

Written by: Maureen Latta, City Council Support
 Reviewed by: Tracy Wittke, Assistant City Clerk
 Approved by: Myron Gulka-Tiechko, City Clerk/Solicitor
 Approved by: Jim Puffalt, City Manager
 Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



City of Moose Jaw

COMMUNICATION # CC-2019-0117

TITLE: Notice of Decisions of the Development Appeals Board

TO: City Council

FROM: Secretary, Development Appeals Board

DATE: July 23, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the following decisions of the Development Appeals Board be received and filed:

- {5 – 2019} Grant Schneider
33 Bluebell Crescent, Moose Jaw, SK
- {7 – 2019} Greg R. Fysh
138 Hochelaga Street East, Moose Jaw, SK
- {8 – 2019} Randy and Debra Hahn/Trisha German
605 & 607 4th Avenue N.W., Moose Jaw, SK
- {9 – 2019} Jarrod Jones
1 Flax Road, Moose Jaw, SK

TOPIC AND PURPOSE

The purpose of this report is to submit to members of City Council, for their information, the decisions of the Development Appeals Board respecting applications for variances under the City of Moose Jaw's Bylaw No. 5346, Zoning Bylaw, which were considered at the Development Appeals Board meeting held on July 16, 2019.

BACKGROUND/DISCUSSION

As per legislation requirements (*The Planning and Development Act, 2007*), decisions of the Development Appeals Board are required to be provided to Council. In compliance with legislation, the Notice of the Decision of the Development Appeals Board is being placed on the City Council agenda dated August 12, 2019.

ATTACHMENTS

- i. Decisions of the Development Appeals Board for 33 Bluebell Crescent, 138 Hochelaga Street East, 605 & 607 4th Avenue N.W. and 1 Flax Road.

REPORT APPROVAL

Written by: Pearl Anderson, Secretary, Development Appeals Board
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



**DEVELOPMENT APPEALS BOARD
RECORD OF DECISION
Grant Schneider
33 Bluebell Crescent, Moose Jaw, SK
APPEAL NO. 5 of 2019**

IN THE MATTER OF AN APPEAL TO THE DEVELOPMENT APPEALS BOARD, of the City of Moose Jaw, in the Province of Saskatchewan, heard in Committee Room B, City Hall, Moose Jaw, on Tuesday, July 16, 2019 pursuant to the provisions of *The Planning and Development Act, 2007*.

APPELLANT: Grant Schneider

RESPONDENT: City of Moose Jaw
Planning and Development Services Department

RESPECTING THE PROPERTY Lot 17, Block 10, Plan No. 76MJ00294
33 Bluebell Crescent

ZONING: R1 – Large Lot Density Residential District

NATURE OF APPEAL

THE APPELLANT, Grant Schneider, is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, as amended.

REQUESTED VARIANCE

The appellant is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, to permit the construction of an accessory building on the property described as Lot 17, Block 10, Plan No. 76MJ00294, civically known as 33 Bluebell Crescent, Moose Jaw, SK with a proposed:

- Combined accessory building floor area of 125.6 m² (1,352 ft²), contrary to the 83.61 m² (900 ft²) prescribed by the City of Moose Jaw's Zoning Bylaw.

HEARD ON

Tuesday, July 16, 2019 in Committee Room B, 2nd Floor, City Hall.

IN ATTENDANCE

The Board: Terrence Wallace, Chairperson
Rece Allen, Vice Chairperson
Fred Anderson, Member
Warren Brisbin, Member

Grant Schneider
Development Appeal No. 5 - 2019
33 Bluebell Crescent, Moose Jaw, SK

Appeared for the Appellant: Grant Schneider

Appeared for the Respondent: Eric Bjorge, Assistant City Planner

LEGISLATIVE PROVISIONS

The DAB is guided by the principles expressed in Section 221 of *The Planning and Development Act, 2007*, which reads as follows:

- 221 In determining an appeal, the board hearing the appeal:
- (a) is bound by any official community plan in effect;
 - (b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the zoning bylaw;
 - (c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and
 - (d) may, subject to clauses (a) to (c), confirm, revoke or vary the approval, decision, any development standard or condition, or order imposed by the approving authority, the council or the development officer, as the case may be, or make or substitute any approval, decision or condition that it considers advisable if, in its opinion, the action would not:
 - (i.) grant to the applicant a special privilege inconsistent with the restrictions on the neighbouring properties in the same zoning district;
 - (ii.) amount to a relaxation so as to defeat the intent of the zoning bylaw; or
 - (iii.) injuriously affect the neighbouring properties.

PRELIMINARY MATTERS

The parties agreed that the appeal was properly brought before the Board and that all parties have received the following information:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **May 13, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.
- Exhibit E Report dated **June 24, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

APPELLANT

The Appellant, Grant Schneider, was present and presented the following information:

- he is proposing to build a storage shed in the northwest corner of his back yard to provide more storage space
- he feels there is sufficient space in his yard to have the shed
- his lot is 195 feet across and 120 feet deep
- he will not be infringing on his neighbor
- he has spoken to his neighbor and they have no concerns
- park is behind his property
- will be siding the shed with hardy board plank, same siding as on the house
- shingles on the shed may not be cement (as that is what is on the house) as the structure may not support that type of shingle
- the proposed shed will have a cement floor
- wants to make sure the yard looks attractive with the proposed shed
- no power will be provided to the shed
- will be able to access the shed from the front of the house (between house and fence on the north side)
- proposing a 9' x 7' door on shed for easy access
- wants to use the shed for his hobbies

NEIGHBOURING PROPERTY OWNER(S)

The Chairperson confirmed that no correspondence had been received by the Office of the City Clerk with respect to the matter.

RESPONDENT

The Respondent provided the following information as provided in Exhibit E:

BACKGROUND

The initial appeal was heard before the Development Appeals Board on June 18, 2019 and was tabled following the submission of new information. Two additional accessory structures are present on the property that were not included in the initial site plan. The application was tabled to allow for the requested variance to be updated to include the area of the two additional structures.

The subject property is composed of a single large lot with an approximate area of 1,492 m² (16,062 ft²). The property is located on the southwest bend of Bluebell Crescent and is zoned R1- Large Lot Low Density Residential District. The purpose of this District is to provide for large lot residential development in the form of one-unit dwellings as well as complementary community uses.

The applicant requested to construct a detached accessory building for the purposes of storage. The proposed building will measure 14 ft by 18 ft, for a total square footage of 252 ft². Since the property already contains multiple accessory structures with a combined floor area of 1100 ft², the applicant must go through development appeals to construct an additional accessory building. This appeal will also legalize the small accessory structures.

MATERIAL BEFORE THE BOARD

The material filed with the Board in accordance with Section 223 of *The Planning and Development Act, 2007* with respect to this matter (i.e., filed at least five (5) days prior to the hearing) included the following:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **May 13, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.
- Exhibit E Report dated **June 24, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

DECISION OF THE BOARD:

The Planning and Development Act, 2007, Section 221(d) states there are three (3) bars to entitlement, which must be cleared for the appeal to be granted by the Board. To fail on any one means that the appeal cannot be granted.

Based on the evidence presented, the Board concludes that the requested relaxation will not:

a) Be a special privilege for the following reasons:

When the test with respect to a special privilege is applied, the Development Appeals Board is willing to grant the variance due to the size of the lot. The Board also stated that they would be willing to grant a similar variance to anyone else in the same circumstances.

b) Be contrary to the purpose and intent of the Bylaw for the following reasons:

When the test for the variance to be contrary to the purpose and intent of the Bylaw is applied, the Development Appeals Board noted that the relaxation in this case is not in an amount to impede the intent of the Bylaw. The Board also noted that the lot size at this location exceeds the standard City lot size to which this Bylaw is based on.

c) Injurious affect the neighbouring properties for the following reasons:

The Development Appeals Board noted that granting this variance will not injuriously affect the neighbouring properties as the location of the shed is such that no neighbouring properties will be affected. The Board recognized that no objections were received from property owners within the 75 metre radius area.

It is the decision of the Development Appeals Board that the appeal be **GRANTED**.

RIGHT OF APPEAL:

Any person wishing to appeal the decision of the Board may do so within twenty (20) days after the date on which a copy of this decision is received and upon written notice to the Saskatchewan Municipal Board, Planning Appeals Committee, Room 480, 2151 Scarth Street, Regina, Saskatchewan, S4P 2H8. A fee of \$50 per appeal will be assessed. A copy of any appeal should also be forwarded to the Secretary, Development Appeals Board, c/o City Clerk's Office, 228 Main Street North, Moose Jaw, Saskatchewan, S6H 3J8.

DATED at the City of Moose Jaw, this 22nd day of July, 2019.

Terrence Wallace
Terrence Wallace, Chairperson

Pearl Anderson
Pearl Anderson, Secretary



**DEVELOPMENT APPEALS BOARD
RECORD OF DECISION
Greg R. Fysh
138 Hochelaga Street East, Moose Jaw, SK
APPEAL NO. 7 of 2019**

IN THE MATTER OF AN APPEAL TO THE DEVELOPMENT APPEALS BOARD, of the City of Moose Jaw, in the Province of Saskatchewan, heard in Committee Room B, City Hall, Moose Jaw, on Tuesday, July 16, 2019 pursuant to the provisions of *The Planning and Development Act, 2007*.

APPELLANT: Greg R. Fysh

RESPONDENT: City of Moose Jaw
Planning and Development Services Department

RESPECTING THE PROPERTY Lot 5, Block 11, Plan No. OLD96 Ext. 0
138 Hochelaga Street East

ZONING: R1 – Large Lot Density Residential District

NATURE OF APPEAL

THE APPELLANT, Greg R. Fysh, is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, as amended.

REQUESTED VARIANCE

The appellant is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, to permit the construction of an addition to an accessory building on the property described as Lot 5, Block 11, Plan No. OLD96 Ext. 0, civically known as 138 Hochelaga Street East, Moose Jaw, SK with a proposed:

- Accessory building floor area of 101.45 m² (1,092 ft²), contrary to the 83.61 m² (900 ft²) prescribed by the City of Moose Jaw's Zoning Bylaw.

HEARD ON

Tuesday, July 16, 2019 in Committee Room B, 2nd Floor, City Hall.

IN ATTENDANCE

The Board: Terrence Wallace, Chairperson
Rece Allen, Vice Chairperson
Fred Anderson, Member
Warren Brisbin, Member

Appeared for the Appellant: No One Present

Appeared for the Respondent: Eric Bjorge, Assistant City Planner

LEGISLATIVE PROVISIONS

The DAB is guided by the principles expressed in Section 221 of *The Planning and Development Act, 2007*, which reads as follows:

- 221 In determining an appeal, the board hearing the appeal:
- (a) is bound by any official community plan in effect;
 - (b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the zoning bylaw;
 - (c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and
 - (d) may, subject to clauses (a) to (c), confirm, revoke or vary the approval, decision, any development standard or condition, or order imposed by the approving authority, the council or the development officer, as the case may be, or make or substitute any approval, decision or condition that it considers advisable if, in its opinion, the action would not:
 - (i.) grant to the applicant a special privilege inconsistent with the restrictions on the neighbouring properties in the same zoning district;
 - (ii.) amount to a relaxation so as to defeat the intent of the zoning bylaw; or
 - (iii.) injuriously affect the neighbouring properties.

PRELIMINARY MATTERS

The parties agreed that the appeal was properly brought before the Board and that all parties have received the following information:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **May 30, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.
- Exhibit E Report dated **June 25, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

APPELLANT

The Appellant, Greg R. Fysh, was not present.

NEIGHBOURING PROPERTY OWNER(S)

The Chairperson confirmed that no correspondence had been received by the Office of the City Clerk with respect to the matter.

RESPONDENT

The Respondent provided the following information as provided in Exhibit E:

BACKGROUND

The subject property is composed of a single large lot with a site area of 772.6 m² (8,315.8 ft²). The lot is considered a through site since it abuts two legal streets, Hochelaga Street East and Caribou Street East. This area is zoned R-1 Large Lot Low Density Residential District, which is intended to provide for large lot residential development in the form of one-unit dwellings as well as complementary community uses.

The applicant has requested to construct a 14 ft by 26 ft addition to the rear detached garage for the purposes of vehicle and boat storage. The existing garage is 28 ft by 26 ft, with a size of 67.6 m² (728 ft²). The proposed addition will cause the garage to be over the size limit for accessory buildings in this zoning district.

MATERIAL BEFORE THE BOARD

The material filed with the Board in accordance with Section 223 of *The Planning and Development Act, 2007* with respect to this matter (i.e., filed at least five (5) days prior to the hearing) included the following:

- | | |
|-----------|--|
| Exhibit A | The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on May 30, 2019 . |
| Exhibit B | Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property. |
| Exhibit C | Notice of Hearing, Development Appeals Board. |
| Exhibit D | Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on July 2, 2019 . |
| Exhibit E | Report dated June 25, 2019 from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of <i>The Planning and Development Act, 2007</i> . |

DECISION OF THE BOARD:

The Planning and Development Act, 2007, Section 221(d) states there are three (3) bars to entitlement, which must be cleared for the appeal to be granted by the Board. To fail on any one means that the appeal cannot be granted.

Based on the evidence presented, the Board concludes that the requested relaxation will not:

a) Be a special privilege for the following reasons:

When the test with respect to a special privilege is applied, the Development Appeals Board deems that due to the size and location of the lot they would be willing to grant the variance. The lot in question is considered a through site as it abuts two legal streets – Hochelaga Street East and Caribou Street East. The Board also stated that they would be willing to grant a similar variance to anyone in the same circumstances.

b) Be contrary to the purpose and intent of the Bylaw for the following reasons:

When the test for the variance to be contrary to the purpose and intent of the Bylaw is applied, the Development Appeals Board noted that the relaxation in this case does not impede the intent of the Bylaw. The Board noted that the lot size at this location exceeds the standard City lot size to which this Bylaw is based on. The Board also noted that as the lot is considered a through site abutting two legal streets, the variance being requested is not contrary to the purpose and intent of the City's Zoning Bylaw.

c) Injurious affect the neighbouring properties for the following reasons:

The Development Appeals Board noted that granting this variance will not injuriously affect the neighbouring properties as the lot is considered a through site, therefore, neighbouring properties will not be affected. The Board recognized that no objections were received from property owners within the 75 metre radius area.

It is the decision of the Development Appeals Board that the appeal be **GRANTED**.

Greg R. Fysh
Development Appeal No. 7 - 2019
138 Hochelaga Street East, Moose Jaw, SK

RIGHT OF APPEAL:

Any person wishing to appeal the decision of the Board may do so within twenty (20) days after the date on which a copy of this decision is received and upon written notice to the Saskatchewan Municipal Board, Planning Appeals Committee, Room 480, 2151 Scarth Street, Regina, Saskatchewan, S4P 2H8. A fee of \$50 per appeal will be assessed. A copy of any appeal should also be forwarded to the Secretary, Development Appeals Board, c/o City Clerk's Office, 228 Main Street North, Moose Jaw, Saskatchewan, S6H 3J8.

DATED at the City of Moose Jaw, this 22nd day of July, 2019.

Terrence Wallace
Terrence Wallace, Chairperson

Pearl Anderson
Pearl Anderson, Secretary



**DEVELOPMENT APPEALS BOARD
RECORD OF DECISION
Jarrod Jones
1 Flax Road, Moose Jaw, SK
APPEAL NO. 9 of 2019**

IN THE MATTER OF AN APPEAL TO THE DEVELOPMENT APPEALS BOARD, of the City of Moose Jaw, in the Province of Saskatchewan, heard in Committee Room B, City Hall, Moose Jaw, on Tuesday, July 16, 2019 pursuant to the provisions of *The Planning and Development Act, 2007*.

APPELLANT: Jarrod Jones

RESPONDENT: City of Moose Jaw
Planning and Development Services Department

RESPECTING THE PROPERTY Lot 43, Block 12, Plan 102101937
1 Flax Road

ZONING: R1 – Large Lot Density Residential District

NATURE OF APPEAL

THE APPELLANT, Jarrod Jones, is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, as amended.

REQUESTED VARIANCE

The appellant is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, to permit the construction of a residential fence on the property described as Lot 43, Block 12, Plan 102101937, civically known as 1 Flax Road, Moose Jaw, SK with a proposed:

- Height of 1.8 meters (6.0 ft) in the front yard, greater than the maximum height of 1 meter (3.3 ft) as stated in the City of Moose Jaw's Zoning Bylaw.

HEARD ON

Tuesday, July 16, 2019 in Committee Room B, 2nd Floor, City Hall.

IN ATTENDANCE

The Board: Terrence Wallace, Chairperson
Rece Allen, Vice Chairperson
Fred Anderson, Member
Warren Brisbin, Member

Appeared for the Appellant: No One Present

Appeared for the Respondent: Eric Bjorge, Assistant City Planner

LEGISLATIVE PROVISIONS

The DAB is guided by the principles expressed in Section 221 of *The Planning and Development Act, 2007*, which reads as follows:

- 221 In determining an appeal, the board hearing the appeal:
- (a) is bound by any official community plan in effect;
 - (b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the zoning bylaw;
 - (c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and
 - (d) may, subject to clauses (a) to (c), confirm, revoke or vary the approval, decision, any development standard or condition, or order imposed by the approving authority, the council or the development officer, as the case may be, or make or substitute any approval, decision or condition that it considers advisable if, in its opinion, the action would not:
 - (i.) grant to the applicant a special privilege inconsistent with the restrictions on the neighbouring properties in the same zoning district;
 - (ii.) amount to a relaxation so as to defeat the intent of the zoning bylaw; or
 - (iii.) injuriously affect the neighbouring properties.

PRELIMINARY MATTERS

The parties agreed that the appeal was properly brought before the Board and that all parties have received the following information:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **May 2, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.
- Exhibit E Report dated **June 25, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

APPELLANT

The Appellant, Jarrod Jones, was not present.

NEIGHBOURING PROPERTY OWNER(S)

The Chairperson confirmed that three letters had been received by the Office of the City Clerk with respect to the matter. One property owner was in favour and two property owners were opposed to the variance.

RESPONDENT

The Respondent provided the following information as provided in Exhibit E:

BACKGROUND

The property owner inquired with Planning and Development Services regarding the possibility of building a fence at 1 Flax Road in April of 2019. The property owner was notified that the proposed height of the front yard fence would contravene the Zoning Bylaw. The owner was told that they may appeal this requirement through the Development Appeals Board.

The subject property is on a corner lot measuring approximately 88 ft x 130 ft. the property is zoned R1 – Large Lot Low Density Residential District which is intended to provide for large lot residential development in the form of one-unit dwellings as well as complementary community uses.

The legal “front yard” of a property is defined as the narrowest portion of a lot fronting a street. In this situation, the front yard is along Woodlily Drive, even though the house is facing Flax Road. Under the Zoning Bylaw, the maximum allowed fence height is 1 meter (3.3 ft) spanning from the house to the North property line.

MATERIAL BEFORE THE BOARD

The material filed with the Board in accordance with Section 223 of *The Planning and Development Act, 2007* with respect to this matter (i.e., filed at least five (5) days prior to the hearing) included the following:

- | | |
|-----------|---|
| Exhibit A | The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on May 2, 2019 . |
| Exhibit B | Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property. |
| Exhibit C | Notice of Hearing, Development Appeals Board. |
| Exhibit D | Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on July 2, 2019 . |

Exhibit E Report dated **June 25, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

DECISION OF THE BOARD:

The Planning and Development Act, 2007, Section 221(d) states there are three (3) bars to entitlement, which must be cleared for the appeal to be granted by the Board. To fail on any one means that the appeal cannot be granted.

Based on the evidence presented, the Board concludes that the requested relaxation will not:

a) Be a special privilege for the following reasons:

When the test with respect to a special privilege is applied, the Development Appeals Board would be willing to grant the variance due to the orientation of the house. The Zoning Bylaw states that the legal front yard of a property is defined as the narrowest portion of a lot fronting a street. In this situation, the front yard is along Woodlily Drive, even though the house is facing Flax Road. With consideration to the orientation of the house, the Board deemed granting this variance would not result in a special privilege. The Board also stated that they would be willing to grant a similar variance to anyone in the same circumstances.

b) Be contrary to the purpose and intent of the Bylaw for the following reasons:

When the test for the variance to be contrary to the purpose and intent of the Bylaw is applied, the Development Appeals Board noted that the relaxation in this case will not impede the intent of the Bylaw. The Board deemed that as the house is facing Flax Road, approval of this variance would not be contrary to the purpose and intent of the Bylaw.

c) Injuriiously affect the neighbouring properties for the following reasons:

The Development Appeals Board noted that granting this variance will not injuriiously affect the neighbouring properties. The Board deemed that the proposed fence will not hinder sight lines and traffic visibility. The Board recognized that three letters were received from property owners in the 75 metre radius. One property owner was in favour of the variance and two property owners expressed concerns regarding the proposed variance. Upon the Board's review of the concerns brought forward, it was deemed that site lines and traffic visibility will not be hindered and that the variance will not injuriiously affect neighbouring properties.

Jarrod Jones
Development Appeal No. 9 - 2019
1 Flax Road, Moose Jaw, SK

It is the decision of the Development Appeals Board that the appeal be **GRANTED**.

RIGHT OF APPEAL:

Any person wishing to appeal the decision of the Board may do so within twenty (20) days after the date on which a copy of this decision is received and upon written notice to the Saskatchewan Municipal Board, Planning Appeals Committee, Room 480, 2151 Scarth Street, Regina, Saskatchewan, S4P 2H8. A fee of \$50 per appeal will be assessed. A copy of any appeal should also be forwarded to the Secretary, Development Appeals Board, c/o City Clerk's Office, 228 Main Street North, Moose Jaw, Saskatchewan, S6H 3J8.

DATED at the City of Moose Jaw, this 22nd day of July, 2019.

Terrence Wallace
Terrence Wallace, Chairperson

Pearl Anderson
Pearl Anderson, Secretary

[https://citymj.sharepoint.com/sites/Depts/clerks/Shared Documents/5. Boards & Committees/BOARDS & COMMITTEES - 2000/-04 Development Appeals Board/Decisions/2019/Appeal No. 9 - 2019 \(Jarrod Jones\).docx](https://citymj.sharepoint.com/sites/Depts/clerks/Shared Documents/5. Boards & Committees/BOARDS & COMMITTEES - 2000/-04 Development Appeals Board/Decisions/2019/Appeal No. 9 - 2019 (Jarrod Jones).docx)



**DEVELOPMENT APPEALS BOARD
RECORD OF DECISION
Randy and Debra Hahn and Trisha German
605 and 607 4th Avenue N.W., Moose Jaw, SK
APPEAL NO. 8 of 2019**

IN THE MATTER OF AN APPEAL TO THE DEVELOPMENT APPEALS BOARD, of the City of Moose Jaw, in the Province of Saskatchewan, heard in Committee Room B, City Hall, Moose Jaw, on Tuesday, July 16, 2019 pursuant to the provisions of *The Planning and Development Act, 2007*.

APPELLANTS: Randy and Debra Hahn and Trisha German

RESPONDENT: City of Moose Jaw
Planning and Development Services Department

**RESPECTING THE
PROPERTY** Lot 24, Block 31, Plan 99MJ08500
605 and 607 4th Avenue N.W.

ZONING: Contract Zone

NATURE OF APPEAL

THE APPELLANTS, Randy and Debra Hahn and Trisha German, are requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, as amended.

REQUESTED VARIANCE

The appellant is requesting a variance to the City of Moose Jaw's Zoning Bylaw No. 5346, to permit the construction of a residential fence on the property described as Lot 24, Block 31, Plan 99MJ08500, civically known as 605 and 607 4th Avenue N.W., Moose Jaw, SK with a proposed:

- Height of 2.0 meters (6.5 ft) in the front yard, greater than the maximum height of 1 meter (3.3 ft) as stated in the City of Moose Jaw's Zoning Bylaw.

HEARD ON

Tuesday, July 16, 2019 in Committee Room B, 2nd Floor, City Hall.

IN ATTENDANCE

The Board: Terrence Wallace, Chairperson
Rece Allen, Vice Chairperson
Fred Anderson, Member
Warren Brisbin, Member

Randy and Debra Hahn/Trisha German
 Development Appeal No. 8 - 2019
 605 & 607 4th Avenue N.W., Moose Jaw, SK

Appeared for the Appellant: Debra Hahn
 Trisha German

Appeared for the Respondent: Eric Bjorge, Assistant City Planner

LEGISLATIVE PROVISIONS

The DAB is guided by the principles expressed in Section 221 of *The Planning and Development Act, 2007*, which reads as follows:

- 221 In determining an appeal, the board hearing the appeal:
- (a) is bound by any official community plan in effect;
 - (b) must ensure that its decisions conform to the uses of land, intensity of use and density of development in the zoning bylaw;
 - (c) must ensure that its decisions are consistent with any provincial land use policies and statements of provincial interest; and
 - (d) may, subject to clauses (a) to (c), confirm, revoke or vary the approval, decision, any development standard or condition, or order imposed by the approving authority, the council or the development officer, as the case may be, or make or substitute any approval, decision or condition that it considers advisable if, in its opinion, the action would not:
 - (i.) grant to the applicant a special privilege inconsistent with the restrictions on the neighbouring properties in the same zoning district;
 - (ii.) amount to a relaxation so as to defeat the intent of the zoning bylaw; or
 - (iii.) injuriously affect the neighbouring properties.

PRELIMINARY MATTERS

The parties agreed that the appeal was properly brought before the Board and that all parties have received the following information:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **June 11, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.

Exhibit E Report dated **June 25, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

APPELLANT

The Appellants, Debra Hahn and Trisha German, were present and provided the following information:

- they want to build a fence to secure the property
- they have had individuals wondering through their yard
- would like more privacy to enjoy their property
- planning to build a low maintenance vinyl fence
- the fence will be low enough at the corner so as not to cause site line and visibility issues
- proposed new fence will match existing fence
- fence will be built on the Athabasca Street side of the property
- planning to build a patio on Athabasca Street side of property and fence will give privacy

NEIGHBOURING PROPERTY OWNER(S)

The Chairperson confirmed that no correspondence had been received by the Office of the City Clerk with respect to the matter.

RESPONDENT

The Respondent provided the following information as provided in Exhibit E:

BACKGROUND

The Department of Planning and Development Services received an enquiry from the subject property owner regarding the proposed fence. The applicant was advised that the proposal exceeded the required fence height for the front yard.

The subject property is on a corner lot measuring approximately 60 ft x 125 ft and is occupied by a two unit dwelling. The property is part of a Contract Zone which establishes specific development standards for the site. This Contract Zone is subject to the applicable Zoning Bylaw requirements for residential districts.

The legal "front yard" of the property is determined by the narrowest portion of a lot fronting a street. In this situation, the front yard is along Athabasca Street West and is not dependent on the orientation of the building. Under the Zoning Bylaw, the maximum allowed fence height in any residential district is 1 meter (3.3 ft), spanning from the house to the South property line.

MATERIAL BEFORE THE BOARD

The material filed with the Board in accordance with Section 223 of *The Planning and Development Act, 2007* with respect to this matter (i.e., filed at least five (5) days prior to the hearing) included the following:

- Exhibit A The Application for Appeal before the Development Appeals Board which was submitted to the Office of the City Clerk on **June 11, 2019**.
- Exhibit B Names & Addresses of Assessed Property Owners within 75 metre radius of Applicant's property.
- Exhibit C Notice of Hearing, Development Appeals Board.
- Exhibit D Affidavit of Service, verifying the letters to residents within a 75 metre radius were sent by regular mail on **July 2, 2019**.
- Exhibit E Report dated **June 25, 2019** from the City of Moose Jaw's Department of Planning & Development Services which includes facts and information pertinent to the appeal and their response to the applicable sections of *The Planning and Development Act, 2007*.

DECISION OF THE BOARD:

The Planning and Development Act, 2007, Section 221(d) states there are three (3) bars to entitlement, which must be cleared for the appeal to be granted by the Board. To fail on any one means that the appeal cannot be granted.

Based on the evidence presented, the Board concludes that the requested relaxation will not:

a) Be a special privilege for the following reasons:

When the test with respect to a special privilege is applied, the Development Appeals Board would be willing to grant the variance due to the orientation of the house on the lot. As per the City's Zoning Bylaw, the legal "front yard" of a property is determined by the narrowest portion of a lot fronting a street. In this situation, the front yard is deemed to be along Athabasca Street and as per the City's Zoning Bylaw, it is not dependent on the orientation of the house. The Board noted that they would be willing to grant a similar variance to anyone in the same circumstances.

Randy and Debra Hahn/Trisha German
Development Appeal No. 8 - 2019
605 & 607 4th Avenue N.W., Moose Jaw, SK

b) Be contrary to the purpose and intent of the Bylaw for the following reasons:

When the test for the variance to be contrary to the purpose and intent of the Bylaw is applied, the Development Appeals Board noted that the relaxation in this case will not impede the intent of the Bylaw. The Board noted that due to the orientation of the lot, building the fence on the Athabasca Street part of the yard will not be contrary to the purpose and intent of the Zoning Bylaw.

c) Injurious affect the neighbouring properties for the following reasons:

The Development Appeals Board noted that granting this variance will not injuriously affect the neighbouring properties as site lines and visibility will not be hindered by the proposed fence. The Board recognized that no objections were received from property owners within the 75 metre radius area.

It is the decision of the Development Appeals Board that the appeal be **GRANTED**.

RIGHT OF APPEAL:

Any person wishing to appeal the decision of the Board may do so within twenty (20) days after the date on which a copy of this decision is received and upon written notice to the Saskatchewan Municipal Board, Planning Appeals Committee, Room 480, 2151 Scarth Street, Regina, Saskatchewan, S4P 2H8. A fee of \$50 per appeal will be assessed. A copy of any appeal should also be forwarded to the Secretary, Development Appeals Board, c/o City Clerk's Office, 228 Main Street North, Moose Jaw, Saskatchewan, S6H 3J8.

DATED at the City of Moose Jaw, this 22nd day of July, 2019.



Terence Wallace, Chairperson

Pearl Anderson, Secretary



City of Moose Jaw

COMMUNICATION # CC-2019-0120

TITLE: Notice of Meeting of the Development Appeals Board

TO: City Council

FROM: Secretary, Development Appeals Board

DATE: July 26, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT Communication #CC-2019-0120 dated July 26, 2019 from the Secretary, Development Appeals Board, being a Notice of Meeting of the Development Appeals Board be received and filed.

TOPIC AND PURPOSE

The purpose of this report is to provide City Council with notice that a Development Appeals Board meeting is scheduled for August 28, 2019.

BACKGROUND

The following applications have been received for consideration by the Development Appeals Board at the August 28, 2019 meeting:

1. On behalf of the appellant, **Sam Shaw (C & S Builders Ltd.)**, has filed an appeal requesting a variance under Bylaw No. 5346, Zoning Bylaw, to permit the construction of an accessory building on the property described as Lots 1 & 2, Block 188, Plan Old96, civically known as 459 Lillooet Street West, Moose Jaw, SK.

The proposal provides for the construction of an accessory building with a:

- Combined accessory structure floor area of 179 m² (1927 ft²), contrary to the 83.6 m² (900 ft²) prescribed by the City of Moose Jaw Zoning Bylaw.

2. The appellant, **Patricia A. Watling**, has filed an appeal requesting a variance under Bylaw No. 5346, Zoning Bylaw, to permit the construction of a front porch on the property described as Lot H, Block 22, Plan CX429, civically known as 1122 – 7th Avenue N.W.

The proposal provides for the construction of a front porch with a:

- Front yard setback of 4.57 meters (15 feet) contrary to the minimum required front yard setback of 7.5 meters (24.6 feet) prescribed by the City of Moose Jaw Zoning Bylaw.

3. The appellant, **Jay Fellingner**, has filed an appeal requesting a variance under Bylaw No. 5346, Zoning Bylaw, to permit the construction of a detached garage on the property described as Lots 34 – 35, Block 33, Plan AD2083, civically known as 1110 Simcoe Street, Moose Jaw, SK.

The proposal provides for the construction of a detached garage with an:

- Overall height from grade to peak of 5.73 meters (18.8 feet) contrary to the maximum height of 4.5 meters (14.76 feet) prescribed by the City of Moose Jaw Zoning Bylaw.

DISCUSSION

NOTICE IS HEREBY GIVEN THAT the Development Appeals Board for the City of Moose Jaw will hear the following appeals at a public meeting to be held in Committee Room B, 2nd Floor, City Hall at 5:00 p.m. on Wednesday, August 28, 2019 in accordance with the requirements of Section 213 to 227 of *The Planning and Development Act, 2007* and the City of Moose Jaw's Zoning Bylaw, being Bylaw No. 5346:

APPEAL NO. 10 of 2019: Sam Shaw

APPEAL NO. 11 of 2019: Patricia A. Watling

APPEAL NO. 12 of 2019: Jay Fellingner

PRESENTATION

NONE: X

REPORT APPROVAL

Written by: Pearl Anderson, Secretary, Development Appeals Board
 Reviewed by: Tracy Wittke, Assistant City Clerk
 Approved by: Jim Puffalt, City Manager
 Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



City of Moose Jaw

COMMUNICATION # CC-2019-0127

TITLE: City Department Quarterly Reports

TO: City Council

FROM: City Manager

DATE: August 1, 2019

PUBLIC: PUBLIC DOCUMENT.

RECOMMENDATION

THAT the City Department Quarterly Reports for the period April 1, 2019 to June 30, 2019 be received and filed.

TOPIC AND PURPOSE

The purpose of this report is to provide City Council with information respecting activities of the various City Departments for the period April 1, 2019 to June 30, 2019.

BACKGROUND

Department reports are forwarded to City Council on a quarterly basis.

PRESENTATION

VERBAL: Administration will be in attendance to present their Department Quarterly Reports.

ATTACHMENTS

Department Quarterly Reports

- a) City Clerk's Department
- b) City Manager
- c) Communications
- d) Engineering Department
- e) Fire Department
- f) Human Resource Services Department
- g) Information Technology Department
- h) Parks and Recreation Department
- i) Planning and Development Services Department

REPORT APPROVAL

Written by: Jim Puffalt, City Manager
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



CITY OF MOOSE JAW
CITY CLERK'S DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
eSCRIBE Meeting Management	The June 24, 2019 City Council and Executive Committee meetings were conducted using the eSCRIBE Meeting Management software. The Department has shown a significant improvement in time and productivity efficiencies by using this program.
Board of Revision	The Assessment Roll was open from March 6 to April 5. There were 104 appeals received. There were 24 residential/agricultural properties that signed Agreements to Adjust. Hearings were scheduled over 8 days to hear the remaining commercial appeals. The Board of Revision has a deadline of September 2, 2019 to complete their decisions.
Council Remuneration Panel	The Council Remuneration 3-member Committee met on June 3, 2019 to begin working on recommendations to present to City Council in the fall.
SACC Conference	The City Clerk/Solicitor and the Assistant City Clerk attended the Saskatchewan Association Clerks Conference in North Battleford on April 11 & 12, 2019.

Statistical Information:

Measurable Metrics	Current Quarter Reported	Year Total Reported
Bylaws Executed	12	17
Agreements Executed	33	54
Freedom of Information Requests Received and Completed	4	8
Records Digitally Archived	1,100	2,300

Items of Interest:

- Preliminary work has commenced on the planning of the 2020 Municipal Election.
- All Freedom of Information Appeals have been completed, which had been submitted by various applicants.

RFP/Tenders

- There were no RFP/Tenders issued for the City Clerk/Solicitor's Department.



CITY OF MOOSE JAW
CITY MANAGER
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
Long-Term Planning	<p>Action plan for the City of Moose Jaw including branding session facilitated by Mr. Gair Maxwell and the Economic Development plan to be presented to Council.</p> <p>Continue to clear backlog of outstanding items from Council and the Strategic Directions Planning Committee.</p> <p>Preparing update on long-term planning to Council and community by September 30, 2019.</p> <p>Aided with Communications Policy.</p> <p>Budget process changes to Council.</p> <p>Assisted with the Investment Committee.</p>
Economic Development	<p>Economic Development/Marketing Long Term Action Plan.</p> <p>Southeast Industrial Park.</p> <p>Continue to meet bi-weekly with the Economic Development Internal Committee.</p> <p>Attended meetings with potential developers regarding a variety of economic development opportunities.</p> <p>Working on the Carpere agreement.</p> <p>Working on the SaskPower Power Plant project.</p> <p>Working on Canadian Tire project.</p>
Leadership/Human Resources/Customer Service	<p>Career Coaching is in process. Five employees being mentored.</p> <p>Accountability workshops for all out-of-scope supervisory staff for the purpose of reviewing and revising 2018 foundational document.</p> <p>Purpose to create the culture to achieve:</p> <ul style="list-style-type: none"> • Heightened level of accountability. • Heightened sense of urgency. • Better defined philosophy of service to Council, Community and each other. <p>2019/2020 mandate letters provided to Directors including objectives.</p> <p>Elevate Safety to Strategic Leadership Team and ensure compliance with corrective actions. Continued culture shift and accountability required to manage the Safety program.</p>



CITY OF MOOSE JAW
CITY MANAGER
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

	<p>Reviewed Administrative Review Officer annual reports.</p> <ul style="list-style-type: none"> • 2017 – three cases – withdrawn or Administration decision upheld. • 2018 – two cases – one resolved/one outstanding and referred to August 12 Executive Committee. • 2019 – no cases to date. <p>Inquiries:</p> <ul style="list-style-type: none"> • 98% response rate for acknowledgements of inquiry received within 48 hours. • 90% response rate for answer to inquiry within 48 hours.
Mosaic Place	<p>Continued as Acting General Manager.</p> <p>Reviewed and recommended RFP for Third Party Management.</p> <p>Started transition to Third Party.</p> <p>Oversite of Hit After Hit concert. Profit of just under \$2,000.</p> <p>Oversite of PBR/Washboard Union event.</p> <p>Research concerts and events.</p>
Budget/New Initiatives	<p>Research and analyze electrical, plumbing, carpentry, and mechanical contractors.</p> <p>Second Construction crew/in-house Engineering.</p> <p>Research and analyze equipment reserve processes.</p> <p>Champion Ceridian Payroll/HR/Timekeeping to testing phase.</p> <p>RFP for Enterprise Development Software being created.</p> <p>Vendor for Request for Service software being finalized.</p>

The City Manager approved the following expenditures between April 1 and June 30, 2019:

1. Carry forward of Grants and Contributions from 2018 to 2019 (Total: \$124,807.35):
2. Approval to award Kinsmen Sportsplex flooring project in the amount of \$51,217.14 plus taxes.
3. Change order for detailed landscape design from existing 2019 Capital Budget LD-2 Westheath Phase 5 in the amount of \$48,389 excluding GST.
4. Sole Source Approval to purchase roller teeth for landfill compactor in the amount of \$60,000 USD.



CITY OF MOOSE JAW
CITY MANAGER
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Safety Services Quarterly Activity Report
Incident Statistics

Incident Statistics					
	2019 This Quarter	2019 Year to Date	2018 This Quarter	2018 Year to Date	Comments
Injuries	15	34	37	70	Total injuries have been cut in half. Main cause was overexertion.
Medical Aid	5	9	11	17	Causes include struck by/against, fall and overexertion.
Lost Time	1	3	2	8	Lost time was due to a trip and fall.
Days Lost	3	13	5	67	Substantial decrease in days lost was achieved.
Motor Vehicle Incidents	18	29	15	26	Main causes were due to backing up and inattention.
Property Damage	9	23	2	18	Main cause was inattention.
Dangerous Occurrence	4	6	6	8	Of the 4 incidents, 2 were reportable to the OHS Division.
Work Refusal	0	0	0	2	



**CITY OF MOOSE JAW
COMMUNICATIONS
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

Highlights:	Comments:
Saskatchewan Association of Fire Chiefs Conference Presentation	Conducted two Social Media Presentations and MC'd events at the SAFC Conference at Mosaic Place April 4-6
Public Works Week	Helped coordinate events, school participation and media coverage of Public Works Day May 22, in addition to creating social media messaging for Public Works Week that highlighted Public Works accomplishments by City of Moose Jaw departments.
Communications Policy	Presented first draft of Communications Policy to City Council

Other Notable Activities this Quarter:

- Continued Project Manager responsibilities with the Manager of Economic Development for City activities related to new branding. Acting as City liaison for Tourism Moose Jaw and MJ & District Chamber of Commerce and their efforts to lead branding of "Canada's Most Notorious City". Website RFP is next step.
- Coordinated "Norway Day" activities at the Tourism Moose Jaw Visitor Centre as part of our "Moosarandum of Understanding" with Stor-Elvdal, Norway.
- Assisted Mosaic Place with promotion of Hit After Hit and PBR/Washboard Union concerts/events.
- Coordinated two Open Houses for Phase Four of Water Main Replacement.
- Assisted Clerks and Planning, respectively with public consultation on Noise, Taxi, Rideshare and Traffic Bylaws

Statistical Information:

- Produced six episodes of the "Notorious Jawcast".

Tenders Issued:

- Issued RFP for City of Moose Jaw Website Design and Migration Services. RFP Closed June 19.



**CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 2: April 1, 2019 to June 30, 2019**

Highlights:	Comments:											
Water Main Breaks	Second Quarter			Year to Date								
	2018		2019		2018		2019					
	22		22		47		58					
Solid Waste	Recycling Diversion Second Quarter		Landfill Tonnage Received Second Quarter (2018 to 2019)									
	2018		2019		Total		Residential		Commercial		Private	
	14.7%		15.1%		-18.6%		-5.8%		-15%		-38.5%	
	The private tonnage decrease was due to the elimination of 2 weeks of free landfill.											
Buffalo Pound to Moose Jaw Water Supply Transmission Line: Phase II – Pumps & Electrical Upgrades including Reservoir Tie- ins and Fluoridation System	At 75% stage of detailed design and contract documents. Anticipate tendering and awarding construction contract in Third Quarter. Phase II will complete the renewal of the Water Supply Transmission Line Project from Buffalo Pound Water Treatment Plant to Moose Jaw's Northeast and High Service Reservoirs.											

Statistical Information:

Citizen Issues Received	Number Received	Outstanding	Resolved	% Resolved
Solid Waste	578	2	576	100
Storm Sewer	43	8	35	81
Roadways	412	91	321	78
Back Lanes	57	15	42	74
Sidewalks	68	33	35	51
Water	198	1	197	99
Sewer	133	5	128	96
Other	222	35	187	84
Total	1,711	190	1,521	89



CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 2: April 1, 2019 to June 30, 2019

Sewer & Water:

	Million Imperial Gallons			
	April	May	June	Q2 Total
Treated Water Pumped	82.46	107.50	123.93	313.89
Wastewater Treated	75.53	76.71	85.84	238.08

Sanitation:

	Tonnes of Refuse Collected			
	April	May	June	Q2 Total
Commercial	1,867.30	2,281.99	1,773.19	5,922.48
Private	670.95	786.24	611.55	2,068.74
Residential	629.99	710.26	907.72	2,247.97
Total	3,168.24	3,778.49	3,292.46	10,239.19

Total Recycling Intake (Monthly in kgs):

Month	Total Kgs	Allowable	Bulk	Curbside
April	144,533	135,579	23,920	120,613
May	152,119	147,453	23,330	128,789
June	199,783	166,263	17,600	102,183
Total	416,435	399,295	64,850	351,585

Transit:

Passengers – Cash and Tickets

Month	2018	2019	% Change
April	2,945	5,366	82.2
May	3,924	3,536	(9.9)
June	4,909	4,391	(10.6)
Total	11,778	13,293	12.9



CITY OF MOOSE JAW
ENGINEERING DEPARTMENT
QUARTER 2: April 1, 2019 to June 30, 2019

Special Needs Transit

Passenger Trips			
Month	2018	2019	% Change
April	3,438	3,238	(5.8)
May	3,675	3,359	(8.6)
June	3,357	3,236	(3.6)
Total	10,470	9,833	(6.1)

Tenders/RFP's Awarded:

Tender/RFP Name	Name of Awarded Bidder	Award \$ Amount
2019 Materials Testing	Wood Environment & Infrastructure Solutions	81,245
SS-1 Storm Sewers: Catch Basin Replacement	Jordan Excavating	31,164
S-4 Lift Stations: Lift Station Optimization Study and Concept	AECOM Canada Ltd.	98,000
TR-1 Paved Roadways: Isolated Deep Repair (IDR), Mill & Pave and Asphalt Patching	Pasqua Paving Ltd.	638,950
TR-2 Sidewalks, Curbs & Medians: Slab Slicing	Sidewalks Canada Alberta Inc.	12,190
TR-3 Traffic Upgrades: 2019 Intersection Upgrades A-TS01 – 1 st Ave NW & Caribou St W Traffic Signals B-TS02 – 9 th Ave SW & Lillooet St W Traffic Signals	RGM Contracting Ltd.	581,162
WW-4 Water Reservoirs: Engineering Services for the New High Service Pump Station	AECOM Canada Ltd.	737,061
WW-9 Feeder Mains: Phase 3b Feeder Main Replacement	KMS Construction Ltd.	1,862,487
WW-17 Watermain Replacement: Phase 4 Watermain Replacement	KMS Construction Ltd.	4,653,016
WW-17 Watermain Replacement: Watermain Relining	Fer-Pal Construction Ltd.	633,890



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

Highlights:	Comments:
SAFC Annual Conference	Moose Jaw Fire Department hosted the 69 th Annual Saskatchewan Association of Fire Chiefs Conference April 4 – 7, 2019 with approximately 160 Delegates, 53 Companions & 46 (92 representatives) Vendors attending as well as several exceptional speakers and presenters. This year's theme was "Shaping the Future Together"
Arbitration Award	The arbitration hearing that concluded in quarter 2 of 2018 between the City and Moose Jaw Firefighters Local 553 award was rendered and received.
EMO	Moose Jaw Fire Department administration participated with Provincial and Federal agencies as well as numerous other stakeholders from around the province in a large two-day full-scale mock scenario exercise.
RM/ Trans Canada Pipelines	Fire department crews and administration worked Trans Canada Pipelines staff and other stakeholders and participated in a two-day full-scale mock scenario
15 Wing Airshow	Attended meetings at 15 Wing Base to complete final logistical aspects and information needed for 2019 Saskatchewan Airshow.

Tenders/RFP's Awarded:

No Tenders/RFP's for this quarter.



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

Statistical Information:

2019 INCIDENT TYPE	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
False Alarms	85	84			169
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	23	50			73
First Responder EMS	15	22			37
Hazmat	25	38			63
Malfunctioning Equipment	6	16			22
MVC	26	30			56
Carbon Monoxide, Other	1	0			1
Overpressure Rupture	0	0			0
Rescue	6	4			10
Service Calls	4	6			10
TOTAL INCIDENTS	191	250	0	0	441



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

3 Year 2nd Quarter Comparison

INCIDENT TYPE	2017 2nd Quarter	2018 2nd Quarter	2019 2nd Quarter
False Alarms	68	86	84
Fire (Structure, Vehicle, Grass, Rubbish, etc.)	47	41	50
First Responder EMS	8	15	22
Hazmat	31	38	38
Malfunctioning Equipment	2	3	16
MVC	35	27	30
Carbon Monoxide, Other	5	0	0
Overpressure Rupture	0	0	0
Rescue	5	1	4
Service Calls	5	5	6
TOTAL INCIDENTS	206	216	250



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

Fire Loss Stats – 2nd Quarter Three Year Comparison

2017 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$11,501,500.00	\$473,550.00	\$11,027,950.00
Rural	\$6,143,000.00	\$5,613,000.00	\$530,000.00
Total	\$17,644,500.00	\$6,086,550.00	\$11,557,950.00

2018 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	\$8,246,351.00	\$125,601.00	\$8,120,750.00
Rural	\$7,000.00	\$7,000.00	0
Total	\$8,253,351.00	\$132,601.00	\$8,120,750.00

2019 FIRE LOSS INCIDENT TYPE	TOTAL VALUES	TOTAL LOSSES	TOTAL SAVED
City of Moose Jaw	42,439,700.00	25,300.00	42,414,400.00
Rural	0	0	0
Total	42,439,700.00	25,300.00	42,414,400.00



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

2019 PUBLIC EDUCATION	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD TOTAL
Fire Safety School Program Presentations	22	0			22
School Assembly/Pre-School/Daycare	3	2			5
Adult Fire Safety	0	0			0
Fire Stop Interviews	0	0			0
Babysitting Course Fire Safety	0	0			0
Public Relations Events	2	9			11
Distracted Driving Awareness	7	7			14
Station Tours	2	5			7
Special Group Fire Safety Presentations i.e. Girl Guides	1	0			1
Approximate number of people reached with safety education/public events	1,003	1,553	0	0	2,556
2019 INSPECTIONS	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD TOTAL
Inspections/Consultations	168	114			282
In-Company Inspections	161	98			259
Licensed Home/Facility Inspections	20	17			37
Complaints	2	2			4
File Search	6	2			8
Fire Drills	10	19			29
Fire Investigations	3	0			3
Building Plan Reviews	5	12			17
Fire Extinguisher Training	0	7			7

The PEO was unable to attend any events or presentations after April 19th due to a medical issue.



**CITY OF MOOSE JAW
FIRE DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019**

PUBLIC EDUCATION 3 YEAR COMPARISON	2017 2nd Quarter	2018 2nd Quarter	2019 2nd Quarter
Fire Safety School Program Presentations	0	8	0
School Assembly/Pre-School/Daycare	2	1	2
Adult Fire Safety	2	2	0
Fire Stop Interviews	0	0	0
Babysitting Course Fire Safety	0	0	0
Public Relations Events	9	8	9
Distracted Driving Awareness	12	3	7
Station Tours	8	5	5
Special Group Fire Safety Presentations i.e. Girl Guides	0	0	0
Approximate number of people reached with safety education/public events	1,927	1,774	1,553
INSPECTIONS 3 YEAR COMPARISON	2017 2nd Quarter	2018 2nd Quarter	2019 2nd Quarter
Inspections/Consultations	164	137	114
In-Company Inspections	149	118	98
Licensed Home/Facility Inspections	17	19	17
Complaints	5	2	2
File Search	3	4	2
Fire Drills	10	4	19
Fire Investigations	2	1	0
Building Plan Reviews	16	9	12
Fire Extinguisher Training	2	4	7



City of Moose Jaw
HUMAN RESOURCE SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
Fire Association Interest Arbitration	The long-awaited Fire Association Interest Arbitration Award was issued on April 26, 2019. The Award provided retroactive payments on the increases of 2% January 1, 2015; 1.75% July 1, 2015; 2% January 1, 2016; 2% July 1, 2016; 2.5% January 1, 2017; 3% January 1, 2018. As well it provided for a 0.5% increase to the pension contribution level (8% to 8.5%), effective as of the award date and a 1.5% "out of line adjustment" in wages of 1.5% effective April 26, 2019 to address perceived disparity of the Fire Association in increases awarded in 2014. The term of this award expired on December 31, 2018. CBA was signed June 26, 2019
CUPE Local 9 Police Clerical	The Board of Police Commissioners reached a collective agreement with CUPE Local 9 representing the Police Clerical workers on April 18, 2019. The Board ratified the agreement on June 11, 2019. The agreement provided retroactive payments on increases of 1.75% January 1, 2017; 1.75% January 1, 2018; 1.5% January 1, 2019 and 2.25% January 1, 2020. A "market supplement" of 1.5% was applied effective January 1, 2020.
Ceridian Dayforce	The HR Department continues to prioritize work in preparation for implementation of the new HRIS system completing configuration of the system and refining work packages.

Items of Interest:

Organizational Development

35 managers and succession planning candidates attended a two-day workshop entitled, "Creating a Culture of Accountability."

HR delivered Managing at the City of Moose Jaw training of 15 employees.

11 employees received training to become a Career Coach to assist employees in their Personal Development Plan.

25 new employees received orientation from HR this quarter.



City of Moose Jaw HUMAN RESOURCE SERVICES QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Employee Active Living Program

The City of Moose Jaw Employee Active Living Program was rolled out June 5, 2019.

Labour Relations

Negotiations took place to finalize the employment arrangements for the former DFFH employees at Yara Centre who joined the Department of Parks and Recreation on January 1, 2019.

UNIFOR Labour Management Committee met April 4, 2019.

CUPE Union Management Committee met May 8, 2019.

CUPE collective bargaining prep meetings with managers and supervisors took place April 8 and 12, 2019 and with Directors May 16, 2019.

Pension Board of Trustees

City of Moose Jaw Pension Board of Trustees met on June 12, 2019.

Staffing and Recruitment

During the second quarter we assisted City departments in recruiting for a number of key positions including: Legal Counsel, Term Legal Counsel, Design Project Engineer, Traffic Signal Technician, Term Engineering Technician II, Mechanic, and two Firefighters.

Employee Appreciation

The RRRC hosted a pizza lunch on April 17, 2019 for employees of the City.

Tenders/RFP's Awarded: None



City of Moose Jaw
HUMAN RESOURCE SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

DEPARTMENT	Total at 30-Jun-18	Additions & Transfers April - June 2019		Separations & Transfers April - June 2019		Total at 30-Jun-19
		Permanent	Temporary	Permanent	Temporary	
FIRE	49	2	0	2	0	51
POLICE	83	1	0	4	0	79
CITY CLERK/SOLICITOR	6	1	0	0	0	8
CITY MANAGER	5	0	0	0	0	4
PLANNING & DEVELOPMENT	9	0	0	0	0	11
HUMAN RESOURCE SERVICES	5	0	1	0	0	5
FINANCIAL SERVICES	32	0	4	1	1	28
INFORMATION TECHNOLOGY	9	0	0	0	0	10
ENGINEERING SERVICES	15	2	2	2	0	18
STREETS & ROADS/SANITATION	30	1	13	0	0	33
WATER & WASTEWATER	39	0	7	0	0	39
TRANSIT	20	0	1	0	0	23
WORKSHOP	7	3	0	0	1	7
WATER & WASTEWATER TREATMENT	10	0	0	0	0	9
PARKS & RECREATION	120	4	43	1	4	112
TOTALS	439	14	71	10	6	437



City of Moose Jaw
INFORMATION TECHNOLOGY
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
Advanced Drone Pilot	The GIS Branch of the IT Department now has a certified Advanced Drone Pilot. This allows us to fly near people and with a properly equipped drone, we will be able to fly over people. This opens the door for more value added work with the drone and doesn't require the City to close locations to fly over them. Ex. Fly landfill without closing it. Fly slumping areas to track changes, fly new developments, fly construction sites, fly events and gather video for promotional purposes.
Microsoft InTune Mobile Device Management Software Rollout	Rollout of Microsoft's mobile device management software InTune to replace the current mobile device software. InTune has proven to be easier to work with as well as being natively built into our current email server management tools and costs about half of what the previous solution costed.
Rec Software Go Live	New Recreation software goes live. New software allows for self serve registration online as well as online payments. Rec facilities were equipped with new point of sales machines including membership card printers and scanners.

Tenders and RFPs Awarded:

None



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
Eastend Spray Park	In partnership with Moose Jaw Coop and Eastend Community Association, the Eastend Spray Park opened on June 10, 2019.
City of Moose Jaw Recreation Pass	The City of Moose Jaw Recreation Pass was available to the public June 1, 2019 which includes access to all City of Moose Jaw Recreation Facilities including the Yara Centre, Phyllis Dewar Outdoor Pool, Kinsmen Sportsplex and Pla-Mor Palace.
Perfect Mind Recreation Software	PerfectMind Recreation Software went live May 29, 2019 at the Kinsmen Sportsplex and Yara Centre along with online registration.
Advertising and Sponsorship Policy	A new Advertising and Sponsorship Policy was adopted and implemented. The policy creates a consistent approach to the solicitation and execution of advertising and sponsorship on City assets.
Municipal Naming Policy	The previous Parks & Facility Naming Policy was updated to include all municipal assets and renamed the Municipal Naming Policy.
Adopt a Bench Program	A new Main Street Adopt a Bench program was adopted and implemented. The new program allows organizations and individuals to adopt and paint City benches along Main Street.
Street Light Banner Policy	A new Street Light Banner Policy and Program was adopted and implemented. The new program provides an avenue for event organizers to hang promotional banners on City street lights.
Renaming of Wild Animal Park	The former Wild Animal Park was renamed to tatawaw park as per the recommendation brought forward by the Wakamow Aboriginal Community Association.
Naming of Lyle Helland Diamond	The ball diamond at memorial Field was named Lyle Helland Diamond as per a request made by the Helland family.
ICIP Infrastructure Grant – Outdoor Pool	Submitted an Expression of Interest to the Investing in Canada Infrastructure Program for a new outdoor pool.
Outdoor Events Policy	A new Outdoor Events Policy was adopted to assist with the booking of community events in City Park spaces.



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Capital Grant Program	The Capital Grant Program was reviewed, and changes were adopted. The last update to the program was in 2007.
Outdoor Rink Assessment Plan	A review was conducted of the City's Outdoor Rinks and a new Outdoor Rink Assessment Plan was adopted.
Self-Watering Flowerpots	Implemented self-watering flowerpots and hanging baskets, saving one day of watering per week and allowing the Department to re-allocate the resources to other areas of need.
Rosedale Cemetery Upgrades	Renovations and upgrades to the building at Rosedale Cemetery were completed.

Statistical Information:

KINSMEN SPORTSPLEX POOL

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Flying Fins	3,878	9,296	185	452.75
Private Rentals	2,136	2,622	69.25	95
Rural/Private Schools	0	0	0	0
Prairie South Schools	294	2,982	14.75	113.75
Holy Trinity Schools	76	139	14	16.25
Learn to Swim	4,063	9,286	395.25	808.50
Public Swimming	8,850	24,454	628	1454
Free Swims	2,267	6,114	28.75	67.75
Adult Swim	359	935	39	88
Noon Adult	839	1,904	69	163.50
Free Teen Swims	318	742	17.50	38.50
In-service	24	59	3	9
TOTAL	23,104	58,533	1,463.50	3,307.00
2018 Totals	26,079	59,745	1,479.50	3,223.75
2017 Totals	25,481	57,903	1,490.25	3,234.50
2016 Totals	25,838	58,736	1,420.50	3,237.50



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

PHYLLIS DEWAR OUTDOOR POOL

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Flying Fins	935	935	47	47
Private Rentals	0	0	0	0
Prairie South Schools	0	0	0	0
Holy Trinity Schools	0	0	0	0
Learn to Swim	477	477	37.50	37.50
Public Swimming	2,680	2,680	190.50	190.50
Adult Swim	55	55	7	7
Noon Adult	233	233	22.5	22.5
Free Teen Swims	44	44	4.5	4.5
In-service	31	31	4	4
TOTAL	4,455	4,455	313	313
2018 Totals	5,525	5,525	316	316
2017 Totals	4,855	4,855	281.50	281.50
2016 Totals	4,091	4,091	262	262

AQUATIC MEMBERSHIPS

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	8	9	6	6	2	2	6	7	14	14	36	38
3 Month	2	6	2	2	0	0	1	1	0	0	5	8
12 Month	0	15	0	0	0	0	0	0	12	17	12	32
TOTAL	10	30	8	8	2	2	7	8	26	31	50	78
2018 Totals	24	36	0	0	3	10	4	5	2	5	34	56



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

ARENA HOURS BOOKED

GROUP	BERT HUNT Q2	WALLY B Q2	KINSMEN Q2	ALL ARENAS Q2	ALL ARENAS YTD
Minor Hockey	0	0	0	0	970.75
Figure Skating	0	0	0	0	378.50
Speed Skating	0	0	0	0	90.25
Private Minors	0	0	0	0	12
Private Rentals	0	0	0	0	49
Public Skating	0	0	0	0	76
Free Skate	0	0	0	0	16
Drop in Shinny	0	0	0	0	22
Drop in Figure Skating	0	0	0	0	25
Sticks and Pucks	0	0	0	0	20
Prairie South School	0	0	9	9	28.75
Holy Trinity School	0	0	0	0	19
Rush Ice	0	0	0	0	82.50
Lacrosse	0	0	121	121	121
Inline Hockey	0	0	165	165	165
Inline Public Skating	0	0	0	0	0
Other	0	0	2	2	2
TOTAL	0	0	297	297	2,078.25
2018 Totals	0	0	387	387	2,456.25
2017 Totals	0	0	327.75	327.75	2,393.25
2016 Totals	0	0	351	351	2,486

RECREATION PASS MEMBERSHIPS

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	5	5	7	7	0	0	0	0	1	1	13	13
3 Month	6	6	10	10	3	3	0	0	2	2	21	21
12 Month	11	11	43	43	0	0	0	0	8	8	62	62
TOTAL	22	22	60	60	3	3	0	0	11	11	96	96
2018 Totals	0	0	0	0	0	0	0	0	0	0	0	0



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

YARA CENTRE TURF

GROUP	ATTENDANCE Q2	ATTENDANCE YTD	HOURS Q2	HOURS YTD
Football	1,433	6,003	130	564
Soccer	1,525	7,135	211	557.50
Baseball	1,172	4,622	163.5	428.5
Misc. Groups	1,230	8,520	112	338
TOTAL	5,360	26,280	616.50	1,888
2018 Totals	5,240	25,525	541.5	1,719

YARA CENTRE DROP-IN ATTENDANCE

DROP-IN	2019 Q2	2019 YTD	2018 Q2	2018 YTD
After School	48	312	52	267
Frisbee Friday League	0	115	0	101
Gym Drop In	185	359	20	142
55+ Fitness Programming	515	2,129	512	1,854
Toddler Turf Program	0	684	12	593
Turf Drop In	603	1,344	582	1,395
Family Turf Drop In	0	298	12	238
Track Adult	240	2,313	225	2,195
Track Child	6	24	1	16
Track Family	6	40	4	34
Track Senior	512	3,159	485	3,106
Track Student	20	87	10	72
Track Youth	1	17	0	10
Fitness Class Drop In-Non-Member	8	94	0	80
TOTAL	2,144	10,975	1,195	10,103



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

YARA CENTRE MEMBERSHIPS

	Adult Q2	Adult YTD	Senior Q2	Senior YTD	Youth Q2	Youth YTD	Child Q2	Child YTD	Family Q2	Family YTD	TOTAL Q2	TOTAL YTD
1 Month	94	266	81	196	39	103	0	0	12	40	226	605
3 Month	8	24	14	30	8	17	0	0	1	3	31	74
6 Month	0	6	1	3	0	0	0	0	0	0	1	9
9 for 6	0	31	0	49	0	12	0	0	0	5	0	97
12 Month	28	28	14	14	4	4	0	0	6	6	52	52
TOTAL	130	355	110	292	51	136	0	0	19	54	310	837
2018 Totals	139	340	77	215	46	95	0	0	13	32	275	682

CEMETERIES

	2019		2018		2017	
REGULAR BURIALS	Q2	YTD	Q2	YTD	Q2	YTD
Adult	13	29	6	18	12	29
Veteran	0	0	1	1	0	1
Child	1	1	0	0	0	0
Indigent	1	2	0	1	0	0
Disinterment	0	0	0	0	0	0
TOTAL	15	32	7	20	12	30
CREMATION BURIALS						
Adult	24	33	39	48	40	49
Veteran	1	2	0	0	0	1
Indigent	2	2	0	2	1	3
Columbarium	3	6	2	7	1	1
Child	1	1	0	0	1	1
Scattering	0	0	1	1	0	0
Disinterment	1	1	0	1	2	2
TOTAL	32	45	42	59	45	57



CITY OF MOOSE JAW
PARKS & RECREATION DEPARTMENT
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

REQUESTS FOR SERVICE

	2019		2018		2017	
	Q2	Year	Q2	Year	Q2	Year
Horticultural	34	37	23	80	13	22
Green Spaces	4	5	7	22	7	27
Pruning	45	68	31	150	69	213
TOTAL	83	110	61	252	56	262

Tenders/RFP's Awarded:

- City Hall Elevator Modernization Proposal awarded to Thyssenkrupp Elevator at a cost of \$323,069.45
- City Hall Repointing bricks was awarded to Walchuk Masonry at a cost of \$53,595.72
- Kinsmen Flooring project was awarded to MJ Carpet One Floor and Home at a cost of \$61,000.43



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Highlights:	Comments:
SaskPower	Continue to work with SaskPower on servicing agreement although environmental regulations may affect start up.
SE Industrial Park	The Concept Plan developed by Associated Engineering has been approved by City Council. Carpere Canada has purchased 780 acres of SE Industrial Park lands to become the developer of the Industrial Park.
Downtown Development	The Downtown Moose Jaw Association has been formally established with an elected board of directors. Focus of the organization will be streetscape enhancements in line with the Downtown LAP, marketing downtown and attracting business to the core. Meeting with internal Economic Development Committee.
Downtown Façade Improvement Grant	Reviewed and processed four applications and completed an amendment to include Heritage properties
Amendments	Continued work on to Zoning Bylaw and Planning Fee Bylaw/repeal of other Sign Bylaws.
Union Hospital Site	<ul style="list-style-type: none"> Completed municipal process for the amendment to the Official Community Plan/Rezoning of the old Hospital site Completed Geotechnical Report Completed draft of the RFP and took through Council for comment
Noise and Building Bylaws	Completed bylaw amendments to the Noise and Building Bylaws regarding commercial uses abutting residential uses.
Statistics Canada	Completed a project to change a dissemination area in Moose Jaw.
Heritage	Worked on Heritage Sites and Plaques Inventory.
Policies	<ul style="list-style-type: none"> Council approved a Street Naming Policy Began drafting a Civic Addressing Policy Finished draft of a new Housing Incentive Policy, took through Council to begin public consultation



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Russell Block Arches	Began process for removing Russell Block arches at 436 Langdon Crescent.
Pathway Master Plan	Continued work with Parks and Recreation Department.
Moose Jaw Refinery	Completed Encroachment Agreement.
GIS	Official Community Plan Future Land Use Map converted to GIS.
Westheath Phase 5	Continue work to complete landscape design.
Slump Zoning	Two reports to Council for approval to construct decks in Slump Zoning.
Workshops	Attended Culture of Accountability and Safety Leadership workshops Attended a Barrier-Free Design Workshop put on by Provincial Building Standards
Pea Processing Plant	Continue to work on securing the \$65 million pea protein fractionation plant in the Moose Jaw Industrial Park. Met with their representative and connected them with Carpere Canada.
Carpere Canada	Agreement finalized and approval to City Council July 8, 2019. Will continue working with Carpere to support the promotion of the Industrial Park as well as other opportunities outside of the Industrial Park.
Solar Farm	MackSun Solar Farm proposal extension to the conditional Offer to Purchase City owned flood fringe land to establish a solar farm pilot was extended due to an RFP on a new 10 MW project was approved by City Council. Continue to dialogue with the company on projects and support as required.
Canadian Tire Development	Agreement in final stages of being approved.
Moose Jaw Municipal Airport Authority (MJMAA)	Working to finalize the operating agreement with the City of Moose Jaw. Application made to the ICIP grant program for funding to extend the runway was submitted.
Entrepreneurial Immigration Program	Presented to two international delegations.



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Branding Project and Brand Leadership Team	Continue to participate and support this project.
Economic Development Strategy	Finalizing the updated based on information and action items gleaned from the Doug Griffiths 13 Ways Report and the Gair Maxwell branding event – balanced score card being developed.
Rural and Northern Immigration Pilot (RNIP)	Continue to work on this program in partnership with SCRIP, Chamber of Commerce, Moose Jaw Multicultural Society and other stakeholders.
Taxi/Rideshare Bylaws	Approved by City Council. Effective September 1, 2019.

Statistical Information:

Building Permit Values

2 nd Quarter	2019	2018	2017
Total Building Permit Values	\$4,358,730	\$4,616,870	\$11,035,558

Year-to-Date Building Permit Values

	Residential	Commercial & Industrial	Institutional	Value of Building Permits
YTD Jan 1 – Jun 30, 2019	\$7,289,555	\$3,375,200	\$285,700	\$10,950,455
YTD Jan 1 – Jun 30, 2018	\$4,445,705	\$3,514,150	\$472,015	\$8,431,870
YTD Jan 1 – Jun 30, 2017	\$10,964,209	\$4,256,152	\$2,999,017	\$18,219,378

Year-to-Date Total Building Permits

2019	2018
113	93



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Building, Demolition, Sign and Moving Permits Issued

2nd Quarter	2019	2018	2017
Accessory Buildings	23	18	36
Apartments/Condos	2	4	5
Demolition Permits	8	9	11
Government/Institutional	3	1	3
Industrial/Commercial	15	13	18
Residential	34	27	43
Total Building Permits	85	72	116
Moving Permits	1	2	0
Sign Permits	1	5	12
Occupancy Permits	5	7	9

Building and Bylaw Enforcement Inspections

2nd Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
Building Inspections			
Building Bylaw	13 (16)	24 (49)	43 (52)
Building Permits	181 (321)	139 (236)	189 (314)
Property Maintenance & Nuisance	9 (16)	24 (36)	6 (7)
Business License	7 (10)	5 (7)	4 (13)
Other	2 (2)	0 (0)	2 (2)
Subtotal	212 (365)	192 (328)	244 (388)
Bylaw Enforcement Inspections			
Animal Enforcement	6 (9)	9 (13)	5 (7)
Boulevard	79 (145)	23 (27)	91 (94)
Miscellaneous	5 (8)	7 (8)	5 (9)
Property Maintenance & Nuisance	9 (17)	7 (8)	6 (9)
Unsightly/Untidy(PM&N)	209 (253)	187 (202)	269 (298)
Clean Sidewalks	0 (49)	0 (22)	0 (20)
Zoning	11 (15)	9 (12)	12 (16)
Other	9 (16)	7 (12)	10 (14)
Subtotal	328 (512)	249 (304)	398 (467)
Grand Total	540 (877)	441 (519)	609 (913)



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Business Licenses

2 nd Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
New	50 (124)	53 (100)	85 (175)
Renewed	136 (1709)	151 (1703)	133 (1886)
Closed	45 (129)	56 (146)	42 (129)

Business License Breakdown

2019	April	May	June	Q2 Total
New Category A	4	2	4	10
New Category B	1	2	0	3
New Category C	1	0	0	1
New Category E	0	0	0	0
New Category T	3	2	9	14
New Home Occupations	7	9	7	23
Closed Category A	6	0	2	8
Closed Category B	3	0	0	3
Closed Category C	1	0	0	1
Closed Category E	0	0	0	0
Closed Category T	11	2	1	14
Closed Home Occupations	13	4	2	19
Renewal Category A	10	3	1	14
Renewal Category B	13	9	3	25
Renewal Category C	15	1	1	17
Renewal Category E	0	0	0	0
Renewal Category T	17	5	0	22
Renewal Home Occupations	50	7	1	58

Category A – Annual Gross Revenue less than \$50,000

Category B – Annual Gross Revenue between \$50,000 and \$500,000

Category C – Annual Gross Revenue greater than \$500,000

Category E – Registered Non-Profit or Charity

Category T – Transient (business that does not own or lease property for the purpose of conducting business)

Tenders/RFPs

- None to report



CITY OF MOOSE JAW
PLANNING & DEVELOPMENT SERVICES
QUARTER 2: APRIL 1, 2019 – JUNE 30, 2019

Humane Society

CATS

2 nd Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	77 (114)	58 (124)	85 (156)
BTS - Surrender	42 (69)	32 (58)	13 (27)
ACO - Stray	16 (29)	13 (27)	13 (28)
ACO - DOA	14 (34)	15 (19)	N/A (N/A)
APC	0 (0)	0 (0)	7 (7)
Totals	149 (246)	118 (228)	118 (218)

DOGS

2 nd Quarter	2019 (YTD)	2018 (YTD)	2017 (YTD)
BTS - Stray	38 (65)	54 (87)	52 (101)
BTS - Surrender	31 (52)	11 (27)	9 (17)
ACO - Stray	65 (86)	46 (75)	79 (133)
ACO- DOA	0 (0)	0 (1)	N/A (N/A)
APC	0 (0)	0 (0)	3 (8)
Totals	134 (203)	111 (190)	143 (269)

Legend

BTS - Brought to Shelter
ACO - Animal Control Pickup
DOA- Dead on Arrival
APC - Animal Protection Call

Customer Service Log

2nd Quarter

677 inquiries – 99% complete, one matter still to be resolved



City of Moose Jaw

COMMUNICATION # CC-2019-0080

TITLE: 2019 Solid Waste Budget Enhancements

TO: City Council

FROM: Engineering

DATE: July 5, 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT the City proceed with design for remediation of the leachate leak on the East face of the Landfill at a cost of \$50,000 to be funded from the solid waste reserve.

THAT the City purchase ten portable wind fences for litter control at the landfill at a cost of \$90,000 to be funded from the solid waste reserve.

THAT the City install one additional groundwater monitoring well at the landfill at a cost of \$17,500 to be funded from the solid waste reserve.

THAT the City proceed with a landfill gas evaluation at a cost of \$50,000 to be funded from the solid waste reserve.

TOPIC AND PURPOSE

Five budget enhancements were brought forward during the 2019 Budget sessions specific to the Solid Waste Utility. Four of these enhancements were supported by the City Manager, however City Council approval was never received for these projects. The Utility still requires approval from Council to move ahead with the enhancements.

BACKGROUND

The Engineering Department presented several enhancements as part of the 2019 Budget. At one stage in the budgeting process several of these enhancements were supported. However, as deliberations continued the reduction in capital expenditures resulted in these enhancements not being included in the 2019 Budget.

These enhancements included four items in the Solid Waste Utility. It should be noted that of the four (4) enhancements – there are three (3), which are regulatory requirements and must be included in the Budget.

The four (4) enhancements supported by the City Manager include: landfill leachate design for remediation, portable landfill wind fences, installation of a groundwater monitoring well, and a landfill gas evaluation. Budget enhancements are completed separately as a manual process outside of the budget system tools used for established programs. When Engineering capital expenditures were reduced due to Council's motion to reduce all Capital spending from \$240,000,000 to \$200,000,000, these enhancements were missed and not included with the rest of the Capital programs.

DISCUSSION

An overview of each of the four enhancements is as follows:

- The landfill has a leachate leak on the East side of the current active cell. This leak was identified as regulatory finding MJL-2017-17 in the City's 2017 Ministry of Environment Audit Report. The Engineering Department requests to have an analysis completed to determine the scope and recommended repair methods to remediate the leak. The estimated cost to have this done is \$50,000.
- The City of Moose Jaw's Permit to Operate a Landfill and The Municipal Refuse Management Regulations state that all reasonable steps must be taken to ensure that windblown litter is prevented from leaving the landfill site and that it is collected if it does leave the site. Landfill operations staff have reduced the risk of windblown litter through the practices of maintaining a small working face and the regular application of cover material however further measures are required to contain this litter. The City currently has six portable wind fences. Regulatory finding MJL-2017-06 from the City's 2017 Ministry of Environment Audit Report found current practices were not sufficient. The Utility is therefore requesting ten additional portable wind fences in order to properly comply with this finding at an estimated cost of \$90,000
- The City of Moose Jaw currently has 15 active groundwater monitoring wells in and around the landfill that are regularly monitored for compliance with our regulator. Groundwater wells monitor the migration of heavy metals and other environmentally hazardous materials in and around the landfill and their proximity and potential for pollution to existing water systems. Regulatory finding MJL-2017-12 from the City's 2017 Ministry of Environment Audit Report concluded that one new monitoring well is required to replace one inoperable well. The Utility is requesting \$17,500 to resolve this finding.
- Landfill gas, primarily methane, is produced from decomposing waste. This is a very harmful greenhouse gas. If this is not vented from landfills, the danger from gas build up and explosions is high. Currently the City of Moose Jaw has passive wells installed to vent these gasses to be dispersed in the atmosphere. This gas

can be captured and converted to electricity. SaskPower can enter into agreements with municipalities to purchase this electricity and distribute it into the electrical grid thereby creating a revenue source for the City of Moose Jaw. Based on systems currently in use in Regina and Saskatoon, there is the potential for a revenue stream of \$100,000 to \$250,000. Additionally, it is not yet fully known what role landfills will play in the Federal carbon reduction initiative. Landfills account for 20% of all methane releases in Canada. Proper management of these harmful gasses could generate carbon offset credits for the City. The Utility is requesting \$50,000 to evaluate the quantity, quality and potential use of gas in the landfill.

In summary, three (3) of the four (4) enhancements requested are current regulatory findings for the City to address. The landfill gas request does not currently fall under a regulatory finding but increased scrutiny is being applied in this area. The City reported its estimated methane and carbon dioxide releases for 2018, calculated through a desktop study, to the Federal Government for the first time in 2019. All four enhancements have an estimated total of \$207,500. It is proposed that this funding can come from the Solid Waste Utility Reserve which has sufficient funding to cover these expenditures.

FINANCIAL IMPLICATIONS

- \$207,500 funded from the Solid Waste Utility Reserve. The Solid Waste Utility Reserve is projected to have a balance of approximately \$1,900,000 at the end of 2019 and would therefore have sufficient funds available for these projects.

PUBLIC NOTICE

Public Notice is not required.

PRESENTATION

VERBAL: The Director of Engineering Services will be in attendance at the meeting to present the report.

ATTACHMENTS

- i. Capital Project Sheet – Landfill Leachate Remediation
- ii. Capital Project Sheet – Landfill Wind Fences
- iii. Capital Project Sheet – Landfill Groundwater Monitoring Wells
- iv. Capital Project Sheet – Landfill Gas Study
- v. Letter of Communication – 2019 Budget Enhancements

REPORT APPROVAL

Written by: Darrin Stephanson, Manager of Utilities

Reviewed by: Tracy Wittke, Assistant City Clerk

Approved by: Jim Puffalt, City Manager

Approved by: _ Fraser Tolmie

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

Capital Project Sheet

Title:	Solid Waste	Project #:	SW-1
Asset:	Landfill Leachate Remediation		

Completed by:	Darrin Stephanson	Date:	Oct. 23, 2018
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Project Description

This program is to remediate the existing leachate blow out on the east side of the landfill. Possible funding from one of the landfill reserves.

Total Budget Amount:

165,000

Financial	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital	50,000	115,000								
Operating		0	0	0	0	0	0	0	0	0

Community Outcome

	Sustainable Infrastructure	Fiscal Responsibility	Community Partnership	Safe and Healthy	Social & Cultural Pride	Economic Vibrancy	Welcoming & Respectful
Weighting	19	22	11	18	3	19	8
Score (1-5)	3	3	1	4	1	1	1

COMMUNITY OUTCOME SCORE 47.2 [A]

Level of Service and Indicator Impacted

•	Regulatory compliance - environmental
•	
•	
•	

Risk Evaluation

Urgency	5					
	4				16	
	3					
	2					
	1					
		1	2	3	4	5
				Impact		
					Risk Score	16 [B]

Capital Project Sheet

TOTAL PROJECT SCORE [A * B] =

755.2

Cost Benefit Ratio (Capital cost \$k) / total score)

Cost / Benefit	0.22
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Capital Project Sheet

Title:	Solid Waste	Project #:	SW-1
Asset:	Landfill Wind Fences		

Completed by:	Darrin Stephanson	Date:	Oct. 23 2018
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Project Description

This program includes the purchase of ten wind fences to better control airborne litter at the landfill. Height of landfill contributes to airborne litter affecting neighbouring properties. Controlling this litter is a requirement of the City's permit to operate and more control is needed. Possible funding from one of the landfill reserves.

Total Budget Amount:

128,000

Financial	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital	90,000	18,000	10,000	10,000	0					
Operating		0	0	0	0	0	0	0	0	0

Community Outcome

	Sustainable Infrastructure	Fiscal Responsibility	Community Partnership	Safe and Healthy	Social & Cultural Pride	Economic Vibrancy	Welcoming & Respectful
Weighting	19	22	11	18	3	19	8
Score (1-5)	3	4	2	3	1	1	1

COMMUNITY OUTCOME SCORE 50.2 [A]

Level of Service and Indicator Impacted

•	regulatory requirement - litter control
•	
•	
•	

Risk Evaluation

Urgency	5					
	4					
	3			9		
	2					
	1					
		1	2	3	4	5
				Impact		
					Risk Score	9 [B]

Capital Project Sheet

TOTAL PROJECT SCORE [A * B] =

451.8

Cost Benefit Ratio (Capital cost \$k) / total score)

Cost / Benefit	0.28
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Capital Project Sheet

Title:	Solid Waste	Project #:	SW-1
Asset:	Landfill Groundwater Monitoring Wells		

Completed by:	Darrin Stephanson	Date:	Oct. 23 2018
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Project Description

This program includes the purchase and installation of two new groundwater monitoring wells as well as ongoing replacement of existing wells. Possible funding from one of the landfill reserves.

Total Budget Amount:

35,000

Financial	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital	35,000	0	0	0	0					
Operating	0	0	18,000	0	19,000	0	0	0	0	0

Community Outcome

	Sustainable Infrastructure	Fiscal Responsibility	Community Partnership	Safe and Healthy	Social & Cultural Pride	Economic Vibrancy	Welcoming & Respectful
Weighting	19	22	11	18	3	19	8
Score (1-5)	4	3	1	4	1	1	1

COMMUNITY OUTCOME SCORE 51 [A]

Level of Service and Indicator Impacted

•	Regulatory compliance on monitoring
•	
•	
•	

Risk Evaluation

Urgency	5					
	4			12		
	3					
	2					
	1					
		1	2	3	4	5
			Impact			
				Risk Score	12	[B]

Capital Project Sheet

TOTAL PROJECT SCORE [A * B] =

612

Cost Benefit Ratio (Capital cost \$k) / total score)

Cost / Benefit

0.06

Capital Project Sheet

Title:	Solid Waste	Project #:	SW-1
Asset:	Landfill Gas Study		

Completed by:	Darrin Stephanson	Date:	October 23 2018
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Project Description

This program is to gather some preliminary analysis on landfill gas capture potential for the existing City landfill. This could become a revenue source for the City in the form of converted electricity sold back to the grid and may also have an impact with carbon credits. Possible funding from one of the landfill reserves.

Total Budget Amount:

50,000

Financial	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital	50,000									
Operating		0	0	0	0	0	0	0	0	0

Community Outcome

	Sustainable Infrastructure	Fiscal Responsibility	Community Partnership	Safe and Healthy	Social & Cultural Pride	Economic Vibrancy	Welcoming & Respectful
Weighting	19	22	11	18	3	19	8
Score (1-5)	4	5	1	3	2	1	1

COMMUNITY OUTCOME SCORE 56.8 [A]

Level of Service and Indicator Impacted

•	project viability
•	
•	
•	

Risk Evaluation

Urgency	5					
	4					
	3					
	2			6		
	1					
		1	2	3	4	5
			Impact			
				Risk Score	6	[B]

Capital Project Sheet

TOTAL PROJECT SCORE [A * B] = 340.8

Cost Benefit Ratio (Capital cost \$k) / total score)

Cost / Benefit	0.15
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City of Moose Jaw

LETTER OF COMMUNICATION

TITLE: 2019 Budget Enhancements

TO: Budget Committee

FROM: City Manager

DATE: December 12, 2018

PUBLIC: This is a Public Document.

IN-CAMERA: This is a Public Document.

RECOMMENDATION

To be a decision of City Council.

TOPIC AND PURPOSE

The purpose of this report is to provide City Council with information regarding the enhancements to the 2019 budget.

DISCUSSION

Budgets must be realistic and some of the principals that have been used to develop this budget, future budgets and new initiatives include:

1. The City should live within its means.
2. The City should only budget what work can reasonably be expected to be completed within each year.
3. The City should seek to invest in infrastructure when productivity, efficiency and effectiveness increases are possible.
4. The City may borrow from reserves on a short-term basis (7 to 10 years), however **must** pay back with interest at the expected rate of return that the Institutional Investing Program provides.
5. The City should generally focus on completing one major study at a time before starting another.
6. The City should ensure that the existing systems are operating as intended before completing a study to determine system enhancements – drainage study.
7. The City should be innovative and make the most effective use of its existing funds.
8. The City should reduce reliance on external consultants.
9. The City should seek to centralize functions and refine core services.
10. Administration should continue to carefully scrutinize every budget item and only present to Council what is considered necessary.

The City of Moose Jaw 2019 enhancement requests are outlined in the chart on page 4 along with recommendations based upon the above principals.

Water & Sewer Utility Staffing Requests**Initial Request – \$475,000 increased operating costs****Revised Request – \$2,000 increased operating/capital costs**

There is an opportunity to combine a number of concepts, ideas and proven operating methodologies to fund this enhancement at no net cost. The last three Cities I have managed have included in-house engineering for civil engineering specialties such as cast iron and undergrounds, generally, roads, sidewalks, streets, pavement and drainage. This was a system that was used in Dauphin, Manitoba which included a capital construction crew. In-house engineering alone was duplicated at the City of Estevan with some success and at the City of North Battleford with excellent success. There are cost savings of 4 percent engineering compared to 8 percent engineering and productivity, efficiency and effectiveness increases. This was also a component of Councillor Warren's notice of motion regarding engineering (attached).

Engineering costs for projects that should be able to be designed in-house are in the current budget, conservatively estimated at almost \$800,000 along with the Project Engineer that was built into the 2018 and 2019 Budgets. It is proposed to change that position to a Design Engineer and restructure the Engineering Department to include a design team. The Department was short staffed most of 2018.

It is proposed to phase this in over two years with the following conditions:

- An engineering services contract at 50% of 2019 budget values to allow an opportunity for recruitment to be completed and new staff on site while ensuring design work gets completed. 50% of work by consultants, 50% by internal resources.
- Start the additional crew at May 1, 2018 – start of construction season

Savings

	2019	2020
Capital Engineering Costs reduction – 550,000 less 50%	275,000	800,000
Less In house Design Engineer transferred from Operating to Capital	(108,000)	(130,000)
Additional crew – Capital repairs	<u>(277,000)</u>	<u>(475,000)</u>
Capital cost increase	(110,000)	195,000
Operating Cost decrease		
In-house design engineer transferred to Capital	108,000	130,000
Overall Impact	\$2,000	\$325,000

It is the intent of Administration to review costs more closely and report back to Council early in the new year.

Advanced Metering infrastructure**Initial Request – \$1,000,000****Revised Request – \$32,000**

There is an opportunity to have this program provide the benefits with minimal direct costs. Based upon the initial information, payback could be within 8 years plus. That may also be able to free up more staff time that can be diverted to the staffing noted earlier in this report. It is further proposed that the amount required be borrowed from the equipment reserve with an interest rate of 7% to be paid as per the schedule noted below.

City of Moose Jaw**Advanced Metering Infrastructure**

Loan	Total	Interest	Principal	Total Costs	Less net benefits	Surplus
Year 1	\$2,500,000	\$175,000	357,000	\$532,000	\$500,000	-\$32,000
Year 2	\$4,643,000	\$325,010	714,000	\$1,039,010	\$1,000,000	-\$39,010
Year 3	\$3,929,000	\$275,030	714,000	\$989,030	\$1,000,000	\$10,970
Year 4	\$3,215,000	\$225,050	714,000	\$939,050	\$1,000,000	\$60,950
Year 5	\$2,501,000	\$175,070	714,000	\$889,070	\$1,000,000	\$110,930
Year 6	\$1,787,000	\$125,090	714,000	\$839,090	\$1,000,000	\$160,910
Year 7	\$1,073,000	\$75,110	714,000	\$789,110	\$1,000,000	\$210,890
Year 8	\$716,000	\$50,120	357,000	\$407,120	\$1,000,000	\$592,880
Year 9	\$ -	\$ -	0	\$ -	\$1,000,000	\$1,000,000
		\$1,425,480	4,998,000	6,423,480	8,500,000	\$2,076,520

Annual Cost Savings \$ 450,000
 Annual Revenue
 Generation \$ 500,000
 Interest Rate Charged 7%
 Phased over two years
 \$2,500,000 per year
 Loan from the
 Equipment Reserve

It is the intent of Administration to review costs more closely and report back to Council early in the new year.

Department	Operating Budget	Equipment Budget	Capital Budget	Other Reserves	City Manager Comments:
Fire Service: None requiring additional funding					
Clerk/Solicitor:					
In-house Legal Counsel Position Contractual Legal Fee Savings Increased contractual Funding for Bylaw Enforcement	117,373 <u>-30,000</u> <u>87,373</u> 35,000				Support in-house legal counsel position. Fundamental 8 & 9.
Financial Services					
Exemption Database		2,500			Support – fundamental 3.
Information Technology:					
Request for Service System		20,000			Support – fundamental 3.
Website		40,000			Support – fundamental 9.
Planning & Development:					
Streetscape Enhancement Design			20,000		Support – fundamental 7.
Human Resources:					
Job Evaluation Framework				50,000	Retention of employees. Support. Antiquated system needs updating.
Employee Active Living Program	26,500 0				Human Resource Services Director suggests free membership for employees.
City Manager/Communications: None requiring additional funding					
Safety: None requiring additional funding					
Parks and Recreation: None requiring additional funding					
Engineering Services:					
Slumping Strategy			120,000		Defer to 2020. Fundamental 5.
Landfill Lechate Remediation			50,000		Support. Our studies will be focused on one area for 2019. Fundamental 5 & 6.
Transportation Master Plan			150,000		Defer until Department of Highways pays for cost. Fundamental 5.
Automated Water Meters			Net zero		Support. See attached information. Fundamental 3 & 4.
Landfill Ground Water Monitoring			35,000		Support. Our studies will be focused on one area for 2019. Fundamental 5 & 6.
Paving Gravel Roads – LIP			1,810,000		Council directive.
Landfill Scale			180,000		Support. Our studies will be focused on one area for 2019.
Landfill Wind Fences			90,000		Non-support. If moving sunk costs will be lost. Fundamental 6.
Automated Parking Meters			50,000		Support provided the system can be user friendly. Fundamental 5.
Landfill Gas			50,000		Support. Our studies will be focused on one area for 2019. Fundamental 5 & 6.
Storm Sewer inspection			210,000		Non-support. Spend existing resources and cleaning open ditch system. Fundamental 6.
Boulevard – Rehabilitations			20,000		Support. Fundamental 3.
Operating-Operational Staff Request	Net zero				Support. Two-year phase in as per attached. Fundamental 3 & 4.
Transit – SaskPoly Transit Service	160,000				Non-support. Business plan required. Fundamental 1.

PRESENTATION

VERBAL: X AUDIO/VISUAL: NONE:

ATTACHMENTS

- I. Automated Water Meters information. (Advanced Metering Infrastructure)
- II. Operating-Operational Staff Request information. (Water and Wastewater Operational Request)
- III. Councillor Warren's Notice of Motion – Water and Sewer Capital Construction Division.

Respectfully Submitted By,

Jim Puffalt

Jim Puffalt, City Manager

APPROVAL OF REPORT RECEIVED

COMMENTS RECEIVED

Fraser Tolmie

Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____



EXECUTIVE COMMITTEE MINUTES

PUBLIC

Monday, July 22, 2019, 5:30 p.m.

Council Chambers, (Public)

Scoop Lewry Room (In-Camera)

2nd Floor, City Hall

PRESENT:	Councillor H. Eby, Chairperson
	Mayor Tolmie
	Councillor D. Luhning
	Councillor S. McMann
	Councillor C. Froese
	Councillor B. Swanson
ABSENT:	Councillor C. Warren
ADMIN:	D. Blais
	J. Dixon
	J. Mickleborough
	K. Soltys
	M. Gulka-Tiechko
	S. Campbell
	T. Wittke
	J. Puffalt
	E. Anderson

1. CALL TO ORDER

Councillor Eby, Chairperson, called the meeting to order at 7:21 p.m.

2. **CONFIDENTIAL MATTERS**

Moved by Mayor Tolmie

THAT the Executive Committee close the meeting to the public and proceed in-camera pursuant to Section 94(2) of *The Cities Act* as confidential information is contained within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular, section 17(1)(b)(i) and (ii); section 16; section 21; and section 15.

Carried

The Executive Committee closed the meeting at 7:22 p.m. to the public with the following persons in attendance: Councillor Eby; Mayor Tolmie; Councillor Froese; Councillor McMann; Councillor Luhnig; Councillor Swanson; Jim Puffalt; Myron Gulka-Tiechko; Tracy Wittke; Josh Mickleborough; Derek Blais; Sandy Campbell; Jim Dixon, Katelyn Soltys; and Elaine Anderson.

- a. **Addition to Confidential Agenda**
- b. **Confidential Matter, EC-2019-0111**
- c. **Confidential Matter, EC-2019-0112**
- d. **Confidential Matter, EC-2019-0071**
- e. **Confidential Matter**
- f. **Confidential Procedural Matter**

3. **Back to Open Session**

Moved by Councillor Froese

THAT the Executive Committee go out of in-camera.

Carried

The Executive Committee opened the meeting to the public at 8:32 p.m.

4. **ADJOURNMENT**

Moved by Councillor Luhnig

THAT the Executive Committee meeting be adjourned.

Carried

The Executive Committee meeting adjourned at 8:33 p.m.

Respectfully submitted,

(Sgd.) *Councillor Eby*

Chairperson



SPECIAL EXECUTIVE COMMITTEE MINUTES

PUBLIC

Thursday, July 25, 2019, 5:15 p.m.

Scoop Lewry Room

2nd Floor, City Hall

PRESENT:

Mayor Tolmie
Councillor H. Eby, Chairperson
Councillor D. Luhning
Councillor S. McMann
Councillor C. Froese (via telephone)
Councillor C. Warren (via telephone)
Councillor B. Swanson

ADMIN:

K. Soltys
T. Wittke
J. Puffalt

1. CALL TO ORDER

Councillor Eby, Chairperson, called the meeting to order at 5:15 p.m.

2. REPORTS – Nil

3. CONFIDENTIAL MATTERS

Moved by Mayor Tolmie

THAT the Executive Committee close the meeting to the public and proceed in-camera pursuant to Section 94(2) of *The Cities Act* as confidential information is contained within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular, section 17(1)(b)(i) and (ii).

Carried

The Executive Committee closed the meeting at 5:15 p.m. to the public with the following persons in attendance: Councillor Luhning; Mayor Tolmie; Councillor Froese; Councillor McMann; Councillor Warren; Councillor Swanson; Councillor Eby; Jim Puffalt; Tracy Wittke; and Katelyn Soltys.

a. Confidential Matter

4. Back to Open Session

Moved by Councillor Luhning

THAT the Executive Committee go out of in-camera.

Carried

The Executive Committee opened the meeting to the public at 5:22 p.m.

5. ADJOURNMENT

Moved by Mayor Tolmie

THAT the Executive Committee meeting be adjourned.

Carried

The Executive Committee meeting adjourned at 5:22 p.m.

Respectfully submitted,

(Sgd.) *Councillor Eby*

Chairperson



Public Minutes
INVESTMENT COMMITTEE MINUTES

Thursday, July 11, 2019
Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Brian Acker, Chairperson, City Representative
Mayor Fraser Tolmie
Dawn Luhning, Council Representative
Scott McMann, Council Representative
Jim Puffalt, City Representative
Brenda Hendrickson, City Representative

ALSO PRESENT: Bruce Willms, RBC Dominion Securities
Jerrod Schafer, RBC Dominion Securities
Heather St. Dennis, Recording Secretary

PART 1 - NO APPROVAL OF CITY COUNCIL REQUIRED

Re: Call to Order

Brian Acker, Chairperson, called the meeting to order at 3:01 p.m.

PART 2 - NO APPROVAL OF CITY COUNCIL REQUIRED

Re: Adoption of Agenda

Moved by Councillor Luhning
THAT the agenda be adopted as presented.

Carried.

PART 3 - NO APPROVAL OF CITY COUNCIL REQUIRED

Re: Adoption of Minutes

Moved by Mayor Tolmie
THAT the minutes be adopted as presented.

Carried.

PART 4 - NO APPROVAL OF CITY COUNCIL REQUIRED

Re: New Business

Moved by Mayor Tolmie
THAT the Investment Committee close the meeting to the public and proceed in-camera pursuant to Section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular, sections 16, 17 & 18.

Carried.

The Investment Committee closed the meeting to the public at 3:02 p.m. with the following persons in attendance: Brian Acker, Mayor Tolmie, Councillor McMann Councillor Luhning, Jim Puffalt, Brenda Hendrickson, Bruce Willms and Jerrod Schafer.

Moved by Mayor Tolmie
THAT the Investment Committee go out of in-camera.

Carried.

The Investment Committee opened the meeting to the public at 4:21 p.m.

Moved by Councillor McMann
THAT the City transfer \$20,000,000 dollars immediately to RBC Dominion Securities and then an additional \$4,000,000 per month from August 2019 to December 2019 to RBC Dominion Securities to be invested into the long-term pool.

Carried.

Moved by Councillor Luhning
THAT the City sell bonds with a yield to maturity less than 2.35% and direct the proceeds to the moderate term pool.

Carried.

Moved by Mayor Tolmie
THAT existing fixed income investments be allocated to the appropriate pool in the appropriate weighting.

Carried.

PART 5 – NO APPROVAL OF CITY COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next meeting of the Investment Committee will be at the call of the Chair.

Moved by Councillor Luhning
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 4:23 p.m.

Brian Acker
Chairperson

CITY MANAGER'S COMMENTS:

Jim Puffalt
City Manager

MAYOR'S COMMENTS:

Fraser Tolmie
Mayor



PUBLIC MINUTES
HERITAGE ADVISORY COMMITTEE MEETING
Wednesday, July 24, 2019, 5:15 p.m.
Scoop Lewry Room
2nd Floor, City Hall

PRESENT: Scott Hellings, Chairperson, Citizen-at-Large
Larry Hellings, Citizen-at-Large
Karla Rasmussen, Citizen-at-Large
Yvette Moore, Chamber of Commerce Representative

ABSENT: Councillor Crystal Froese, Council Representative
Dana Bushko, Citizen-at-Large

ALSO PRESENT: Derek Blais, Director of Parks & Recreation
Eric Bjorge, Assistant City Planner
Pearl Anderson, Recording Secretary

PART 1 - NO APPROVAL OF COUNCIL REQUIRED
Re: Call to Order

Scott Hellings, Committee Chairperson, called the meeting to order at 5:20 p.m.

PART 2 - NO APPROVAL OF COUNCIL REQUIRED
Re: Adoption of Agenda

Moved by Larry Hellings

THAT the agenda be approved as amended:

- Removal of Item 5.1 – Downtown Façade Improvement Grant Application – 59 Athabasca Street West (application was withdrawn)

Carried.

PART 3 – NO APPROVAL OF COUNCIL REQUIRED
Re: Adoption of the Minutes – June 19, 2019

Moved by Yvette Moore

THAT the minutes of the Heritage Advisory Committee meeting dated June 19, 2019 be received as presented.

Carried.

PART 4 – NO APPROVAL OF COUNCIL REQUIRED
Re: Business Arising from Minutes

4.1 Heritage Plaques

The Director of Parks and Recreation, circulated an action plan for the Heritage Plaque Replacement program. The action plan included the location, existing or new plaque, type of plaque, condition (if existing) and proposed replacement year. The priority list for 2019 replacement plaques included the Natatorium, Old Methodist Church, 1893 Court House and CPR Station. New plaque sites for 2019 are Ross School, Chinese United Church, Land Titles building, 23 Main Street North and Moose Jaw Cemetery. The proposed completion date is September/October 2019. Sites for plaques for the years 2020 and 2021 were included in the action plan.

4.2 Heritage Properties on the City Website

Scott Hellings, Committee Chairperson, reported he had been researching grant possibilities but to date has not been able to find any that relate to the program.

4.3 Chapel in Moose Jaw Cemetery

No update.

4.4 436 Langdon Crescent

Cost figures to move the arches are being researched.

4.5 Update re: Façade Grant Applications

244A River Street West and 50 Stadacona Street West

City Council approved the Façade Grant applications for 244A River Street West and 50 Stadacona Street West.

4.6 Municipal Cultural Action Plan

The City of Prince Albert's Municipal Cultural Action Plan was emailed to Committee members. The matter will be placed on the next meeting agenda.

4.7 Historical Places Day – July 6, 2019

Public tours of the Moose Jaw Public Library were given during Historical Places Day held on July 6, 2019. Scott Hellings advised he attended the morning tour of the Library.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED
Re: New Business

Nil.

Yvette Moore left the meeting at 6:00 p.m.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED
Re: Next Meeting and Adjournment

The next regular meeting is scheduled for August 21, 2019 at 5:15 p.m.

The meeting adjourned at 6:00 p.m.

Approved via email July 25, 2019
Scott Hellings, Chairperson

CITY MANAGER'S COMMENTS:

Jim Puffalt
City Manager

MAYOR'S COMMENTS:

Fraser Tolmie
Mayor



City of Moose Jaw

COMMUNICATION# CC-2019-0130

TITLE: Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2) (3rd Reading)

TO: City Council

FROM: Department of Planning and Development Services

DATE: 31 July 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT City Council give 3rd reading to Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2).

TOPIC AND PURPOSE

The purpose of the proposed Bylaw is to suggest generic amendments to Bylaw No. 5346, Zoning Bylaw, including formatting, correcting of conflicting information and errors, and clarification. The amendments are intended to make Bylaw No. 5346, Zoning Bylaw more user-friendly and aligned with current practice and interpretation.

BACKGROUND

The Bylaw was submitted to the regular meeting of City Council on July 8, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

ATTACHMENTS

1. Bylaw No. 5589, Zoning Bylaw Amendment, 2019 (2).

REPORT APPROVAL

Written by: Eric Bjorge, Assistant City Planner
Reviewed by: Michelle Sanson, Director of Planning and Development
Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

BYLAW NO. 5589
ZONING BYLAW AMENDMENT, 2019 (2)

THE MUNICIPAL CORPORATION OF THE CITY OF MOOSE JAW ENACTS AS FOLLOWS:

Amendments

1. Bylaw No. 5346, Zoning Bylaw of the City of Moose Jaw is amended in the manner set forth in attached Appendix A to this Bylaw.

Coming into Force

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

READ A FIRST TIME the 22nd day of July, 2019.

READ A SECOND TIME the 22nd day of July, 2019.

READ A THIRD TIME AND PASSED the day of , 2019.

Mayor

City Clerk

Appendix A

SECTION 2 – DEFINITIONS

Corner Visibility Triangle (Sight Triangles)

A protected triangular area for traffic visibility as described in *Bylaw No. 4760 – Boulevard Bylaw*.

Custodial Care Home

A dwelling for the temporary detention or open custody of persons pursuant to the provisions of *The Young Offenders Act* (Canada) or *The Summary Convictions Procedures Act* (Saskatchewan); or a community training residence as defined in *The Corrections Act* (Saskatchewan).

There shall be three types of such homes:

Type 1 – Custodial Care Home has no more than five persons in detention, custody or residence; and

Type 2 – Custodial Home has between five and nine persons in detention, custody or in residence.

Type 3 – Custodial Home has more than nine persons in detention, custody or in residence.

Floodproofing

- (a) For buildings, this means the use of construction techniques, design or devices, equipment or materials to protect the building from potential flood damage, which may require the opinion of a qualified professional engineer that the development will withstand the hydraulic pressure and velocity of the design flood and;
- (b) For land, this means the adoption of measures such as filling Flood Fringe areas to prevent damage to such buildings or land by a flood of a specified magnitude (1:500 year flood design level) if:
 - i) it does not negatively affect neighbouring uses due to the new proposed elevations; and
 - ii) the proposed fill can be safely stabilized and does not significantly reduce the channel capacity, in the opinion of a qualified professional engineer.

(removed) Industrial Complex

A group of two (2) or more detached principle buildings located on the same site and which do not include any residential occupancy except where specifically approved for security or custodial staff.

Micro Brewery and Micro Distillery

A small to medium-sized operation that does not cause a nuisance for neighbouring uses and does not require an increase of City services. The operation must meet the definition of a “Craft Manufacturer” under Saskatchewan Liquor and Gaming Authority (SLGA) regulations.

(removed) **Sign, A-Board**

A portable, A-shaped sign which is set temporarily upon a sidewalk or the ground and which has no external supporting structure.

(removed) **Sign, Animated**

A sign depicting action, motion, light or colour changes through electrical or mechanical means.

(removed) **Sign, Awning**

An awning which incorporates a sign painted on, or affixed flat to the surface of the awning and which does not extend vertically or horizontally beyond the limits of such awning. The awning itself may or may not be illuminated.

(removed) **Sign, Banner**

A temporary sign composed of lightweight, non-rigid material, such as cloth, canvas, P.V.C., or similar material.

(removed) **Sign, Canopy**

A canopy or free-standing canopy which utilizes or incorporates a sign.

(removed) **Sign, Face**

The entire area of a sign on which writing could be placed.

(removed) **Sign, Facia**

A sign attached to, marked or inscribed on any structure which is attached parallel to the face of a building, wall but does not include a billboard, a third-party advertising sign or a painted wall sign.

(removed) **Sign, Flashing**

A sign with an intermittent or flashing light source. Generally, the sign’s message is constantly repeated.

(removed) **Sign, Freestanding**

A sign supported independently of a building and permanently fixed to the ground but shall not include a sign that is attached to a fence, a parked vehicle, temporary signs or billboards.

(removed) **Sign, Height**

The vertical distance measured from the site grade at the street curb (other than an elevated roadway), which permits the greatest height to the top of said sign.

(removed) **Sign, Portable**

A sign mounted on a trailer, stand or similar support structure (including a vehicle), which is designed in such a manner that the sign can be readily located to provide advertising at another location, and may include copy that can be changed manually through the use of attachable characters.

(removed) **Sign, Projecting**

Any sign, except a canopy or awning sign, which is supported by an exterior building wall and projects outward from the building wall by more than 0.3 metres.

(removed) **Sign, Roof**

Any sign erected upon, against, or above a roof or on top of or above the parapet of a building.

(removed) **Sign, Wall**

Any sign, except projecting signs, attached, or affixed, to any part of the wall of a building, including entrance doors, overhead service doors and windows. This definition includes lettering, paintings, awnings, and marquees.

Site Coverage

The percentage of the site covered by any building or structure measuring 0.6 metres above grade level, exclusive of marquees, canopies, balconies and eaves.

Supportive Housing

Housing projects operated by a non-profit or public authority which provide supportive care through social services and structured programming to individuals struggling with mental illness, addiction, or other challenges to stable housing. This may include housing projects which provide temporary accommodation, and 24-hour outreach or supportive services to vulnerable sectors such as youth, women fleeing violence, or those struggling with mental health and addiction issues.

SECTION 3 – ADMINISTRATION

3.2.1 Legal Non-Conforming and Prohibited Uses

Land uses or Developments which existed prior to the approval of this Bylaw and which were allowed by Zoning Bylaw No 3000 but are not listed as Permitted or Discretionary Uses under this Bylaw, shall be considered Prohibited Uses. Such uses shall be allowed to continue as “legal non-conforming” only in accordance with Sections 88 to 93 inclusive of

the Act. Certain other proposed uses or developments may also be listed as Prohibited Uses in any or all Zoning Districts.

3.5 Responsibility of the Development Officer

Except for Section 11 of this Bylaw, which shall be administered by the City's Building Official, the Development Officer shall administer this Bylaw. The Development Officer shall be the City Planner, the Bylaw Enforcement Officer or any other employee of the City authorized in writing by the Council to act as a Development Officer for the purposes of this Bylaw and the Act. For the purposes of administering and enforcing Section 11, the Building Official shall have the same authority under the Act as a Development Officer.

3.6 Application of the Regulations

- c. Where any calculation results in a fractional value:
 - i. any fraction up to one-half shall be disregarded;
 - ii. fractions including and over one-half shall be rounded to the next whole number.

3.7.7 Development Permit Application Fees

The development permit application fee shall be as required in the Planning Fee Schedule which may be adopted and altered by a separate Bylaw of Council.

3.9.1 Established Building Lines on Front Site Lines

At the discretion of the Development Officer:

On any front site line in any Zoning District, where a building line has been established along the front site line by existing buildings, a proposed new building may be constructed at either the established building line or the setbacks required in the Zoning District, provided that any accessory or attached garage for the building which has vehicle entrance doors to the street on which the building line exists shall be at least 1.5 m from that street.

3.10 Non-Conforming Uses and Buildings

- b. No enlargements, additions, or reconstruction of a non-conforming use or building shall be undertaken, except in conformance with Sections 88 to 93 of the Act.

SECTION 4 – GENERAL REGULATIONS

4.2.1 Accessory Uses

- f. No garage, carport, or similar accessory structure shall be more than one storey in height above grade within any district except for R5 and R7. A

second storey shall be determined by the existence of a second floor truss system. The use of attic space in any accessory building shall be limited to storage only.

4.12 Fences or walls in Required Yard Setbacks

Fences or walls may be erected, placed, or maintained in any required yard only in conformance with the following regulations:

4.12.1 Residential Districts

- c. In the case of a corner site, no wall or fence shall be placed so as to create a visual obstruction in a corner visibility triangle, as described in *Bylaw No. 4760 – The Boulevard Bylaw*.

4.14 Home Occupations

4.14.3 The following development standards shall apply to all Home Occupations:

- 1. The dwelling that the Home Occupation application is for must be the primary residence of the applicant.

4.18 Mobile Home Parks

iv Site requirements for a mobile home space are:

- A minimum of 1.5m side yard from any adjacent mobile home space;
- A minimum of 3m rear or side yard from the mobile home park boundary;
- A minimum of 3m front yard from any internal road; and
- A minimum of 15m from any mobile home space or permanent park accessory structure located on the opposite side of an internal road.

For existing Mobile Home Parks, new structures shall conform to the site requirements at the discretion of the Development Officer. It is at the discretion of the Development Officer to permit site requirements that align with the existing Mobile Home Park standards.

4.20 Outdoor Storage

- a. In all districts, the storage of materials shall not be permitted in the required front yard of any site.

4.21 Permitted Obstructions in Required Yards

- a. The following shall not be considered to be obstructions in any yards, and shall not be considered in the determination of property line setbacks or site coverage in any yard:

- i. steps 1.6 metres or less above grade level which are necessary for access to a permitted building or for access to a site from a street or lane; or
 - ii. trees, shrubs, walkways, trellises or flag poles.
- b. The following shall not be considered to be obstructions in any front yard, and shall not be considered in the determination of property line setbacks or site coverage in any front yard:
 - i. lighting fixtures and lamp posts;
 - ii. patios and decks not more than 0.4 metres above grade;
 - iii. overhanging eaves and gutters projecting not more than 1.0 metre into a required front yard;
 - iv. canopies or balconies projecting not more than 1.8 metres into a required front yard; or
 - v. architectural features and chimneys projecting not more than 0.7 metres into a required front yard.
- c. The following shall not be considered to be obstructions in any front yard, and shall not be considered in the determination of property line setbacks:
 - i. patios and decks more than 0.4 metres above grade and projecting not more than 1.8 metres into a required front yard.
- d. The following shall not be considered to be obstructions in any rear yard and shall not be considered in the determination of property line setbacks or site coverage in any rear yard:
 - i. patios and decks measuring not more than 0.6 metres above grade provided they are located at least 3.0 metres from the rear site line on interior sites and 1.5 metres from the rear site line on corner sites;
 - ii. overhanging eaves and gutters, architectural features and chimneys projecting not more than 1.0 metre into a required rear yard;
 - iii. enclosed private swimming pools on interior sites when attached to the principal building projecting not more than 3.0 metres into a required rear yard; or
 - iv. laundry drying equipment, recreational equipment, and private swimming pools and tennis courts, which are open to the sky.
- e. The following shall not be considered to be obstructions in any rear yard and shall not be considered in the determination of property line setbacks:

- i. patios and decks measuring more than 0.6 metres above grade, projecting not more than 3.0 metres into a required rear yard, provided they are located at least 3.0 metres from the rear site line;
 - ii. canopies and balconies projecting not more than 3.0 metres into a required rear yard provided they are located at least 3.0 metres from the rear site line; or
 - iii. accessory buildings.
- f. The following shall not be considered to be obstructions in any side yard and shall not be considered in the determination of property line setbacks or site coverage in any side yard:
 - i. patios and decks not more than 0.6 metres in height above grade;
 - ii. architectural features, eaves and chimneys projecting not more than 0.5 metres into a required side yard;
 - iii. laundry drying equipment, recreational equipment and private swimming pools and tennis courts, which are open to the sky;
 - vi. air conditions or heating equipment for single unit dwellings; or
 - vii. notwithstanding subclause ii, eaves may project up to 0.75 metres into a required side yard where the required side yard is greater than 1.0 metre.
- g. The following shall not be considered to be obstructions in any side yard and shall not be considered in the determination of property line setbacks:
 - i. patios and decks more than 0.6 metres in height above grade and canopies and balconies, provided they do not project more than 1.8 metres into a required side yard or project no more than 25% into the width of a required side yard, whichever is less; or
 - ii. accessory buildings.

4.24 Sidewalk Cafes

Sidewalk Cafes may be permitted only from April 1st to October 31st in any year at the discretion of the Development Officer in association with an approved use as described in the High-Density Commercial District (C2) or the Vehicle Oriented Commercial District (C3). Sidewalk Cafes shall be regulated in accordance with the City of Moose Jaw Sidewalk Use for Extension of Business Policy.

4.27 Storage of Vehicles in Residential Areas

- a. No person shall park or store on any part of any site any commercial or industrial vehicle, with a gross vehicle weight (G.V.W.) exceeding 8,000kg, or a total length greater than 6.0m for longer than is reasonably necessary to load or unload the vehicle.

SECTION 5 – REQUIRED PARKING AND LOADING FACILITIES

5.1 Parking and Loading Spaces Required with Development

- e. When the calculation of parking requirements results in a fractional required parking space:
- i. any fraction up to one-half shall be disregarded; and
 - ii. fractions including and over one-half shall be deemed to be equivalent to one space.

5.7 Fractional Spaces

If in determining the number of required parking spaces a fractional space is arrived at:

- a. any fraction up to one-half shall be disregarded; and
- b. fractions including and over one-half shall be deemed equivalent to one space.

5.8 Required Off Street Parking in Residential Districts

- 5.8.2** All multi-unit dwellings and non-residential principal buildings with a building floor area greater than 500m² shall provide one off-street loading space.

Table 5-3 Required Parking Spaces for Residential Districts	
Dwelling units in conjunction with or attached to any permitted use	1 space per dwelling unit plus 1 visitor space per 2 dwelling units; 0.5 spaces per dwelling unit for existing buildings in the C2HER (C2 Heritage) District; 1 space per dwelling unit for new buildings in the C2HER (C2 Heritage) District
Dwelling, Group	1 space per dwelling unit plus 1 visitors' space per 10 dwelling units or fraction thereof

5.10 Required Off Street Parking in Commercial Districts

5.10.2 All multi-unit dwellings and non-residential principal building with a building floor area greater than 500m² shall provide one off-street loading space.

Table 5-5 Required Parking Spaces for Commercial Districts	
Micro Brewery / Distillery	1 space per 100m ² of gross floor area No parking requirement in High Density Commercial District if less than 325m ² . For that portion in excess of 325m ² , 1 space per 100m ²
Dwelling, Group	1 space per dwelling unit plus 1 visitors' space per 10 dwelling units or fraction thereof
Private Clubs	1 space per 50m ² of floor area

SECTION 6 – RESIDENTIAL ZONING DISTRICTS

6.4 R1 LARGE LOT LOW DENSITY RESIDENTIAL DISTRICT

6.4.1 PURPOSE

The purpose of the R1 Large Lot Low Density Residential District is to provide for large lot residential development in the form of one-unit dwellings as well as complementary community uses.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.4.2)							
Site Frontage	Site Area (m²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
15	450	7.5	7.5 – or 25% of the site depth whichever is less	4.5	1.2 – or 10% of the site width whichever is less	11	40%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Dwellings, Manufactured, Type 1**

- **Dwellings, One Unit**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Boarding Houses**
- **Community Service/Institutional**
- **Convenience Stores (may include an accessory dwelling unit)**
- **Conversion of Single Detached Dwellings to Multiple Dwellings** – refer to Section 6.4.2.4
- **Cultural Institutions**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, Manufactured, Type 2**
- **Dwellings, Two Unit** – Re-constructing a building existing at the date of the passing of this Bylaw
- **Dwellings, Semi-Detached** – Re-constructing a building existing at the date of the passing of this Bylaw – refer to Section 6.4.2.1
- **Parking Areas**
- **Places of Worship**
- **Private Schools**
- **Residential Care Homes – Type 2** – refer to Section 4.

6.4.2 NOTES TO DEVELOPMENT STANDARDS

1. Site Frontage of 7.5m; Site Area of 225m²
2. Parking requirements found in Section 5
3. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.
4. Any dwelling existing prior to June 13, 1955 having a cubic content of not less than 850 cubic metres and located on a site having a site frontage of not less than 15 metres, may be converted into a multiple dwelling; subject to the Discretionary Use approval of City Council where the following conditions shall apply:

- a) The area of land occupied by the building is not increased except to furnish any extra entrance or exit necessary for such conversion.
 - b) A maximum of four (4) suites shall be permitted for such conversion of any single dwelling unit.
5. For properties with existing dwellings, minimum lot size and frontage standards will not apply in cases where property lines are being adjusted. In these cases, the property lines shall be configured in such a way to maximize conformity with the Zoning Bylaw and National Building Code.

6.5 R1A LOW DENSITY RESIDENTIAL DISTRICT

6.5.1 PURPOSE

The purpose of the R1A Low Density Residential District is to provide for residential development in the form of one-unit dwellings as well as complementary community uses

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.5.2)							
Site Frontage	Site Area (m²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
12	360	6	7.5	4.5	0.75	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Dwellings, Manufactured, Type 1**
- **Dwellings, One Unit Detached**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3

- **Bed and Breakfast Homes** – refer to Section 4.4
- **Boarding Houses** – refer to Section 4.4
- **Community Service/Institutional**
- **Convenience Stores (may include an accessory dwelling unit)**
- **Cultural Institutions**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, One Unit** – refer to Section 6.5.2.1
- **Dwellings, Manufactured, Type 2** – refer to Section 6.5.2.1
- **Dwellings, Two Unit**
- **Parking Areas**
- **Places of Worship**
- **Private Schools**
- **Secondary Suites – Type 2** – refer to Section 4.23
- **Residential Care Homes – Type 2** – refer to Section 4.8

6.5.2 NOTES TO DEVELOPMENT STANDARDS

1. Site Frontage of 7.5m; Site Area of 225m²
2. Parking requirements found in Section 5
3. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.

6.6 R1B SMALL LOT LOW DENSITY RESIDENTIAL DISTRICT

6.6.1 PURPOSE

The purpose of the R1B Small Lot Low Density Residential District is to provide for small lot residential development in the form of one-unit dwellings as well as complementary community uses.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.6.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
7.5	225	3	7.5	4.5	0.75	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Dwellings, Manufactured, Type 1**

- **Dwellings, One Unit Detached**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Boarding Houses** – refer to Section 4.4
- **Community Service/Institutional**
- **Convenience Stores (may include an accessory dwelling unit)**
- **Cultural Institutions**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Parking Areas**
- **Places of Worship**
- **Private Schools**
- **Secondary Suites – Type 2** – refer to Section 4.23
- **Residential Care Homes – Type 2** – refer to Section 4.8

6.6.2 NOTES TO DEVELOPMENT STANDARDS

1. Parking requirements found in Section 5
2. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.
3. In the case of a rear lane being provided no parking or vehicular access will be allowed in the front yard, except for Lot 17, Block 111, Plan 102145137; Lot 35, Block 105, Plan 102145137; and Lots 36-44, Block 105, Plan 102174432.
4. Lot 17, Block 111, Plan 102145137; and Lots 36-44, Block 105, Plan 102174432 shall have a minimum 6.0 metre front yard setback.

6.7 R2 MEDIUM DENSITY RESIDENTIAL DISTRICT

6.7.1 PURPOSE

The purpose of the R2 Medium Density Residential District is to provide for residential development in the form of medium density dwellings as well as complementary community uses.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.7.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
7.5	225	6	7.5 – or 25% of site depth whichever is less	4.5	0.75 – or 10% of site width whichever is less	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Boarding Houses**
- **Dwellings, Groups** – refer to Sections 6.7.2.1 and 6.7.2.2
- **Dwellings, Manufactured, Type 1**
- **Dwellings, Multiple** – refer to Sections 6.7.2.1 and 6.7.2.2
- **Dwellings, One Unit**
- **Dwellings, Semi-Detached**
- **Dwellings, Townhouses** – refer to Sections 6.7.2.1 and 6.7.2.2
- **Dwellings, Two Unit** – refer to Section 6.7.2.2
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Keeping of two boarders in each unit of a TUD or SDD**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Community Service/Institutional**
- **Custodial Care Homes – Type 1** – refer to Sections 4.8
- **Custodial Care Homes – Type 2** – refer to Sections 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, Manufactured, Type 2**
- **Parking Areas**
- **Places of Worship**
- **Private Schools**

- **Secondary Suites – Type 2** – refer to Section 4.23
- **Supportive Housing** – refer to Section 6.7.2.2
- **Residential Care Homes – Type 2** – refer to Section 4.8
- **Existing Monument Sales Facility authorized by Bylaw 4101 The most northerly one-half (1/2) in perpendicular width throughout of Lot 7, Block 2, Registered Plan Old No. 96**
- **Existing Monument Sales Facility authorized by Bylaw 4939 Lot 6, Block 3, Registered Plan Old No. 96**

6.7.2 NOTES TO DEVELOPMENT STANDARDS

1. For multiple unit dwellings and townhouses, in dwelling groups, there shall not be more than 9 units side by side.
2. No side yards are required for interior units, which are connected by a common wall or in between buildings situated on one site.
3. For Lots 1 – 28, Block 14 and Lots 15 – 37, Block 15, Westheath, Plan 78MJ08458:
 - a) The front yard setback is 3.0 m;
 - b) No front access garages or driveways will be permitted however a double wide rear access garage pad is required at the time of house construction:
 - i. The garage pad must be poured concrete;
 - ii. The minimum size for the double wide garage pad is 20' x 20' (width may be adjusted based on utility location);
 - iii. Rear detached garages should be consistent with the house in style, finish and colour;
 - iv. Garages and garage pads may not be constructed over any underground utilities.
4. Parking requirements found in Section 5.
5. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.

6.8 R3 HIGH DENSITY RESIDENTIAL DISTRICT

6.8.1 PURPOSE

The purpose of the R3 High Density Residential District is to provide for a variety of developments including those of a high-density form, as well as complementary community uses.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.8.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
7.5	225	6	7.5 – or 25% of site depth whichever is less	4.5	1.2 – or 10% of site width whichever is less	15	40%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Boarding House**
- **Boarding Apartment**
- **Custodial Care Homes – Type 2** – refer to Section 4.8
- **Dwellings, Groups** – refer to Section 6.8.2.4
- **Dwellings, Multiple Unit** – refer to Section 6.8.2.1
- **Dwellings, Semi-Detached** – refer to Section 6.8.2.5
- **Dwellings, Townhouses** – refer to Sections 6.8.2.3 and 6.8.2.4
- **Dwellings, Two Unit**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Keeping of two boarders in each unit**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Residential Care Homes – Type 2** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23
- **Supportive Housing** – refer to Section 6.8.2.3

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Community Service/Institutional**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Custodial Care Homes – Type 2** – refer to Section 4.8
- **Custodial Care Homes – Type 3** – refer to Section 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, One Unit**

- **Dwellings, Manufactured, Type 1**
- **Funeral Homes**
- **Medical Clinics**
- **Parking Areas**
- **Personal Service Establishments**
- **Places of Worship**
- **Private Schools**
- **Secondary Suites – Type 2 – refer to Sections 4.23**
- **Residential Care Homes – Type 3 – refer to Sections 4.8**
- **Crematorium, Chapel and Columbarium in Conjunction with the Existing Funeral Home on Lot 6, Block 39, Plan 85MJ06134**

6.8.2 NOTES TO DEVELOPMENT STANDARDS

1. Site coverage for dwellings in dwelling groups may be increased for attached covered patios or decks by the percentage of the area covered by such patio or deck. The total site coverage shall not exceed 70% for rectangular sites or 60% for corner sites.
2. A side yard of not less than 1.5m in width throughout and a rear yard of not less than 3m in width throughout shall be provided for dwellings in dwelling groups with an attached covered patio or deck.
3. In the case of a rear lane being provided no parking or vehicular access will be allowed in the front yard.
4. No side yards are required for interior units, which are connected by a common wall or in between buildings situated on one site.
5. Parking requirements found in Section 5
6. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1

6.9 R4 CORE MIXED RESIDENTIAL DISTRICT

6.9.1 PURPOSE

The purpose of the R4 Core Mixed Residential District is to provide the opportunity for commercial and residential developments to co-exist in a non-intrusive fashion.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.9.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
15	450	7.5	7.5 – or 25% of site depth whichever is less	4.5	1.2 – or 10% of site width whichever is less	45	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Boarding Apartment**
- **Boarding House**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Custodial Care Homes – Type 2** – refer to Section 4.8
- **Custodial Care Homes – Type 3** – refer to Section 4.8
- **Dwellings, Group** – refer to Sections 6.9.2.1 and 6.9.2.2
- **Dwellings, Multiple Unit** – refer to Section 6.9.2.2
- **Dwellings, Townhouse** – refer to Sections 6.9.2.4 and 6.9.2.5
- **Dwellings, Units** – refer to Section 6.9.2.3
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Keeping of two boarders in each unit**
- **Medical Clinics**
- **Offices**
- **Outdoor Recreation Facilities**
- **Personal Service Establishments**
- **Public Parks**
- **Restaurants**
- **Retail Stores**
- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Residential Care Homes – Type 2** – refer to Section 4.8
- **Residential Care Homes – Type 3** – refer to Section 4.8
- **Secondary Suites – Type 1** – refer to Section 4.23
- **Supportive Housing**

DISCRETIONARY USES

- **Community Service/Institutional**
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, One Unit** – refer to Section 6.9.2.2
- **Dwellings, Manufactured, Type 1** – refer to Section 6.9.2.2
- **Dwellings, Two Unit** – refer to Section 6.9.2.2
- **Dwellings, Semi Detached** – refer to Section 6.9.2.6
- **Funeral Homes**
- **Hotels**
- **Licensed Facility**
- **Parking Areas**
- **Places of Worship**
- **Private Schools**
- **Secondary Suites – Type 2** – refer to Sections 4.23

6.9.2 NOTES TO DEVELOPMENT STANDARDS

1. Site coverage for dwellings in dwelling groups may be increased for attached covered patios or decks by the percentage of the area covered by such patio or deck. The total site coverage shall not exceed 70% for rectangular sites or 60% for corner sites.
2. A side yard of not less than 1.5m in width throughout and a rear yard of not less than 3m in width throughout shall be provided for dwellings in dwelling groups with an attached covered patio or deck.
3. Permitted in conjunction with any permitted or approved discretionary use and located in the same building.
4. In the case of a rear lane being provided no parking or vehicular access will be allowed in the front yard
5. No side yards are required for interior lane units, which are connected by a common wall or in between buildings situated on one site.
6. Site Frontage of 7.5m; Site Area of 225m²; Front Yard of 6m
7. Parking requirements found in Section 5
8. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1

6.10 R5 ACREAGE RESIDENTIAL DISTRICT

6.10.1 PURPOSE

The purpose of the R5 Acreage Residential District is to provide for residential acreages without permitting an intensity of development which would require the provision of urban facilities and services.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.10.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
45	8000	7.5	7.5	4.5	1.2	15	17%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Boarding Houses** – refer to Sections 6.10.2.1 and 6.10.2.2
- **Dwellings, Manufactured, Type 1** – refer to Section 6.10.2.1 and 6.10.2.2
- **Dwellings, One Unit** – refer to Sections 6.10.2.1 and 6.10.2.2
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Independent Living Suites** – refer to Section 4.15
- **Keeping of up to five boarders in an OUD**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, Manufactured, Type 2** – refer to Sections 6.10.2.1 and 6.10.2.2
- **Kennel, Boarding or Breeding** – refer to Section 4.17
- **Places of Worship** – refer to Section 6.10.2.3
- **Secondary Suites** – refer to Sections 4.23

6.10.2 NOTES TO DEVELOPMENT STANDARDS

1. Maximum front yard of 30m, except for lots fronting Caribou St W. which shall have a maximum of 55m

2. Rear Yard Interior Site – 60% of site depth except lots fronting on Caribou St W which shall be 25% of the site depth
3. Site Coverage of 50%
4. Parking requirements found in Section 5
5. In some cases, an established building line on front and side site lines has been established – Refer to Section 3.9.1.

6.11 R6 MOBILE AND MANUFACTURED RESIDENTIAL DISTRICT

6.11.1 PURPOSE

The purpose of this district is to ensure the development of Mobile Home subdivisions in an environment appropriate for residential use.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.11.2)							
Site Frontage	Site Area (m²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
12	375	3	1.5	1.5 – where there is no rear lane the minimum shall be 3m	1.5	4.5	40%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Dwellings, Manufactured, Type 1 and Type 2**
- **Dwellings, One Unit**
- **Dwelling, Mobile Home**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Keeping of up to five boarders per unit**
- **Outdoor Recreation Facilities**
- **Public Parks**

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Community Service/Institutional**
- **Convenience Stores**
- **Day Care Centres/Pre-Schools** – refer to Section 4.9

- **Mobile Home Parks** – refer to Section 4.18
- **Personal Service Establishments**
- **Places of Worship**

6.11.2 NOTES TO DEVELOPMENT STANDARDS

1. Parking requirements found in Section 5
2. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.

6.12 R7 CITY FRINGE RESIDENTIAL DISTRICT

6.12.1 PURPOSE

The purpose of the R7 City Fringe Residential District is to provide an area for clustered residential development, which requires urban facilities and services especially piped water and communal sewage disposal (which may involve actual City sewer connections).

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 6.12.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Maximum Building Height	Maximum Site Coverage
15	1,116	7.5	3	3	3 – or 10% of site width whichever is less	15	40%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Boarding Houses**
- **Dwellings, Manufactured, Type 1**
- **Dwellings, One Unit**
- **Family Day Care Homes** – refer to Section 4.11
- **Home Occupations** – refer to Section 4.14
- **Keeping of up to two boarders per unit**
- **Outdoor Recreation Facilities**
- **Public Parks**
- **Residential Care Homes – Type 1** – refer to Section 4.8

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Bed and Breakfast Homes** – refer to Section 4.4
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, Group** – refer to Sections 6.12.2.1, 6.12.2.2, 6.12.2.3, and 6.12.2.4
- **Dwellings, Townhouses** – refer to Sections 6.12.2.1, 6.12.2.2, 6.12.2.3, and 6.12.2.4
- **Dwellings, Semi-Detached** – refer to Section 6.12.2.5
- **Places of Worship**
- **Secondary Suites**
- **Residential Care Homes – Type 2** – refer to Section 4.8

6.12.2 NOTES TO DEVELOPMENT STANDARDS

1. Side yard of 1.5m or one-half the building height whichever is greater
2. For townhouses, in dwelling groups, there shall not be more than 8 units side by side.
3. No side yards are required for interior units which are connected by a common wall.
4. In any single clustered development approved in this District, a maximum density of no more than 20% shall be allowed for Group or Townhouse Dwellings.
5. Site Frontage of 12m; Site Area of 360m²
6. Parking requirements found in Section 5
7. In some cases, an established building line on front site lines has been established – Refer to Section 3.9.1.

SECTION 7 – COMMERCIAL ZONING DISTRICT AND REGULATIONS

7.1 C1 NEIGHBOURHOOD COMMERCIAL DISTRICT

7.1.1 PURPOSE

The purpose of the C1 Neighbourhood Commercial District is to provide an area that permits commercial uses at a neighbourhood scale that will serve the daily needs of the residents of the district.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 7.1.2)								
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Minimum Building Floor Area (m ²)	Maximum Building Height	Maximum Site Coverage
15	450	7.5	7.5	4.5	1.2	35	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Convenience Stores**
- **Home Occupations** – refer to Section 4.14
- **Offices**
- **One dwelling unit in conjunction with any permitted use, and located in the same building or attached to any permitted use**
- **Personal Service Establishments**
- **Restaurants** – refer to Section 7.1.2.1

DISCRETIONARY USES

- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dry Cleaners**
- **Dwellings, One Unit**
- **Fast Food Outlets**
- **Gas Bars**
- **Licensed Facilities in conjunction with and attached to a restaurant** – refer to Sections 7.1.2.2, and 7.1.2.4
- **Medical Clinics**
- **Minor Shopping Centres**
- **Motels**
- **Parking Areas**
- **Pet Grooming & Training**
- **Places of Worship**
- **Private Schools**
- **Retail Stores**
- **Service Stations**
- **Vehicle Rentals, Sales and Service Centres**
- **Existing Radio/Television Studios authorized by Bylaw No. 4932 (Parcel A, Sunningdale Subdivision)**

7.1.2 NOTES TO DEVELOPMENT STANDARDS

1. A maximum of 50 seats is allowed.
2. The maximum building floor area of each restaurant or retail store on a site shall not exceed 325 square metres.
3. Where a C1 District abuts any R District without the intervention of a street or lane, a side yard shall be provided of a width of not less than 1.5 metres for the side yard abutting the R District.
4. Parking requirements found in Section 5.

7.2 C1B MIXED USE NEIGHBOURHOOD COMMERCIAL DISTRICT

7.2.1 PURPOSE

The purpose of the C1B Mixed Use Neighbourhood Commercial District is to provide an area that permits mixed use development which may include a limited range of commercial and institutional, and medium density residential uses that are generally compatible with residential land uses and are intended to serve convenience needs of residents within that neighbourhood

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 7.2.2)								
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard Interior Site	Rear Yard Corner Site	Side Yard	Minimum Building Floor Area (m ²)	Maximum Building Height	Maximum Site Coverage
7.5	225	0	7.5	4.5	0	-	14	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Art Galleries**
- **Bakeries**
- **Convenience Stores**
- **Dry Cleaners**
- **Dwelling units or multiple dwelling units in conjunction with and attached to any other permitted use** – refer to Section 7.2.2.1
- **Financial Institutions**
- **Home Occupations** – refer to Section 4.14
- **Medical Clinics**
- **Minor Shopping Centres**
- **Offices**
- **Personal Service Establishments**
- **Pet Grooming**
- **Photography Studios**
- **Retail Stores** – refer to Section 7.2.2.2
- **Restaurants** – refer to Section 7.2.2.2
- **Veterinary Clinics – Type 1**

DISCRETIONARY USES

- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Licensed Facilities in conjunction with and attached to a restaurant** – refer to Sections 7.2.2.2
- **Private Schools**

7.2.2 NOTES TO DEVELOPMENT STANDARDS

1. Dwelling units or multiple dwelling units shall not be located at grade.
2. The maximum building floor area of each restaurant or retail store on a site shall not exceed 325 square metres.
3. Where a C1B District abuts any R District without the intervention of a street or lane, a side yard shall be provided of a width of not less than 1.5 metres for the side yard abutting the R District.
4. Parking requirements found in Section 5.

7.3 C2 HIGH DENSITY COMMERCIAL DISTRICT

7.3.1 PURPOSE

The purpose of the C2 High Density Commercial District is to provide an area with a wide range of commercial, institutional and residential uses in high-density form.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 7.3.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Minimum Building Floor Area (m ²)	Maximum Building Height	Maximum Site Coverage
7.5	230	0	0	0	55	45	100%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Boarding Apartments**
- **Boarding Houses**
- **Bus Terminals**
- **Casinos**
- **Cannabis Retail Store** – refer to Section 4.30
- **Carnivals** – refer to Section 4.6
- **Catering Kitchens**
- **Commercial/Institutional Recreation Establishments**
- **Community Service/Institutional**
- **Convenience Store**
- **Cultural Institutions**
- **Dry Cleaners**
- **Dwellings, Groups** – refer to Section 7.3.2.1
- **Dwellings, Multiple Unit** – refer to Section 7.3.2.1
- **Dwellings, Units** – refer to Sections 7.3.2.1 and 7.3.2.2

- **Entertainment Establishments**
- **Financial Institutions**
- **Funeral Homes**
- **Grocery Stores**
- **Home Occupations** – refer to Section 4.14
- **Hotels**
- **Licensed Facility**
- **Major Shopping Centres**
- **Medical Clinics**
- **Medical, Dental, Optical Laboratories**
- **Minor Shopping Centres**
- **Motels**
- **Municipal Facilities**
- **Night Clubs**
- **Offices**
- **Outdoor Recreation Facilities**
- **Parking Areas and Structures**
- **Personal Service Establishments**
- **Pet Grooming & Training**
- **Photography Studios**
- **Places of Worship**
- **Police Stations and Fire Halls**
- **Post Offices**
- **Printing Plants/Newspaper Offices**
- **Public Parks**
- **Radio and Television Studios**
- **Recycling Collection Depots**
- **Restaurants**
- **Retail Stores**
- **Theatres**
- **Supportive Housing** – refer to Section 7.3.2.1

DISCRETIONARY USES

- **Auction Centres**
- **Car/Truck Wash Establishments**
- **Custodial Care Homes – Type 1** – refer to Section 4.8
- **Custodial Care Homes – Type 2** – refer to Section 4.8
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, One Unit** – refer to Sections 7.3.2.1 and 7.3.2.4
- **Dwellings, Two Unit** – refer to Sections 7.3.2.1 and 7.3.2.4
- **Micro Breweries/Distilleries**
- **Private Clubs**
- **Private Schools**

- **Residential Care Homes – Type 1** – refer to Section 4.8
- **Residential Care Homes – Type 2** – refer to Section 4.8
- **Service Stations and Gas Bars**
- **Vehicle Rentals, Sales and Service Centres**
- **Veterinary Clinics – Type 1 or Type 2**

7.3.2 NOTES TO DEVELOPMENT STANDARDS

1. For residential uses in this District, a rear yard shall be provided of not less than 7.5m in depth for interior sites or less than 4.5m in depth for corner sites.
2. Permitted in conjunction with any permitted or approved discretionary use and located in the same building.
3. If a side yard is provided, it shall be 1.2m.
4. Side yard of 1.2m or 10% of the site width, whichever is less.
5. Parking requirements found in Section 5

7.4 C3 VEHICLE-ORIENTED COMMERCIAL DISTRICT

7.4.1 PURPOSE

The purpose of the C3 Vehicle-Oriented Commercial District is to provide an area with a wide range of commercial uses that serve automobile-oriented customers.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 7.4.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Minimum Building Floor Area (m ²)	Maximum Building Height	Maximum Site Coverage
30	960	6	7.5	3	95	15	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Section 4.2
- **Cannabis Retail Store** – refer to Section 4.30
- **Cannabis Production Facility** – refer to Sections 4.30 and 7.4.2.6
- **Car/Truck Washing Establishments**
- **Carnivals** – refer to Section 4.6
- **Catering Halls and Kitchens**
- **Commercial/Institutional Recreation Establishments**
- **Community Service/Institutional**
- **Convenience Store**

- **Cultural Institutions**
- **Entertainment Establishments**
- **Financial Institutions**
- **Grocery Stores**
- **Hotels**
- **Major Shopping Centres** – refer to Section 7.4.2.2
- **Medical Clinics**
- **Medical, Dental, Optical Laboratories**
- **Minor Shopping Centres** – refer to Section 7.4.2.2
- **Motels**
- **Municipal Facilities**
- **Offices**
- **Outdoor Recreation Facilities**
- **Parking Areas and Structures**
- **Personal Service Establishments**
- **Photography Studios**
- **Police Stations and Fire Halls**
- **Post Offices**
- **Printing Plants/Newspaper Offices**
- **Public Parks**
- **Recycling Collection Depots**
- **Restaurants**
- **Retail Stores**
- **Service Stations and Gas Bars**
- **Theatres**
- **Vehicle Rentals, Sales and Service Centres**

DISCRETIONARY USES

- **Adult Day Care Centres** – refer to Section 4.3
- **Amusement Parks**
- **Auction Centres**
- **Autobody Shops**
- **Building Supply Establishments**
- **Bus Terminals**
- **Contractor's Offices and Yards**
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Dwellings, One Unit** – refer to Section 7.4.2.3
- **Existing Junk, Salvage, Auto Wrecking Yard (Lot 9, Block 268, Plan 61MJ02787)** – refer to Section 4.16
- **Farm Supply Stores**
- **Fertilizer Supply Plants**
- **Funeral Homes**
- **Industrial, Light** – refer to Section 7.4.2.4

- **Indoor Storage Rental Facilities**
- **Licensed Facility**
- **Micro Breweries/Distilleries**
- **Mobile Home Parks** – refer to Section 4.18
- **Night Clubs**
- **Pet Grooming & Training**
- **Petroleum Storage and Distributing Stations**
- **Places of Worship**
- **Plumbing/Electrical Supplies and Service**
- **Private Clubs**
- **Radio and Television Stations**
- **Trailer and Tourist Camps**
- **Truck Terminals and Warehousing**
- **Veterinary Clinics – Type 1**

7.4.2 NOTES TO DEVELOPMENT STANDARDS

1. Accessory Buildings and Uses are subject to the following provisions:
 - a. No accessory building shall be located closer than 1.5m to any side or rear property line if the site is located adjacent to a residential district without the intervention of a street or lane.
 - b. No accessory building erected on a corner site shall be nearer than 1.5m to the flanking street or lane.
2. The uses contained in Shopping Centres (Major and Minor) shall be limited to the Permitted and approved Discretionary Uses allowed in this District.
3. One-unit dwellings accessory to the principle use of the site.
4. A light or heavy industrial use that:
 - a. Abuts a Residential, Commercial, or Community Service/Institutional District or lots without the intervention of a street or lane, shall have an abutting side yard of not less than 3m in width.
 - b. Is on a corner site where the side yard adjoins the street, shall have a side yard setback of not less than 1.5m.
5. Cannabis Production Facilities are permitted in the C3 District only within Grayson Business Park, legally defined as:
 - Blocks 1-5, Plan 81MJ083260
 - Blocks 3,5, & 8, Plan 102005367
 - Lot 9, Block 6, Plan 99MJ13140
 - Lot 3, Block 7, Plan 101237981
 - Lot 17A, Block 4, Plan 101943402
 - Lot 13A, Block 4, Plan 102110184

- Lot A, Block 6, Plan 101161718
- Lot 15A, Block 3, Plan 102083060
- Lot 6, Block 7, Plan 101871255
- Lot A, Block 4, Plan 00MJ10193
- Lot 7, Block 4, Plan 101161729
- Lot 29, Block 3, Plan 102089583
- Lot 4&5, Block 1, Plan 84MJ02724
- Lot 8A, Block 5, Plan 101950646
- Lot 5, Block 7, Plan 101871255

6. Parking requirements found in Section 5

SECTION 8 – INDUSTRIAL ZONING DISTRICTS AND REGULATIONS

8.1 M1 LIGHT INDUSTRIAL DISTRICT

8.1.1 PURPOSE

The purpose of the Light Industrial District is to provide for a wide variety of industrial and manufacturing uses, with some associated commercial and service establishments that are generally related to the central business district. These uses shall not include industries that may be offensive or objectionable by reason of noise, smell or other forms of pollution.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 8.1.2)								
Site Frontage	Site Area (m²)	Front Yard	Rear Yard	Side Yard Interior Site	Side Yard Corner Site	Minimum Building Floor Area (m²)	Maximum Building Height	Maximum Site Coverage
15	450	0	7.5	1.2	1.5	55	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2 and 8.1.2.3
- **Auction Centres**
- **Autobody Shops**
- **Butcher Shops**
- **Contractor's Offices and Yards**
- **Dry Cleaners**
- **Fabrication and Welding Shops**
- **Funeral Homes**

- **Light Industrial Uses (including Industrial Complexes)** – refer to Section 8.1.2.2
- **Medical, Dental, Optical Laboratories**
- **Offices**
- **Outdoor Recreation Facilities**
- **Parking Areas and Structures**
- **Personal Service Establishments**
- **Printing Plants/Newspaper Offices**
- **Public Parks**
- **Recycling Collection Depots**
- **Radio/Television Studios**
- **Restaurants**
- **Service Stations and Gas Bars**
- **Vehicle Rentals, Sales and Service Centres**
- **Veterinary Clinics – Type 1 or Type 2**

DISCRETIONARY USES

- **Building Supply Establishments**
- **Car/Truck Washing Establishments**
- **Community Service/Institutional**
- **Day Care Centres/Pre-Schools** – refer to Section 4.9
- **Farm Supply Stores**
- **Food Processing (Heavy Industrial)** – refer to Section 8.1.2.2
- **Greenhouses**
- **Indoor Storage Rental Facilities**
- **Licensed Facilities in conjunction with and attached to a restaurant**
- **Machinery/Equipment Storage**
- **Machine Shops**
- **Micro Breweries/Distilleries**
- **Pet Grooming & Training**
- **Petroleum Storage and Distributing Stations**
- **Places of Worship**
- **Private Clubs**
- **Retail Stores**
- **Truck Terminals and Warehousing**

8.1.2 NOTES TO DEVELOPMENT STANDARDS

1. Where a light or heavy industrial use abuts a residential, commercial or community service/institutional district without the intervention of a street or lane, an abutting side yard shall be provided of not less than 3m in width.
2. For Light and Heavy Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to ensure that only small to medium-sized industries are allowed in this District, to prevent land use

conflict and to protect the health, safety and general welfare of the inhabitants of the City. Except for activities such as packing, loading or outdoor storage, the development shall not be apparent outside the principle or accessory enclosed buildings on the site.

3. Accessory Buildings and Uses are subject to the following provisions:
 - a. No accessory building shall be located closer than 1.5m to any side or rear property line if the site is located adjacent to a residential district without the intervention of a street or lane.
 - b. No accessory building erected on a corner site shall be nearer than 1.5m to the flanking street or lane.
4. Parking requirements found in Section 5

8.2 M2 HEAVY INDUSTRIAL DISTRICT

8.2.1 PURPOSE

The purpose of the M2 Heavy Industrial District is to provide for large scale and major industrial uses that may have large land requirements and may produce noise, smell or other forms of pollution.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 8.2.3)							
Site Frontage	Site Area (m²)	Front Yard	Rear Yard	Side Yard	Side Yard abutting other Districts	Maximum Building Height	Maximum Site Coverage
30	930	9	7.5	1.5	3	45	60%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2 and 8.2.3.2
- **Ambulance Stations**
- **Autobody Shops**
- **Breweries, Wineries, and Distilleries**
- **Building Supply Establishments**
- **Butcher Shops**
- **Cannabis Production Facility**
- **Car/Truck Washing Establishments**
- **Contractor's Offices and Yards**
- **Commercial/Institutional Recreation Establishments**

- **Equipment Sales and Service**
- **Fabrication and Welding Shops**
- **Farm Supply Stores**
- **Furniture Stores**
- **General Warehousing and Wholesale Vending Facilities**
- **Greenhouses**
- **Heavy Industrial Uses (including Industrial Complexes) – refer to Section 8.2.3.1**
- **Indoor Storage Rental Facilities**
- **Kennels, Breeding or Boarding**
- **Machinery Equipment/Storage**
- **Municipal Facilities**
- **Offices**
- **Outdoor Recreation Facilities**
- **Parking Areas and Structures**
- **Pet Grooming & Training**
- **Personal Service Establishments**
- **Plumbing or Electrical Sales/Service**
- **Printing Plants/Newspaper Offices**
- **Public Parks**
- **Recycling Collection Depots**
- **Restaurants**
- **Service Stations and Gas Bars**
- **Taxi Depots**
- **Truck Terminals/Warehousing**
- **Vehicle Rentals, Sales and Service Centres**
- **Veterinary Clinics – Type 1 or Type 2**

DISCRETIONARY USES

- **Abattoirs / Slaughterhouses**
- **Adult Entertainment Establishments**
- **Fertilizer Storage Facility**
- **Grain Terminals**
- **Municipal Sanitary Landfills**
- **Junk, Salvage, Auto Wrecking Yards – refer to Section 4.16**
- **Outdoor Storage**
- **Petroleum Storage and Distribution Stations**

PROHIBITED USES

The following list shows the legal land descriptions of all existing Intensive Livestock Operations in this District. These are all classed as Prohibited Uses in this Bylaw.

1. Portion of Parcel B, Plan No. C.E. 2991 Ext. 1, civically known as 2750 River Street West.
2. Parcel C, Plan No. 87MJ16754, civically known as 2855 Britannia Rd.

8.2.2 SPECIAL REGULATIONS FOR EXISTING PROHIBITED USES

Normal Maintenance and upkeep of existing ILO buildings (includes all structures) within this District will be permitted, however no expansion or structural alteration of existing buildings (principal and accessory) will be permitted except as provided in Sections 92-96 of the Act.

8.2.3 NOTES TO DEVELOPMENT STANDARDS

1. For Light and Heavy Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to ensure that only small to medium-sized industries are allowed in this District, to prevent land use conflict and to protect the health, safety and general welfare of the inhabitants of the City. Except for activities such as packing, loading or outdoor storage, the development shall not be apparent outside the principle or accessory enclosed buildings on the site.
2. Accessory Buildings and Uses are subject to the following provisions:
 - a. No accessory building shall be located closer than 1.5m to any side or rear property line if the site is located adjacent to a residential district without the intervention of a street or lane.
 - b. No accessory building erected on a corner site shall be nearer than 1.5m to the flanking street or lane.
3. Parking requirements found in Section 5

8.3 M3 MIXED USE BUSINESS PARK INDUSTRIAL DISTRICT

8.3.1 PURPOSE

The purpose of the M3 Mixed Use Business Park District is to provide an area for business and light industrial users that are seeking a high quality comprehensively planned environment.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 8.3.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Side Yard abutting other Districts	Maximum Building Height	Maximum Site Coverage
30	930	9	7.5	1.5	3	11	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2 and 8.3.2.3
- **Autobody Shops**
- **Building Supply Establishments**
- **Contractor's Offices and Yards**
- **Commercial/Institutional Recreation Establishments**
- **Educational Institutions**
- **Entertainment Establishments**
- **Financial Institutions**
- **General Warehousing and Wholesale Vending Facilities**
- **Greenhouses**
- **Indoor Storage Rental Facilities**
- **Light Industrial Uses** – refer to Section 8.3.2.4
- **Medical Clinics**
- **Offices**
- **Outdoor Recreation Facilities**
- **Personal Service Establishments**
- **Plumbing or Electrical Sales/Service**
- **Printing Plants/Newspaper Offices**
- **Public Parks**
- **Private Schools**
- **Radio and Television Studios**
- **Restaurants and Licensed Facilities** – refer to Section 8.3.2.2
- **Service Stations and Gas Bars**
- **Vehicle Rentals, Sales and Service Centres**
- **Veterinary Clinics – Type 1 or Type 2**
- **Welding and Fabrication Shops**

DISCRETIONARY USES

- **Car/Truck Washing Establishments**
- **Day Care and Pre-Schools**
- **Farm Supply Stores**

- **Grain Terminals**
- **Heavy Industrial Uses** – refer to Section 8.3.2.3
- **Hotels**
- **Motels**
- **Outdoor Storage** – refer Section 4.20
- **Private Clubs**
- **Retail Sales** – refer Sections 8.3.2.1

8.3.2 NOTES TO DEVELOPMENT STANDARDS

1. Retail Sales as Discretionary Uses:
 - a. shall be limited to products manufactured or assembled on site;
 - b. shall not occupy more than 10% of the gross floor area of the principal building.
2. The maximum floor area for a restaurant and licensed facility shall not exceed 200m².
 - a. The floor area of a licensed facility shall not exceed 50% of the floor area of an adjoining restaurant.
3. For Heavy Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to prevent land use conflict and protect the health, safety and general welfare of the inhabitants of the City, due to the negative visual impact of the site or the noise, glare, heat, dust, odour, risk of fire, explosion or toxic substances which would result from the use. Except for activities such as packing, loading or outdoor storage, the development shall not be apparent outside the principal or accessory enclosed buildings on the site.
4. For Light Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to ensure that only small to medium-sized industries are allowed in this District, to prevent land use conflict and to protect the health, safety and general welfare of the inhabitants of the City.
5. Parking requirements found in Section 5

8.4 M4 ENVIRONMENTAL LOW SERVICE INDUSTRIAL DISTRICT

8.4.1 PURPOSE

The purpose of the M4 Environmental Low Service Industrial District is to provide an area, which will include industrial activities that do not require full city services, or they handle environmentally sensitive or dangerous goods.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 8.4.2)							
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Side Yard abutting other Districts	Maximum Building Height	Maximum Site Coverage
30	930	9	7.5	1.5	3	45	50%

PERMITTED USES

- **Accessory Buildings and Uses including Offices** – refer to Sections 4.2
- **Building Supply Establishments**
- **Cannabis Production Facility**
- **Commercial/Institutional Recreation Establishments**
- **Contractor's Offices and Yards**
- **Farm Supply Stores**
- **Equipment Sales and Service Establishments**
- **Grain Terminals**
- **Indoor Storage Rental Facilities**
- **Light Industrial Uses** – refer to Section 8.4.2.2
- **Machinery and Equipment Storage**
- **Outdoor Storage** – refer to Section 4.20
- **Truck Terminals & Warehousing**
- **Vehicle Rentals, Sales and Service Centres**

DISCRETIONARY USES

- **Auction Centres**
- **Heavy Industrial Uses** – refer to Section 8.4.2.1
- **Junk, Salvage and Auto Wrecking Yards** – refer to Section 4.16
- **Light Industrial Uses** – refer to Section 8.4.2.1
- **Outdoor Recreation Facilities**
- **Photography Studios**
- **Public Parks**
- **Recycling Collection Depots**
- **Service Stations and Gas Bars**
- **Welding and Fabrication Shops**

8.4.2 NOTES TO DEVELOPMENT STANDARDS

1. For Heavy Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to prevent land use conflict and protect the health, safety and general welfare of the inhabitants of the City, due to the negative visual impact of the site or the noise, glare, heat, dust, odour, risk of fire, explosion or toxic

substances which would result from the use. Except for activities such as packing, loading or outdoor storage, the development shall not be apparent outside the principal or accessory enclosed buildings on the site.

2. For Light Industrial Uses as defined in this Bylaw, development standards (including separation distances from other uses) may be used to ensure that only small to medium-sized industries are allowed in this District, to prevent land use conflict and to protect the health, safety and general welfare of the inhabitants of the City.
3. Parking requirements found in Section 5

8.5 RR RAILROAD DISTRICT

8.5.1 PURPOSE

The purpose of the RR Railroad District is to provide an area for uses related to the operation of a railway, railway yards and rail passenger and freight terminals. The City of Moose Jaw does not regulate development associated with CN Rail or CP Rail.

SECTION 9 – COMMUNITY SERVICE/INSTITUTIONAL DISTRICT AND REGULATIONS

9.1 CS COMMUNITY SERVICE/INSTITUTIONAL DISTRICT

9.1.1 PURPOSE

The purpose of the Community Service/Institutional District is to provide for a wide range of Institutional and Community activities, as well as limited residential uses on land with physical or servicing constraints or which is in other strategic areas.

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 9.1.2)						
Site Frontage	Site Area (m²)	Front Yard	Rear Yard	Side Yard	Maximum Building Height	Maximum Site Coverage
30	930	7.5	7.5	3 – or 10% of site width whichever is less	15	50%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2
- **Ambulance Stations**
- **Carnivals** – refer to Section 4.6
- **Cultural Institutions**
- **Day Care/Pre-Schools**
- **Educational Institution**
- **Elementary Schools**
- **Family Day Care Homes**
- **Fire Halls**
- **High Schools**
- **Home Occupations**
- **Hospitals**
- **Medical Clinics**
- **Municipal Buildings**
- **Outdoor Recreation Facilities**
- **Places of Worship**
- **Police Stations**
- **Private Schools**
- **Public Parks**
- **Secondary Suites** – refer to Section 4.23
- **Tourist Information Centres**

DISCRETIONARY USES

- **Adult Day Care** – refer to Section 4.3
- **Amusement Parks**
- **Bed & Breakfast Homes** – refer to Section 4.4
- **Boarding Houses**
- **Boarding Apartments**
- **Custodial Care Homes** – Types 1, 2, or 3
- **Dwellings, One Unit**
- **Dwellings, Manufactured, Types 1 or 2**
- **Exhibition Grounds**
- **Funeral Homes**
- **Golf Courses**
- **Greenhouses**
- **Offices**
- **Personal Service Establishments**
- **Residential Care Home** – Type 1, 2, or 3

9.1.2 NOTES TO DEVELOPMENT STANDARDS

1. Parking requirements found in Section 5.

SECTION 10 – OTHER ZONING DISTRICTS AND REGULATIONS

10.1 FW – FLOODWAY AND SLUMP CONTROL REGULATIONS

10.1.1 FLOODWAY ZONING DISTRICT PURPOSE

To regulate development in areas exposed to excessive flood hazards to minimize the hazard to persons and property.

10.1.2 PERMITTED, DISCRETIONARY AND PROHIBITED USES AND MINIMUM DEVELOPMENT STANDARDS

Minimum Development Standards and Site Regulations in Metres (Unless otherwise indicated in Section 9.1.2)						
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Maximum Building Height	Maximum Site Coverage
N/A	N/A	7.5	7.5	3	6	N/A

PERMITTED USES

- **Agricultural Uses**
- **Greenhouses**
- **Home Occupations in Legally Non-Conforming Existing, Prohibited One Unit Dwellings listed in this District – refer to Section 4.14**
- **Market Gardens**
- **Outdoor Recreation Facilities**
- **Public Parks**

DISCRETIONARY USES

- **Accessory Buildings and Uses – refer to Sections 4.2**
- **Campground, Trailer and Tourist Camp**

PROHIBITED USES

The following list shows the legal land descriptions of all existing single detached dwellings in FW Floodway Zone. These are all classed as Prohibited Uses in this Bylaw.

- 1) Lots One (1) and Two (2), Block Six (6), Registered Plan No. R.1941.
- 2) Lot Three (3) exc. West 2', Block One (1), Registered Plan No. CX 33.
- 3) Lot Eleven (11), Block Eight (8), Registered Plan No. CX 33.
- 4) Lot Two (2), Block Two, Registered Plan No. CX 33.

- 5) Lots Three (3) and Four (4), Block Two (2), Registered Plan No. CX 33.
- 6) West part of Lot Eight (8), Block (7), Registered Plan No. CX 33.
- 7) Lots Five (5) and Six (6), Block Eighteen (18), Registered Plan No. CX 126.
- 8) Lots Four (4) and part of Lot Five (5), Block Three (3), Registered Plan No. CX 33.
- 9) Lots Seven (7), Eight (8) and Nine (9), Block Three (3), Registered Plan No. CX 33.
- 10) Lots Thirty-Seven (37) and Thirty-Eight (38), Block Thirty-Two (32), Registered Plan No. N. 4537.
- 11) Lot Thirteen (13) exc. North 10', Lot Fourteen (14), Block Thirty-One (31), Lynbrook Heights, Registered Plan No. N. 4537.
- 12) Portion of the North West Quarter Section Thirty-Five (35), Township Sixteen (16), Range Twenty-Six (26) West of the Second Meridian (approximately One Hundred and Twenty-Six (126) acres plus or minus).
- 13) Lots 9 & 10, Block 7, Plan CX33.
- 14) Lot 6, Block B;10, Plan E1505; 101206707
- 15) Lots 7-9, Block B; E1505

10.4 UH – URBAN HOLDING DISTRICT

10.4.1 PURPOSE

To ensure that lands, which are required for future urban development, are protected, to provide for an orderly transition from agricultural uses to other uses in areas planned for eventual urban development.

Minimum Development Standards and Site Regulations in Metres (Unless shown otherwise)						
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Maximum Building Height	Maximum Site Coverage
N/A	N/A	7.5	7.5	3	11	40%

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2
- **Agricultural Uses**
- **Outdoor Recreation Facilities**
- **Parking Areas**

- **Public Parks**

DISCRETIONARY USES

- **Dwellings, Mobile Home**
- **Dwellings, Manufactured, Type 2**
- **Dwellings, One Unit**
- **Dwellings, Two Unit**
- **Dwellings, Ready-to-Move**

10.4.2 Development Regulations

No future subdivision shall be permitted unless the subdivision is for one of the permitted uses or discretionary uses allowed in this zone and will, in the opinion of the City Council, not prejudice the future economical subdivision or servicing of land.

10.4.3 Rezoning of Land

Proposed rezoning of land from Urban Holding to another land use shall be considered only on the basis of an overall plan for the area. The proposed Development, in the opinion of City Council, shall constitute orderly and economical, development with regards to adjacent land use, and future service requirements such as roads, schools, and utilities.

10.5 RVC – RIVER VALLEY CONSERVATION DISTRICT

10.5.1 PURPOSE

The purpose of the RVC River Valley Conservation District is to control and protect those areas, intended to be used by the public for active or passive recreational purposes within or adjoining the Flood Way District. This includes lands within the Wakamow Valley, the former Wild Animal Parks and City owned land.

Minimum Development Standards and Site Regulations in Metres (Unless shown otherwise)						
Site Frontage	Site Area (m²)	Front Yard	Rear Yard	Side Yard	Maximum Building Height	Maximum Site Coverage
N/A	N/A	7.5	7.5	3	11	N/A

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2
- **Carnivals** – refer to Section 4.6
- **Conservatories**
- **Golf Course**
- **Home Occupations in an existing dwelling, shown as Discretionary Uses**
- **Outdoor Recreation Facilities**
- **Public Parks**

DISCRETIONARY USES

- **Agricultural Uses**
- **Campground, Trailer and Tourist Camp**
- **Cemeteries**
- **Cultural Institutions**
- **Day Care/Pre-Schools**
- **Exhibition Grounds**
- **Greenhouses**
- **Municipal Facilities**
- **Existing One Unit Dwellings authorized by Bylaw 4597:**
 - Lot Nine (9), Block Three (3), Registered Plan No. R. 1941
 - Lots One (1) and Two (2), Block Six (6), Registered Plan No. R. 1941
 - Lot Six (6), Block Seventeen (17), Registered Plan No. CX 251
 - Lot Nine (9), Block Seventeen (17), Registered Plan No. EX 1001
 - Lot Ten (10), Block Seventeen (17), Registered Plan No. EX 1001
 - Lot Eleven (11), Block Seventeen (17), Registered Plan No. EX 1001
 - Lot Thirteen (13), Block Seventeen (17), Registered Plan No. EX 1001
 - Lot One (1), Block Eighteen (18), Registered Plan No. CX 126
 - Lots Five (5) and Six (6), Block Eighteen (18), Registered Plan No. CX 126
 - Lot Four (4), Block Twenty (20), Registered Plan No. CX 126
 - Portion of Lots Ten (10), Eleven (11) and Twelve (12), all of Lots Thirteen (13) and Fourteen (14) Block G, Registered Plan No. A.D. 885
 - Parcel “N”, Registered Plan No. 59MJ10599
 - Lot Seven (7) and the South Forty Feet (40') of Lot Eight (8), Block Twelve (12), Registered Plan No. V.1328
 - Lot Five (5), Block Twelve (12), Registered Plan No. V. 1328
 - Lot Seven (7) and the South Forty Feet (40') of Lot Eight (8), Block Twelve (12), Registered Plan No. V.1328
 - Lot Five (5), Block Twelve (12), Registered Plan No. V. 1328
 - Lots One (1), Two (2), Three (3), Four (4) and Five (5), Block One (1), Registered Plan No. V. 1328
 - Lots Eight (8) and Nine (9), Block Four (4) Registered Plan No. V. 1328
 - Lots One (1), Two (2), Three (3), Four (4) and Five (5), Block One (1), Registered Plan No. V. 1328
 - Lots Eight (8) and Nine (9), Block Four (4) Registered Plan No. V. 1328
 - Lots One (1) Two (2) and Three (3), Block Five (5), Registered Plan No. V. 1328
 - Lots Seven (7), Block Twenty (20), Registered Plan No. 73MJ01303

- Lots Eight (8), Block Twenty (20), Registered Plan No. 73MJ01303
- Lots Nine (9), Block Twenty (20), Registered Plan No. 73MJ01303
- Lots Ten (10), Block Twenty (20), Registered Plan No. 73MJ01303
- Parcel “L”, Registered Plan No. CX 345 exc. Parcel “N”, Registered Plan No. 59MJ10599 and exc. 100’ x 234.25’
- Block “A”, Registered Plan No. N. 1398
- Block “G”, Registered Plan No. 80MJ08559
- Block “H”, Registered Plan No. 80MJ08559
- Lots 2-5, Block 3, Registered Plan No. V1328
- Lots 6, Block 3, Registered Plan No. V1328

10.6 P – PARKS DISTRICT

10.6.1 PURPOSE

The purpose of the Parks District is to control and protect those City-owned lands (primarily consisting of Dedicated Land – Public, Municipal or Environmental Reserves created through the subdivision process), which are to be used by the public for active or passive recreational purposes.

Minimum Development Standards and Site Regulations in Metres (Unless shown otherwise)						
Site Frontage	Site Area (m ²)	Front Yard	Rear Yard	Side Yard	Maximum Building Height	Maximum Site Coverage
N/A	N/A	7.5	7.5	3	11	N/A

PERMITTED USES

- **Accessory Buildings and Uses** – refer to Sections 4.2
- **Carnivals** – refer to Section 4.6
- **Conservatories**
- **Golf Course**
- **Municipal Facilities**
- **Outdoor Recreation Facilities**
- **Public Parks**

DISCRETIONARY USES

- **Cemeteries**
- **Cultural Institutions**
- **Day Care/Pre-Schools**

- **Exhibition Grounds**

10.7 HERITAGE OVERLAY DISTRICT – HER.

10.7.1 PURPOSE

To protect and allow appropriate redevelopment of identified heritage properties and ensure that adjoining properties are developed in a compatible, architecturally sensitive manner.

10.7.2 HERITAGE DESIGNATION – HER.

In any District designated on the zoning map with “HER.” following the symbol, all uses within that zone shall be subject to the special regulations specified in this section.

Example for illustrative purposes:

“R4-HER.” R4 – Core Mixed uses are permitted subject the provisions of the “HER.” District.

10.7.3 GENERAL DEVELOPMENT REGULATIONS

All development in the Heritage Overlay District shall comply with the following special provisions:

- i Applicants for development or re-development proposals on Designated* Heritage Properties in the Heritage Overlay District will be required by Council and Administration to obtain advice from a qualified professional architect to assess the impact of new development on that site.

* For the purposes of the Zoning Bylaw, the term “Designated Heritage Properties” shall only refer to those which have been recognized as such under the procedure outlined in Parts III or IV of *The Heritage Property Act*.

- ii Parking Areas and Structures as primary uses shall be a Discretionary Use in the Heritage Overlay District. Appendix B, Section C13 of the Downtown Local Area Plan shall be used as a guideline for the review of the application but shall not include the colour, texture, type of material, or architectural details.
- iii. Accessory parking areas shall not be permitted in the front yard of any property in this District.

SECTION 11 – SIGN REGULATIONS

11.1 SECTION DEFINITIONS

Sign, A-Board

A portable, A-shaped sign which is set temporarily upon a sidewalk or the ground and which has no external supporting structure.

Sign, Animated

A sign depicting action, motion, light or colour changes through electrical or mechanical means.

Sign, Awning

An awning which incorporates a sign painted on, or affixed flat to the surface of the awning and which does not extend vertically or horizontally beyond the limits of such awning. The awning itself may or may not be illuminated.

Sign, Banner

A temporary sign composed of lightweight, non-rigid material that may be strung across a street or fastened to a light standard.

Sign, Canopy

A canopy or free-standing canopy which utilizes or incorporates a sign.

Sign, Face

The entire area of a sign on which writing could be placed.

Sign, Facia

A sign attached to, marked or inscribed on any structure which is attached parallel to the face of a building, wall but does not include a billboard, a third-party advertising sign or a painted wall sign.

Sign, Flashing

A sign with an intermittent or flashing light source. Generally, the sign's message is constantly repeated.

Sign, Freestanding

A sign supported independently of a building and permanently fixed to the ground but shall not include a sign that is attached to a fence, a parked vehicle, temporary signs or billboards.

Sign, Height

The vertical distance measured from the site grade at the street curb (other than an elevated roadway), which permits the greatest height to the top of said sign.

Sign, Portable

A sign mounted on a trailer, stand or similar support structure (including a vehicle), which is designed in such a manner that the sign can be readily located to provide advertising at another location, and may include copy that can be changed manually through the use of attachable characters.

Sign, Projecting

Any sign, except a canopy or awning sign, which is supported by an exterior building wall and projects outward from the building wall by more than 0.3 metres.

Sign, Roof

Any sign erected upon, against, or above a roof or on top of or above the parapet of a building.

Sign, Wall

Any sign, except projecting signs, attached, or affixed, to any part of the wall of a building, including entrance doors, overhead service doors and windows. This definition includes lettering, paintings, awnings, and marquees.

11.3 ITEMS REQUIRING SIGN PERMITS

Any person who wishes to erect, install, suspend, alter or use any sign, supergraphics, marquee, canopy, awning, showcase or other projection, unless otherwise required in Section 11.4 of this Bylaw, shall first obtain a sign permit from the Building Official.

11.4 SIGNS WHICH ARE PERMITTED USES IN ANY ZONE

Subject to all other provisions of this bylaw, on any site and within any zone defined, designated or described in this Bylaw, the following types of official signs shall be permitted without the requirement to obtain a permit:

- a. Official notices, signs, placards, or bulletins required to be displayed pursuant to the provisions of federal, provincial or municipal legislation or displayed by or on behalf of the City or on behalf of a department, a commission, board, committee, or official of the City, authorized for such purpose;
- b. Advertising signs displayed on bus shelters and benches located on streets pursuant to an agreement with the City;
- c. Murals authorized by the Murals Management Board;
- d. Signs located on public transit vehicles or taxi cabs;
- e. Signs located inside a building, including permanent tenant identification signs located inside an enclosed shopping mall;

- f. Street numbers or letters displayed on a premise where together the copy area is less than 1.2 square metres;
- g. Election signs;
- h. Real Estate Signs;
- i. Construction Site Signs;
- j. A facia sign which is attached to a building and states no more than:
 - i. the name or address of the building;
 - ii. the name of the person or institution occupying the building;
 - iii. the activities carried on in the building including hours of operation and rates charged, provided the total sign area does not exceed 0.7 square metres; and
 - iv. the home occupation which operates there, provided the sign does not exceed an area of 0.2 square metres.
- k. Signs placed for the guidance, warning or restraint of persons;
- l. A-Board Signs subject to Section 11.27;
- m. Temporary signs or structures erected or located in connection with residential, commercial, or industrial developments when approved by the Building Official and for such period of time as the Building Official deems appropriate;
- n. The replacement of existing banners subject to Section 11.13;
- o. Garage/Yard Sale Signs, only on the private site of the vendor (See Sections 4.13 and 11.15).
- p. Portable Signs subject to Section 11.20.

11.5 SIGNS PERMIT APPLICATION REQUIREMENTS

- a. An application for a sign, marquee, canopy, awning, roof sign, billboard, sign which overhang public property, showcase or other projection and any other sign requiring a Permit under this Bylaw shall be made to the Building Official by the owner or his representative on a form provided by the Building Official.

- b. An application shall include all information as may be required for complete understanding of the proposed work, and in all cases shall include position, location, construction, and type of structure to be erected.
- c. Permit application fee shall be as required in Bylaw No. 5510 – Planning Fee Bylaw, which is adopted and altered as a separate Bylaw by Council.

11.6 GENERAL SIGN REGULATIONS

- (removed)* a. All signs shall be subject to the provisions of the City of Moose Jaw Bylaws and amendments thereto.
- i. A Bylaw of the City of Moose Jaw to regulate and control the construction, location, size and use of outdoor signboards in the City of Moose Jaw and to prescribe penalties for the violation of its provisions and to provide for its enforcement;
 - ii. A Bylaw to regulate and control the construction, location, size and use of projecting signs in the City of Moose Jaw, and to prescribe penalties for the violation of its provisions and to provide for its enforcement.

The Building Official, where deemed necessary, may submit any application to the Council of the City of Moose Jaw for approval and for special conditions to be complied with.

11.7 DURATION OF A PERMANENT SIGN PERMIT

A sign permit for a permanent sign shall not expire, and must only be renewed prior to any changes or alterations of the sign. All work must be completed within six months of the issuance of the permit. Once the six months has expired, an additional application must be made to the Building Official. Upon application to the Building Official, a sign permit may be validated for a further period of six months.

11.10 GENERAL REGULATIONS

TABLE 11.1 SIGN DEVELOPMENT STANDARDS																			
Sign Type	Land Use Zone and Standards																		
	ALL Residential Zones			C1, C1B Zones			C2 Zone			C3 Zone			All Industrial Zones			CS, FW, RVC, P, and UH Zones			
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	
Free Standing Sign	1 - except for Residential Uses and Home Occupations	1m²	1.8m	1	5m²	5m	1	10m²	10m	1	24m²	14m	1	15m²	15m	1 – except for Residential Uses and Home Occupations	1m²	4m	
Rotating Sign	Not Permitted			1	5m²	5m	1	10m²	10m	1	24m²	14m	1	15m²	15m	Not Permitted			
Wall Sign	1	0.2m² * or 1m² for Other Uses	n/a	Unrestricted												1	0.2m ²* or 5m² for Other Uses		n/a
Billboard Sign	Not Permitted			Not Permitted			Permitted, Regulations provided in Section 11.21									Not Permitted – except in accordance with Section 11.21			
Roof Sign	Not Permitted			Not Permitted			Permitted, Regulations provided in Section 11.23									Not Permitted			
Projecting Sign	Not Permitted			Permitted			Permitted, Regulations provided in Section 11.22									Not Permitted			
Portable Sign	Not Permitted			On-Site Advertising Only Regulations provided in Section 11.20			Permitted, Regulations provided in Section 11.20									On-Site Advertising Only Regulations provided in Section 11.20			
Secondary Sign	Not Permitted			Permitted, Regulations provided in Section 11.11															
Canopies, Awnings	Permitted, Regulations provided in Section 11.25																		

A = Number of Signs

B = Surface Area

C = Height

* = Residential Uses and Home Occupations may only have wall signs in accordance with Section 11.26.

11.10.1 NOTES TO TABLE 11.1

- a. Any self-supporting or freestanding sign:

- i. steel structures must be setback 300 millimetres from any property line;
 - ii. signs of wood structure higher than 1.2m measured from the ground to the top of the sign shall be setback a distance equal to the height of the sign.
- b. For Contract (CZ) Zones, refer to the specific contract zoning agreement.

11.11 SECONDARY SIGNS

In addition to the provisions of Section 11.10.1 in any zone, except Residential zones, where the site frontage exceeds 30 metres, one additional sign may be erected for each additional 30 metres, or part thereof, of the longest property line adjacent to a street.

11.13 BANNERS

Banners may be strung across streets in locations approved by the City Building Official. A sign permit is required for all applications to erect a banner sign across a street in a new location.

- a. Banner signs shall not be constructed of any metallic or electrically conductive material;
- b. A certificate from a Professional Engineer registered in the Province of Saskatchewan shall accompany every proposal to erect a banner across a street.

Banners proposed to be fastened to light standards shall be done in accordance with the Street Light Banner Policy. Requests to attach banners to light standards must be made through the City of Moose Jaw Parks and Recreation Department.

11.14 GARAGE/YARD SALE AND OPEN HOUSE SIGNS

- a. Notwithstanding the general prohibition in Sections 11.15.6.b, temporary signs displaying garage sales or open houses are permitted in residential districts, except on centre medians or traffic islands, if:
 - i. the signs do not exceed the size permitted by Section 11.15 of this Bylaw; and
 - ii. the signs are removed immediately after the sale, viewing or event as per Section 4.13 of this bylaw.
- c. The setback requirement of thirty (30) metres from an intersection in Section 11.14.5.d does not apply to any temporary signs permitted under Subsection (1). All other setback requirements in Section 8 apply.

11.17 OBSTRUCTION

- a. No sign shall be erected, constructed or maintained so as to obstruct any fire escape, standpipe, ventilator, window, door or other opening, or so as to prevent free passage from one part of a roof to any other part thereof.
- b. A sign shall not be attached in any form, shape or manner to a fire escape, or shall not be placed as to interfere with an opening which is required for ventilation.

11.19 FOOTINGS FOR FREE-STANDING SIGNS

- a. All free-standing signs exceeding 7.6 metres in height above the adjacent finished ground shall be structurally designed by a Registered Architect or Professional Engineer of the Province of Saskatchewan.
- b. The foundation of all signs exceeding 5 metres in height shall be of concrete.
- c. All concrete foundations of ground signs shall project not less than 150 mm. above grade.
- d. Concrete foundations shall not be used for any other sign except the original sign for which the foundations were installed, unless the foundations have been approved for another sign other than the original sign for which the foundations were installed, by a Registered Architect or Professional Engineer of the Province of Saskatchewan.

11.20 PORTABLE SIGN REGULATIONS

- a. Portable signs are permitted only within the following zones:
 - i. M1 Industrial (Light Industrial)
 - ii. M2 Industrial (Heavy Industrial)
 - iii. M3 Industrial (Mixed Use Business Park Industrial)
 - iv. M4 Industrial (Environmental Low Service)
 - v. C1 Commercial (Neighbourhood Commercial)
 - vi. C1B Commercial (Mixed Use Neighbourhood Commercial)
 - vii. C2 Commercial (High Density Commercial)
 - viii. C3 Commercial (Vehicle Oriented Commercial)
 - ix. CS Community Service / Institutional

- g. Notwithstanding Section 11.23.1 and 11.23.5 (c), in any R – Residential Zone, portable signs advising that a special event in the form of a birthday or anniversary or other similar event is being celebrated by the owner or occupant of the dwelling unit, may be placed anywhere on the site, provided such signs are erected for a period of time not exceeding 48 hours.
- h. Portable Signs - Non-Profit Organizations
 - i. Organizations which are community oriented and non-profit in nature may place portable signs in accordance with this clause.
 - ii. Portable signs located in accordance with this clause may not remain on any site for more than 90 consecutive days.
 - iii. Portable signs located in accordance with this clause must not display advertising of any commercial product or service.
 - iv. Permitted locations on Public Property in accordance with Section 11.20(h) of this bylaw include the following:
 - (a) East side of 9th Avenue North West between MacDonald Street and Elizabeth Street.
 - (b) East of 9th Avenue north of MacDonald Street.

11.21 BILLBOARD REGULATIONS

- a. Billboard signs are only permitted within the following zones:
 - i. M1 Industrial (Light Industrial)
 - ii. M2 Industrial Heavy Industrial)
 - iii. M3 Industrial (Mixed Use Business Park Industrial)
 - iv. M4 Industrial (Environmental-Low Service Industrial)
 - v. C2 Commercial (High Density Commercial)
 - vi. C3 Commercial (Vehicle Oriented Commercial)
 - vii. CS Community Service/Institutional
- b. Every billboard erected above grade, the top of which is higher than 4.5 metres above grade level, shall be constructed with a steel frame attached to concrete foundations and structurally designed by a Professional Engineer or Architect registered in the Province of Saskatchewan and shall be capable of withstanding a wind pressure of not less than 147 kg. per square metre of surface of one side of the whole billboard and frame. A stress diagram shall accompany the application if requested by the Building Official.

- c. Billboard signs may be double-faced, and each side shall be considered as facing traffic flowing in the opposite direction.
- d. No person shall attach or hang a billboard auxiliary sign or other material to, on, above, or below a billboard unless designed for additional wind load and stamped by a Professional Engineer or Architect.
- e. Where the back of a billboard sign is visible, it shall be suitably painted or otherwise covered to present a neat and clean appearance.
- f. Billboard signs on the same street or Provincial highway which face the same traffic flow shall not be placed closer together than 90 metres.
- g. All billboards shall be placed a minimum of 3 metres back from the edge of a Provincial highway right-of-way and shall be placed at an angle between 45 and 60 degrees to the said highway.
- h. Where a building is erected along a Provincial Highway within City Limits, signs erected on the building or lot on which the building is erected shall conform to the regulations or Bylaws governing signs elsewhere in the City.
- i. No signs or sign boards, other than Highway Traffic signs shall be permitted within 400 metres of the centre of the junction of No. 1 and No. 2 Highways.
- j. Billboards which are located within "Designated Signing Corridors" shall be regulated in accordance with Bylaw No. 4603.

11.22 PROJECTING SIGN REGULATIONS

- a. Projecting signs are permitted only in the following zones:
 - i. M1 Industrial (Light Industrial)
 - ii. M2 Industrial (Heavy Industrial)
 - iii. M3 Industrial (Mixed Use Business Park Industrial)
 - iv. C2 Commercial (High Density Commercial)
 - v. C3 Commercial (Vehicle Oriented Commercial)
- b. A sign projecting over a street or lane must be installed at least 5.5 metres above the street or lane surface.
- c. A sign projecting over a sidewalk or boulevard must be installed at least 2.6 metres above the surface of the sidewalk or boulevard.
- d. A sign may project no more than 2.5 metres from the face of a building, but not closer than 60 cm. to a vertical line from any curb face, and all such signs shall be placed so that the portion of the sign

nearest the supporting building shall not be more than 0.6 metres from the same.

- e. No portion of a sign which overhangs a public place shall have a greater surface area on one side than 5.5 square metres.
- f. One projecting sign is permitted per site, except where the site frontage along any street exceeds 90 metres, in which case two projecting signs are permitted.
- g. No projecting sign which overhangs a public place shall extend more than 2 metres above the eaves or parapet of a supporting building.
- h. Every projecting sign shall be installed or erected so that there are no visible sign support structures above the roof, building, face or wall, unless otherwise directed by the Development Officer.
- i. A cantilever support may rise 30 cm. above the parapet, provided that where there is a space between the edge of the sign and the building space.
- j. Marquees shall not be used to support projecting signs.

11.24 FLASHING, ANIMATED, ROTATING, AND DIGITAL SIGNS

- a. Flashing, animated, digital, and rotating signs are not permitted in any zoning district, excepting in the C2, C3, M2 and M3 districts.
- b. Notwithstanding clause a, the issuance of a permit for a Flashing, Animated, Rotating, or Digital Sign in C2 Heritage Overlay District is discretionary.
- c. No flashing, animated, digital, or rotating sign shall be located within 100 metres of any residential site or zoning district.
- d. Flashing, animated, and digital signs must have an automatic dimmer control to produce a distinct illumination change from a higher illumination level to a lower level at the discretion of the City Engineer for the time period between one half-hour before sunset and one half-hour after sunrise.

11.25 CANOPIES, MARQUEES AND AWNING SIGN REGULATIONS

- a. Canopy signs or awning signs shall be permitted in all districts provided that:
 - i. The minimum clearance from the ground shall be not less than 2.5 metres; and,
 - ii. No portion of the canopy or awning sign shall be closer than 0.6 metres to a vertical line from the curb face.

11.27 “A” – BOARD SIGN REGULATIONS

Placement of “A”-Board signs, within C2 and C3 Commercial Zones, announcing temporary sales or events are permitted provided:

- a. they are placed entirely on the site and do not encroach onto public thoroughfares or boulevard areas and do not exceed 1.2 square metres on each face of the sign; or
- b. they are placed on City boulevards or sidewalks, and they are removed after business hours, and do not exceed 0.6 square metres on each face of the sign. If placed on City property, the signs shall adhere to the regulations contained in the City of Moose Jaw Sidewalk Use for Extension of Business Policy.

11.32 REGULATIONS PERTAINING TO SIGNS ALONG PROVINCIAL HIGHWAYS

In addition to the regulations in this Bylaw respecting the construction, location and erection of signs, the provisions of The Erection of Signs Adjacent to Provincial Highways Regulations shall apply mutatis mutandis to the construction, location and erection of any sign erected on any parcel of land on which no buildings have been erected, and which is adjacent to any Provincial Highway within the City of Moose Jaw.

11.33 OFFENCES AND PENALTIES RESPECTING CONTRAVENTIONS OF SIGN REGULATIONS

Where any person contravenes any of the provisions of this Bylaw respecting signs, that person shall be liable on summary conviction to the penalties provided in Section 3.9 of this Bylaw and the Act.

(removed) 11.34 OFFENCES AND PENALTIES RESPECTING CONTRAVENTIONS OF SIGN REGULATIONS

Where any person contravenes any of the provisions of this Bylaw respecting signs, that person shall be liable on summary conviction to the penalties provided in the Act.



City of Moose Jaw

COMMUNICATION# CC-2019-0131

TITLE: Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1). (3rd Reading)

TO: City Council

FROM: Department of Planning and Development Services

DATE: 31 July 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT City Council give 3rd reading to Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1).

TOPIC AND PURPOSE

The purpose of the proposed Bylaw is to incorporate and update Sign Permit fees from the repealed Bylaw No. 4220, Sign Bylaw Amendment, into Bylaw No. 5510, Planning Fee Bylaw. The fees have been adjusted to more accurately represent the administrative costs for Sign Permit reviews.

BACKGROUND

The Bylaw was submitted to the regular meeting of City Council on July 22, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

ATTACHMENTS

1. Bylaw No. 5590, Planning Fee Bylaw Amendment, 2019 (1).

REPORT APPROVAL

Written by: Eric Bjorge
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Michelle Sanson, Director of Planning and Development Services
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

BYLAW NO. 5590
PLANNING FEE BYLAW AMENDMENT, 2019 (1)

THE MUNICIPAL CORPORATION OF THE CITY OF MOOSE JAW ENACTS AS FOLLOWS:

Amendments

1. Bylaw No. 5510, Planning Fee Bylaw of the City of Moose Jaw is amended in the manner set forth in the attached Appendix A of this Bylaw.

Coming into Force

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

READ A FIRST TIME the 22nd day of July, 2019.

READ A SECOND TIME the 22nd day of July, 2019

READ A THIRD TIME AND PASSED the day of , 2019.

Mayor

City Clerk

Appendix A

PLANNING FEE SCHEDULE

Note: This schedule does not include Off-Site Development Levies which shall be established by a separate bylaw of Council.

1. Development Permit:

- 1.1* \$100.00 for new one and two unit residential dwellings.
- 1.2* \$25.00 for accessory decks, garages, or additions to one and two unit residential dwellings.
- 1.3* \$100.00 plus \$0.40 per \$1000.00 of construction value for multi-unit residential (3 + units), commercial, industrial, or institutional developments.

2. Property Rezoning Applications:

- 2.1* \$500.00 application fee plus advertising costs. Applicant will be billed directly for advertising costs. Note: an extra \$500.00 fee will be applied for the preparation of Contract Zoning Agreement.

3. Zoning Bylaw and Official Community Plan Amendments:

- 3.1* \$500.00 application fee plus advertising costs. Applicant will be billed directly for advertising costs. Note: an extra \$500.00 fee will be applied if an open house is required.

4. Discretionary Use:

- 4.1* \$500.00 application fee plus advertising costs. Applicant will be billed directly for advertising costs. Note: an extra \$250.00 fee will be applied for the preparation of a Development Agreement if required.

5. Minor Variance:

- 5.1* \$100.00.

6. Zoning and Building Memorandum:

- 6.1* \$50.00 if analysis of Real Property Report or Surveyor's Certificate is not required.
- 6.2* \$100.00 if analysis of Real Property Report or Surveyor's Certificate is required.

7. Subdivision and Condominium Plan Approval:

Rates set by the Province of Saskatchewan in the Subdivision Regulations, 2014, as amended from time to time, will be followed.

- 7.1 \$150.00 for certificate of approval plus \$175.00 per new lot created (current).
- 7.2 \$150.00 for certificate of approval plus \$200.00 per new lot created (any applications received on and after April 1, 2016).
- 7.3 \$75 for the reissuance of a certificate of approval (current).
- 7.4 \$100 for the reissuance of a certificate of approval (on or after April 1, 2016)

Note: Residential Condominium Conversions and Off-Site Development Levies have their own fee structure addressed in the Condominium Conversion Policy and Off-Site Development Levy Bylaw respectively.

8. Subdivision Concept Plan Approval:

- 8.1 \$500.00 application fee plus advertising costs. Applicant will be billed directly for advertising costs.

9. Miscellaneous Information Services Corporation and Advertising Fees:

- 9.1 Any development application which requires the City to incur costs from Information Services Corporation or advertising costs, including but not limited to registration of interests on property titles, will be billed in full directly to the applicant.

10. Miscellaneous Bylaws and Agreements:

- 10.1 Any application which requires the preparation of a bylaw, agreement, or review of an agreement, may be charged up to \$500.00 per agreement or bylaw as the case may be, at the discretion of the Director of Planning and Development Services.

11. Zoning Letter:

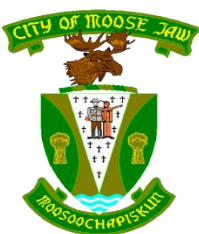
- 11.1 \$25.00.

12. Address Change:

- 12.1 \$25.00 per property.

13. Sign Permit:

- 13.1 \$25.00 per fascia or wall sign
- 13.2 \$50.00 per ground or freestanding sign



City of Moose Jaw

COMMUNICATION# CC-2019-0124

TITLE: Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4) (3rd Reading)

TO: City Council

FROM: Department of Financial Services

DATE: 29 July 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT City Council give 3rd reading to Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4).

TOPIC AND PURPOSE

The purpose of the proposed Bylaw is to amend Bylaw No. 5175, A Bylaw of the City of Moose Jaw to provide for the Administration of the Municipal Corporation and to set forth the Duties and Powers of Designated Officers, (the City Administration Bylaw) to incorporate Schedule "E" Budgeting Policy for the City of Moose Jaw as adopted by resolution of City Council on July 8, 2019 .

BACKGROUND

The Bylaw was submitted to the regular meeting of City Council on July 22, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

ATTACHMENTS

1. Bylaw No. 5592, City Administration Bylaw Amendment, 2019 (4).

REPORT APPROVAL

Written by: Brian Acker, B.Comm., CPA, CMA, Director of Financial Services
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

[https://moosejaw.escribemeetings.com/Reports/Bylaw No. 5592 - City Adminsitration Bylaw Amendment, 2019 \(4\).docx](https://moosejaw.escribemeetings.com/Reports/Bylaw No. 5592 - City Adminsitration Bylaw Amendment, 2019 (4).docx)

BYLAW NO. 5592
CITY ADMINISTRATION BYLAW AMENDMENT, 2019 (4)

THE MUNICIPAL CORPORATION OF THE CITY OF MOOSE JAW ENACTS AS FOLLOWS:

Amendments

1. Bylaw No. 5175, City Administration Bylaw is amended in the manner set forth in this Bylaw.

Section 4 Schedules amended

2. Section 4 Schedules is amended by adding Schedule "E" – Budgeting Policy as attached to this Bylaw.

Coming into Force

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

MAYOR

CITY CLERK

READ A FIRST TIME the 22nd day of July, 2019.

READ A SECOND TIME the 22nd day of July, 2019.

READ A THIRD TIME the day of , 2019.

Schedule "E"
Budgeting Policy

CITY OF MOOSE JAW BUDGETING POLICY

POLICY TITLE <i>Budgeting Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE
ORIGIN <i>Financial Services Department</i>	RESOLUTION #	PAGE NUMBER 1 of 5

1. **PURPOSE & OBJECTIVE**

- 1.1 The purpose of this policy is to establish the parameters for the annual preparation of the City of Moose Jaw's Operating, Capital and Equipment Budgets.
- 1.2 The objective of the City's Budgeting Policy is to ensure that a framework is in place that allows for the efficient creation of annual budgets while meeting a timetable that provides for City Council to have the opportunity to approve the budgets prior to the start of a fiscal year.

2. **DEFINITIONS**

- 2.1 Approved Budget – This means a budget that has been approved by the City Council of the City of Moose Jaw.
- 2.2 Capital Budget – A budget that Includes the estimated amounts required to acquire, construct, remove or improve capital property and the anticipated sources of funding.
- 2.3 Equipment Budget – A budget that includes the estimated amounts required to acquire new or replacement equipment.
- 2.4 Fiscal Year – The City's fiscal year is January 1 to December 31.
- 2.5 Planning Session – This refers to the City Council's ability to meet in a closed session for the purpose of long-range or strategic planning.
- 2.6 Operating Budget – A budget that contains a detailed projection of revenues and expenditures for the fiscal year related to the delivery of the City's programs and services on an annual basis.
- 2.7 Strategic Plan – This is an organizational plan that is used to set priorities, focus energy and resources, strengthen operations and ensure that all stakeholders are working toward those common goals.

CITY OF MOOSE JAW BUDGETING POLICY

POLICY TITLE <i>Budgeting Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE
ORIGIN <i>Financial Services Department</i>	RESOLUTION #	PAGE NUMBER 2 of 5

3. Guiding Principles of Budgeting

- 3.1 The annual budget process is guided by a number of principles as outlined below:
- 3.1.1 The City should live within its means.
 - 3.1.2 The City should only budget what work can reasonably be expected to be completed within each year.
 - 3.1.3 The City should seek to invest in infrastructure when productivity, efficiency and effectiveness increases are possible.
 - 3.1.4 The City may borrow from reserves on a short term basis (7 to 10 years), however the borrowing must be paid back with interest at the expected rate of return that the Institutional Investing program provides.
 - 3.1.5 The City should generally focus on completing one major study at a time before starting another and ensure that the existing systems are operating as intended before completing a study to determine system enhancements.
 - 3.1.6 The City should be innovative and make the most effective use of its existing funds.
 - 3.1.7 The City should reduce reliance on external consultants and where possible and economically feasible develop the required expertise internally.
 - 3.1.8 The City should seek to centralize functions and refine core services when prudent to do so.
 - 3.1.9 City Administration is expected to carefully scrutinize every budget item and only present to City Council what is considered necessary.

CITY OF MOOSE JAW BUDGETING POLICY

POLICY TITLE <i>Budgeting Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE
ORIGIN <i>Financial Services Department</i>	RESOLUTION #	PAGE NUMBER 3 of 5

4. **BUDGETING FRAMEWORK**

- 4.1 The City will annually embark on a budgeting process that will result in the development of Operating, Capital and Equipment Budgets which represent the City's financial plans for the upcoming fiscal periods.
- 4.2 The Operating Budget will be for the upcoming fiscal period, while the Capital and Equipment budgets will be for a period of five years.
- 4.3 Each fall an update of the Strategic Plan looking ahead to the next budget cycle will occur.
- 4.4 In May/June of each year, a Planning Session with Council to discuss budget challenges, economic factors, specific operating and capital issues and to get Council's input on priorities they would like to see in the budget. Budget development by Administration starts around this time as well.
- 4.5 Over the summer, a pre-budget online budget survey to provide citizens with the opportunity for public input prior to the budget being fully developed.
- 4.6 A public Preliminary Budget Review and Economic Update communication to Executive Committee. This is a public document which will usually be transmitted to Executive Committee in August and provides the citizens with an update on economic factors and pressures facing the City in the upcoming budget.
- 4.7 In early October, a Planning Session with Council where a preview of the budget and feedback is received from Council so any final adjustments can be made.
- 4.8 Administration releases the budget publicly and it is placed on the City website and advertising directs members of public to review and provide feedback.
- 4.9 Approximately three weeks after budget release, the budget is transmitted to City Council who will spend approximately two sessions deliberating on the transmittal communication and the suggested motions.
- 4.10 The budget is approved before the start of the budget year.

CITY OF MOOSE JAW BUDGETING POLICY

POLICY TITLE <i>Budgeting Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE
ORIGIN <i>Financial Services Department</i>	RESOLUTION #	PAGE NUMBER 4 of 5

5. **BUDGET ROLES AND RESPONSIBILITIES**

5.1 City Council will:

- 5.1.1 Establish priorities through the Strategic Plan and input provided at planning sessions.
- 5.1.2 Approve the proposed level of public communication and engagement.
- 5.1.3 Review the budget submission at City Council meetings.
- 5.1.4 Amend the budget submission as City Council deems appropriate.
- 5.1.5 Approve the budget as amended.
- 5.1.6 Approve the annual Property Tax Bylaw.

5.2 The City Manager will:

- 5.2.1 Direct in cooperation with the Director of Financial Services and City Directors, the preparation and presentation of the Operating, Capital and Equipment budgets.
- 5.2.2 Review and revise all departmental budget submissions ensuring they are aligned with the City's strategic and operational goals.
- 5.2.3 Exercise financial control over all corporate operations in conjunction with the Director of Financial Services to ensure compliance with the City Council approved budgets.

5.3 The Senior Management Team will:

- 5.3.1 Lead the development of realistic and responsible departmental budgets in accordance with the established guidelines, timelines and process.

CITY OF MOOSE JAW BUDGETING POLICY

POLICY TITLE <i>Budgeting Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE
ORIGIN <i>Financial Services Department</i>	RESOLUTION #	PAGE NUMBER 5 of 5

5.3.2 Ensure that the resources and assets under their authority are effectively managed on an ongoing basis.

5.4 The Director of Financial Services will:

5.4.1 Lead and coordinate the overall preparation and administration of the City's budget processes.

5.4.2 Ensure adherence to budget policies and financial policies approved by City Council.

6. **BUDGET MONITORING**

6.1 The Operating, Capital and Equipment budgets once approved by City Council will be monitored on a regular basis.

6.1.1 Monthly reporting on actual revenues and expenditures to budget will be prepared by the Department of Financial Services and distributed to the City Manager, Directors and other Managers involved in the management of the City's operations.

6.1.2 The City Comptroller will provide a monthly narrative on significant variances in comparison to budget and distribute those to the City Manager, Directors and Managers.

6.1.3 City Council will be provided with a quarterly Financial Report which will contain actual to budgeted results and their variances along with analysis.

6.1.4 Significant Budget overages will require approval of the City Manager or City Council per the limitations set forth in the City Administration Bylaw.

7. **STATUTES**

Budget development shall comply with all relevant provisions of the Cities Act, 2003 as amended from time to time by the Provincial Government.



City of Moose Jaw

COMMUNICATION# CC-2019-0132

TITLE: Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw (3rd Reading)

TO: City Council

FROM: Department of Planning and Development Services

DATE: 31 July 2019

PUBLIC: PUBLIC DOCUMENT

RECOMMENDATION

THAT City Council give 3rd reading to Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw.

TOPIC AND PURPOSE

The purpose of the proposed Bylaw is to repeal Bylaw No. 2092, Sign Bylaw and all amendments thereto. Relevant content from the referenced Bylaw has been added to the Zoning Bylaw under Section 11 – Sign Regulations.

BACKGROUND

The Bylaw was submitted to the regular meeting of City Council on July 22, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

ATTACHMENTS

1. Bylaw No. 5594, A Bylaw to Repeal Bylaw No. 2092, Sign Bylaw

REPORT APPROVAL

Written by: Eric Bjorge, Assistant City Planner
Reviewed by: Michelle Sanson, Director of Planning and Development
Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie, Mayor

To be completed by the Clerk's Department only.

Presented to Regular Council or Executive Committee on _____.

No. _____ Resolution No. _____

BYLAW NO. 5594

A BYLAW TO REPEAL BYLAW NO. 2092, SIGN BYLAW

WHEREAS, section 81 of *The Cities Act* provides that the Council of the City of Moose Jaw may, by bylaw and on any terms and conditions that the Council considers appropriate, repeal or amend any bylaw.

NOW THEREFORE, the Council of the City of Moose Jaw enacts as follows:

Bylaw No. 2092 Repealed

- 1 Bylaw No. 2092, as amended by Bylaw Nos. 2165, 4220, and 5350, a Bylaw to Regulate and Control the Construction, Location, Size and Use of Outdoor Sign Boards in the City of Moose Jaw, and to Prescribe Penalties for the Violation of its Provisions and to Provide for its Enforcement, and all amendments thereto are repealed.
- 2 This Bylaw comes into force on the day of passage.

READ A FIRST TIME the 22nd day of July, 2019

READ A SECOND TIME the 22nd day of July, 2019

READ A THIRD TIME AND PASSED the day of , 2019

Mayor

City Clerk

**CITY OF MOOSE JAW
ANSWER TO ENQUIRY**

DATE: August 2, 2019 **File No. 400-3**

TO: City Council

FROM: Department of Engineering Services

SUBJECT: Answer to Verbal Enquiry – 1100 Block of 4th Avenue NE Paving and Widening

At the regular meeting of City Council held on June 24, 2019, Councillor Swanson asked a verbal enquiry regarding paving of the 1100 block of 4th Avenue NE and if widening had been considered.

Council considered the matter of narrow roads at the April 17, 2017 Executive Committee. A trial area for one sided parking was implemented in the north central area near SK Polytechnic.

The width used to establish one sided parking was 9.0 meters.

The narrow roads are a trial (in north central area) so there is no existing policy to apply and the approach (in the trial) was to implement one sided parking. It also appears that the width of 4th Ave NE would not meet the criteria of 9 meters.

APPROVAL

Written by: Josh Mickleborough, Director of Engineering Services
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Jim Puffalt, City Manager
Approved by: Fraser Tolmie

**CITY OF MOOSE JAW
ANSWER TO ENQUIRY**

DATE: August 1, 2019 **File No. 400-3**

TO: City Council

FROM: Department of Engineering Services

SUBJECT: Answer to Verbal Enquiry – 2019 - Extent of 2019 Replacement Program

At the regular meeting of City Council held on July 8, 2019, Councillor Swanson submitted the following verbal enquiry:

"Is 2,200 meters the extent of the 2019 Replacement Program, for which Administration will provide a written response."

The construction contract for the 2019 Watermain Replacement Program includes replacement of existing cast iron watermain, as well as replacement of existing sections of the East Feeder Main. They are in the same contract due to location and constructability; however, they are funded from the respective capital budgets. The total replacement lengths are as follows:

Watermain replacement: 1840 m
Easter Feeder Main replacement: 827 m

In addition, the City is conducting a Cured In Place Pipe (CIPP) Watermain Lining Program. This will see 420 m of watermain lined as part of the 2019 watermain replacement program.

As a project moves through the design phases changes in quantities and budget estimates is common and final costs are not known until tender close. The project is currently underbudget by approximately \$300,000 (not including new gas tax funding) which is allocated for contingency and carryover to next year. This would be an estimated 120 to 150 meters of additional pipe. Bid pricing and construction costs varies year to year. However, in the next few years it is likely approaching the point where our current budget levels are facing inflationary pressures.

REPORT APPROVAL

Written by: Bevan Harlton, Manager of Engineering Services
Reviewed by: Tracy Wittke, Assistant City Clerk
Approved by: Josh Mickleborough, Director of Engineering Services
Approved by: Jim Puffalt, City Manager