



## EXECUTIVE COMMITTEE

Monday, October 28, 2019, to commence immediately following the City Council meeting  
Council Chambers, (Public)  
Scoop Lewry Room (In-Camera)  
2nd Floor, City Hall

### 1. CALL TO ORDER

### 2. REPORTS

- a. Review of Advisory Boards, Committees and Commissions, EC-2019-0205
- b. Review of Third-Party Boards, Committees and Commissions, EC-2019-0208
- c. Civic Addressing Policy, EC-2019-0114
- d. Single Use Plastic Bags, EC-2019-0188

### 3. CONFIDENTIAL MATTERS

- a. Confidential Matter, EC-2019-0213

The confidential matter may be considered in closed session 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 section 16.

- b. Confidential Procedural Matter

The confidential procedural matter may be considered in closed session 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 section 15.

c. Confidential Procedural Matter

The confidential procedural matter may be considered in closed session 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 section 15.

4. ADJOURNMENT



# City of Moose Jaw

## COMMUNICATION # EC-2019-0205

**TITLE:** Review of Advisory Boards, Committees and Commissions

**TO:** Executive Committee

**FROM:** City Clerk/Solicitor's Department

**DATE:** October 7, 2019

**PUBLIC:** PUBLIC DOCUMENT

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### **RECOMMENDATION**

1. THAT the Murals Project Management Committee continue as a management committee for the City; and
2. THAT the Youth Advisory Committee continue as a City advisory committee with an updated Terms of Reference, substantially in the form as attached; and
3. THAT the Inclusion, Accessibility and Diversity Advisory Committee be established through the amalgamation of the Special Needs Advisory Committee and the Cultural Diversity Advisory Committee with an updated Terms of Reference, substantially in the form as attached; and
4. THAT the Parks, Recreation & Facilities Advisory Committee be established by the renaming of the Parks and Recreation Advisory Committee with an updated Terms of Reference, substantially in the form as attached; and
5. THAT the Public Works, Infrastructure & Environment Advisory Committee be established through the amalgamation of the Transportation Services Advisory Committee and the Environment Advisory Committee with an updated Terms of Reference, substantially in the form as attached; and
6. THAT the Heritage Advisory Committee be disbanded as a stand-alone committee and their functions be absorbed into the Parks, Recreation and Facilities Advisory Committee; the Inclusion, Accessibility and Diversity Advisory Committee; and the Murals Project Management Committee; and
7. THAT the Municipal Planning Commission (MPC) be disbanded with reports from the Department of Planning and Development Services going directly to City Council for review and approval; and

8. THAT the Economic Development Commission and Housing Advisory Committee be disbanded; and
9. THAT single purpose time limited Ad Hoc Committees including such matters as future housing concerns, as an example, be considered for establishment where Council seeks input in a specified area; and
10. THAT the term of appointments for the newly established Advisory Committees be January 1 of the calendar year; and
11. THAT Council appointments to committees be for one-year (or alternatively two-year) terms, with appointments rotating among committees.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide recommendations as a result of a review of the City's current Advisory Boards, Committees and Commissions.

### **BACKGROUND**

At the June 24, 2019 Executive Committee meeting, considered was Communication #EC-2019-0056 respecting the City's boards, committees and commissions. Subsequently, at the July 8, 2019 regular meeting of City Council, in part, the following resolution was ratified:

*"THAT Administration be directed to undertake a review of the City's Board, Committee and Commission structure and appointments with a view to rationalize; eliminating duplication with other community groups undertaking similar work; eliminating any that have lost clear need, or combining committees such that they function in a manner to optimize resource allocation and member time commitment; and*

*THAT the review include addressing alternative means of engaging public input on specific topics and/or creation of single purpose Ad Hoc Committees with a finite mandate; and*

*THAT a report be provided to Executive Committee by the end of October 2019."*

It should be noted that many existing boards, committees and commissions structures have remained unchanged for many years. In addition, the City has adopted new approaches to public engagement practices facilitated by the creation of the Communications Manager position in 2015. These include public surveys to solicit input on select areas of interest.

The City of Moose Jaw's current Advisory Boards, Committees and Commissions are listed below.

#### **Advisory Committees:**

- Cultural Diversity Advisory Committee
- Economic Development Commission
- Environment Advisory Committee
- Heritage Advisory Committee



- Housing Advisory Committee
- Municipal Planning Commission
- Murals Project Management Committee
- Parks and Recreation Advisory Committee
- Special Needs Advisory Committee
- Transportation Services Advisory Committee
- Youth Advisory Committee

## **DISCUSSION**

The City of Moose Jaw has historically had a robust practice of engaging with various stakeholders, community associations and other interested parties on a wide range of issues. The addition of new public engagement tools and options has broadened our ability to seek input beyond the traditional approach of seeking the views of a small committee. In a recent survey on the City's Trails Master Plan, 449 citizens took the time and effort to provide comments on City plans to upgrade this system.

Advisory boards, committees or commissions do not have authority to govern directly; rather, they serve to make recommendations and/or provide key information and materials to City Council. It is, therefore, important to ensure they remain relevant with a clear purpose and guidelines for membership and activities.

Stepping back to evaluate the effectiveness of our existing committees, the following points bear discussion:

- Advisory committees function best as sounding boards for achieving input on high-level concerns as opposed to being managers of specific issues, which are more properly handled by Administration.
- In many cases advisory committee members are not necessarily professional "experts" in their area of appointment. The experts are generally trained professionals within Administration whose advice is available to be tapped to inform committee deliberations.
- A common factor affecting past recruitment to committees has been the difficulty in attracting citizens to commit to a two-year term as opposed to just providing ad hoc advice on a specific matter.
- In reviewing the focus of existing committees, are there areas of commonality with other committees that make amalgamations feasible?
- Is the time and effort required from City staff to support specific committees resulting in an appropriate value add?
- Are there other organizations in the community who are better equipped to take leadership in an area previously assigned to a committee?
- Are there areas where a more effective form of public consultation might be used to elicit more timely or broader-based feedback?

A large number of committees currently requires, at minimum, the equivalent of one fulltime Committee Support Clerk position to manage the agenda, minutes and associated work related of the committees. There is also a requirement for other staff time, generally a Manager level or Director level staff to be the Administration advisor to the committees. Attending a large number of meetings takes them away from their core duties of managing their departments. For example, the Director of Planning and Development provides administrative advice to and attends (5) five of the City's committees. With the proposed amalgamation this would reduce that Director's required attendance to two (2) of the committees.

While there is certainly value to having advisory committees in place to provide advice, it is also important to ensure that the number of committees is manageable not only from a Council perspective, but also from a staffing perspective. Rather than disbanding all committees, boards and commissions, Administration's recommendation would be to reduce and combine the number of advisory boards, committees and commissions as follows:

1. To continue with the Murals Project Management Committee. Unlike the other advisory committees, the Murals Project Management Committee fulfills an operational role and is provided an annual budget. It monitors the condition of existing murals, negotiates for new locations, engages with artists to commission new murals and undertakes and ensures timely repairs where needed. The Murals Project Management Committee has undertaken this role for over thirty years. The Murals of Moose Jaw are among the several factors which foster community pride in our City.

2. Continue with the Youth Advisory Committee.

To provide a communication link between the youth of Moose Jaw and City Council that will enhance the quality of life, health and well-being of the youth in our community.

- To keep Council informed of important matters affecting youth.
- To occasionally conduct surveys to address concerns and needs that affect youth.
- To act as a positive advocate for youth.
- To actively seek input from youth on important matters.
- To support events created by the Committee that relate to the mandate.
- To provide leadership experience for youth.

3. Amalgamate the Special Needs Advisory Committee and the Cultural Diversity Advisory Committee to establish the Inclusion, Accessibility and Diversity Advisory Committee.

To provide recommendations to City Council on policy matters relating to:

- Diversity and inclusion of all citizens within the community.
- Emerging equity or diversity issues or trends arising in the community.
- Consideration of the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives.

- Explore barriers faced in accessing City services, information, programs and facilities.
  - Explore barriers to participation in public life and achievement of social, cultural and economic wellbeing of residents.
  - Employment and employee awareness policies, initiatives, and civic programs.
  - Provide advice and recommendations on the development and contents of a new Inclusion, Accessibility and Diversity Policy.
4. It is recommended to rename the Parks and Recreation Advisory Committee as the Parks, Recreation & Facilities Advisory Committee.

To provide recommendations to City Council on policy matters relating to:

- Leisure
  - Recreation
  - Multifunctional parks and open space strategically located to provide convenient access and designed to accommodate diverse and changing needs and interests.
  - Cemeteries.
  - Minimize barriers to the use of municipal facilities, programs or services.
  - Community Services Master Plan.
  - Grant funding programming.
5. Amalgamate the Transportation Services Advisory Committee and the Environment Advisory Committee and establish the Public Works, Infrastructure & Environment Advisory Committee.
- Provide input and make policy recommendations to City Council regarding transit and municipal infrastructure involving roadways, water, watershed, drainage, wastewater and solid waste to meet regulatory requirements and community needs.
  - Provide input and make recommendations to Council regarding environmental issues, policies and programs.
6. It is recommended that the Heritage Advisory Committee be disbanded as a stand-alone Committee, with its previous duties distributed as follows:
- Providing recommendations on City-owned heritage assets, such as the town bell and entrance to Crescent Park, would be included as an additional responsibility of the Parks, Recreation and Facilities Advisory Committee.
  - Matters of contemporary cultural heritage concerns would be assigned to the Inclusion, Accessibility and Diversity Advisory Committee.
  - Celebration of the City's cultural heritage would be directed to the Murals Project Management Committee.

Further, staff in the Department of Planning and Development Services would review façade grant applications and would consult with and involve community groups on an ad hoc basis to assist in heritage-related matters. Existing members of the Heritage

Advisory Committee would be encouraged to continue their participation in one of the other committees.

7. With respect to the Municipal Planning Commission ("MPC"), it is recommended that the MPC be disbanded. A review of MPC minutes illustrates that in most cases the review input on applications rarely takes more than a few minutes. Yet, the MPC process necessitates longer timelines and the production of multiple reports. With its elimination, all matters relating to the Municipal Planning Commission would be placed on the City Council agenda under Committee of the Whole. This would reduce a procedural step and enable decisions to come to Council on a more timely basis. In those rare circumstances where additional background may be required, it would be appropriate to table that item to a subsequent Executive Committee meeting to obtain that information. Taking forward directly to Council most of the current MPC applications would also be seen as a reduction in "red tape".
8. The Housing Advisory Committee and Economic Development Commission would be disbanded. Creation of the Housing Committee was spawned in 2010 by a pressing shortage especially in lower income housing options. Although the City had few avenues to directly impact that area, it was certainly a focus of activity and considerable interaction particularly with the Province on addressing this pressing need. As a result, several new programs were brought on stream; the supply of housing increased and vacancy rates have eased considerably. The pressing need addressed, there has been minimal citizen applications to continue on the Committee and meetings have often not proceeded due to lack of quorum, underlining the absence of a need to continue the Committee.

Similarly, the Economic Development Commission was created in January 1970 as an attempt to engage community volunteers in promoting economic growth. The reality of most economic development projects is that they involve highly confidential matters and are not suitable for discussion in public venues. As such, matters of economic development are routed through Administration and vetted and recommended for public approval by Executive Committee. The Commission has not had a meeting in over a year and a half.

## 9. Ad Hoc Committees

There may be a need on occasion to develop an ad-hoc committee to advise Council on an issue. Any committee established for a specific issue, should include a Terms of Reference as well as a sunset clause. A sunset clause requires that the committee disbands once their work is completed.

In 2010, the City did create such an ad-hoc committee. That committee was named the Ad Hoc Youth Entrepreneur Business Incubator Mall Committee. The motion which created the Committee anticipated that such a committee would have administrative support from City staff. At the time, however, there were no dedicated staff supplying economic development services. Although the idea had merit, it failed to gain traction without appropriate resourcing. It is suggested that this dormant committee be referred to the City's internal economic development committee for further discussions around its potential viability.

10. For those committees which remain, the term of appointments should also be considered. In 2011, City Council passed a motion to have a number of advisory committees commence appointment September 1 annually. The Office of the City Clerk recommends that all appointments for advisory boards, committees and commissions be established for January 1 to December 31 of the calendar year. This would allow the Office of the City Clerk to advertise for the Library Boards and Advisory Boards, Committees and Commissions all at once.
11. Nationally regarded governance expert, George Cuff, has commented on the role of elected members *vis-à-vis* boards and committees. He stresses that the role of elected members appointed to committees should be as liaison. He suggests that Council members rotate among committees so that all members have an opportunity to learn and interact with a number of groups. He also suggests that committee membership be revisited on a regular basis.<sup>1</sup>

### **OPTIONS TO RECOMMENDATION**

Rather than creating an overlapping Inclusion, Accessibility and Diversity Advisory Committee, an option would be to disband the Cultural Diversity Advisory Committee and leave the Special Needs Advisory Committee in its existing form.

In order to continue a level of City involvement in this area, the City could approach other existing groups to consider the City appointing a Councillor or Administration staff to participate with each community-like group. (None have been canvassed to date.)

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

The number of municipalities transitioning to online public engagement is rapidly expanding; the City of Moose Jaw is well on its way to making this transition as well.

As City Council is aware, in the recent Budget and City Services survey, one of the questions asked was "What methods should the City undertake to solicit input from Moose Jaw residents when major decisions are being contemplated?" Online surveys were the overwhelming choice, with 85% of respondents preferring that engagement method. Although the recommendation from City Administration is to continue with advisory committees it is suggested these committees also engage the City's Communication Department to assist in utilizing local media and social media to engage the general public at large. This would support the work of having a smaller group of advisory committees in conducting committee input. Public consultation can take many forms and can be tailored to those specific issues suited to broaden public input.

### **COMMUNICATION PLAN**

On July 15, 2019, the Office of the City Clerk communicated to all advisory board, committee and commission members indicating that Administration had been directed to undertake a review of the City's boards, committees and commissions. A short survey was also forwarded to all current board, committee and commission members, which they were encouraged to complete. In total, 35 out of 36 people completed the

anonymous survey. This phenomenal response rate is testimony to the commitment of citizen appointees to our advisory committees. Their past and current service is most certainly appreciated.

Written responses covered a few different questions, but common themes were found within those responses, the most prevalent being:

- Lack of willingness of Council/Administration to take action from their recommendations.
- A feeling that their objectives didn't always line up with those of Council and/or Administration, due to lack of knowledge and communication.
- Lack of meetings.
- Lots of updates regarding relevant City issues and insightful discussion from committee members who are passionate about the issues but little output resulting.
- Difficulty having productive meetings due to lack of attendance or, in some cases, continuity of members.
- Lack of direction and project funding.

Attached to this report are copies of the survey responses received from those members who completed the survey.

Further, once the structure of the new boards, committees and commissions has been formally adopted by City Council the Office of the City Clerk will proceed with the next steps:

- Forward letters to all citizen-at-large committee members to thank them for their involvement on their respective boards, committees and commissions. The City of Moose Jaw has appreciated the volunteer time they have contributed. They will also be asked to indicate their interest in serving in the new committee structure.
- The Office of the City Clerk will proceed to advertise through print and social media the Call for Nominations in order to have all appointments in place by January 1, 2020.

### **BYLAW OR POLICY IMPLICATIONS**

Bylaws for the affected boards, committees and commissions would require repealing. If Council is in support of these recommendations an umbrella Advisory Committee Bylaw and updated Terms of Reference for the new established Committees would be presented at a City Council meeting prior to the end of 2019.

It should also be noted that with respect to the disbanding of the Municipal Planning Commission amendments to the Official Community Plan and to the Zoning Bylaw would also be required.

## **FINANCIAL IMPLICATIONS**

With the reduction and the amalgamation of the City's advisory boards, committees and commissions the Office of the City Clerk would realize modest savings of approximately \$8,000.00 annually. These potential reductions in costs would be associated with the reduction in operating budget committee funding, a decrease in overtime staffing costs, and a decrease in advertising costs.

The time freed up would be re-directed to ensuring prompt posting of Bylaws as consolidated, implementing a City Policy information system and maintaining the City's records management system.

## **OTHER CONSIDERATIONS/IMPLICATIONS**

As a result of the recommendations presented for City Council's consideration, the following implications are noted:

- Many members of the public appreciated the opportunity to participate on committees.
- The decision-making hierarchy of City Council, as final approver, is communicated.
- In their current form, some of the boards, committees and commissions were seen as having become more of an "independent advocacy group".
- The option to utilizing ad hoc committees in the future provides Council with the choice of establishing single-issue advisory committees when appropriate

## **PUBLIC NOTICE**

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

## **PRESENTATION**

VERBAL: Tracy Wittke, Assistant City Clerk, will provide a brief overview of this report.

## **ATTACHMENTS**

- i. Youth Advisory Committee Terms of Reference.
- ii. Inclusion, Accessibility and Diversity Advisory Committee Terms of Reference.
- iii. Parks, Recreation and Facilities Advisory Committee Terms of Reference.
- iv. Public Works, Infrastructure and Environmental Advisory Committee Terms of Reference.
- v. Survey Results of Boards, Committees and Commissions Members.

<sup>1</sup> George Cuff, *Off the Cuff*. A collection of writings by George B. Cuff. Volume 2, p. 86.

**REPORT APPROVAL**

Written by: Tracy Wittke, Assistant City Clerk  
Myron Gulka-Tiechko, City Clerk/Solicitor  
Reviewed 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 \_\_\_\_\_.

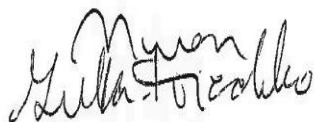
No. \_\_\_\_\_ Resolution No. \_\_\_\_\_



## Report Approval Details

Document Title:	Review of Boards, Committees and Commissions - CC-2019-0205.docx
Attachments:	<ul style="list-style-type: none"> <li>- Youth Advisory Committee.terms of reference.doc</li> <li>- Inclusion, Accessibility and Diversity.terms of reference.doc</li> <li>- Parks, Recreation and Facilities.terms of reference.doc</li> <li>- Public Works, Infrastructure and Environmental.terms of reference.doc</li> <li>- Committee Survey Results.pdf</li> </ul>
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:



Myron Gulka-Tiechko



Jim Puffalt



Fraser Tolmie

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>YOUTH ADVISORY COMMITTEE</b>	

<b>AUTHORITY:</b>	The Cities Act, SS 2002, c C-11.1, Section 55 <i>“A council may establish council committees and other bodies and define their functions.”</i>
<b>MEETINGS:</b>	Monthly – At the Call of the Chair. One (1) school calendar year (September to June) Commencing at 9:00 a.m.
<b>QUORUM:</b>	Simple majority (50% plus 1)
<b>RESOURCES:</b>	Facilitator
<b>ADMINISTRATIVE SUPPORT:</b>	City Clerk’s Office
<b>AGENDA PREPARATION:</b>	Bylaw No. 5176, <u>Procedure Bylaw</u>

### RESPONSIBILITIES:

- Endeavour to increase positive public awareness and understanding by youth of local government and assist in developing new outreach and/or communication policies, strategies and programs.
- To network with peers and community leaders and to participate in a forum that is open, inclusive and fun.
- To provide a communication link between the youth of Moose Jaw and City Council that will enhance the quality of life, health and well-being of the youth within the community.
- Make recommendations on youth recreational opportunities and community activism.
- To identify things in the City of Moose Jaw that are valued by youth, including the things that are considered assets, strengths and opportunities in our community by young persons.
- To act as a positive advocate and provide leadership experience for youth.
- To network with student councils and other youth organizations.

**EXPECTATIONS:**

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

**COMPOSITION:**

The Youth Advisory Committee will consist of 17 voting members consisting of the following:

- (1) City Council representative.
- (2) Student Representatives from each of the following schools:
  - Central Collegiate
  - Cornerstone Christian School
  - Peacock Collegiate
  - Riverview Collegiate
  - Vanier Collegiate
  - Ecole Ducharme
  - Sask Polytechnic
- (2) Youth-at-Large Representatives. (Must be 18 – 25 years of age and cannot be students from schools currently represented on the Youth Advisory Committee.)

**Non-Voting Resource Members**

- Facilitator, City staff or public delegations.

**MEETINGS:**

- The Youth Advisory Committee will meet monthly at 9:00 a.m.
- The City Clerk's Office shall provide administrative support when required.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Facilitator and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members must be an official member appointed by their respective High School Principal to vote on issues.
- Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

**APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 1-year term based on the school calendar year.
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in September of the current year.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant.
- In the case of a vacancy, the Committee may then contact the corresponding High School Principal and ask that another representative be sent as a replacement.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

**PREFERRED QUALIFICATIONS:**

- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- To play an integral role to the Committee by actively participating and contributing to projects/special events coordinated by the Committee.
- Members must notify the Chair or Co-Chairs of the Committee and the Facilitator to inform of their absence from a meeting if they are unable to attend.
- To propose to the Youth Advisory Committee projects and plans designed to assist in the fulfillment of the purposes of the Youth Advisory Committee.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.

Resource Documents

*The Cities Act*  
 Bylaw No. 5176, Procedure Bylaw

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>INCLUSION, ACCESSIBILITY AND DIVERSITY ADVISORY COMMITTEE</b>	

**AUTHORITY:** The Cities Act, SS 2002, c C-11.1, Section 55  
*“A council may establish council committees and other bodies and define their functions.”*

**MEETINGS:** Monthly – First Tuesday commencing at 5:30 p.m. (excluding July and August)

**QUORUM:** Simple majority (50% plus 1)

**ADMINISTRATIVE RESOURCES:** Director of Parks and Recreation Services and Transportation Services Manager

**SECRETARY:** City Clerk’s Office

**AGENDA PREPARATION:** Bylaw No. 5176, Procedure Bylaw

### RESPONSIBILITIES:

- Identify and liaise with local stakeholders to establish partnerships and collaboration related to improving access, diversity and inclusion.
- Review Federal and Provincial directives, regulations and legislation relating to accessibility, diversity and inclusion and identify implications for the City.
- Advise City Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Moose Jaw residents.
- Advise on the development, implementation and evaluation of guiding principles, policies and strategies to position Moose Jaw as a model community for the inclusion of all residents, including persons experiencing disability, newcomers, Indigenous Canadians and the LGBTQ2+ community.
- Provide advice on public awareness campaigns to promote the City’s efforts to make its services, facilities, and infrastructure accessible and barrier-free.
- Provide community engagement opportunities for people that experience disability or exclusion to raise issues and concerns with decision makers.
- Advise City Council on the Calls to Action of the Truth and Reconciliation Commission in formulating City policies and initiatives.
- Advise City Council on matters relating to employment and employee awareness policies, initiatives and civic programs.

**EXPECTATIONS:**

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

**COMPOSITION:**

The Inclusion, Accessibility and Diversity Advisory Committee will consist of 14 voting members consisting of the following:

- (1) City Council representative.
- (2) citizen representatives who are individuals that experience disability.
- (3) citizen representatives who are parents or caregivers of children that experience disability.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (1) citizen representative of the First Nations community.
- (1) citizen representative of the Metis community.
- (1) citizen representative of the LGBTQ2+ community.
- (1) citizen representative who is a visible minority or newcomer to Canada.
- (2) additional citizen representatives.

**Non-Voting Resource Members**

- City Administration, clerical staff or public delegations.

**MEETINGS:**

- The Inclusion, Accessibility and Diversity Advisory Committee will meet on the first Tuesday of each month at 5:30 p.m.
- The City Clerk's Office shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Parks and Recreation Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

**APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

**PREFERRED QUALIFICATIONS:**

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Knowledge, expertise or interest regarding principles of diversity, inclusion and human rights issues an asset.
- Sound general knowledge of the City of Moose Jaw and area and its potential accessibility, diversity and inclusion issues. Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Accessibility, Diversity and Inclusion Advisory Committee must be residents of Moose Jaw.

Resource Documents

*The Cities Act*  
 Bylaw No. 5176, Procedure Bylaw

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>PARKS, RECREATION AND FACILITIES ADVISORY COMMITTEE</b>	

**AUTHORITY:** The Cities Act, SS 2002, c C-11.1, Section 55  
*“A council may establish council committees and other bodies and define their functions.”*

**MEETINGS:** Bi-Monthly (February, April, June, September, November) – First Tuesday commencing at 5:30 p.m.

**QUORUM:** Simple majority (50% plus 1)

**ADMINISTRATIVE RESOURCES:** Director of Parks and Recreation Services

**SECRETARY:** Parks and Recreation Department

**AGENDA PREPARATION:** Bylaw No. 5176, Procedure Bylaw

### RESPONSIBILITIES:

- Provide input with respect to policies, rules and regulations concerning the use of lands set aside for parks, cemeteries or recreation purposes.
- Provide input with respect to policy recommendations with respect to parks and open spaces, recreation programs and services and facility operations.
- Encourage individuals and groups to offer constructive criticism of the City's parks and recreation policies to stimulate and promote the interest of the public in civic beautification.
- In exercising its functions, the Committee shall faithfully observe the terms and conditions of any trust which may attach to any of the parks, playgrounds, recreational centres or other facilities administered by the Department, or any trust which may attach to any equipment donated to the City by any person or organization.
- Act as a liaison body between civic government and all horticultural and recreational bodies in the City.
- Advise City Council on strategies to improve the accessibility and inclusivity of services, programs, facilities and other infrastructure, including the identification and removal of barriers that hinder full participation in the community by some Moose Jaw residents.
- Develop funding criteria and assist with the adjudication of grants related to parks and open space infrastructure and leisure programs and services.
- Facilitate input on management of heritage assets owned by the City.



**EXPECTATIONS:**

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

**COMPOSITION:**

The Parks, Recreation and Facilities Advisory Committee will consist of 9 voting members consisting of the following:

- (1) City Council representative.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (6) additional citizen representatives.

**Non-Voting Resource Members**

- City Administration, clerical staff or public delegations.

**MEETINGS:**

- The Parks, Recreation and Facilities Advisory Committee will meet bi-monthly (February, April, June, September and November) on the fourth Wednesday of each month at 5:30 p.m.
- The Department of Parks and Recreation Services shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Parks and Recreation Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

**APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.

- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.
- Members who miss three consecutive meetings, without pre-agreement from the remaining members, will be deemed to have resigned from the Committee subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

### **PREFERRED QUALIFICATIONS:**

- Demonstrated knowledge, interest or expertise in addressing accessibility issues or construction and design of public spaces and facilities.
- Sound general knowledge of the City of Moose Jaw and area and its potential parks, recreation and facility issues.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Parks, Recreation and Facilities Advisory Committee must be residents of Moose Jaw.

### Resource Documents

*The Cities Act*  
Bylaw No. 5176, Procedure Bylaw

## TERMS OF REFERENCE

ISSUED:	AMENDED:
<b>PUBLIC WORKS, INFRASTRUCTURE AND ENVIRONMENT ADVISORY COMMITTEE</b>	

<b>AUTHORITY:</b>	The Cities Act, SS 2002, c C-11.1, Section 55 <i>“A council may establish council committees and other bodies and define their functions.”</i>
<b>MEETINGS:</b>	Monthly – First Wednesday commencing at 5:30 p.m. (excluding July and August)
<b>QUORUM:</b>	Simple majority (50% plus 1)
<b>ADMINISTRATIVE RESOURCES:</b>	Director of Engineering Services
<b>SECRETARY:</b>	City Clerk’s Office
<b>AGENDA PREPARATION:</b>	Bylaw No. 5176, <u>Procedure Bylaw</u>

### RESPONSIBILITIES:

- Work with stakeholders and community representatives to provide input on transit and municipal infrastructure involving roadways, water, watershed, drainage, wastewater, solid waste and environmental issues to meet regulatory requirements and community needs.
- Provide advice on public awareness education campaigns and community consultations.
- Provide a forum for input and exchange of ideas on public works, infrastructure and environment issues.
- Review and make recommendations regarding community implications identified in City undertakings, initiatives and other projects.
- Provide input on waste reduction and diversion initiatives including food reclamation.
- Provide community engagement opportunities on public awareness of water conservation measures, climate change mitigation and reduction of greenhouse gas emissions.

### EXPECTATIONS:

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

**COMPOSITION:**

The Public Works, Infrastructure and Environment Advisory Committee will consist of 11 voting members consisting of the following:

- (1) City Council representative.
- (1) Chamber of Commerce representative.
- (1) Wakamow Valley Authority representative.
- (2) citizen representatives of the general public.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (1) citizen representative of the First Nations or Metis community.

**Non-Voting Resource Members**

- City Administration, clerical staff or public delegations.

**MEETINGS:**

- The Public Works, Infrastructure and Environment Advisory Committee will meet on the first Wednesday of each month at 5:30 p.m.
- The City Clerk's Office shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Engineering Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do so as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

**APPOINTMENT AND TERM:**

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.

- Members who miss three consecutive meetings without pre-agreement from the remaining members will be deemed to have resigned from the Committee, subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

#### **PREFERRED QUALIFICATIONS:**

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Sound general knowledge of the City of Moose Jaw and area and its potential public works, infrastructure and environmental issues.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Public Works, Infrastructure and Environmental Advisory Committee must be residents of Moose Jaw.

#### Resource Documents

*The Cities Act*  
Bylaw No. 5176, Procedure Bylaw

## Q1 Of which City of Moose Jaw Board, Committee or Commission are you a member? (If more than one, include all)

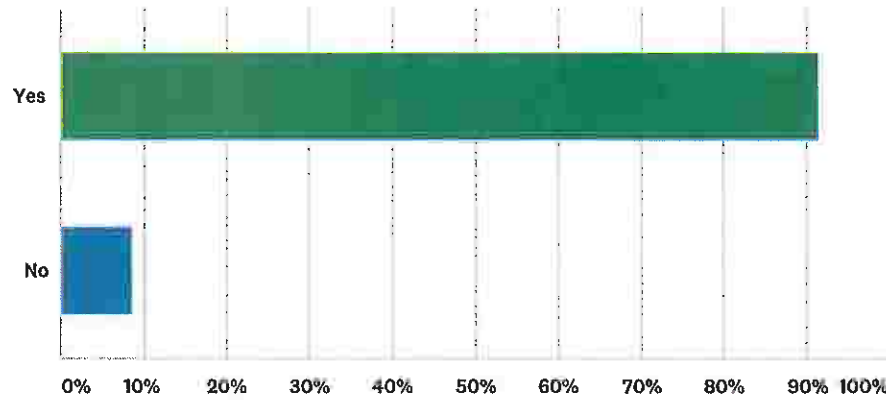
Answered: 35 Skipped: 0

#	RESPONSES	DATE
1	Environmental Advisory Committee	7/31/2019 6:56 AM
2	Cultural Diversity Advisory Committee	7/30/2019 4:34 PM
3	Environmental committee	7/29/2019 4:07 PM
4	special needs advisory committee	7/29/2019 5:50 AM
5	Cultural Diversity Advisory Committee	7/23/2019 5:19 PM
6	Special Needs Advisory Committee	7/23/2019 3:32 PM
7	Saskatchewan Polytechnic Board member	7/23/2019 10:54 AM
8	Transportation Services Advisory Committee	7/23/2019 9:50 AM
9	Special Needs Advisory Committee	7/21/2019 6:57 AM
10	SNAC	7/19/2019 10:50 PM
11	Environment Advisory Committee	7/19/2019 11:47 AM
12	Cultural Diversity Advisory Committee	7/19/2019 11:17 AM
13	Special Needs and Housing	7/19/2019 9:17 AM
14	Parks and Rec	7/18/2019 6:26 PM
15	Murals Board	7/18/2019 4:18 PM
16	Municipal Planning Commission	7/18/2019 12:51 PM
17	Parks & Rec Advisory	7/18/2019 12:38 PM
18	Economic Development Commission	7/18/2019 10:01 AM
19	Parks and Rec Advisory Committee and Wakamow Board of Directors	7/18/2019 9:49 AM
20	environmental	7/18/2019 8:44 AM
21	Parks and rec, library board, Municipal planning .	7/18/2019 12:43 AM
22	Environmental Advisory	7/17/2019 10:18 PM
23	Heritage Advisory	7/17/2019 8:40 PM
24	Cultural Diversity Advisory Committee	7/17/2019 8:29 PM
25	SNAC	7/17/2019 2:54 PM
26	Tsac	7/17/2019 2:46 PM
27	TSAC, DAB, Parks and rec, Wakamow board of directors	7/17/2019 1:37 PM
28	Environmental Advisory Committee	7/17/2019 1:28 PM
29	Heritage Advisory Committee	7/17/2019 12:37 PM
30	Mural Board	7/17/2019 12:31 PM
31	Transportation Services Advisory Committee	7/17/2019 12:09 PM
32	Cultural diversity committee	7/17/2019 12:06 PM
33	Murals Board	7/17/2019 11:18 AM
34	Parks and Recreation	7/17/2019 10:59 AM



## Q2 Were you made aware of the mandate and objectives of your committee?

Answered: 35 Skipped: 0

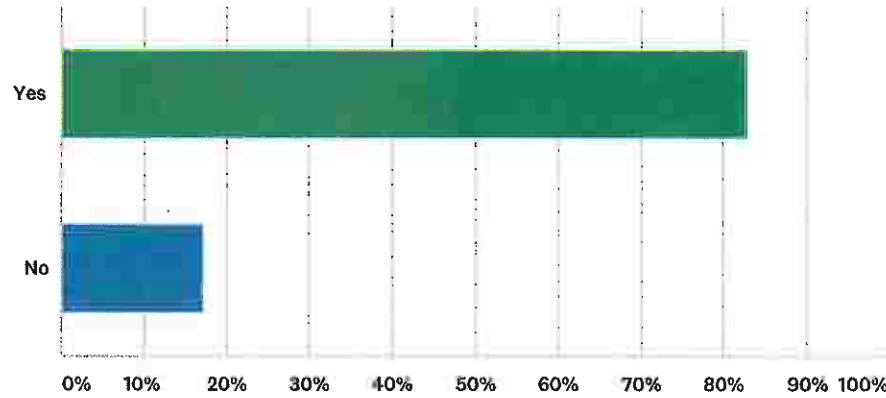


ANSWER CHOICES		RESPONSES	
Yes		91.43%	32
No		8.57%	3
TOTAL			35



### Q3 Do you feel the committee as a whole remained focused on achieving the objectives?

Answered: 35 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		82.86%	29
No		17.14%	6
TOTAL			35

## Q4 What do you feel are the committee's most important achievements during your tenure?

Answered: 34 Skipped: 1

#	RESPONSES	DATE
1	Municipal Green Plan	7/31/2019 6:56 AM
2	I feel that the committee has kept the City of Moose Jaw informed and aware of the changing climate in regards to increasing diversity in the community. The committee held a forum to connect with the City of Moose Jaw and stakeholders and this was important in raising attention to the topic of diversity. I would say advocating for awareness of the importance of effectively supporting and accommodating needs related to diversity is an accomplishment we can be proud of.	7/30/2019 4:34 PM
3	Procurement of an environmental mandate for the City of Moose Jaw in conjunction with its current statement.	7/29/2019 4:07 PM
4	recommendation escalator mosaic ,curb cut project down town and area , private handicap placard parking residential , bring forward transportation concerns and solutions, accessibility concerns of special needs residents and provide a voice to transportation services advisory and council	7/29/2019 5:50 AM
5	Updating and revising our mandate. Informing council members of needed issues at city council meetings	7/23/2019 5:19 PM
6	Being the voice of special needs individuals within our City as well as working with Transportation Services to provide a more consistent service.	7/23/2019 3:32 PM
7	achievement of goals and objectives	7/23/2019 10:54 AM
8	We have only had 3 meetings since I joined, but our most important work has been working to suggest amendments to the new bylaws. This includes taking into consideration public opinion and consulting with the police department.	7/23/2019 9:50 AM
9	Providing guidance to the traffic (parking) bylaw changes as well as the taxi bylaw, as it pertains to people living with disabilities	7/21/2019 6:57 AM
10	Ramps (Sask. Polytechnic Project)--assisting with funding for same.	7/19/2019 10:50 PM
11	See above - I haven't attended a meeting to this point	7/19/2019 11:47 AM
12	I am not sure...I was a "second" so I don't really know what was undertaken and completed.	7/19/2019 11:17 AM
13	Reviewing accessibility of the city for the persons of disabilities in our community. Transportation issue. The Special Needs Committee is also working on a project similar to Regina 'a "Champions of Transit" that when completed will encourage persons of disabilities to use the regular transit and therefore put less strain on Para Transit and foster independence	7/19/2019 9:17 AM
14	Partly letting admin know what people are thinking and saying about our services, helping improve our services and more importantly explaining to the public how things work and why!	7/18/2019 6:26 PM
15	Keeping the murals in good condition for the public to enjoy. There is so much rich history in and around Moose Jaw	7/18/2019 4:18 PM
16	None really. The committee merely provides an oversight of planning decisions, and does little to help formulate them.	7/18/2019 12:51 PM
17	Grant allocation, Parks & Rec facility renaming, advising council of the direction the P&R dept should go in	7/18/2019 12:38 PM
18	Wakamow: Expanded trail systems with new crossings, managed loss of Provincial funding, renewed leadership Parks and Rec: New computerized pass system, take-over of Yara Centre	7/18/2019 9:49 AM
19	giving of information to public	7/18/2019 8:44 AM
20	To strive to make correct decisions for each committee on a regular basis. Which could help the City.	7/18/2019 12:43 AM
21	Organizing a garbage pickup day.	7/17/2019 10:18 PM

## City of Moose Jaw Boards, Committees and Commissions Feedback Survey

SurveyMonkey

22	Facade improvement grants and advice to Council regarding Heritage improvements.	7/17/2019 8:40 PM
23	Quite a few things were accomplished such as clarification of the mandate and city council's role in supporting our committee and it's mandate. One great promotion which occurred in connection with our mandate was the "It Takes a Village" event in April. Another was the recommendation to city council to consider trial bus offers for newcomers in order to promote local transportation and create awareness of the availability of the city transit.	7/17/2019 8:29 PM
24	Getting blind signage up. Hosting educational community events	7/17/2019 2:54 PM
25	Transportation safety	7/17/2019 2:46 PM
26	TSAC worked hard with engineering to institute our new warrant system in relation to our bylaws. Parks and rec every year has to decide not only who gets community funding, but also work on keeping our city run facilities/graveyards affordable while striving not to be a financial burden to the community. Wakamow has managed to build several playgrounds, bathrooms, 2bridges, and many upgrades to trails, we were also the first province to complete the great trail, and by end of the summer should of completed a disc golf course, all this after the provincial government stopped providing us funding. DAB every month has to uphold the cities bylaws while still allowing some variances when permitted. We haven't been found to be incorrect in our judgements by the SMB since i joined.	7/17/2019 1:37 PM
27	Sadly not much. Initiatives that were undertaken were not concluded as it would have required a refreshed City Plan. Policy frame work refresh wasn't perceived as an impactful contribution had we finished it.	7/17/2019 1:28 PM
28	Replacing heritage plaques around the city Sponsorship of the local Heritage Fair Dialogue with the Youth Advisory Committee re: heritage matters Work on refurbishing city bell	7/17/2019 12:37 PM
29	To keep the murals that we have in good condition and find good places for new ones	7/17/2019 12:31 PM
30	Moving to a warrant based system to prioritize requests	7/17/2019 12:09 PM
31	Sumard contract	7/17/2019 12:06 PM
32	Ongoing maintenance of the murals, getting our funding reinstated.	7/17/2019 11:18 AM
33	Facility rate guidance, renaming of facilities, input and feedback to Mr. Osmachenko and Mr. Blais.	7/17/2019 10:59 AM
34	None	7/17/2019 10:48 AM

## Q5 During your time on the committee what have been the biggest obstacles to achieving your objectives?

Answered: 35 Skipped: 0

#	RESPONSES	DATE
1	Lots of updates regarding relevant city issues and insightful discussion from committee members who are truly passionate about the issues but little output resulting. Time constraints are likely a contributing factor.	7/31/2019 6:56 AM
2	-capacity. It is difficult to meet sometimes because Quorum is often not achieved -red tape. All the processes make it difficult for "everyday citizens" to engage effectively -too much overseeing of eligible membership and too many restriction on membership (i.e. each group is written right into the Terms of Reference) and this makes it difficult to engage additional citizens and organizations that may have a vested interest and might bring needed perspective and capacity -lack of diversity on City Council means that sometimes diverse perspective are not appreciated in all their complexity	7/30/2019 4:34 PM
3	The City engineer not working cooperatively with members of the committee.	7/29/2019 4:07 PM
4	city funding for projects are always a concern, but the issues are brought forward for discussion and are put priority list and may be funded	7/29/2019 5:50 AM
5	Not enough people to form a quorum	7/23/2019 5:19 PM
6	Amount of time it takes to get approval from the City for an answer after something has come up during a meeting. I am not sure if special needs accessibility is a priority within the City.	7/23/2019 3:32 PM
7	Gap in meetings	7/23/2019 10:54 AM
8	Interpersonal issues and people with stakes in what is being discussed (possessive and defensive behavior), from committee members and city staff.	7/23/2019 9:50 AM
9	The financial cost of providing services, protections, and dignified supports for people living with disabilities wishing to be a part of their community	7/21/2019 6:57 AM
10	Nothing comes to mind	7/19/2019 10:50 PM
11	see above	7/19/2019 11:47 AM
12	N/A	7/19/2019 11:17 AM
13	Getting projects completed and forwarded to council for approval	7/19/2019 9:17 AM
14	Finances	7/18/2019 6:26 PM
15	Having enough money to continue keeping the murals in good condition	7/18/2019 4:18 PM
16	None to speak of. On at least one occasion, Council was too pscillanimous to accept the recommendation of the Commission.	7/18/2019 12:51 PM
17	We should see what organizations didn't use past grant allocations or submitted late grant follow ups and take that into consideration when allocating the following years grants. If our responsibility is to advise council on the direction of the dept once a year we should see a dept strategic plan to see the big picture of what they are focusing on that year. Not sure that the screening process for who sits on this committee is valid. All folks on the committee should have background, experience and knowledge in the parks and recreation industry. Otherwise their voice at the table isn't beneficial and their comments are wasting the rest of the committee members and city administrations time during meetings.	7/18/2019 12:38 PM
18	Not enough meetings.	7/18/2019 10:01 AM
19	Continuity of members, funding (Wakamow), inconsistent referral of issues to the committee (Parks and Rec)	7/18/2019 9:49 AM
20	continuity of members	7/18/2019 8:44 AM

## City of Moose Jaw Boards, Committees and Commissions Feedback Survey

SurveyMonkey

21	I think it has been fairly good not many obstacles during my tenure. Sometimes it was a formality it seemed. That it was decided on by council already it felt like. But it did go smoothly for the most part.	7/18/2019 12:43 AM
22	Not knowing what, precisely, we were supposed to be doing.	7/17/2019 10:18 PM
23	Too much "red tape" and Council not taking our advice.	7/17/2019 8:40 PM
24	Conflicting schedules among members (lack of quorum) sometimes create meeting delays. Also the perception that our committee is a department to filter racism complaints rather than promote positive cultural awareness and foster diversity within our lovely little community.	7/17/2019 8:29 PM
25	Working with SaskPoly on projects	7/17/2019 2:54 PM
26	None	7/17/2019 2:46 PM
27	TSAC city officials are stretched thin and that sometimes makes arranging a meeting difficult. Wakamow had a large portion of our funding taken away, yet we've not only maintained but managed to add to the park.	7/17/2019 1:37 PM
28	1) Council / Engineering / Administration has not brought forward items for us to discuss or seek public input on. 2) It has been overtly projected to the board that the city doesn't have financial means or labour assets to undertake any green Initiatives.	7/17/2019 1:28 PM
29	Budget -- we have just \$1,000. With Heritage Moose Jaw shutting down, we are the ONLY group advocating for heritage in this city. There is simply too much that needs to be done that \$1,000 cannot adequately address. An inability to raise our own funds that could be used for heritage projects. We have lots of ideas but are unable to capitalize on them. It is my understanding we need council approval for a "municipal project" in order to raise funds. A lack of support from city council. I feel they do not always listen to our recommendations. I understand they have accountability, but what is the point of such an advisory committee if you ignore their recommendations? Council also specifically NEVER asks questions of the committee when presenting at council, which does not allow us to explain our actions or decisions. Presenting at council doesn't work; it was better when the minutes were discussed at executive committee. It was a more informal setting that facilitated discussion. A focus that is too narrow. We need to have some ability to actually officially advocate for heritage and the protection of local landmarks. Currently, that is not really the mandate of this committee. Staffing issues. Over the past three years, we have had at least six different people taking minutes/serving as committee clerk. I understand why this happens, but it is frustrating because, sometimes, we need to rely on the clerk's assistance regarding protocol. If you have someone new all the time who doesn't know the position very well, it creates a lack of support.	7/17/2019 12:37 PM
30	Funding and good places for new ones	7/17/2019 12:31 PM
31	The scope of the committee is fairly large and many items/issues don't pertain to my role as the Transportation Manager at Prairie South School Division	7/17/2019 12:09 PM
32	Certain members trying to change scope of committee	7/17/2019 12:06 PM
33	The cutting of our funds 2 years ago and having to go to council to beg to have them reinstated when the Parks and Rec department screwed up a year later and they were cut again.	7/17/2019 11:18 AM
34	A general "this is how we have always done it" attitude.	7/17/2019 10:59 AM
35	Lack of meetings	7/17/2019 10:48 AM

## Q6 What, if any, are the biggest shortcomings of the committee?

Answered: 32 Skipped: 3

#	RESPONSES	DATE
1	Climate change - not much discussion or suggestions put forth to city regarding what more might be done at the municipal level.	7/31/2019 6:56 AM
2	-Terms of Reference that are not entirely relevant, that do not contain a targeted mandate, that do not empower the CDAC to effectively serve the ADVISORY function it is meant to maintain	7/30/2019 4:34 PM
3	The inability for the committee to work with enough latitude to accomplish its goals.	7/29/2019 4:07 PM
4	not always enough members interested in sitting or unaware there is a committee	7/29/2019 5:50 AM
5	Lack of city council listening or even attending a meeting to know issues from minorities in the community	7/23/2019 5:19 PM
6	yearly changing members	7/23/2019 10:54 AM
7	We don't meet as often as we should. Also there is a backlog of issues/concerns being held up in the engineering department and not being passed on to the advisory committee in a timely manner.	7/23/2019 9:50 AM
8	Through our partnerships and regular meetings, I'd say that our committee doesn't have any significant shortcomings.	7/21/2019 6:57 AM
9	We tend to get stuck on specific and oft-discussed transportation concerns.	7/19/2019 10:50 PM
10	see above	7/19/2019 11:47 AM
11	N/A	7/19/2019 11:17 AM
12	Our committee is now running quite well. In the past we had poorly run meetings due to members not knowing the procedures for chairing meetings. We now have a committee that all have a stake in the disabled community which has not always been the case.	7/19/2019 9:17 AM
13	Keeping people on the board	7/18/2019 4:18 PM
14	No real power, and as mentioned above, they are too easily and readily ignored by Council.	7/18/2019 12:51 PM
15	We should be seeing a yearly strategic plan of the dept and forward our advisory committee comments on it to council. This currently does not happen.	7/18/2019 12:38 PM
16	More discussion and planning on growth initiatives.	7/18/2019 10:01 AM
17	na	7/18/2019 8:44 AM
18	I think the committee was run well and could use or have a few more people on the committee. That would help maybe do more advertising to put out there to get more on boards. The more people give more ideas and more insight.	7/18/2019 12:43 AM
19	Lack of direction.	7/17/2019 10:18 PM
20	Very little power which makes it seem not worthwhile.	7/17/2019 8:40 PM
21	The recent request by some members to change the meeting times to an earlier time seems to have made it more difficult for the city council member to be present. In the past, at least one of the members also seemed to want to digress into lengthy discussions of details which seemed irrelevant to the goals and agenda, but over the past nine months, it seems like that's corrected itself and most members have lots of great - relevant-to-topic- input.	7/17/2019 8:29 PM
22	Na I think we have a variety of people that adds to knowledge of our group	7/17/2019 2:54 PM
23	None	7/17/2019 2:46 PM
24	TSAC doesn't meet often enough, makes the process take longer than it should. DAB could use 1-2 more members to make having quorum more easily obtained.	7/17/2019 1:37 PM
25	Lack of direction and meaningful work to progress.	7/17/2019 1:28 PM

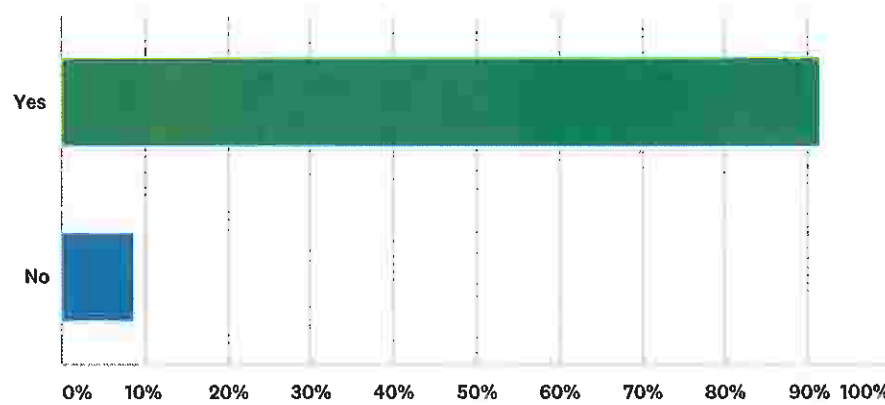
## City of Moose Jaw Boards, Committees and Commissions Feedback Survey

SurveyMonkey

26	A lack of funding and a focus that is too restrictive.	7/17/2019 12:37 PM
27	I don't feel there any	7/17/2019 12:31 PM
28	Again, the scope of the committee is large	7/17/2019 12:09 PM
29	Meetings every month seem to be to many as committee doesn't really seem to make a big impact on the community	7/17/2019 12:06 PM
30	We need more voices and of a younger age group.	7/17/2019 11:18 AM
31	More community feedback is required and a more progressive look to the future parks and rec needs of our City	7/17/2019 10:59 AM
32	Lack of meetings	7/17/2019 10:48 AM

## Q7 Do you feel your committee is relevant?

Answered: 35 Skipped: 0

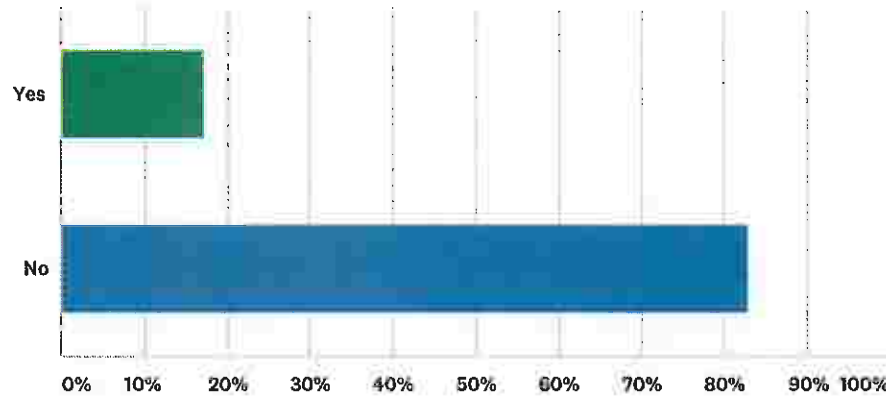


ANSWER CHOICES	RESPONSES	
Yes	91.43%	32
No	8.57%	3
TOTAL		35



Q8 Are there other community groups in Moose Jaw that have a similar mandate and objectives as the committee you were a member of?

Answered: 29 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes	17.24%	5
No	82.76%	24
TOTAL		29

## Q9 What would your advice to City Council be about the future of this committee and/or how it could operate more effectively?

Answered: 34 Skipped: 1

#	RESPONSES	DATE
1	Continue with EAC: 1/ EAC to City - rather than simply receiving updates on issues, raise new issues and provide recommendations. 2/ City to EAC - invite more involvement in issues rather than simply updating progress.	7/31/2019 6:56 AM
2	-In consultation with the committee, revise the Terms of Reference to make them more relevant - Enhance open communication between the committee and council -bring the committee's voice into every-day decisions not just stuff that is super-apparently "diversity" or "multicultural" focused. Diverse perspectives can enhance any decision that needs to be made; similarly, any decision that is made can impact on different populations differently -follow though on the great work started through 13 Ways - Consider this excellent two-pager about Citizen-participation and put it into action as much as feasibly possible (i.e. reconsider the power-dynamics & harness your greatest resource: your citizens): <a href="https://cdn2.hubspot.net/hubfs/316071/Learning%2020%20A%20Guide%20for%20Government%20Officials%20Seeking%20to%20Promote%20Productive%20Citizen%20Participation_.pdf?utm_campaign=VC_CoP&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=74928057&amp;hsenc=p2ANqtz_-AuLpoiUVB5KGYH9uoQHsIg9ji9-X3DEA5cvPzQAM_cmSm7AmCjFrv1Y47untDk2Ks492Pot47Is4XVJFPemus2S5zPg&amp;_hsmi=74928057">https://cdn2.hubspot.net/hubfs/316071/Learning%2020%20A%20Guide%20for%20Government%20Officials%20Seeking%20to%20Promote%20Productive%20Citizen%20Participation_.pdf?utm_campaign=VC_CoP&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=74928057&amp;hsenc=p2ANqtz_-AuLpoiUVB5KGYH9uoQHsIg9ji9-X3DEA5cvPzQAM_cmSm7AmCjFrv1Y47untDk2Ks492Pot47Is4XVJFPemus2S5zPg&amp;_hsmi=74928057</a> Thank very much for this opportunity for feedback!	7/30/2019 4:34 PM
3	It should either be disbanded or, it should be given greater autonomy to make decisions with regard to it's mandate and then obtain councils approval/disapproval to move forward (or not) with those objectives or motions.	7/29/2019 4:07 PM
4	I think the committee does function effectively, however I am not sure council appreciated the time and effort put in to the committee by the members.	7/29/2019 5:50 AM
5	Please have one city council member serve on the committee to know what is happening and offer advice	7/23/2019 5:19 PM
6	This committee should be a high priority for the City as it represents a vast demographic of citizens from MJ from the disabled to the elderly - access at certain areas within the city are less than par and in 2019 should be a much accessible community.	7/23/2019 3:32 PM
7	timely managed meetings	7/23/2019 10:54 AM
8	This committee is very important and should be meeting more often. It should be better utilized. A more efficient communication strategy needs to be developed between this committee and the engineering department.	7/23/2019 9:50 AM
9	I believe that this is one of the strongest and most active advisory committees at this time. I believe it should continue to operate as is. I also believe there should be a provision for special meetings at other times of day so that individuals struggling with mobility and transportation have a chance to speak with the committee during regular transit hours. (Currently, our meetings occur after regular transit operation has ceased).	7/21/2019 6:57 AM
10	It is relevant and meets monthly. Our chairperson keeps meetings moving along smoothly and we strive to do right for those we represent as well as taxpayers.	7/19/2019 10:50 PM
11	I look forward to participating	7/19/2019 11:47 AM
12	I am not sure.	7/19/2019 11:17 AM
13	I believe that at times Special Needs and Transportation area sharing many issues. I also believe the housing committee should have disabled representation and meets rarely. Time and effort could be saved by combining these committees.	7/19/2019 9:17 AM
14	I think it's very effective as it is	7/18/2019 6:26 PM

## City of Moose Jaw Boards, Committees and Commissions Feedback Survey

SurveyMonkey

15	More funding please. Keeping the City Council aware of just how much work goes into maintaining such a valuable asset to attract tourists that helps spread the word across Canada about what a jewel Moose Jaw is both as a tourist attraction and bringing business to store owners, hotels, and restaurants year round. It ain't just a summer thing.	7/18/2019 4:18 PM
16	Screen committee candidates more closely before adding them to the committee, don't accept any citizen's application be sure they are qualified. There is an old council motion that dictates that a large percentage of the target grant dollars must go to the MJ & D Seniors Assoc and the Cosmo Seniors I don't think this is relevant for today's seniors with all of the other senior recreation opportunities available in MJ. Typically the more healthy and active seniors that are still playing hockey, using our trails, playing organized sports, curling, swimming, etc. are seeing less of these sask lotteries funds rather than the less active ones who are playing card games, scrabble, floor shuffle at these centres. Don't we want to support the more active individuals also? This council motion should be dissolved and all senior rec activities applied for equally under the target grant the two senior centres shouldn't be guaranteed more funding then other applicants are receiving. We could allocate the grant funds more effectively in MJ if this council motion was dissolved.	7/18/2019 12:38 PM
17	Consistent meeting schedule and focus on items that can assist the city to grow and attract new business.	7/18/2019 10:01 AM
18	Expand the issues to be brought to the Parks and Rec committee such as input to the budget process. Increase priority the City places on it's infrastructure in Wakamow (roads, bridges etc.). Wakamow can only do so much and must rely on the City to maintain it's works.	7/18/2019 9:49 AM
19	define to committee and Admin leading the committee what city in 2019 hopes they accomplish	7/18/2019 8:44 AM
20	Municipal planning could be given more information when it comes to certain things that come our way. We could make more of a clearer decision then in a few instances. Parks and rec we have been getting alot more information that has helped. With the Libraiary board we have good leadership and members, which do want to keep giving moose jaw and familes great facilities and services and activities. Which is a drawing card for building up the city for businesses wanting to settle in the city with their workers that have families. They look at all aspects of what the city has to offer. Advertise more or come up with posters etc to get more people on the committee.	7/18/2019 12:43 AM
21	Give a clear outline of what they're supposed to be doing. Informing the public of what the City is doing from an environmental perspective? Educating the public on environmental matters? Educating youth? Educating adults? Brainstorming City policy to meet environmental objectives? Or just functioning as a checkmarker of environmental steps the City is taking? The goal was unclear.	7/17/2019 10:18 PM
22	Abide by our decisions	7/17/2019 8:40 PM
23	Invite some members from 15 Wing, a representative from Ecole Ducharme, and any other official local ethnic groups or organizations which haven't got a current representative in our membership...more diversity reach might be gained in this case. Also, ensuring a larger membership could guarantee quorum and more regular meetings. And finally, the meetings should accommodate the city council member and committee chair's schedules as I believe both these persons should be in attendance at every meeting. Thank you for seeking my feedback on the Cultural Diversity Advisory Committee...I truly believe this is a committee which will help educate and support our community mosaic! <3	7/17/2019 8:29 PM
24	Na	7/17/2019 2:54 PM
25	No advice	7/17/2019 2:46 PM
26	TSAC could meet more frequently. DAB could use 1-2 more members. Wakamow although it is very happy with the funds the city provides, more funds means more activities and education to the community	7/17/2019 1:37 PM
27	While there are consultants working on a new landfill and other solid waste initiatives being worked on. It is unlikely there will be much that the EAC can contribute to this. With the addition of a communications officer at the City, much of the education / public awareness function of the EAC is better handled through the City's PR channels. I would think the City could consider retiring this group until such time items are undertaken which a committee should contribute to...	7/17/2019 1:28 PM
28	I would ask that council actually engage with our committee when addressing them, so we can explain our decisions and rationale more clearly. I would simply hope that council recognizes the importance of this committee.	7/17/2019 12:37 PM
29	I feel we are doing our best with the funding we have	7/17/2019 12:31 PM

## City of Moose Jaw Boards, Committees and Commissions Feedback Survey

SurveyMonkey

30	The committee works well and we feel the interests of our students is being served.	7/17/2019 12:09 PM
31	No monthly meetings instead of monthly. More involved to cultural events This committee used to be the co.mittee to deal with racism incidents in the city Not sure if it's duplicated with multicultural co.mittee	7/17/2019 12:06 PM
32	This is a very important board as the repercussions of dismantling it would be very foolhardy. The city needs to spend more time trying to recruit younger board members for continuity and longevity of the murals and murals board. A yearly thank you card would be nice too. We never receive any acknowledgment of the FREE work we put in for the benefit of this city. The murals board does operate very effectively with very little money but does not always feel respected for our efforts or our thriftiness.	7/17/2019 11:18 AM
33	The guidance and leadership provided by volunteer committees should be allowed to make significant contributions to the development of the parks and recreation area of our city. I feel there is talent abundant and should be utilized for project feasibility, usage studies, monitoring, etc. Many of these volunteers would provide services in this capacity thus alleviating some of the cost and time constraints on our civil servants.	7/17/2019 10:59 AM
34	Mandate of the board. Quarterly meetings	7/17/2019 10:48 AM



# City of Moose Jaw

## COMMUNICATION # EC-2019-0208

**TITLE:** Review of Third-Party Boards, Committees and Commissions

**TO:** Executive Committee

**FROM:** City Clerk/Solicitor's Department

**DATE:** October 8, 2019

**PUBLIC:** PUBLIC DOCUMENT

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### **RECOMMENDATION**

1. THAT City Operating Agreements with third-party boards, committees and commissions of the City of Moose Jaw reflect the following expectations:
  - a) The City of Moose Jaw would outline the hierarchy of responsibility and support that the role of the City provides for the third-party board of directors, staff and/or volunteers, including committees of Council;
  - b) Third-party board of directors use best practices for governance including Confidentiality, Conflict of Interest and Occupational Health and Safety/Harassment policies;
  - c) City Council members who, through the City Council appointment process, sit on a third-party board, report in writing to the Executive Committee quarterly regarding the status of the third-party board and organization on which they serve providing a brief summary activity in the previous quarter; and
2. THAT Council continue to appoint a Council member to the board of a third party, generally when the capital asset is owned by the City, is managed by a third-party through lease or operating agreement, the organization is aiding Council to reach strategic plan objectives, or the monetary contribution is substantial; and
3. THAT the third-party boards, committees and commissions be required to generally provide:
  - a) Annual Budget Report
  - b) Financial Statement (previous year)
  - c) Budget (upcoming year)
  - d) Annual Report to include what City funding was used for (if an annual request) and outline how objectives of the grant were met; capital maintenance completed on the building; and condition report on the asset and work required
  - e) Strategic Plan (if one exists).

## **TOPIC AND PURPOSE**

The purpose of this report is to provide Council with recommendations as a result of the review of third-party boards, committees and commissions.

## **BACKGROUND**

At the June 24, 2019 Executive Committee meeting, considered was Communication #EC-2019-0056 respecting the City's boards, committees and commissions. Subsequently, at the July 8, 2019 regular meeting of City Council, in part, the following resolution was ratified:

*"THAT the review include a determination of which committees need to retain elected member representation as well as whether additional reporting mechanisms could strengthen monitoring of third-party boards receiving City funding; and*

*THAT a report be provided to Executive Committee by the end of October 2019."*

The City of Moose Jaw's third-party and associated boards, committees and commissions are listed below:

### Statutory and Associated Boards, Committees and Commissions

- Board of Police Commissioners
- Investment Committee
- Moose Jaw Municipal Airport Authority
- Moose Jaw Public Library Board
- Palliser Regional Library Board
- Wakamow Valley Authority

### Third-Party Boards, Committees and Commissions

- Moose Jaw Museum and Art Gallery
- Tourism Moose Jaw
- Moose Jaw Cultural Centre
- Moose Jaw Exhibition Board
- Moose Jaw Humane Society
- South Central Transportation Planning Committee
- South Central Regional Intersectoral Committee
- SUMA
- Moose Jaw Water Stewards

The City also maintains Leases or Agreements with third-party organizations for the use of City facilities:

- Fifth Avenue Collection Ltd.
- Gyntastisks of Moose Jaw Inc.
- Cosmo Senior Citizen's Centre Inc.
- Moose Jaw Ladies Slo-Pitch Inc.

- Moose Jaw Kosekian Judo Club
- Moose Jaw & District Senior's Association Inc.
- W.J. Jones & Son Ltd.
- Moose Jaw Lawn Bowling Club Inc.
- Hillcrest Golf Course
- Lynbrook Golf Course

## **DISCUSSION**

There are historically a number of different reasons why elected members of Council have been appointed to external boards of directors. When the Moose Jaw Cultural Center and Moose Jaw Museum and Art Gallery were created as non-profit corporations to manage City buildings and programs, appointment of an elected member to their respective boards was instituted to ensure close communication with the City and optimal coordination of services. A similar rationale underlay appointment of a City representative to Tourism Moose Jaw. In the case of the Moose Jaw Exhibition Company, the close relationship has existed for over a century.

In a more recent situation, appointment of a non-voting City representative to the Moose Jaw Humane Society Board came on the heels of a particularly difficult service contract negotiation which badly strained relations with the City. Again, the impetus for the appointment was ensuring an optimal flow of information and communication between the parties.

There are various statutory boards where provincial legislation mandates the appointment of elected members. These include the Board of Police Commissioners, Public and Regional Library Boards and the Wakamow Valley Authority. Appointment of elected members is required to comply with respective Acts of the Legislature.

There are other organizations which exist to foster policy development discussions and close communication among local authority officials. These organizations exist more as forums for the sharing of information rather than managers of specific programs and facilities. These organizations include the South Central Transportation Planning Committee, the South Central Regional Intersectoral Committee, the Moose Jaw Water Stewards and SUMA. Maintaining elected member appointments to these organizations is integral to ensuring that Council members stay abreast of and are able to provide input into important areas of policy development and coordination. These important inter-relationships ought to continue. Retaining these Council appointments is therefore recommended.

There are a number of organizations which lease City lands, some of which deliver a service which would otherwise be a municipal purpose, which the City would itself be obliged to deliver. Examples of these include: ball parks, football fields and golf courses. The relationship with these various organizations are managed through either a lease or operating agreement. Typically, direct communication between these organizations and the City is facilitated with senior staff in Administration. The Parks and Recreation Services Director is the main operational point of contact in most cases. This arrangement has worked well to date. There is no need for the City to require a seat at their respective board tables. Rather, as these agreements periodically come up for renewal, applying the reporting requirements set out in the recommendation section would meet the City's needs. By receiving updated information on an annual basis, the City would ensure its

ability to monitor how lessees are stewarding City assets and addressing concerns regarding deterioration in asset value.

The criteria set out in the recommendation section of this report have been applied to analysing existing relationships between the City and third parties. In summary, the bulk of these relationships are working well. Strengthening reporting aspects outlined in the recommendation section will assist the City in monitoring the ongoing stewardship of key City assets. In most cases, ongoing communication and interactions are mutually satisfactory.

In conducting this review, one of the key areas of focus has been to consider the active role of elected representative in some of these external committees. In a perfect world, there would be no end to the number of organizations to which the City could appoint elected representatives. The reality, however, is that most elected members have only a part-time availability, balancing their own occupational requirements, Council duties and family obligations. When a member is appointed to an external agency, the responsibilities go far beyond a two-hour monthly meeting. Preparation for meetings and implementation of decisions often create additional strains on member time. So the dedication of time and effort required in the appointment needs to be balanced with the value add derived from that appointment both to the City as well as the organization. In addition, are there alternatives to maintaining the relationship at the administration level or by other avenues?

In applying the above criteria, a general observation is that there is strong evidence that maintaining most appointments to external boards continues to be appropriate. The appointments form a solid basis of liaison between the City and various organizations. Two-way communication is enhanced and both sides benefit from the ongoing relationship. The sole third-party board where that may not apply to the same heightened degree is the Moose Jaw Humane Society. The Humane Society operates from City land and is contracted to do animal control bylaw enforcement. The organization, however, has a much broader mandate than bylaw enforcement. Further, the addition of a non-voting City Council member was a relatively recent appointment that came on the heels of a difficult contract renewal. Relations, however, have returned to normal and the Executive Director of the Humane Society holds regular quarterly meetings with the Planning and Development Department relative to bylaw enforcement duties. In this particular case, therefore, maintaining alternative avenues of inter connectiveness is workable and retaining a non-voting Council representative going forward is not necessary.

A key decision point centres around conflict of interest, real or perceived, which arises where a Council member contributes to decisions in a third-party organization, which is then reviewed by City Council. Approvals around funding can be particularly problematic. Part VII of the *Cities Act* addresses conflicts of interest of members of Council. In particular, s.114.1 sets out a definition of conflict of interest relating particularly to where a member participates in a decision in the execution of their duties when they reasonably know or ought to have known that the decision involved an opportunity to further their private interests. At the same time s.115(2)g expressly provides that a member of Council does not have a conflict by being a member or director of a non-profit organization or service club.



In many cases there can be a different public perception in situations where an actual conflict does not exist. This is a perception which frequently creates public debate and confusion. In this context, some cities have moved away from appointing elected members to external organizations. This prevents the potential for any real or perceived conflicts arising. This is a position adopted by the City of Regina. Removing Council appointments from all external organizations is an option open to the City of Moose Jaw.

Other cities have retained the practice of appointing members to external organizations. As a best practice some cities have provided briefing sessions to their elected members to ensure they are cognizant of procedures for declaring conflicts of interest where they might occur and properly recusing themselves where required. The Council member should immediately recuse themselves, declare the conflict of interest for the meeting record and leave the meeting. They should make no efforts to influence the outcome of that particular decision. Presuming that the City of Moose Jaw wishes to continue the practice of appointment of elected members to third party groups, these conflict declaration procedures should be addressed to.

It should be stressed that the decision of whether to declare a conflict of interest rests with the individual elected member. Whether an actual conflict would be found is always fact based. The general advice is to err on the side of caution.

### **OPTIONS TO RECOMMENDATION**

Discontinue appointments of elected members to all third-party boards.

### **COMMUNICATION PLAN**

On approval of the recommendation regarding reporting obligations of third parties, these will be communicated annually, in advance of their making funding requests to Council.

On approval of the recommendation regarding City expectations around operating agreements, these will be incorporated into renewal discussions.

### **STRATEGIC PLAN**

These recommendations align with our Strategic Plan value of being solution focused. We are an entrepreneurial civic administration who are looking at ways to review services and optimize results.

### **PUBLIC NOTICE**

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

### **PRESENTATION**

VERBAL: Mr. Myron Gulka-Tiechko, City Clerk/Solicitor, will provide a brief overview of this report.

**ATTACHMENTS**

Nil.

**REPORT APPROVAL**

Written by: Myron Gulka-Tiechko, City Clerk/Solicitor  
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. \_\_\_\_\_

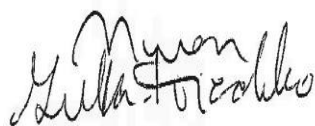
**Report Approval Details**

Document Title:	Review of Third-Party Board, Committees and Commissions - EC-2019-0208.docx
Attachments:	
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Myron Gulka-Tiechko



Jim Puffalt



Fraser Tolmie



# City of Moose Jaw

**COMMUNICATION # EC-2019-0114**

**TITLE:** Civic Addressing Policy

**TO:** Executive Committee

**FROM:** Department of Planning and Development Services

**DATE:** September 30, 2019

**PUBLIC:** PUBLIC DOCUMENT

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## **RECOMMENDATION**

THAT City Council approve the Civic Addressing Policy substantially in the form attached to this report as Attachment 1.

## **TOPIC AND PURPOSE**

The purpose of this report is to consider the adoption of a Civic Addressing Policy to assist in the assignment of addresses when required.

## **BACKGROUND**

An inquiry was received from the Provincial Emergency Communications Centre regarding the way addresses are assigned in Moose Jaw. The Centre is in the process of updating their models for emergency response at properties with multiple units in a building or multiple buildings on a site. Since no formal policy has been adopted, we were unable to provide them with the information they were seeking. Civic addresses have been assigned inconsistently when multiple units or buildings exist on a single property. The Department of Planning and Development has undertaken the creation of this policy to provide a consistent method for assigning addresses. The Department of Information Technology has agreed to maintain a master addressing database and make the information readily available to other departments and agencies.

## **DISCUSSION**

The proposed Civic Addressing Policy will clarify the existing process and provide greater reliability for the departments and agencies that rely on it. A summary of the Policy is as follows:

- Addressing is currently regulated under section 6 of the Building Bylaw.
- The Building Bylaw covers the display of addresses and enforcement measures, but not how addresses are assigned.
- The content from the Building Bylaw has been replicated in the new policy.
- The policy format is based on Prince Albert's, using Moose Jaw's existing addressing system for reference.
- Policy describes how to choose an address (ex: grid style vs cul de sac, even/odd, intervals of 4, etc.).
- Greater detail is provided for assigning addresses to multiple units in one building or multiple buildings on a site.
- The addressing process is as follows:
  - o New address is assigned when a development permit is received. Planning assigns the address based on the requirements of the policy.
  - o Planning informs IT/other departments/agencies of the new address when the permit is issued.
  - o IT is responsible for maintaining the master addressing database, which will be the definitive record when conflicting addresses arise.
  - o IT is responsible for making addressing information readily available to other departments and agencies.
- Property owners may apply to change their address or have a new address assigned (on a case-by-case basis, at the discretion of Planning and Development).

Civic addresses which existed prior to the effective date of the Policy shall be grandfathered.

### **OPTIONS TO RECOMMENDATION**

1. City Council may suggest changes to the Civic Addressing Policy.
2. City Council may choose not to pursue a Civic Addressing Policy at this time.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

Administration reviewed similar policies from other communities in the development of the Civic Addressing Policy.

### **COMMUNICATION PLAN**

Once approved, the Policy will be available on the City's website.

### **STRATEGIC PLAN**

This report supports the strategic theme of developing an overall communication strategy by creating a consistent addressing process. This report also supports the strategic theme of continuous improvement.

**BYLAW OR POLICY IMPLICATIONS**

The new Civic Addressing Policy will come into effect following a decision by City Council.

**OTHER CONSIDERATIONS/IMPLICATIONS**

There are no OCP implementation strategies which are applicable to the report. There are no financial implications, privacy implications or other considerations associated with the report.

**PUBLIC NOTICE**

Public Notice is not required.

**PRESENTATION**

VERBAL: The Director of Planning and Development will provide a brief overview of the report.

**ATTACHMENTS**

- i. Attachment 1 - Civic Addressing Policy

**REPORT APPROVAL**

Written by: Veronica Blair, Planner 1  
 Reviewed by: Michelle Sanson, Director of Planning and Development Services  
                   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. \_\_\_\_\_

## Report Approval Details

Document Title:	Civic Addressing Policy - EC-2019-0114.docx
Attachments:	- Civic Addressing Policy.docx
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:

Sue Brabant

**No Signature - Task assigned to Michelle Sanson was completed by workflow administrator Maureen Latta**

Michelle Sanson

**No Signature - Task assigned to Tracy Wittke was completed by assistant Maureen Latta**

Tracy Wittke

**No Signature - Task assigned to Jim Puffalt was completed by workflow administrator Maureen Latta**

Jim Puffalt



Fraser Tolmie

## Civic Addressing Policy for the City of Moose Jaw

### CITY OF MOOSE JAW

<b>POLICY:</b>  <b>CIVIC ADDRESSING</b>	<b>EFFECTIVE DATE:</b>
<b>SECTION:</b>  <b>PLANNING AND DEVELOPMENT SERVICES</b>	<b>APPROVED BY</b>  <b>Council Resolution #</b>

#### 1. **Purpose:**

- 1.1 The purpose of this policy is to guide the Department of Planning and Development Services in the assigning of property identification numbers;
- 1.2 This policy shall ensure a complete and consistent addressing system is maintained in the municipality;
- 1.3 This policy shall ensure that accurate addressing records are maintained, and that the appropriate agencies are notified and updated on changes when applicable;
- 1.4 This policy shall ensure that the municipality's civic addressing format corresponds to that of Canada Post, where appropriate, to aid in efficient and reliable delivery.

#### 2. **Definitions:**

- 2.1 Administration – for the purposes of this Policy, means the Director of Planning and Development Services and his/her directorate;
- 2.2 Building – for the purposes of this Policy, means a structure that is used for supporting or sheltering persons, a place of business, or the operation of some form of industrial activity. It includes anything constructed or placed on, in, over, or under land but does not include a highway, public street or bridge forming part of a highway or public street;



- 2.3 Building Identifier – means an address, depicted alphabetically that is secondary to the civic number and is used to differentiate between multiple buildings on a single parcel;
- 2.4 Civic Address – means a standardized system of identifying and locating properties which is used as a means to navigate to a described property, building, or unit within a building. It consists of a street name, civic number and building and/or unit identifier if it is required;
- 2.5 Civic Number – means the primary address assigned to each titled parcel;
- 2.6 Density – for the purposes of this Policy, means the number of dwelling units on a site;
- 2.7 Driveway – means any private right of way, private street or other access onto private property but does not include public thoroughfares;
- 2.8 Dwelling – means a building or part of a building that may be used as a permanent residence excluding a Mobile Home;
- 2.9 Dwelling Unit – means one or more rooms that may be used as a residence, each unit having sleeping, cooking, and toilet facilities;
- 2.10 Municipality – means the area known as the City of Moose Jaw;
- 2.11 Parcel – means a surface parcel as defined in *The Land Titles Act, 2000*;
- 2.12 Primary Address – means a unique civic number used to describe a titled parcel;
- 2.13 Property – means land or buildings or both;
- 2.14 Property Line – means the legal boundary of an area of land;
- 2.15 Secondary Addresses – means a unit and/or building identifier used to differentiate between multiple buildings or units within a parcel, which share the same civic number;
- 2.16 Street – means a public thoroughfare of the City, including sidewalks and boulevards, which affords a means of access to land abutting it and includes a lane or bridge;

- 2.17 Substantial Completion – a project is considered to be substantially complete once a Building Official has issued an Occupancy Permit;
- 2.18 Titled Parcel – means an area of land that is registered with Information Services Corporation and has been assigned a unique parcel number or is a unit defined by *The Corporation Property Act, 1993*;
- 2.19 Unit Identifier – means an address, depicted numerically, that is secondary to the civic number and is used to differentiate between multiple units with the same civic number when there is a secondary-unit located within a building or with direct access to the exterior of the building.

### **3. Policy:**

#### **3.1 Civic Address Requirement**

- a) Each titled parcel and building/building unit must be assigned a unique civic address;
- b) Section 3.2 of this Policy shall apply to all titled parcels and buildings/building units whether existing before or after the effective date. Previously established civic addresses that existed prior to the effective date of this Policy shall be grandfathered.

#### **3.2 Displaying the Civic Address**

- a) The property owner is responsible for properly and permanently affixing the civic number and unit/building identifiers on the building by the time of substantial completion, as deemed by the Building Official as follows:
  - i) Each civic number must be at least 15 cm in height;
  - ii) Each civic number and unit/building identifiers must be displayed between 1 and 2 metres above the ground;
  - iii) Each civic number must be visible from all directions on the street and clear from any vegetation or other obstructions that may block its view.

- b) In any case where an owner or occupant of a building neglects to install the civic address as required, the Department of Planning and Development Services may serve a written request upon the owner or occupant to cause the civic address to be installed or properly installed as required by this Policy, and if the owner or occupant of the building does not comply with this request within 30 days, the Department of Planning and Development Services may proceed to install or properly install the civic address as required by this Policy, and the cost of doing so shall be recoverable from the owner or occupant.

### 3.3 Alteration of a Civic Address

- a) No person shall display any other number than the civic number and unit/building identifier assigned by administration;
- b) No person shall alter, renumber or change any civic address without first receiving permission from administration;
- c) A property owner may apply to change their civic address through an application to administration;
- d) All applications for an address change must be accompanied by a substantive reason for the change and may not be based on personal preference. A change of civic address may only be granted if there is appropriate justification for the change, which will be determined on a case-by-case basis by administration.

### 3.4 Civic Address Assignment

- a) New civic addresses shall only be assigned in one of the following instances:
  - i) A property requires a new civic address as part of a building permit or development permit;
  - ii) A property has not previously been assigned a civic address;
  - iii) Density has been increased through subdivision, and/or the addition of dwelling units which require a new civic address;
  - iv) An application for a civic address change has been received.

- b) Civic address assignment will take into consideration the following:
  - i) Uniformity – all numbers shall be assigned consecutively and be proportionately spaced along the entire length of a street to aid in finding the general location of properties. Numbering generally starts from the lowest numbered intersection and numbers shall be assigned in ascending order;
  - ii) Uniqueness – a separate civic address shall be assigned for each titled property and individual dwelling units or establishments;
  - iii) Sensitivity – Numbers which people may find offensive or that have a negative cultural connotation should be avoided (i.e. 13, 666).

### 3.5 Civic Address Assignment Procedure (Administration)

- a) Grid Style Streets
  - i) On a numbered street, the last one or two digits of a civic number are graduating numbers that increase as one progresses down the street. The leading represents the block and corresponds to the lowest numbered avenue that it abuts;
  - ii) Even numbers shall be assigned to those properties which are West and North of abutting right of ways. Odd numbers shall be assigned to those properties which are East and South of abutting right of ways.
- b) Cul de Sacs or Bulbs
  - i) On a cul de sac or bulb, the West and North sides shall have even civic numbers and the East and South sides shall have odd civic numbers in ascending order from the numbering origin. This pattern shall continue through the entirety of the block;
  - ii) Like a grid style street, the leading number of the civic numbers chosen shall represent the block and correspond to the lowest numbered avenue that it abuts or that it would abut if the grid style was extending to this area.

c) General Procedure

- i) Civic numbers for residential properties shall increase in increments of at least 4, or at an interval that is deemed most appropriate, to allow room for future development;
- ii) Civic numbers for commercial and industrial properties shall increase in increments of at least 10, or at an interval that is deemed most appropriate, to allow for future development;
- iii) The civic address of a house placed on a corner or through lot shall be based on the street that the front property line abuts and shall not depend on the orientation of the building on the lot. The front property shall be determined in accordance with the City of Moose Jaw Zoning Bylaw;
- iv) Single unit buildings – shall be assigned a unique civic address that does not contain unit/building identifiers;
- v) Multi-Unit buildings with multiple exterior entrances – when a building is occupied by more than one business or tenant, each separate exterior entrance shall be assigned a unique civic number (ex: 50 – 8<sup>th</sup> Ave NW, 60 – 8<sup>th</sup> Ave NW);
- vi) Multi-unit buildings with one exterior entrance – when there is only one exterior entrance to a building and multiple interior entrance, the building itself shall be assigned a civic number and each unit shall be assigned a unit identifier. The leading unit identifier shall indicate the floor that the unit is located on (ex: 100 – 50 – 8<sup>th</sup> Ave NW);
- vii) Multiple buildings on a parcel – when a parcel has more than one building located on it, each building shall be assigned an alphabetical building identifier that is secondary to the civic number. If there are multiple units within each building, they shall be represented by a numerical unit identifier, as stated above (ex: 100 – 50C – 8<sup>th</sup> Ave NW).

#### **4. Responsibilities:**

##### **4.1 Department of Planning and Development Services:**

- a) Shall be responsible for ensuring compliance with this Policy when assigning, re-assigning, and amending civic addresses;
- b) With written notice to the owner of the property, may assign, amend, or reassign civic addresses where necessary to resolve potentially confusing numbering discontinuities or irregularities and to ensure adequate supply of civic addresses for existing and future development;
- c) Shall ensure that the appropriate authorities, such as Canada Post, utility companies, etc. are notified of all civic address changes;
- d) Shall direct the Department of Information Technology to make any changes to the master civic addressing database, in accordance with this Policy.

##### **4.2 Department of Information Technology**

- a) Shall be responsible for maintaining the master civic addressing database, and making any changes to the database when directed by the Department of Planning and Development Services;
- b) When a street name is assigned or re-assigned in accordance with the City of Moose Jaw Street and Neighbourhood Naming Policy, it shall be the responsibility of Information Technology, at the direction of the Department of Planning and Development Services, to amend all civic addresses abutting the subject street accordingly;
- c) Shall be responsible for providing civic addressing information to other departments and agencies when requested.

##### **4.3 All Other Departments**

- a) Shall be responsible for adhering to the master civic addressing database, as maintained by the Department of Information Technology.

#### 4.4 Property Owners

- a) Shall ensure that the assigned civic address is displayed in accordance with the guidelines set out within this Policy.



# City of Moose Jaw

**COMMUNICATION # EC-2019-0188**

**TITLE:** Single Use Plastic Bags

**TO:** Executive Committee

**FROM:** Department of Engineering Services

**DATE:** October 1, 2019

**PUBLIC:** PUBLIC DOCUMENT

## **RECOMMENDATION**

THAT the City recommend and encourage a voluntary ban removing single use plastic shopping bags from willing stakeholders within the City.

THAT the City support the SUMA Official position formally by resolution and request an update on the progress that the other levels of government and jurisdictions have determined how to eliminate or reduce single use plastic items; and

THAT the City include education on reducing or replacing single use plastic bags as part of its recycling communication to the community.

## **TOPIC AND PURPOSE**

The purpose of this report is to provide information on single-use plastic bags and to provide City Council recommendations to assist in determining if the City should consider banning the usage of single use plastics bags.

## **BACKGROUND**

The City of Moose Jaw was approached by the Youth Committee and the A.E. Peacock Collegiate who brought a presentation titled "Moose Jaw Plastic Bag Strategy" to the April 8, 2019 regular meeting of City Council.

Subsequently, the following motion was adopted by City Council at the regular meeting of April 22, 2019:

*"THAT Administration prepare a report to be brought back to Executive Committee for consideration of banning plastic bags within the City of Moose Jaw."*



Single use plastic bags or plastic shopping bags are primarily used to transport goods from an establishment such as a business to the home of the consumer. They are typically lightweight, inexpensive, convenient and made of thin plastic.

A few municipalities across Canada have started to implement single use plastic shopping bag bans. The following table illustrates the activity across Canada:

Province	Municipalities	Combined Municipality Population
Alberta	Jasper, Wetaskiwin, Wood Buffalo	88,834
British Columbia	Courtenay, Cumberland, Qualicum Beach, Rossland, Saanich, Salmon Arm, Sooke, Tofino/Ucluelet, <b>Victoria (recently overturned by provincial government)</b>	193,892
Manitoba	Leaf Rapids, Snow Lake, The Pas, Thompson	20,672
New Brunswick	Moncton/Dieppe/Riverview	116,940
Prince Edward Island	Entire province	153,244
Quebec	Many small communities including Montreal	4,887,550
Population participating in single use plastic ban		5,461,132
Canadian Population		37,060,000
% participating in single use plastic ban		14.7%
<b>%participating in Canada, excluding Quebec</b>		<b>2.0%</b>

**\*Information provided by Retail Council of Canada**

All the communities listed above have various exemptions in place on the types of bags that are banned. Some common exemptions are as follows:

- Loose, bulk goods such as fruit, vegetables, nuts, grains, or candy
- Small hardware items such as nails, screws, nuts and bolts
- Bags used to contain or wrap frozen foods, meat or fish, flower, potted plants, bakery foods
- Dry cleaning
- Live fish
- Bags distributed to food banks, homeless or animal shelters
- Medical supplies

The Province of Ontario has introduced Bill 82, *Single-Use Plastics Ban Act, 2019* but to date it has only received its first reading. The Federal Government has also announced a plan to move away from single use plastics as early as 2021. This direction may require

more than just banning single use plastic shopping bags focusing on all single use plastics including items such as drinking straws, cups, cutlery, water bottles etc.

## **DISCUSSION**

The debate of paper versus plastic is a complex one. Research and analysis on environmental impact varies depending on the parameters included, the scope of the analysis and where impacts are allocated. Some research indicates a comparable paper bag consumes four times as much energy and three times the CO<sub>2</sub> footprint to produce as a single use plastic bag (Northern Ireland Assembly). Other research indicates plastic takes hundreds of years to degrade and even when it does, it is still plastic at a molecular level so there are environmental concerns.

Single use plastic bags are mainly a nuisance windblown litter (along with Styrofoam, paper, cardboard and other packaging materials) in Moose Jaw and have little effect on airspace within our landfill. Single use plastic bags or low-density polyethylene (LDPE) have a density of 917 kg/cubic meter. An LDPE bag has an average weight of 8 grams and the City's landfill compactor can compact a range, depending on conditions, of 750 - 1000 kg/cubic meter. Using the low end of this compaction range indicates that 93,750 bags could be compacted into one cubic meter. The current landfill annual airspace consumption is approximately 60,000 cubic meters. If the city sent 5,000,000 single use plastic bags to the landfill, it would require 53.3 cubic meters of space to dispose of or 0.09% of the annual airspace consumption.

The products that could be used as an alternative would most likely be paper bags or reusable bags. It is unknown what the impact of changing to one of these alternative products might be, including how many could end up in the waste stream. In the City of Moose Jaw, single use plastic bags had been acceptable to recycle in the household recycling program, in place since 2016. Despite this, thousands of plastic bags have still been disposed of at the landfill annually. This highlights some of the challenges around changing habits in the community.

A single use plastic bag ban will require a substantial effort that forces change of social behavior and habits for all consumers and suppliers. Therefore, it would be necessary to engage all stakeholders (consumers and suppliers) that would be affected by this change. These stakeholders would include the general public, restaurants, retail stores, grocery stores, commercial businesses (large and small), and medical institutions. Research into issues that may arise from a single use plastic bag ban would need to be detailed and methodical. This could require: an in-depth look into user habits, what other municipalities have done (as most of these bans take a few years to come to fruition), advertising, public information sessions, and stakeholder meetings to ensure that any transition away from single use plastic shopping bags is understood by all users.

Bylaws would need to be established to govern a single use plastic shopping bag ban. The key requirements of the ban should outline definitions, criteria, penalties for non-compliance, enforcement and exemptions if any. Enforcement will require numerous resources such as staff, equipment and material to administer after a ban comes into effect.

This is a larger issue than just Moose Jaw due to the resources required to impose industry change and social change, therefore it is recommended that the City support the Federal or Provincial Government to enact policy that will be much more effective in acquiring industry compliance and social change. The private sector and businesses may also proactively adjust its practices around the use of plastic bags.

This recommendation is consistent with a 2019 Resolution of SUMA:

*"Whereas urban municipalities deliver critical solid waste management services to residents, fundamental to quality of life in Saskatchewan; and*

*Whereas urban municipalities have a central role in collecting and processing recyclable materials, developing local and regional waste reduction strategies and educating the public about waste management practices; and*

*Whereas the Saskatchewan Urban Municipalities Association (SUMA) and its members have been leaders advocating for the Multi-Material Recycling Program and other stewardship and extended producer responsibility; and*

*Whereas changing global commodity markets for recycling materials have significantly impacted waste-diversion strategies:*

*Therefore be it resolved that SUMA advocate and work with the federal government and provincial government to:*

- 1. Eliminate problematic and toxic products that pollute our environment such as micro-plastics and regulate the use of plastics and additives that are toxic or cannot be recycled;*
- 2. Reduce the use of single-use plastics; and*
- 3. Create incentives for reducing waste and the reusability of products and packaging, and to increase the reuse, recycling, and composting products and packaging."*

The Solid Waste Utility is planning several recycling related communications over the next twelve months. Education about re-use of plastics and using alternative materials can be a part of those communications and could be a good first step for the municipality to become involved in this discussion.

### **OPTIONS TO RECOMMENDATION**

- 1) THAT the City proceed with a ban of single use plastic shopping bags beginning in 2021.

### **PUBLIC NOTICE**

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

**PRESENTATION**

VERBAL: Administration from the Department of Engineering Services will be in attendance to provide a brief overview of this report.

**ATTACHMENTS**

- i. April 8, 2019 – A.E. Peacock Collegiate Presentation on Single Use Plastic Bags

**REPORT APPROVAL**

Written by: Darrin Stephanson, Manager of Utilities  
 Reviewed by: Tracy Wittke, Assistant City Clerk  
 Approved by: Josh Mickleborough, Director of Engineering Services  
 Approved by: Jim Puffalt, City Manager  
 Approved by: Fraser Tolmie, Mayor

*City Manager Comments*

*There has been excellent progress from businesses in the community already with regards to voluntarily banning or making the use of plastic bags less convenient and more expensive.*

*This is happening across Canada and it is believed that the use of plastic bags will continue to decline in an organic manner as compared to being imposed by Cities and the resulting issues of enforcement.*

*Cities can encourage a voluntary ban by continuing to create opportunities for dialogue as was done when we facilitated a meeting between the Youth Committee, the Chamber of Commerce and a local company that recently is moving to make plastic bags less convenient.*

*To be completed by the Clerk's Department only.*

Presented to Regular Council or Executive Committee on \_\_\_\_\_.

No. \_\_\_\_\_ Resolution No. \_\_\_\_\_

**Report Approval Details**

Document Title:	Single Use Plastic Bags - EC-2019-0188.docx
Attachments:	- April 8, 2019 A.E. Peacock Collegiate Presentation on Single Use Plastic Bags.pdf
Final Approval Date:	Oct 22, 2019

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt



Fraser Tolmie



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Request to Address – Mr. Stephen Lys and Environmental Science Students from A.E. Peacock Collegiate

**TO:** Executive Committee

**FROM:** City Clerk/Solicitor's Department

**DATE:** April 1, 2019

**PUBLIC:** This is a public document.

**IN-CAMERA:** Not applicable to this document.

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### **RECOMMENDATION**

THAT Mr. Stephen Lys, A.E. Peacock Collegiate Science Teacher, and Mr. Rylan Downey and Ms. Brittney Anderson, A.E. Peacock Collegiate Students, be allowed to address members of Executive Committee.

THAT this report, dated April 1, 2019 from the City Clerk/Solicitor's Department, be received and filed.

### **TOPIC AND PURPOSE**

The purpose of this report is to introduce a request by Mr. Stephen Lys to address Executive Committee on April 8, 2019 regarding a proposal to have the City of Moose Jaw restrict the use of single-use plastic grocery bags within the City limits.

### **BACKGROUND**

The City Clerk/Solicitor's Department received the attached email on March 31, 2019 from Mr. Stephen Lys, a Science teacher at A.E. Peacock Collegiate, requesting permission for a delegation composed of Mr. Lys and two Environmental Science students – Mr. Rylan Downey and Ms. Brittney Anderson – to address Executive Committee regarding a proposed strategy to deal with single-use plastics.

The issue of single-use plastic bags was last discussed by Executive Committee at its meeting held January 14, 2019, when the Committee considered a report dated January 9, 2019 from the City Manager, re: Youth Advisory Committee – Plastic Bag Usage in the City of Moose Jaw. The purpose of the report was to advise of the outcome of consultations with the Youth Advisory Committee regarding plastic bag usage, following a presentation by the Youth Advisory Committee to Executive

Committee on May 28, 2018 recommending a ban on single use plastic bags in Moose Jaw. The City Manager's report stated that, after consultations, the Youth Advisory Committee had decided to promote the current recycling options and raise awareness of the issue. Executive Committee adopted a motion to receive and file the January 9, 2019 report.

## **DISCUSSION**

The Environmental Science students at A.E. Peacock Collegiate are currently working on a project to collect plastic bags for recycling, as part of the Plastic Grab Bag Challenge that encourages schools across Canada to help reduce waste in their communities. The students now wish to propose that the City of Moose Jaw restrict the use of single use plastic grocery bags within the City limits.

## **PRESENTATION**

AUDIO/VISUAL: X

Mr. Stephen Lys, Mr. Rylan Downey and Ms. Brittney Anderson will present a PowerPoint presentation and answer any questions from Executive Committee.

## **ATTACHMENTS**

- i. Email dated March 31, 2019 from Mr. Stephen Lys.
- ii. PowerPoint presentation: "Moose Jaw Plastic Bag Strategy."
- iii. Links to online supporting documents:

<https://www.dailyjaw.com/2019/03/28/students-challenging-community-to-recycle-their-plastic-grocery-bags/>

<https://discovermoosejaw.com/local/peacock-collegiate-looks-to-bag-national-competition>

Checkout Bag Regulation Bylaw, City of Victoria

<https://www.victoria.ca/assets/Default/18-008%20Checkout%20Bag%20Bylaw.pdf>

Respectfully Submitted By,

*Tracy Wittke*

---

Tracy Wittke, Assistant City Clerk  
TW/ml

**APPROVAL OF REPORT RECEIVED**

**COMMENTS RECEIVED**

*Myron Gulka-Tiechko*

\_\_\_\_\_  
Myron Gulka-Tiechko, City Clerk/Solicitor

*Jim Puffalt*

\_\_\_\_\_  
Jim Puffalt, City Manager

*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. \_\_\_\_\_



**Maureen Latta**

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**From:** Stephen Lys [REDACTED]  
**Sent:** March-31-19 4:00 PM  
**To:** City Clerk  
**Subject:** Re: time at an executive council meeting - A message from [REDACTED]  
**Attachments:** MJ - PlasticBags.pptx

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**WARNING, this email originated from outside of the Organization.**  
**Do not click links or open attachments unless you trust the sender and believe the contents are safe.**

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Hi Maureen, Thanks for your response. If possible, I would like to reserve some time during the executive council meeting on April 8th. We would prefer this to the Public Forum because in discussions with Ms Froese, she had indicated that during executive council, there would be an opportunity for people to ask questions if they had any. We would like to encourage as much of an open dialogue as possible.

I will be bringing 3 Environmental Science students with me to the meeting (Kelsee Christmann, Rylan Downey and Brittney Anderson. They, along with myself, will be bringing forth a proposal to have the City of Moose Jaw restrict the use of single use plastic grocery bags within the city limits. We have been working on an environmental initiative at Peacock Collegiate to collect as many plastic bags as possible before the end of April and have come to realize that there is a real need for managing this waste stream. It is an important issue for all municipalities and one that will need to be addressed in the coming years. We hope to provide some guidance in the initiation of this process.

I have attached our PowerPoint presentation and a link to a copy of the bylaw enacted by the City of Victoria last year. We look forward to discussing this opportunity further at the meeting.

<https://www.dailyjaw.com/2019/03/28/students-challenging-community-to-recycle-their-plastic-grocery-bags/>  
<https://discovermoosejaw.com/local/peacock-collegiate-looks-to-bag-national-competition>  
<https://www.victoria.ca/assets/Default/18-008%20Checkout%20Bag%20Bylaw.pdf>

Could you please let me know the time we are to arrive and the location of the meeting. As well, will we need to bring our own laptop, memory stick, equipment etc?

If you require additional information of me, I can be contacted at

[REDACTED]  
[REDACTED]  
[REDACTED]

Thank-you for your time,

Stephen Lys



# Moose Jaw Plastic Bag Strategy





# Our Story



# PLASTIC BAG GRAB challenge



















# The Plastic Problem





# The Plastic Problem

1. Plastic = Oil = CO<sub>2</sub>
2. Plastic takes centuries to break down
3. 200,000 bags = 4000 ft<sup>3</sup> of landfill space per week
4. Plastic bags can't be easily recycled
5. Dirty plastic becomes unrecoverable
6. China no longer accepts foreign recycling
7. Bag fees benefit the company, not the environment



# Benefits of Removal





# Benefits of Removal

1. The Landfill's Full
2. Eliminate litter proactively, rather than reactively
3. Plastic bags are easily replaced with more sustainable alternatives
4. Moose Jaw is positioned to be a leader provincially and nationally in the Global movement away from single-use plastics.







# Showing us the Way...



## **North American locales who have already taken the initiative include...**

**Montreal (2018)**

**Victoria (2018)**

**San Francisco (2007)**

**Boston (2017)**

**Seattle (2012)**

**California (2016)**

**Hawaii (various)**

## **Currently moving on the issue...**

**Halifax**

**Newfoundland**

**New York State**

**Moose Jaw?**



Bar

Chri  
MA

Plastic bags comes close to reality in a 3...

BRITISH COLUMBIA

06/20/20

# Victoria Supre

Plastic bag ban closer to becoming a reality

distributing single-use

Updated: July 12, 2018 8:35 am

The bylaw

Canadian

CONSUMER

June 5, 2018 10:50 am

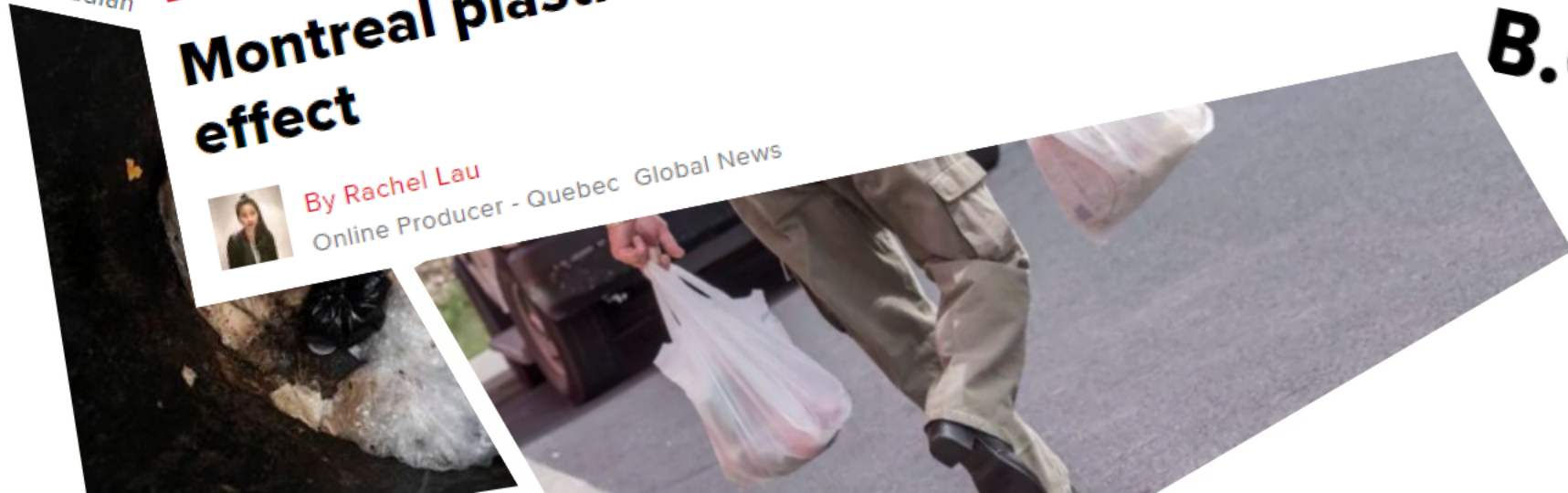
## Montreal plastic bag ban officially in effect



By Rachel Lau

Online Producer - Quebec Global News

B.C.



Leadership is  
action,  
not position.



# Resources

[Retail Council of Canada - Canadian and Provincial Regulations](#)

[The Battle of the Bag - Doc Zone - CBC](#)

[Victoria Bag Bylaw](#)

[Victoria Supreme Court Challenge](#)

[The Plastic Bag Grab](#)

