



## **CITY COUNCIL**

**Monday, November 25, 2019, 5:30 p.m.**  
**Council Chambers, 2nd Floor, City Hall**

**1. CALL TO ORDER**

**2. PUBLIC ACKNOWLEDGEMENTS**

**3. ADOPTION OF MINUTES**

- a. Regular City Council Meeting Minutes - November 12, 2019
- b. Special City Council Meeting Minutes - November 18, 2019

**4. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE**

- a. Buffalo Pound Water Board of Directors – 2019 Semi-Annual Report, CC-2019-0239
- b. Enterprise Resource Planning (ERP) System, CC-2019-0238

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

**6. REPORTS OF THE STANDING COMMITTEES OF CITY COUNCIL**

- a. Personnel Committee - November 4, 2019
- b. Executive Committee - November 12, 2019

**7. MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES**

- a. Personnel Committee - November 4, 2019
- b. Executive Committee - November 12, 2019

**8. REPORTS OF ADVISORY AND OTHER COMMITTEES**

- a. Tabled Matter - 303 Coteau St. W. Rezoning Application from Minutes of the Municipal Planning Commission - October 22, 2019

9. GIVING NOTICE
10. MOTIONS
11. BYLAWS
12. ENQUIRIES
13. RESPONSE TO WRITTEN "ANSWER TO ENQUIRIES"
14. PUBLIC FORUM
15. ADJOURNMENT

*Executive Committee to follow.*

A Special Meeting of City Council is scheduled for November 27, 2019 and for December 4, 2019 for the purpose of budget deliberations.

The next regular meeting of City Council is scheduled for December 9, 2019.



## **MINUTES**

### **Regular Meeting of City Council**

**Tuesday, November 12, 2019, 5:30 p.m.  
Council Chambers, 2nd Floor, City Hall**

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

#### **1. CALL TO ORDER**

Mayor Tolmie called the meeting to order at 5:32 p.m.

#### **2. PUBLIC ACKNOWLEDGEMENTS**

Mayor Tolmie rose to congratulate Moose Jaw Police Chief Rick Bourassa on receiving the Order of Merit of the Police Forces, a fellowship of honor based on the highest qualities of citizenship, service to Canada, to the police community, and to humanity at large. The Order of Merit was presented to Chief Bourassa in Ottawa on October 31, 2019.

**3. ADOPTION OF MINUTES**

**a. Regular City Council Meeting Minutes - October 28, 2019**

**Resolution #: 2019-11-12-459**

Moved by Councillor Luhning

Seconded by Councillor McMann

THAT the minutes of the regular meeting of City Council held on Monday, October 28, 2019 be approved and adopted.

Carried

**4. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE**

**Resolution #: 2019-11-12-460**

Moved by Councillor McMann

Seconded by Councillor Luhning

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

Carried

**a. Tabled Matter: 2020 Parks and Recreation - Rates and Fees, CC-2019-0225**

**Resolution #: 2019-11-12-461**

Moved by Councillor Eby

THAT the matter of the 2020 Parks and Recreation Rates and Fees be lifted from the table.

Carried

**Resolution #: 2019-11-12-462**

Moved by Mayor Tolmie

THAT the 2020 Parks and Recreation Rates and Fees be approved substantially in the form attached to this report as Schedule "A"; and

THAT the rates be made effective April 1, 2020.

Carried

**b. Hillcrest Golf Club – Consent to Enter Loan Agreement, CC-2019-0224**

**Resolution #: 2019-11-12-463**

Moved by Councillor McMann

THAT the Hillcrest Golf Club's request to enter into a financial loan agreement with RBC in the amount of 90% of the total cost of the renovation project, valued at \$400,000.00 be approved; and

THAT the City of Moose Jaw will not be held liable in any way for the repayment of the loan and will not be named in the contract with the Hillcrest Golf Club and RBC; and

THAT Administration be authorized to provide the letter of consent substantially in the form attached as Attachment i; and

THAT an amendment to the Lease Agreement between the City and Hillcrest Sports Centre Inc. to reflect the prorated value of the facility improvements be provided to City Council for consideration once the final construction costs are determined.

Vote Delayed by Procedure

The Motion was Carried

Moved by Councillor Luhning

THAT the report be tabled until Council receives a legal opinion.

Defeated

**c. City Department Quarterly Reports, CC-2019-0223**

**Resolution #: 2019-11-12-464**

Moved by Councillor Eby

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

Carried

**d. Third Quarter 2019 Financial Report, CC-2019-0220**

**Resolution #: 2019-11-12-465**

Moved by Councillor Froese

THAT the City of Moose Jaw Financial report for the January 1, 2019 to September 30, 2019 period be received and filed.

Carried

**e. City of Moose Jaw Insurance RFP, CC-2019-0209**

**Resolution #: 2019-11-12-466**

Moved by Councillor McMann

THAT the report dated October 30, 2019 from the City Manager regarding the City of Moose Jaw Insurance RFP be received and filed.

Carried

**f. Interim Paratransit Scheduling Report, CC-2019-0230**

**Resolution #: 2019-11-12-467**

Moved by Councillor Swanson

THAT report dated November 5, 2019 from the City Manager regarding the Interim Paratransit Scheduling Report be referred to the Special Needs Advisory Committee for review and comments.

Carried

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

**Resolution #: 2019-11-12-468**

Moved by Councillor Froese

Seconded by Councillor Eby

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

Carried

**6. REPORTS OF THE STANDING COMMITTEES OF CITY COUNCIL**

**a. Executive Committee - October 28, 2019**

**Resolution #: 2019-11-12-469**

Moved by Councillor Warren

Seconded by Councillor McMann

THAT the report of the Executive Committee meeting dated October 28, 2019 be taken as read.

Carried

**7. MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES**

**a. Executive Committee - October 28, 2019**

Councillor Swanson requested a second vote on the following motion from the Executive Committee meeting held October 28, 2019:

**Resolution #: 2019-11-12-470**

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.

Councillor Swanson requested a recorded vote on the motion.

For (5): Mayor Tolmie, Councillor Warren, Councillor Eby, Councillor Luhning, and Councillor Froese

Against (2): Councillor McMann, and Councillor Swanson

Carried (5 to 2)

Councillor Swanson requested a second vote on the following motion from the Executive Committee meeting held October 28, 2019:

**Resolution #: 2019-11-12-471**

THAT the Economic Development Commission be disbanded.

Carried

Councillor Eby requested a second vote on the following motion from the Executive Committee meeting held October 28, 2019:

**Resolution #: 2019-11-12-472**

THAT City Council approve the Civic Addressing Policy substantially in the form attached to this report (EC-2019-0114) as Attachment 1.

Vote Delayed by Procedure

Amendment:

**Resolution #: 2019-11-12-472a**

Moved by Councillor Eby  
Seconded by Councillor Froese

THAT the wording of Section 3.2a(i) of the policy be amended as follows:

- Every address number shall be of sufficient size and shall be placed on the exterior of the building so as to be plainly visible from the street for which the address was given.

Carried

The Motion, as Amended, was Carried

The Motion, as Amended, reads as follows:

*THAT City Council approve the Civic Addressing Policy substantially in the form attached to this report (EC-2019-0114) as Attachment 1.*

*THAT the wording of Section 3.2a(i) of the policy be amended as follows:*

- *Every address number shall be of sufficient size and shall be placed on the exterior of the building so as to be plainly visible from the street for which the address was given.*



Disposition of Report:

**Resolution #: 2019-11-12-473**

Moved by Councillor Eby

Seconded by Councillor Froese

THAT the report of the Executive Committee dated October 28, 2019 be received and adopted.

Carried

**8. REPORTS OF ADVISORY AND OTHER COMMITTEES**

**a. Heritage Advisory Committee - October 16, 2019**

**Resolution #: 2019-11-12-474**

Moved by Councillor Froese

Seconded by Councillor Warren

THAT Option 1 in the colour white (attached to the Heritage Advisory Committee minutes dated October 16, 2019) for alteration to the lights on the Moose Jaw Cultural Centre at 217 Main Street North be approved at a total cost of \$3,198.50 plus GST and PST, to be allocated from PR-47 Building Improvements Account No. 200.9347.7967.

Carried

**Resolution #: 2019-11-12-475**

Moved by Councillor Froese

Seconded by Councillor Warren

THAT approval be granted for the proposed façade improvements to 136 Fairford Street West, William Milne Place, as referenced in Attachment 4 in the report dated October 1, 2019 from the Department of Planning and Development Services (attached to the October 16, 2019 Heritage Advisory Committee minutes); and further

THAT a maximum reimbursement of \$2,500 be provided to Moose Jaw Non-Profit Housing Corporation with the funding being allocated from the Downtown Façade Improvement Grant account.

Carried

**Disposition of Report:**

**Resolution #: 2019-11-12-476**

Moved by Councillor Froese

Seconded by Councillor Eby

THAT the minutes of the Heritage Advisory Committee meeting held October 16, 2019 be received and adopted.

Carried

**b. Municipal Planning Commission - October 22, 2019**

Moved by Councillor Luhning

Seconded by Councillor Warren

THAT the rezoning application of Parcels 86 and 87, Plan No. D4450 Ext. 27 & 28 from R1 – Large Lot Low Density Residential District to CZ – Contract Zoning District be tabled pending receipt of further documentation with regards to the Offer to Purchase.

Defeated

**Resolution #: 2019-11-12-477**

Moved by Councillor Luhning

Seconded by Councillor Eby

THAT City Administration be directed to proceed with the rezoning of Parcels 86 and 87, Plan No. D4450 Ext. 27 & 28 from R1 – Large Lot Low Density Residential District to CZ – Contract Zoning, subject to City Administration receiving a letter of written support from the registered property owner.

Vote Delayed by Procedure

Amendment:

**Resolution #: 2019-11-12-477a**

Moved by Councillor Swanson

Seconded by Councillor Eby

THAT this matter be subject to consultation with residents within 100 meters of the property.

Vote Delayed by Procedure

**Resolution #: 2019-11-12-477b**

Moved by Councillor Warren

Seconded by Councillor McMann

THAT the matter be tabled until questions around advertising and public stakeholder involvement are answered.

Carried

**Disposition of Report:**

**Resolution #: 2019-11-12-478**

Moved by Councillor Luhning

Seconded by Councillor Eby

THAT the minutes of the Municipal Planning Commission meeting held October 22, 2019 be received and adopted.

Carried

**9. GIVING NOTICE**

- Nil.

**10. MOTIONS**

- Nil.

**11. BYLAWS**

Nil.

**12. ENQUIRIES**

Councillor Swanson asked a verbal enquiry regarding the status of the audit for the Downtown Facility and Soccer/Field-House, which was answered by Administration.

Councillor Swanson asked a verbal enquiry regarding the report on provincial government employment in Moose Jaw, which was answered by Administration.

Councillor Froese asked a verbal enquiry regarding the oil leak at Hillcrest Golf Club and whether any remediation had been done, which was answered by Administration.

**13. RESPONSE TO WRITTEN "ANSWER TO ENQUIRIES"**

**a. Answer to Enquiry #12 of 2019 – Legal Services Costs, CC-2019-0214**

Councillor Swanson acknowledged Answer to Verbal Enquiry #12 of 2019 regarding Legal Services Costs.

**14. PUBLIC FORUM**

- Nil.

**15. ADJOURNMENT**

The meeting adjourned at 7:19 p.m.

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MAYOR

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CITY CLERK



## MINUTES

### Special Meeting of City Council

**Monday, November 18, 2019, 5:32 p.m.**  
**Council Chambers, 2nd Floor, City Hall**

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

**1. CALL TO ORDER**

Mayor Tolmie called the meeting to order at 5:32 p.m.

**2. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE**

**Resolution #: 2019-11-18-479**

Moved by Councillor McMann

Seconded by Councillor Luhning

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

Carried

## Special Council Minutes, November 18, 2019

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

**a. Moose Jaw Board of Police Commissioners & Moose Jaw Police Service 2020 Budget Submission, CC-2019-0234**

**Resolution #: 2019-11-18-480**

Moved by Councillor Froese

THAT representatives of the Moose Jaw Police Service be allowed to present to City Council the Moose Jaw Police Service 2020 Operating and Capital Budget estimates in accordance with section 33 of *The Police Act, 1990*.

Carried

Rick Bourassa, Chief of Police, and Rick Johns, Deputy Chief of Police, presented the Moose Jaw Police Service 2020 Operating and Capital Budget.

**Resolution #: 2019-11-18-481**

Moved by Mayor Tolmie

THAT this report be referred to Budget deliberations.

Carried

**b. Moose Jaw Public Library 2020 Operating Budget Estimates, CC-2019-0221**

**Resolution #: 2019-11-18-482**

Moved by Councillor Froese

THAT representatives of the Moose Jaw Public Library be allowed to present to City Council the Moose Jaw Public Library 2020 Operating Budget estimates in accordance with section 17(3) of *The Public Libraries Regulations, 1996*.

Carried

Gwen Fisher, Head Librarian, presented the Moose Jaw Public Library 2020 Operating Budget.

**Resolution #: 2019-11-18-483**

Moved by Councillor Eby

THAT this communication be referred to Budget deliberations.

Carried

**c. Third-Party Funding Group Presentations, CC-2019-0227****Resolution #: 2019-11-18-484**

Moved by Councillor Luhning

THAT each of the groups present this evening be allowed to make a presentation to City Council.

Carried

**1. Tourism Moose Jaw & Canada Day Committee**

Jacki L'Heureux-Mason, Executive Director of Tourism Moose Jaw, presented the 2020 Budget for Tourism Moose Jaw and the Canada Day Committee.

**2. Festival of Words**

Sarah Simison, Executive Director, Saskatchewan Festival of Words, presented the 2020 Budget.

**3. Cosmo Senior Citizens Association**

Robert Cobbe, Treasurer, and Bill Smith, President, Cosmo Senior Citizens Association, presented the 2020 Budget.

**4. Moose Jaw Cultural Centre**

Councillor Eby left the meeting at 7:12 p.m. and returned at 7:14 p.m.

Derik Cronan, Executive Director, Moose Jaw Cultural Centre, presented the 2020 Budget.

**5. Moose Jaw Art Museum**

Jennifer McRorie, Director Curator, Moose Jaw Museum and Art Gallery, presented the 2020 Budget.

6. **Saskatchewan Burrowing Owls**

Councillor Luhning left the meeting at 7:45 p.m. and returned at 7:46 p.m.

George Fowler, General Manager, Moose Jaw Exhibition Company, and Lori Johnson, Interpreter, Saskatchewan Burrowing Owl Interpretive Centre, presented the 2020 Budget.

7. **Moose Jaw Municipal Airport Authority**

Greg Simpson, Chairperson, and Jarrett Johnson, Vice-Chairperson, presented the Moose Jaw Municipal Airport Authority 2020 Budget.

8. **Moose Jaw Humane Society**

Dana Haukaas, Executive Director, Moose Jaw Human Society, presented the 2020 Budget.

9. **Wakamow Valley Authority**

Todd Johnson, General Manager, Wakamow Valley Authority, presented the 2020 Budget.

10. **Moose Jaw and District Seniors Association**

Talon Regent, Lawyer, presented the Moose Jaw and District Seniors Association Inc. 2020 Budget.

11. **Moose Jaw River Watershed Stewards**

Carmen Kaweski, Watershed Manager, Moose Jaw River Watershed Stewards, presented the 2020 Budget.

**Resolution #: 2019-11-18-485**

Moved by Councillor Luhning

THAT this report be referred to Budget deliberations.

Carried



**3. ADOPTION OF THE REPORT OF THE COMMITTEE OF THE WHOLE**

**Resolution #: 2019-11-18-**

Moved by Councillor Froese

Seconded by Councillor Eby

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

Carried

**4. ADJOURNMENT**

The meeting adjourned at 9:13 p.m.

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MAYOR

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CITY CLERK



# City of Moose Jaw

## COMMUNICATION # CC-2019-0239

**TITLE:** Buffalo Pound Water Board of Directors – 2019 Semi-Annual Report

**TO:** City Council

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

**DATE:** November 14, 2019

**PUBLIC:** PUBLIC DOCUMENT

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### **RECOMMENDATION**

THAT Mr. Ryan Johnson, General Manager of Buffalo Pound Water, be allowed to address members of City Council regarding the Buffalo Pound Water 2019 Semi-Annual Report.

THAT report #CC-2019-0239 dated November 14, 2019 from the City Clerk/Solicitor regarding Buffalo Pound Water Board of Directors – 2019 Semi-Annual Report, be received and filed.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide City Council with information on the status of operations of the Buffalo Pound Water Treatment Plant ("the Corporation").

### **BACKGROUND**

The Corporation has presented its semi-annual report attached as Attachment i. The report has been prepared based on the requirements defined in the Unanimous Membership Agreement under Section 7.1.

### **DISCUSSION**

The Corporation is a non-profit corporation responsible for the operation and maintenance of the Buffalo Pound Water Treatment Plant. Under the terms of the Unanimous Membership Agreement, the Corporation is owned jointly by the City of Regina (74%) and the City of Moose Jaw (26%). The Corporation provides the cities with a reliable and affordable supply of safe, high quality drinking water which meets the needs and expectations of consumers.

The Corporation is exclusively managed by the Board of Directors who are independent from the cities of Regina and Moose Jaw and have the full authority to make strategic business decisions.

The Corporation is presenting its semi-annual report which includes the following information:

- a) The strategic plan update for the Corporation;
- b) Projected major capital expenditures in excess of \$1 million;
- c) Any matters that require the approval of the Cities pursuant to Article 5 of the Agreement;
- d) Six-month financial statements for the period ending June 30 and financial projections against budget;
- e) Financial and operational performance against stated goals and objectives, including a key performance indicator report;
- f) Capital and operational plans and budgets for the upcoming year;
- g) Reporting on performance of the Board of Directors and any updates on the required skills and experience matrix for future appointments; and
- h) Information that is likely to materially affect either of the Cities.

## **PRESENTATION**

VERBAL: Mr. Ryan Johnson, General Manager of Buffalo Pound Water, will be in attendance to present the report.

## **ATTACHMENTS**

- i. Buffalo Pound Water Board of Directors – 2019 Semi-Annual Report

## **REPORT APPROVAL**

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

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

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

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

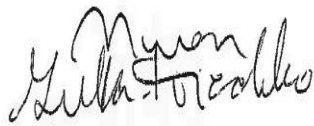
**Report Approval Details**

Document Title:	Buffalo Pound Water Board of Directors 2019 Semi-Annual - CC-2019-0239.docx
Attachments:	- 2019 SEMI ANNUAL REPORT TO CITIES.FINAL.pdf
Final Approval Date:	Nov 19, 2019

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



Tracy Wittke



Myron Gulka-Tiechko



Jim Puffalt



Fraser Tolmie

**BUFFALO  
POUND  
WATER**  
BOARD OF  
DIRECTORS

# REPORT

**TO** Cities of Regina and Moose Jaw  
**FROM** Dale Schoffer, Chair, Buffalo Pound Water Board of Directors  
**DATE** October 31, 2019  
**SUBJECT** 2019 Semi-Annual Report



## PURPOSE:

The purpose of this report is to submit an executive summary of the Board's activities in 2019 to the Cities of Regina and Moose Jaw in order to satisfy the conditions prescribed in Section 7.1 of the Unanimous Membership Agreement.

## BACKGROUND:

Section 7.1 of the Unanimous Membership Agreement (UMA) states as follows:

7.1 *Semi-Annual Reports.* On or before October 31st of each year, the Board of Directors shall prepare a semi-annual report which shall be submitted to each of the Cities, who shall bring the matter forward to their respective elected officials as an information item for the Regina Council and Moose Jaw Council. The semi-annual reports will include, in respect of the immediately preceding semi-annual fiscal period:

- (a) the strategic plan update for the Corporation;
- (b) projected major capital expenditures in excess of \$1 million;
- (c) any matters that require the approval of the Cities pursuant to Article 5 of this Agreement;
- (d) six month financial statements for the period ending June 30 and financial projections against budget;
- (e) financial and operational performance against stated goals and objectives, including a key performance indicator report;
- (f) capital and operational plans and budgets for the upcoming year;

- (g) reporting on performance of the Board of Directors and any updates on the required skills and experience matrix for future appointments; and
- (h) information that is likely to materially affect either of the Cities.

## **DISCUSSION:**

In accordance with Section 7.1 of the UMA, the semi-annual report is comprised of the following matters:

### **1.0 Strategic Plan**

The Board of Directors, at its meeting held on September 27, 2017, adopted the 2018 - 2020 Strategic Plan.

The 2018-2020 Strategic Plan was presented to the Cities at the October 26, 2017 Mid-Year Meeting with both Cities supporting Plan.

The 2018 - 2020 Strategic Plan was implemented on January 1, 2018.

There have been no changes to the Strategic Plan since its adoption.

### **2.0 Plant Performance**

The Plant's Performance for 2019 is comprised of the 2017 National Water and Wastewater Benchmarking Initiative (NWWBI) results and the current 2018 - 2020 Strategic Plan Balanced Scorecard.

### **NWWBI**

The NWWBI has a lag of 2 years for reporting purposes based on the time to obtain the data from all the participants.

### **Overall Radar Chart Dashboard**

Given that there are numerous individual performance measures in the system, the Radar charts are developed to graph total goal attainment against five specific set of goals.

The Overall Radar Chart Dashboard shows the Plant performance against 5 categories of Goals; Ensure Adequate Capacity, Protect the Environment, Provide Safe and Productive Workplace, Protect Public Health and Provide Reliable Service/Infrastructure. In total the dashboard is made up from 13 rolled up measures that are measured in the NWWBI system for water treatment plants. The chart also contains a Quartile Chart of O&M Cost/ML Treated.

The 2017 Plant ratings on these 5 goals were:

Sufficient Capacity	100 %
Environmental Stewardship	82.5 %
Workplace	95.1 %
Protect Public Health	100 %
System Reliability	98.3 %

The goal of the Plant is to continuously improve its environmental stewardship. The environmental stewardship goal is made up of two measures i.e. percentage of wasted water and the GHG emissions from the energy consumed. The Plant's amount of wasted water is high but not statistically different from the other utilities.

The ageing filters which require frequent backwashing is one of the contributing factors of higher wasted water. The residuals created by the Green House Gas (GHG) generated was higher due to the amount of electrical energy used to bring the water to the Plant from the lake, which has an elevation difference of approximately 83 m, and the amount of natural gas used to regenerate the granular activated carbon. Most water treatment plants do not contend with either of these issues in their treatment systems which makes the Plant an outlier. The calculation of GHG emissions also factors in the Province in which the energy originates. As SaskPower utilizes a lot of coal in power generation, the Provincial Factor is very high. Whereas BC, Ontario and Manitoba have a much lower factor as they use significantly more hydro in their electrical power generation as less coal

The System Reliability goal improved significantly from 2016 (73.4%) due to reduction in reactive maintenance hours and improvements in average capital reinvestment rate.

The Plant scored well on its O&M cost as compared to other participants, which included Cities, Private Utilities, Regional Systems and Water Commissions representing other water treatment plants across Canada, which puts it in the lower 25-50% Quartile at \$266.42/ML

## The Min – Max Trend Graphs

These graphs provide an easy visual comparison of a number of plant performance measures for overall improvement and performance gaps within a comparable group. Although these graphs are very informative for trending purposes and provide a high level overview of where the BPWTP compares to the median, maximum and minimum of the other plants, the graphs do not show if the BPWTP performance measures are statistically different from the other plants. For determining the statistical significance, the NWWBI has started performing the statistical analysis on 22 performance categories, which the system measures for the participating plants. The only measures that are noteworthy, or statistically different, are the following:

### 1. Capital Reinvestment

Due to the ongoing capital projects, the capital reinvestment rate has been increasing steadily for the past few years. In 2017, the capital reinvestment rate was above the NWWBI group median. The investment rate of 1.6% approximately equates to system replacement on a 50-year life cycle basis.

### 2. Reactive Maintenance Hours

Despite the ageing assets, the Plant's reactive maintenance hours have been decreasing for the past few years demonstrating the strength of our preventative maintenance program.

### 3. Energy Consumed in kWH/ML Treated

The higher energy consumption compared to the NWWBI group median is a result of having the carbon regeneration facility and the elevation difference between the Lake Pump Station and the Main Plant. In 2017, the Plant consumed more energy than 2016 but increased sales in 2017 resulted in lower cost/ML.

### 4. Chemical Cost

The favorable trend in the chemical cost is reflective of the improvement in the lake water quality, as fewer chemicals are required to treat the water. Raw water quality is highly dependent on the amount of water released from Diefenbaker dam. Adequate release of water helps improve water quality at Buffalo Pound Lake.



#### 5. Total Overtime O&M Hours/Total Paid O&M hours

The Plant overtime is not statistically different from the other similar plants. Much of the overtime in 2017 was incurred during the commissioning and tie in of the UV system to the existing Plant.

#### 6. # of Sick Days taken per O&M Employee

The Plant sick time has been improving and was not statistically different from the group median in 2017. There are employees at the Plant who require periodic sick time due to their ongoing medical issues. Our ageing work force is also a contributing factor for higher sick time as they are more prone to age related degenerative diseases.

#### 7. % of Water Wasted During Treatment Process

The bulk of the wasted water is due to the aged filters which require frequent backwashing. The revitalization of the filters is included in the Plant renewal project. However, the Plant is exploring various options to renew the filter medium to extend the filter run time and reduce the wasted water due to frequent backwash.

### **2019 STRATEGIC PLAN BALANCED SCORECARD**

The Plant's KPIs use targets that are set by the Board through the Strategic Plan's Balanced Scorecard. These are reviewed by the Board and the targets adjusted accordingly at the Annual Retreat.

The status of the KPIs, as of October 4, 2019, are outlined in the attached Balanced Scorecard spreadsheet.

All items on the Balanced Scorecard are on track or have been completed with the exception of:

- (i) There were 2 unexpected service interruptions of 4.5 hours due to thermal gradients in July and 14 hours with loss of power in September.
- (ii) The Board developed a draft Financing Strategy and obtained input from the Cities' Finance Directors.

The decision was to delay approving the Financing Strategy (Pre-Approval) until greater cost certainty was done by advancing the Plant Renewal Project to the 30% design and obtain a Class 3-4 Estimate. This should commence in Q1 2020.

- (iii) The Customer Service Agreements between the Corporation and Cities should be completed in early 2020.

### **3.0 Q3 2019 Year-End Forecast**

The Cities only require the Q2 2019 mid-year operating and capital budget forecast and statement for June 30. However, the Q3 2019, September 30 statement and forecast are available which provides for more accurate data and has been used in place of the June 30 data.

#### **Operating Budget**

The water sales are projected to be \$0.195 million over the 2019 forecast due to the early warm dry summer which increased the demand for water. This changed in mid-summer as precipitation increased and remained above normal in to the fall. The revenues are estimated at \$13.023 million by year end.

The operating expenditures for 2019 are forecasting an under-expenditure of approximately \$1.225 million from the 2019 budget. The largest savings are due to the reduction in chemical usage with the continued improvement in the raw water quality of the lake.

There are some maintenance expenses which are forecasted to be below budget as some activities were deferred, or cancelled, but the associated expenses will not be carried forward. Expenditures are estimated at \$11.317 million by year end.

The amount of operating funds to be transferred to the Operating Reserve at year end could be as high as \$1.706 million. The remaining surplus of funds will be utilized to provide a cushion for years where the water sales are below the forecast. Excess funds in the Operating Reserve can be transferred to the Capital Reserve to be used in the progression and development of the Plant Renewal Project.

### **Capital Budget**

The water sales allocated to the Capital Budget are projected to be \$0.095 million over the 2019 forecast. The revenues are estimated at \$14.888 million by year end which include the transfer of some PTIC-NRP Grant funds.

The capital expenditures for 2019 are forecasted at \$16.462 million by year end. There is the risk that the expenditures will be much lower based on the amount of work the contractors can deliver for the Electrical Capital Upgrades by year end. There is also some risk that the PTIC-NRP Grant credit may be reduced based on the timing the claims are submitted. In both cases, any work or claims that miss the December 31, 2019 deadline will occur in 2020.

All of the Capital projects are either in progress, have been completed or cancelled with remaining funds placed in the Capital Reserve.

The Capital Reserve at year end is estimated at \$53.759 million but could be impacted by the risks identified above.

### **4.0 2019 Budget**

At its September 25, 2019 meeting the Buffalo Pound Water Board of Directors adopted the 2020 Budget.

The water and electrical rates were established as follows:

Water Rate	Cities of Regina and Moose Jaw	\$355.00/ML
	Sask Water	\$355.00/ML
	Provincial Park	\$447.62/ML
Capital Water Rate	Cities of Regina and Moose Jaw	\$215.00/ML
	Sask Water	\$311.39/ML
Electrical Rate	Cities of Regina and Moose Jaw	\$0.11799/kW.h
	Sask Water	\$0.12979/kW.h

This represented a Water Rate increase of 0.0% and a Capital Water Rate increase of 14.36% or an overall blended rate increase of 4.97% to the Cities over 2019. The electrical rate increased 6.40% from 2019.

The capital rate and electrical rate for SaskWater was calculated based on the January 14, 2009 agreement. The water rate for the Buffalo Pound Provincial Park was calculated based on the January 1, 2009 agreement.

### **5.0 Major Capital Expenditures in Excess of \$1 Million**

There are no new or unidentified major capital expenditures in excess of \$1 million commencing in 2020. All projects continuing in 2020 have been previously identified and reported in previous years. The current ongoing projects that exceed \$1 million are:

1. The remainder of the Electrical Capital Upgrades Project which consists of the Main Plant Redundant Power Supply; Lake Pump Station Transmission Line Replacement and the Lake Pump Station Pumping Upgrades and Power Supply for approximately \$40.4 million.
2. The Supervisory Control and Data Acquisition (SCADA) upgrade for approximately \$6.0 million. The budget was increased for 2020 based on a higher level of cost estimate with the completion of the predesign phase. This Project was placed on hold pending the outcome of the Plant Renewal Project RFP award.
3. The Plant Renewal Project (PRP) is to ensure the long term viability of the Buffalo Pound Water Treatment Plant and to ensure that it will be able to meet its mandate as a going concern into the future.

It has been nearly 30 years since the last rehabilitation or upgrades to the Plant have occurred and major components within the facility are at, or near, the end of life phase.

The PRP encompasses over 30 smaller projects which had been identified since 2005 and reviewed in technical studies. These have all been included under the program of work for the PRP. The project's cost range is \$127.2 to \$224.0 million at a Class 5 level of estimate.

A budget of ~\$140 million was set as a placeholder in the financial budget model until such time as the design is advanced with a higher class of estimate which is expected in Q1 2020, at which time the estimates will be revised.

The Project contemplates utilizing any grants funds that are received to offset any required financing, while borrowing an unknown amount of funds to execute the Construction Contract at the Guaranteed Maximum Price stage in early Q1 2021.

4. Ongoing principle and interest payments, for the \$45 million loan that was obtained at the end of 2017 for the Electrical Capital Upgrades Project, estimated at \$3.0 million in 2020.

#### **6.0 Board Performance and Skills and Experience Matrix**

In April, the Board reappointed both members whose terms expired in 2019; those being Dale Schoffer and Judy May; with terms of office expiring in 2022.

<b>Buffalo Pound Water Board of Directors</b>	<b>Position</b>	<b>Term of Office Expires</b>	<b>Sub- Committees</b>
Ben Boots	Member	April, 2020	Capital Projects Committee; HR Committee (Chair)
Daryl Posehn	Member	April, 2020	Capital Projects Committee
Dave Richards	Member	April, 2021	Capital Projects Committee (Chair)
Grant Ring	Member	April, 2021	Finance & Audit Committee; HR Committee; Governance & Nominations
Dale Schoffer	Chair	April, 2022	Governance & Nominations; Ex-Officio on all Committees
Judy May	Vice-Chair	April, 2022	Finance & Audit Committee (Chair)

Up to the end of Q3 2019, there were: five (5) regular Board meetings; five (5) Finance & Audit Committee meetings and four (4) Capital Projects Committee meetings. The Board also attended a one (1) day retreat in June.

The Board continues to work very well together and has accomplished a number of initiatives over the past year. The synergies with the diverse skill set continually improve the discussions at Board meetings resulting in more effective leadership and direction

In September, 2019, the Board of Directors adopted the Board Diversity/Recruitment Policy with the objective of comprising a Board that will appropriately represent the interests of the Corporation and stakeholders and will reflect diversity by recruiting members with Board governance or senior administration experience while taking into consideration, gender, ethnicity, orientation, occupation and physical disabilities.

Also in September, 2019, the Board approved a motion to permit increasing the membership of the Board by one (1) member if that increase would facilitate the appointment of a qualified diversity candidate to the Board.

For purposes of recruitment, the Corporation utilized a targeted social media recruitment platform for obtaining a pool of interested candidates for the Board. The application process opened on October 18 and closed on November 1. Forty-four (44) applications were received; 15 of which appeared to be diverse candidates.

Two Board member's terms will expire in April, 2020. Both members, Mr. Ben Boots and Mr. Daryl Posehn, have indicated they are desirous of being reappointed to the Board for a subsequent three (3) year term.

The Skills and Experience Matrix, developed and updated by the Board, will continue to be utilized in recruiting future Board members.

#### **7.0 Matters Requiring Approval of Cities Pursuant to Article 5 of the UMA**

There were no items that require approval of the Cities as per Article 5 of the UMA at this time.

#### **8.0 Other Information that is Likely to Materially Affect Either of the Cities**

##### **Electrical Capital Upgrade Project**

The Electrical Capital Upgrade Project (ECUP) is to address several of the most critical risks affecting the Corporation. The Plant's electrical system, and lack of backup power, is its Achilles heel.

The Plant does not have any secondary electrical feeds from SaskPower nor does it operate dual drive motors and is only served by a single transmission line that runs 17 kms from the PQ3 Substation south of Highway #1.

This work was accelerated to address the numerous electrical failures that occurred in 2011, 2013, 2015 and 2018 from ageing infrastructure. This work, once completed, will ensure both the long-term viability of the Buffalo Pound Water Treatment Plant and its obligation to meet its mandate as a reliable going concern.

The ECUP was comprised of 3 distinct elements which were developed into 3 RFPs as tender packages.

- RFP Package #1 – Main Plant Backup Generators
- RFP Package #2 – 3 km 138 kV Transmission Line from the Main Plant to the Lake Pump Station (LPS)
- RFP Package #3 – LPS Electrical Upgrades, Backup Generators and Pump Upgrades

The estimated ECUP cost was \$40.422 million.

In 2017, an application was made to obtain grant funding for all 3 RFP packages under the Clean Water Wastewater Fund (CWWF). However, the application was not successful.

The Board obtained a loan for \$45 million to complete the necessary works. Any remaining funds would be used towards the Plant Renewal Project.

As the work was urgent, the designs proceeded. RFP package #1 was issued in late 2017 and awarded in early 2018. The design advanced on the other 2 packages.

In early 2018, the Corporation obtained approval to make application under the Provincial Territorial Infrastructure Component – National Regional Project (PTIC-NRP) Program. As RFP package #1 had already been awarded, it was not eligible for grant funding. The Board released RFP package #2 but there were no compliant submissions, resulting in the process being cancelled and reworked. The Board held RFP packages #2 and #3 in abeyance pending a decision from the Provincial and Federal governments.

The Corporation was successful with its PTIC-NRP application for funding of ~\$20.6 million to perform the work in RFP packages #2 and #3.

RFP package #2 had been released on two occasions but was unsuccessful in obtaining a general contractor. The work was then split into 3 smaller distinct components to reduce the risk that the general contractors previously had concerns with. As of October 30, 2019, all these components have been awarded.

RFP package #3 was released in Q4 2018 and approved in January 2019.

## **NEXT STEPS**

Construction of RFP package #2 should be completed by February 26, 2020. At this point the Plant should be able to produce 25% of its capacity with a power outage.

Construction of RFP package #3 is expected to be completed in Q3 2020. After this work is done the Plant will be able to produce 50% of its capacity with a power outage.

Lastly, when the Cities upgrade their pumps to variable frequency drive pumps, the Plant will be able to double its production with the generators and be able to run at 100% of its capacity.

The final completion will be ahead of schedule for the PTIC-NRP grant funding requirements and the project is on budget.

Once this work is complete, it will significantly reduce the Corporation's risk of not being able to meet its mandate by having less internal electrical failures and will have the ability to operate when there is a Sask Power failure.

## **Plant Renewal Project**

The Plant Renewal Project (PRP) is to ensure the long-term viability of the Buffalo Pound Water Treatment Plant as well as being able to meet its mandate as a reliable going concern.

This PRP started with the gap analysis and Business Case in 2016 which was completed in 2017. The Board formally approved the project to proceed in 2017. CH2M Hill, now known as Jacobs, was selected from a public competition as the Owner's Advocate/Engineer in late 2017.



In 2018, the Corporation procured a legal advisor, Aird & Berlis, to provide legal advice and to develop the Design Build Agreement. The Fairness Advisor, RFP Solutions Inc., was selected to provide oversight for the Request for Proposal (RFP) evaluation and confidential meetings with the design build teams. Jacobs has held several workshops on the PRP for the RFP development and had invited the Cities to participate in the Design Build Agreement development session.

The Cities' Senior Administrators had met to discuss the PRP, the Progressive Design Build (PDB) procurement method and the next steps to advance the PRP. The Cities' Directors of Finance had met to discuss the Financing Strategy.

The Board hosted a Joint City Council Meeting on September 17, 2018 to provide information on the PRP and to have open dialogue with questions and answers with the Cities prior to releasing the Request for Qualifications (RFQ).

The RFQ was developed by Jacobs and issued to the public on October 1, 2018. The RFQ closed on November 9, 2018 with four proponents responding. On March 27, 2019, the following three were selected; those being:

**Alberici Bird Management Group (ABMG) – Joint Venture**

- Alberici Western Constructors Ltd.
- Bird Construction Industrial Services Ltd.

**Prairie Water Partners – Joint Venture**

- Maple Reinders Constructors Ltd.
- AECOM
- Westridge Construction Ltd.

**Joint Venture between:**

- Graham Infrastructure, Inc.
- AECON Water Infrastructure, Inc.
- Stantec Consulting Ltd.
- Associated Engineering (Sask) Ltd.

The RFP was released to the three shortlisted design teams on May 6, 2019. There have been several technical memorandums developed for many aspects of the project. The Plant will be sized for a Firm Capacity of 220 ML and a Total Capacity of 250 ML to allow for growth for the Plant to reach its next renewal anticipated in 2050.

There have been three commercial confidential meetings with the proponents; 43 Requests for Information with their design concepts progressing very well. The RFP submissions are due on December 20, 2019.

## **NEXT STEPS**

The proposals will be evaluated in late December and early January and it is anticipated that the Board will approve the award to a design team at the end of January. The Corporation has the funds to pay for the entire design and does not require any financing from the Cities for this phase of the work.

After the award of the RFP to one design team, the scope of work will be better defined and the cost estimates will be at a higher level. The Corporation's Financing Strategy will be adjusted based on new information and discussions with the Cities' Administrations on the best approach to obtain the financing as financing will be required in order for the Corporation to execute a Guaranteed Maximum Price (GMP) which will commence the construction phase of the work. The financing will require both City Council's approval according to the Unanimous Membership Agreement.

It is anticipated that the design will advance from the 20-30% completion at the time of the RFP award to the GMP phase with a design around 60% completion which is anticipated early 2021. Should additional time be required to finalize the financing, the design can be extended up to 100% to obtain the GMP and extend the requirement to the middle of 2021.

Once this project has been completed, it ensures that the Corporation will be able to deliver on its mandate as a reliable going concern for the next 25 years.

## **Future Grant Applications**

The Corporation submitted an Expression of Interest (EOI) for the Plant Renewal Project for the Investing in Canada Infrastructure Program (ICIP) grant for the maximum eligible amount of \$215.4 million in April.

As this was only an EOI there was no approval required by the City Councils at the time. There have been a lot of discussions with the Province and Federal Governments on the grant but at this time there have not been any decisions made public on the status of the project funding. Several smaller projects in the Province have been approved for their ICIP funding.

The Province recently indicated that they are working on a second intake for the ICIP and details will be made available in the near future.

The impact of grant funding can be simplified by this statement; for every \$50 million of grant funding the Corporation receives, it reduces the Capital Cost to make the Principle & Interest Payments for the next 25 years by \$100 per million liters sold or \$0.10 per cubic metre.

With the complexity of the Plant Renewal Project and its Progressive Design Build procurement method, there may be issues related to the eligibility for funding of the Plant Renewal Project once the RFP has been awarded. The Corporation will manage this risk to the best of its ability but will look for some flexibility from the Federal and Provincial Governments with their eligibility requirements provided that there is a political desire to support the project.

The Board will continue to monitor the eligibility requirements for any and all grant opportunities and work with all parties in advance to be as successful as possible for the Plant Renewal Project.

#### **ATTACHMENTS:**

1. 2018-2020 Strategic Plan.
2. 2017 NWWBI Buffalo Pound Water Treatment Plant Overall Radar Chart.
3. 2017 Buffalo Pound Water Treatment Plant NWWBI Statistical Analysis Summary & 2019 Balanced Scorecard spreadsheet.
4. Q3 2019, September 30 Unaudited Financial Statements and Forecast – Operating and Capital Budget.
5. Board Skills and Experience Matrix.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Dale Schoffer", is positioned above a horizontal line.

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Dale Schoffer  
Chair  
Buffalo Pound Water Board of Directors  
attachments

## BUFFALO POUND WATER 2018 – 2020 STRATEGIC PLAN

**MISSION (Why We Exist):** To provide for the Cities of Regina and Moose Jaw, a reliable and affordable supply of safe, high-quality drinking water which meets the needs and expectations of consumers.

**VALUES (How we operate):** SAFETY | TEAM CULTURE | ACCOUNTABILITY | PROCESS-DRIVEN | INNOVATION | CONTINUOUS IMPROVEMENT

**VISION (Where We Are Going):** BPW is an expertly operated, independent, and trusted entity, that will be positioned to provide sustainable and reliable water as a critical service *for generations to come*.

**3-YEAR BUSINESS PLAN  
2018 - 2020**

Deliver on the Mission, and by 2020, Renewal construction begins.

### CORE SERVICES

**WATER QUALITY**  
Regulatory Requirements and Customer  
Expectations Met 100% of the Time

**WATER QUANTITY**  
Meet Customer Demand 100% of the Time

### PROJECTS

**RENEWAL PROJECT**  
◆ 2018 Renewal Vision is Clear | 2018 Funding  
Pre-approval

**CRITICAL PROJECTS**  
◆ Electrical Project | SCADA Project | Chlorine  
Project | CMMS Project

### PEOPLE

**SAFETY  
CULTURE**  
  
Plant-wide  
Safety  
Management  
System

**PEOPLE DEVELOPMENT &  
PERFORMANCE**  
  
Performance Plans, Learning  
Plans, Plant-wide and  
Department Goals

**COMMUNICATION &  
MANAGING CHANGE**  
  
Internal Communication to  
Create One Team, Successful  
Change Implementation,  
Evolution of Project  
Management

**BOARD GOVERNANCE**  
  
Bylaws, Policies, Customer  
Services Agreement, Asset  
Transfer, Board Education  
& On-boarding

### FINANCIAL & RISK MANAGEMENT

**FUNDING SOURCES**  
  
Grants, Loans,  
Research New Lines  
of Business

**FINANCIAL OPERATING  
PERFORMANCE**  
  
Budget Variance

**RISK MANAGEMENT**  
  
Risk Registry &  
QMS Framework

**ASSET LIFECYCLE  
MANAGEMENT**  
  
Asset Maintenance Plan



Select your plant →



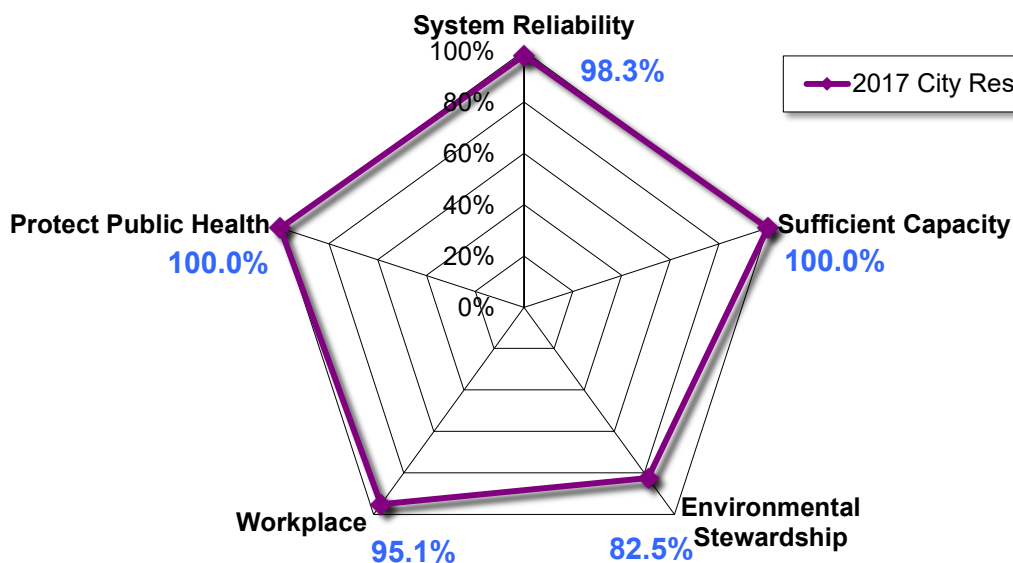
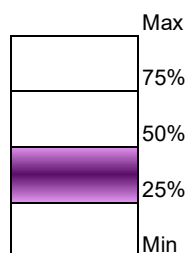
## Buffalo Pound WTP

### Water Treatment Plants - Conventional Filtration

#### Overall Radar Chart

#### Quartile Chart

O&M Cost / ML Treated  
\$266.42



Data Labels for 2017 City Results

Quartile Charts show in which quarter your utility falls

#### Goals

##### Provide Reliable Service and Infrastructure

- ☒ 5 year Average Capital Reinvestment / Replacement Value
- ☒ Nr of Unplanned Hours that Plant Could Not Operate at Rated Capacity
- ☒ Unplanned Maintenance Hours / Total Maintenance Hours

##### Protect the Environment

- ☒ % of Water Wasted During Treatment Process
- ☒ GHG Emissions from Energy Consumed/ ML Treated

##### Protect Public Health

- ☒ # of days over Group Target for Turbidity
- ☒ # of days with Total Coliforms
- ☒ # of days over Group Target for Nitrates

##### Ensure Adequate Capacity

- ☒ ADD / Existing Licence Capacity
- ☒ Nr of Days Plant Operated at >90% Capacity

##### Provide Safe and Productive Workplace

- ☒ # of Sick Days Taken per O&M employee
- ☒ # of O&M Accidents with Lost Time / 1,000 O&M Labour Hours
- ☒ # of Lost Hours due to O&M Accidents / 1,000 O&M Labour Hours

Buffalo Pound WTP  
NWWBI Statistical Analysis Summary - 2017

Plant Category	Goal	KPI	Favourable if Result is Higher or Lower	Data Distribution	Other Plants' Mean	Buffalo Pound Value	Percentile	Is the Data Significant?
All WTPs	G1	Capital Reinvestment / Replacement Value	Higher	Lognormal	0.012	0.016	65.1	FALSE
	G1	# of Unplanned Hours that plant could not operate at rated capacity)	Lower	Weibull	4.606	10.250	93.9	FALSE
	G1	Reactive Maintenance Hours / Total Maintenance Hours	Lower	Lognormal	0.069	0.033	33.4	FALSE
	G5	# O&M Accidents with Lost Time / 1000 O&M Labour Hours	Lower	Gamma	0.021	0.000	33.3	FALSE
	G5	# Sick Days taken per O&M Employee	Lower	Gamma	8.164	8.430	59.7	FALSE
	G5	Total Overtime Hours / Total Paid O&M Hours	Lower	Gamma	0.046	0.041	48.8	FALSE
Conventional Filtration	G1	Unit Filter Run Volume (m3/m2)	N/A	Weibull	304.710	245.000	33.1	FALSE
	G2	# Days Plant Operated over 90% of Capacity	Lower	NA	NA	NA	NA	NA
	G3	Total FTEs / 1000 ML Treated (Hrs)	N/A	Lognormal	1.505	0.864	34.4	FALSE
	G3	Total O&M Cost / ML Treated	Lower	Lognormal	288.482	266.423	51.6	FALSE
	G3	(O&M Cost + Capital Reinvestment Cost) / ML Treated	N/A	Lognormal	385.591	352.812	51	FALSE
	G3	Total Energy Consumed in kWh / ML Treated	Lower	Lognormal	596.889	906.232	98.5	TRUE
	G3	Chemical Cost / ML Treated	Lower	Weibull	57.622	53.604	56	FALSE
	G4	% of Water Wasted During Treatment Process (% Residuals)	Lower	Gamma	0.067	0.068	58.7	FALSE
	G4	% of Backwash Waste Treated	N/A	Lognormal	0.846	1.000	65.9	FALSE
	G6	Average Annual Treated Water Turbidity (NTU)	Lower	Lognormal	0.074	0.090	66.3	FALSE
	G6	# of Coliform Occurrences in Treated Water (CFU/1000 mL)	Lower	Exponential	0.053	0.000	48.1	FALSE
	G6	Treated Water Nitrates Average Value (mg/L)	Lower	Lognormal	0.636	0.060	23.7	FALSE
	G6	Raw Water Total Organic Carbon Average Value (mg/L)	Lower	Lognormal	4.705	10.300	90	FALSE
	G6	Treated Water Total Organic Carbon Average Value(mg/L)	Lower	Lognormal	2.409	4.900	91.3	FALSE
	G6	Raw Water Dissolved Organic Carbon Average Value (mg/L)	Lower	Weibull	5.781	10.200	85.8	FALSE
	G6	Treated Water Dissolved Organic Carbon Average Value (mg/L)	Lower	Lognormal	3.053	4.900	87.8	FALSE

Goal Legend:

G1	Provide Reliable Service and Infrastructure
G2	Ensure Adequate Capacity
G3	Meet Service Requirements with Economic Efficiency
G4	Protect the Environment
G5	Provide a Safe and Productive Workplace
G6	Protect Public Health and Safety

Legend:

	Statistically significant - not favourable
	Statistically significant - positive
Values within the 2.5 to 97.5 percentile range are considered to be statistically similar	

## BALANCED SCORECARD (BSC): CORE SERVICES

OBJECTIVES	MEASURES (Core Outcomes of Strategy)	2018	2019	Status at October 4, 2019	2020	INITIATIVES (RACI)
<b>Water Quality:</b>  Objective – Meets regulatory requirements and customer expectations 100% of the time	Regulatory requirements met, Taste and odor quality met	100%	100%	100%	100%	<b>Quality &amp; Quantity:</b> SOPs documented & followed (Lead measure by all Operations, Maintenance, Lab) <b>Quality:</b> (a) ensure regulatory monitoring according to Permit to Operate; annual report appendix 1 (Lab) (b)Taste and odor of water leaving the Plant less than 8-10 TON (Threshold Odor Number) (Operations and Lab)
<b>Water Quantity:</b>  Objective - To deliver water that meets customer demand 100% of the time	Parent: Customer demand met without compromising Quantity	100%	100%	99.79% July 8/9 Plant Shut Down for 4.5 hours due to thermal gradients September 29/30 Plant Shut Down Loss of SPC Power for 14 hours	100%	Quantity: Reliability (Operations, Maintenance) including e.g. immediate reporting of failure of critical assets (see notes page) Maintenance
<b>Renewal Project:</b>  Objective – Successful achievement of all aspects of this massive undertaking to transform the plant's ability to deliver, meeting its mission and vision	Project deliverables:  On-time On-budget Scope management	Project Charter & Plan (Including: Vision, owner's engineer resource, and funding pre-approval)	(Project reporting)	Charter completed Financing Strategy completed Funding pre-approval on hold pending direction of Cities for financing RFQ Awarded RFP released in May, 2019 Project progressing very well	(Project reporting)	(Major Capital Projects Committee, Ryan, Rudi, Harry)
<b>Critical Projects:</b>  Objective – Critical projects are delivered (see initiatives)	Individual project deliverables:  On-time On-budget Scope management	Electrical phase construction begins		Phase 1 - Main Plant Electrical completed Phase 2 - 138kV Trans Line broken into smaller packages, piles and poles awarded, remaining RFP out to market Phase 3 - LPS construction commenced in June.		1. Electrical Project: Phase 1 (Main Plant) Completed - 2019, Phase 2 (Transmission Line) Completed 2020, Phase 3 (LPS Electrical Upgrades) Completed 2020, complete (R=Rudi) 2. SCADA Project (R=Rudi) 3. Chlorine Project (R=Gene) 4. CMMS Project (R=Harry)
		SCADA Begins		SCADA RFP released for equipment pre-selection. SNC working on drawings. Project on hold pending PRP RFP Award.		
		Chlorine Project Complete		Chlorine is now just in time delivery of chlorine gas and the Scrubber in progress with AE.		
		CMMS Implementation	CMMS Completion	CMMS Phase 1 Asset Management completed, Phases 2 Work Management completed, Phase 3 Inventory Management start implementation for end of October, added SiteDocs and Criticality Assessment in November 14/15		
<b>Safety Culture:</b>  Objective – To operationalize plant-wide a Safety Management System	a. # of Injuries	a. 0	a. 0	0 lost time/0 first aid/0 near misses 1 property damage-contractor	a. 0	R=Keith (lead) A=Operations, Maintenance, Lab
	b. Audit	b. Pass	b. Pass	2019 internal audit (passed bronze level)	b. Pass	
<b>People Development &amp; Performance:</b>  Objective – To design, implement, and monitor people development and performance processes plant-wide.	a. % out of scope employees with individual performance plans and learning plans	100%	100%	100% Completed	100%	Succession Plans update and communicate (Ryan) Best practices research to design a reward system based on Plant and individual performance (R=Ryan; A=Managers)
	b. Department Goals cascaded from Strategic Plan	100%	100%	100% Completed	100%	
	c. % in scope employees with individual performance plans and learning plans (managers)	100%	100%	In-Scope under development by managers and HR consultant, release January 2020	100%	
	Added 2019 Monitor HR Issues	N/A	N/A	2019 HR Issues (Ongoing 0/Complete 1)	N/A	
<b>Communication &amp; Managing Change:</b>  Objective – To evolve all communication and project management processes	a. Employee Engagement Survey	Design survey & set baseline	Annual 100%	2018 completed, analysis and implementation plan presented to the Board, plan is currently being implemented, next survey will be mid 2020	Annual 100%	Internal Communication: Meetings (daily toolbox, Operations hand off; monthly staff meetings recorded); Plant wide e-mails; F2F conversations (Management Team & all staff); Successful change implementations; adopt Org.



plant-wide	b. Organizational Change Management plans for projects with significant process changes	Design/adopt model	Complete	Completed 2018	Complete	Change Management model (Mgmt. Team) Project management evolution: RACI, Charters, Major Project Committee (Rudi & Harry)
Board Governance:  Objective – To continue to evolve board governance effectiveness (Ryan, Laurie, Board)	Initiative completion	Policies: Annual review Customer Services Agreement	Policies: Annual review	Policy reviews completed Water Supply Agreements draft completed; require Board/City approval. Operational & Pump ownership under negotiations based on CPC and Board feedback	Policies: Annual review	Policies: Ongoing review and updates (Customer Service Agreement; Asset Transfer; Board Education & Onboarding)
		Board Education	Board Education	Training Module for New Members on WT Completed.	Board Education	
Funding Sources:	% of critical projects funded	100%	100%	100%	100%	Grants Loans
Objective – Establish funding sources into the corporation	% of O&M budget funded	100%	100%	100%	100%	Research new lines of business: business & economic development funding partners (defer to 2021)
Financial Operating Performance:  Objective –To meet budget variance targets	Sum of O&M budget under management control within 5%	5%	5%	-4.9%	5%	Approximately \$12M budget (Mgmt. Team)
Risk Management:  Objective – To manage risk and take	Initiative milestones  Reporting	RR Annual Review	RR Annual Review	Updated quarterly - Board Annual Done	RR Annual Review	Risk Registry (Mgmt. Team, Board) based on RACI QMS (Keith and Mgmt. Team)
		QMS Framework Completed	QMS Begins Implementation	2 proposals for the GAP analysis received, award in October	QMS fully implemented	
Asset Management:  Objective – To adopt a formal asset lifecycle management approach	Project milestones	Working on CMMS Project	Complete asset criticality analysis	In progress with CMMS implementation	Start developing the asset management plan	Asset Management Plan (Harry)

Revenues and Expenditures September 30, 2019										
<div><div>BUFFALO POUND WATER</div><div>BOARD OF DIRECTORS</div></div>		08-Oct-19								
	Current Month Actuals	YTD Actuals (B)	Previous YTD Actuals	2018 YEAR-END ACTUALS	Approved Budget (D)	2019 FORECAST (E)	Variance From Budget (E-D)	Budget Less Actual (D-B)	% Budget Remaining (D-B)/D	Notes
REVENUES										
TOTAL REVENUES	1,015,923.65	10,301,508.98	10,716,990.69	13,607,577.30	12,828,300.00	13,023,500.00	195,200.00	2,526,791.02	19.7%	Water sales slightly higher than historical 2 year lag forecast
EXPENSES										
Total Wage & Benefit Expenses	314,004.10	3,016,225.94	2,807,457.05	3,995,614.59	4,147,400.00	4,138,111.63	-9,288.37	1,131,174.06	27.3%	
Total Administration Expenses	10,501.65	329,444.96	304,091.86	514,834.36	556,000.00	553,364.00	-2,636.00	226,555.04	40.7%	
Total Maintenance Expenses	87,106.89	966,694.66	1,004,042.45	2,404,546.17	2,519,000.00	2,088,924.24	-430,075.76	1,552,305.34	61.6%	Deferral of some maintenance work and only hauling half the sludge to landfill and storing half for additional drying
Total Chemical Expenses	290,177.53	1,683,399.04	1,465,183.70	2,194,722.49	2,790,000.00	2,082,000.00	-708,000.00	1,106,600.96	39.7%	Raw Water Quality of Lake is Very Good, reduced chemcial requirements
Total Laboratory and Research Expenses	19,485.56	193,653.82	150,976.27	239,786.56	355,000.00	305,000.00	-50,000.00	161,346.18	45.4%	Developing Research Strategy to focus research
Total Utility Expenses	205,739.56	1,466,728.50	1,448,160.01	2,155,269.28	2,175,000.00	2,150,000.00	-25,000.00	708,271.50	32.6%	
TOTAL EXPENDITURES	927,015.29	7,656,146.92	7,179,911.34	11,504,773.45	12,542,400.00	11,317,399.87	-1,225,000.13	4,886,253.08	39.0%	

December 31, 2018 OPERATING RESERVE	1,905,124.62
September 30, 2019 Forecasted Operating Revenue at YE	13,023,500.00
September 30, 2019 Forecasted Operating Expenditure at YE	11,317,399.87
September 30, 2019 Forecasted Operating Reserve at YE	3,611,224.75
Target Balance for Operating Reserve	2,000,000.00



		Individual Attributes									Skills and Experience											Diversity/ Leadership			
Director's Name	Director Since	Integrity	Mature Leadership	Strategic Thinker	Good Communicator, influencer	Business Acumen	Fiduciary Duty	Independence of Mind	Active Participant	Team Player	Water Utility Operations Engineering	Capital Project Management	Risk Management	Finance and Audit	Legal	Environmental	Govt Relations/Policy/Community	Public Health & Safety/Regulatory	Executive Leadership	Governance	Human Resources	Geography	Board Chair Potential	Committee Chair Potential	Self Declared Diversity Status
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	7	9	10	5	5	9	8	9	10	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	8	9	6	1	5	7	7	8	8	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	7	7	3	2	8	8	7	6	7	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
Term expiring. Up for reappt.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	8	8	6	6	6	8	7	8	7	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
Term expiring. Up for reappt.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	8	8	7	3	8	7	8	8	8	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	8	9	10	7	6	8	8	9	9	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes/No
TARGET																									
CURRENT																									
NEEDS																									

Self Declared Diversity Status: “Yes” denotes one or more of: Gender (female); Orientation; Aboriginal; Visible Minority; Disability.

PERSONAL ATTRIBUTES: DEFINITIONS

Category	Criteria
Integrity	An innate adherence to ethical conduct and values.
Mature Leadership	Experience driven perspective and self-awareness of emotional patterns and triggers.
Strategic Thinker	Generates and applies unique business insights to challenges and opportunities, ability to challenge conventional thinking.
Good Communicator and Influencer	Expresses thoughts and ideas clearly and with respect for the views of others and listens actively. Has credibility with management and other directors.
Business Acumen	Track record of wise business judgment.
Fiduciary Duty	Strong understanding of fiduciary responsibility to the long term sustainability of the organization.
Independence of Mind	Unfettered from speaking his or her mind honestly on all issues.
Active Participant	Comes to meetings fully prepared and listens and speaks up.
Team Player	Committed to the role of the Board as a whole, works to resolve issues, treats others in a respectful and supportive manner, is flexible in arriving at solutions.

**SKILLS AND EXPERIENCE: DEFINITIONS**

Category	Criteria
Water Utility/Operations Engineering	Involved with the producing, treating, disinfecting and storage of water for delivery to the public.
Capital Project Management	The management of high level corporate capital projects (ie. millions of dollars).
Risk Management	The identification, assessment, and prioritization of risks and the coordinated and economical application of resources to minimize, monitor, and control the probability of those risks.
Finance and Audit	The provision of sound financial advice or information in support of the operations of the organization.
Legal	Knowledge of the Canadian legal system and its application thereof.
Environmental	Knowledge of the environment and its relationship to water treatment facilities.
Government Relations/Policy/Community	Dealing with government affairs or public administration at all levels of government and the ability to interpret legislation and policy as it relates to the organization.
Public Health & Safety/Regulatory	Knowledge of Occupational Health & Safety training and resources to reduce workplace risks and reduce workplace injuries and illnesses. Adherence to laws, regulations, guidelines and specifications relevant to the organization.
Executive Leadership	Provision of leadership to colleagues, ie. plans; sharing of visions; taking charge; inspiring others through examples.
Governance	Dealing with government, control and authority within the organization.

**DIVERSITY: GOALS/NEEDS**

Category	Goals/Needs
Geography	Being from different locations (ie. cities, towns) to bring a different perspective to the Board.

Category	Goals/Needs
Board Chair	Well qualified individual with the skills, experience, time and motivation to dedicate to the job. Focus on tasks at hand as well as long term strategic issues. Accurately report on Board activities. One who holds himself/herself accountable.
Committee Chair (specify)	Same as above.



# City of Moose Jaw

**COMMUNICATION # CC-2019-0238**

**TITLE:** Enterprise Resource Planning (ERP) System

**TO:** City Council

**FROM:** City Manager, Departments of Information Technology, Financial Services

**DATE:** November 14, 2019

**PUBLIC:** PUBLIC DOCUMENT

---

## **RECOMMENDATION**

THAT City Council award the supply and implementation of an Enterprise Resource Planning (ERP) System to Diamond Municipal Systems; and

THAT the source of funding being \$1,382,545 from accumulated depreciation of the 2020 Equipment Reserve Budget and \$545,072 from year 2021 of the General Capital Reserve portion of the Capital Budget.

## **TOPIC AND PURPOSE**

The purpose of this report is to seek funding approval to award an Enterprise Resource Planning (ERP) System RFP for the City of Moose Jaw.

## **BACKGROUND**

City Council directed Administration to issue an RFP for the supply and implementation of an Enterprise Resource Planning (ERP) system after the JD Edwards Enterprise System project was put on hold.

The City issued an RFP on August 19, 2019, which closed on September 17, 2019. Administration has evaluated the responses and wishes to award the RFP and negotiate a contract with the successful proponent.

## **DISCUSSION**

After review of the RFP responses, the City is recommending Diamond Municipal Systems, the only bid that met all the requirements of the RFP, as the successful bidder. The previous survey of other municipalities showed that Diamond Municipal Systems is one of the most widely used municipal ERP systems in Saskatchewan and Western Canada



particularly by municipalities comparable to our population. The City currently uses Diamond Municipal Systems as its water utility and cashiering system.

This project expands on the current implementation to utilize the complete and integrated ERP capabilities of Diamond Municipal Systems. The modules included in this project are:

- Core Accounting
- Utility Billing including eBilling
- Purchasing including accounts payable and electronic funds transfer
- Inventory Tracking
- Property Taxation
- Tangible Capital Assets
- Work Orders
- Budgeting and Reporting
- Dog and Business Licensing
- Fleet Management
- Facility Management

In addition to these new modules, the project will build interfaces with other City systems including:

- HRIS and payroll – DayForce by Ceridian
- Recreation booking software - PerfectMind
- Building Permits - CityWorks
- Cemetery management - Stone Orchard
- GIS - ESRI

Diamond has a publicly available web interface called Virtual City Hall. Virtual City Hall will be accessible from the internet and residents will be able to sign up for a City account. Once signed up the residents will have access to the following information:

- Payment Manager for online payments
- Property Tax – history, viewing, payment
- Utility Bills – history and viewing
- Business Licenses – viewing, applying, renewing
- Pet Licenses – viewing, applying, renewing

Links to Virtual City Hall will be provided through the City's website and upcoming mobile application. As well, the system will be cloud based resulting in less hardware to maintain and replace. There will be other operations savings such as postage, however, until fully implemented, it cannot be stated with certainty.

The proposed software purchase of \$417,159, implementation costs of \$735,220 and with a 10% contingency the total is \$1,267,617.

A **Key Lesson** learned from the JD Edwards Project was that it was critical to have human resources and expertise devoted to the project to provide guidance, change management, trouble shoot and ensure an effective implementation as it is a massive undertaking that cannot be completed off the "side of a desk".

The estimated cost for backfill and project management for two years is estimated to be \$660,000, which includes a full-time project manager for the duration of the project as well as backfill for key staff positions that will require substantial amounts of time dedicated to this project.

Another **Key Lesson** learned from the JD Edwards Project was that our processes will have to change to meet the capabilities of the system as compared to customizing the software to meet our processes.

Total upset cost including backfill: \$1,927,617. In terms of the funding resources available for this project, the City will have a total of \$1,382,545 in accumulated depreciation in the 2020 Equipment Reserve Fund from the following programs, most will be replaced with this solution:

- Budget Software: \$61,800
- JD Edwards: \$378,818
- HR System Software: \$80,983
- Utility Billing System: \$356,140
- Taxation Software: \$423,821
- Payroll System Software: \$80,983

City Administration requests that City Council approve the use of \$1,382,545 in accumulated depreciation from the 2020 Equipment Reserve and an expected contribution of \$545,072 from year 2021 of the General Capital Reserve portion of the Capital Budget.

Further, the proposed annual recurring licensing and support fees for Diamond Municipal systems is \$180,799. In 2021 both the current and the new system will be required to run concurrently. Once complete, the City will no longer have to pay the current software costs for Manta (taxation) systems and will reduce the licensing for JD Edwards to a minimum for the next 5 years. This results in a net software cost increase of \$156,799 in 2021 which will be reduced to \$112,599 going forward. The annual licensing and support fees will provide the City with updates to the software on a regular basis taking away the need for incurring costs for periodic updates and also ensuring that the software is kept up to date and offers the most advanced features into the future.

The proposed phased implementation timeline from the vendor is two years, starting in early 2020 when the project management and backfill positions have been filled.

### **OPTIONS TO RECOMMENDATION**

City Council provide alternative direction.

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

City staff have been involved in reviewing the Diamond Software and are aware that the City will be moving forward with a replacement enterprise software in the near future.

## **STRATEGIC PLAN**

To be able to serve its citizens in a timely and efficient manner, the City needs the ability to have an integrated system to manage its business processes and to make the leap forward into the 21<sup>st</sup> century and implement a fully integrated ERP system. Further, by implementing an ERP system, it will enable the organization to more closely align itself to strategic plans and goals going forward and change from some manual, paper-based systems.

This meets the City of Moose Jaw Strategic Plan major objective of an Entrepreneurial Civic Administration and sub-heading of Updated Information Technology Systems.

## **FINANCIAL IMPLICATIONS**

The proposed ERP system has an estimated cost of \$1,927,617. It is proposed that this be funded from \$1,382,545 in accumulated depreciation from the 2020 Equipment Reserve and \$545,072 from year 2021 of the General Capital Reserve portion of the Capital Budget.

The annual net increase to the equipment reserve contribution is estimated to be \$72,894 and the net increase to annual maintenance costs are estimated to be \$156,799 in 2021 and \$112,599 in 2022 and beyond for a total Operating Budget impact of approximately \$229,693 and \$185,493 respectively.

## **PRESENTATION**

VERBAL: Administration will be in attendance to provide a brief overview of the report.

## **REPORT APPROVAL**

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

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

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

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

**Report Approval Details**

Document Title:	Enterprise Resource Planning System - Public Report - CC-2019-0238.docx
Attachments:	
Final Approval Date:	Nov 19, 2019

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



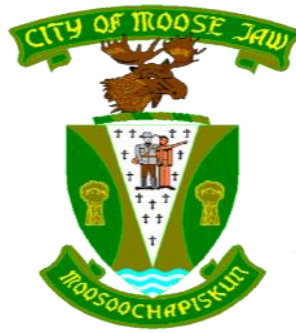
Tracy Wittke



Jim Puffalt



Fraser Tolmie



## **PUBLIC MINUTES OF PERSONNEL COMMITTEE**

**Monday, November 4, 2019, 5:27 p.m.  
Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall**

PRESENT: Councillor D. Luhning, Chairperson  
Mayor F. Tolmie  
Councillor B. Swanson  
Councillor C. Warren  
Councillor D. Luhning  
Councillor H. Eby  
Councillor S. McMann

ADMIN: J. Puffalt, City Manager  
M. Gulka-Tiechko, City Clerk/Solicitor  
T. Wittke, Assistant City Clerk  
A. Bromley, Director of Human Resource Services  
R. Montgomery, Fire Chief

### **Call to Order**

---

Councillor Luhning, Chairperson, called the meeting to order at 5:27 p.m.

Moved by Councillor Eby

THAT the Personnel Committee go in-camera to discuss confidential personnel matters pursuant to Part III, Section 15, Section 16 and Section 21 of *The Local Authority Freedom of Information and Protection of Privacy Act*.

Carried

The Personnel Committee closed the meeting to the public at 5:27 p.m. with the following persons in attendance: Councillor Luhning; Mayor Tolmie; Councillor Swanson; Councillor Warren; Councillor Froese; Councillor Eby; Councillor McMann; Jim Puffalt; Myron Gulka-Tiechko; Tracy Wittke; Al Bromley; and Rod Montgomery.

Councillor Luhning left the meeting at 7:12 p.m.

Councillor Luhning returned to the meeting at 7:14 p.m.

Mayor Tolmie left the meeting at 7:15 p.m.

Mayor Tolmie returned to the meeting at 7:17 p.m.

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

Carried

The Personnel Committee opened the meeting to the public at 7:45 p.m.

Moved by Councillor Swanson  
THAT the Temporary Assignment Policy for out-of-scope employees be amended so that temporary performance of higher duties pay commences on the 11<sup>th</sup> (eleventh) consecutive business day after assuming duties.

Carried

The Personnel Committee meeting recessed at 7:46 p.m.

Councillor Swanson left the meeting at 7:47 p.m.

Moved by Councillor Froese  
THAT the Personnel Committee reconvene in-camera.

Carried

The Personnel Committee closed the meeting to the public at 7:51 p.m. with the following persons in attendance: Councillor Luhning; Mayor Tolmie; Councillor Warren; Councillor Froese; Councillor Eby; Councillor McMann; and Myron Gulka-Tiechko.

Moved by Councillor Froese  
THAT the Committee recess to reconvene after the Executive Committee meeting scheduled for Tuesday, November 12, 2019.

Carried

The Personnel Committee meeting recessed at 8:32 p.m.

The Personnel Committee meeting reconvened Tuesday, November 12, 2019, Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall.

PRESENT: Councillor D. Luhning, Chairperson  
Mayor F. Tolmie  
Councillor C. Warren  
Councillor C. Froese  
Councillor H. Eby  
Councillor S. McMann

ADMIN: J. Puffalt, City Manager  
M. Gulka-Tiechko, City Clerk/Solicitor

Councillor Luhning, Chairperson, reconvened the Personnel Committee meeting at 8:34 p.m.

Moved by Councillor Froese  
THAT the Personnel Committee go out of in-camera.

Carried

The Personnel Committee opened the meeting to the public at 9:37 p.m.

Moved by Councillor Warren,  
THAT the City Manager be paid \$200,000, effective January 1, 2020; and

THAT future increases would be tied to Out-of-Scope economic adjustments.

Carried

Moved by Mayor Tolmie  
THAT the Personnel Committee meeting adjourn.

Carried

The Personnel Committee meeting adjourned at 9:40 p.m.

Respectfully submitted,

(Sgd.) Councillor Luhning, Chair

/tw



## **EXECUTIVE COMMITTEE MINUTES**

### **PUBLIC**

**Tuesday, November 12, 2019, 7:24 p.m.**  
**Council Chambers, (Public)**  
**Scoop Lewry Room (In-Camera)**  
**2nd Floor, City Hall**

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

ADMIN: B. Acker  
C. Hemingway  
D. Blais  
J. Dixon  
M. Gulka-Tiechko  
R. Nelson  
T. Wittke  
J. Puffalt  
W. McKay  
E. Anderson  
Darrin Stephanson

MEDIA: Moose Jaw Today



1. **CALL TO ORDER**

Councillor Froese, Chairperson, called the meeting to order at 7:24 p.m.

2. **REPORTS**

3. **CONFIDENTIAL MATTERS**

Moved by Mayor Tolmie

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

Carried

The Executive Committee closed the meeting at 7:25 p.m. to the public with the following persons in attendance: Councillor Luhning; Mayor Tolmie; Councillor Froese; Councillor McMann; Councillor Warren; Councillor Swanson; Councillor Eby; Jim Puffalt; Myron Gulka-Tiechko; Brian Acker; Tracy Wittke; Darrin Stephanson; Jim Dixon; Derek Blais; Elaine Anderson; Wade McKay; Ryan Nelson; and Craig Hemingway.

a. **Confidential Matter, EC-2019-0222**

b. **Confidential Matter, EC-2019-0229**

c. **Confidential Matter, EC-2019-0231**

d. **Confidential Procedural Matter**

e. **Back to Open Session**

Moved by Councillor Eby

THAT the Executive Committee go out of in-camera.

Carried

The Executive Committee opened the meeting to the public at 8:27 p.m.

4. **ADJOURNMENT**

Moved by Councillor Luhning

THAT the Executive Committee meeting be adjourned.

Carried

The Executive Committee meeting adjourned at 8:27 p.m.

Respectfully submitted,

(Sgd.) *Councillor Froese*  
Chairperson

# Memo

## CITY OF MOOSE JAW Planning & Development Services

**DATE:** November 14, 2019

**TO:** City Council

**FROM:** Michelle Sanson, MCIP, RPP  
Director of Planning and Development Services

**RE:** Minutes of Municipal Planning Commission, October 22, 2019 – 303  
Coteau Street West Rezoning Application

---

At the November 12, 2019 City Council meeting, the following motion was passed:

*"THAT the matter be tabled until questions around advertising and public stakeholder involvement are answered."*

This motion was passed after discussion regarding the process for rezoning applications. The current procedure for the review of zoning amendment applications is as follows:

- 1) A complete rezoning application and fee are received by Administration either from the property owner or an authorized agent of the property owner;
- 2) The application is circulated internally to obtain feedback from multiple departments;
- 3) The application is reviewed by Planning and Development for compliance with Provincial legislation, The Official Community Plan, City Bylaws and relevant regulations;
- 4) A report and recommendation are submitted to the Municipal Planning Commission (MPC) for review;
- 5) MPC considers the report and Administration's recommendations. MPC is independent and makes their own recommendation to Council;
- 6) The recommendations by Administration and MPC are reviewed by City Council, who directs Administration to proceed with advertising and Bylaw preparation, or instructs Administration to pursue a different course of action;
- 7) The Zoning Bylaw amendment is prepared and advertised for 2 weeks in the Moose Jaw Express and on the City website, and notices are sent to property owners within 90 metres of the affected property;



- 8) Following advertising, the Zoning Bylaw amendment and covering report are submitted to Council for a Public Hearing. The bylaw is given 1<sup>st</sup> and 2<sup>nd</sup> reading (the Public Hearing takes place at this time); and
- 9) The Zoning Bylaw amendment is read for a 3<sup>rd</sup> time.

The review of rezoning applications differs from other planning applications with regards to the timing of the review by the Municipal Planning Commission (MPC). It is typical for other applications (ex: Discretionary Use) to be advertised prior to review by MPC. In the case of rezoning applications, an initial review (step 6 above) by Council is undertaken to receive approval to advertise the Zoning Bylaw amendment. When the subject application was submitted to the November 12, 2019 meeting for review, it was solely to receive direction to proceed with advertising.

The review process for all planning applications will soon be revised to remove the Municipal Planning Commission and expedite timelines. Eliminating MPC from the process will make the initial review by Council more important. If rezoning applications are not reviewed by Council prior to advertising, then the first opportunity will take place at bylaw reading. The purpose of this initial review is to allow Council the opportunity to review the application and recommendations, and provide a different direction to Administration if necessary. In the example of the subject application, Administration is recommending that a different Zoning District be applied to the property than was requested by the applicant. Council may be in favour of the applicant's request over the recommendation, and direct Administration accordingly.

During the discussion of this application at the November 12, 2019 meeting, comments were also made regarding the practice of "spot zoning", and whether this is the case for the subject application. Spot zoning typically refers to rezoning a parcel in the middle of a block, and is not a practice that Administration would support. Spot zoning would not be applicable to this application since the subject property is located on a corner. This item will be further addressed in the covering report to the Zoning Bylaw amendment.

**RECOMMENDATION:**

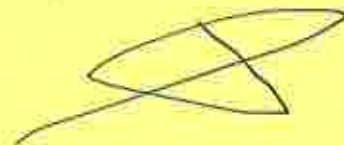
THAT City Administration be directed to proceed with advertising and preparation of the Zoning Bylaw amendment to rezone Parcels 86 and 87, Plan No. D4450 Ext. 27 & 28 from R1 – Large Lot Low Density Residential District to CZ – Contract Zoning District.

Yours truly,



Michelle Sanson, MCIP, RPP  
Director of Planning and Development Services

/vb





**PUBLIC MINUTES  
MUNICIPAL PLANNING COMMISSION**

**Tuesday, October 22, 2019, 4:00 p.m.  
Scoop Lewry Room  
2<sup>nd</sup> Floor, City Hall**

**PRESENT:** Councillor Dawn Luhning, Council Representative, Vice-Chairperson  
Brian Sykora, Citizen-at-Large  
Roy Dickinson, Citizen-at-Large  
John Parsons, Citizen-at-Large

**ABSENT:** Councillor Heather Eby, Council Representative  
Dana Bushko, Citizen-at-Large  
Joel Gritzfeld, Citizen-at-Large

**ALSO PRESENT:** Michelle Sanson, Director of Planning and Development Services  
Eric Bjorge, Assistant City Planner  
Veronica Blair, Planner 1  
Pearl Anderson, Recording Secretary

**PART 1 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Call to Order**

---

Councillor Luhning, Vice-Chairperson, called the meeting to order at 4:03 p.m.

**PART 2 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Approval of the Agenda**

---

Moved by John Parsons  
THAT the agenda be approved as presented.

Carried.

**PART 3 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Adoption of Minutes – August 20, 2019**

---

Moved by Brian Sykora  
THAT the minutes of the August 20, 2019 regular meeting of the Municipal Planning Commission be approved as presented.

Carried.

**PART 4 – APPROVAL OF COUNCIL REQUIRED**

**Re: 303 Coteau Street West – Rezoning Application**

---

Considered was a report dated October 7, 2019 from the Department of Planning and Development Services presenting a request for rezoning of 303 Coteau Street West.

Committee member, Roy Dickinson, expressed concerns with the rezoning application regarding a possible “jurisprudential” issue should the application be approved.

Moved by Roy Dickinson

**THAT the rezoning application of Parcels 86 and 87, Plan No. D4450 Ext. 27 & 28 from R1 – Large Lot Low Density Residential District to CZ – Contract Zoning District be tabled pending receipt of further documentation with regards to the Offer to Purchase.**

Carried.

**PART 5 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Adjournment**

---

Moved by Brian Sykora

THAT the meeting now adjourn.

Carried.

The meeting adjourned at 4:39 p.m.

*Email Approval November 4, 2019*  
Councillor D. Luhning, Vice-Chairperson

**CITY MANAGER’S COMMENTS:**

Jim Puffalt  
City Manager

**MAYOR’S COMMENTS:**

Fraser Tolmie  
Mayor



# City of Moose Jaw

**TITLE:** 303 Coteau Street West – Rezoning Application

**TO:** Municipal Planning Commission

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

**DATE:** October 7, 2019

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

---

## **RECOMMENDATION**

THAT the Municipal Planning Commission recommend to City Council that City Administration proceed with the rezoning of Parcels 86 & 87, Plan No. D4450 Ext. 27 & 28 from R1 – Large Lot Low Density Residential District to CZ – Contract Zoning District.

## **TOPIC AND PURPOSE**

The purpose of this report is to consider an application from 102067463 Saskatchewan Corporation to rezone the subject property from R1 – Large Lot Low Density Residential District to C1B – Mixed Use Neighbourhood Commercial District, to allow the property to be used as a retail (furniture) store with offices on the second floor. Upon further review of the property, Administration is recommending that a Contract Zone with the C1B District development standards be applied.

## **BACKGROUND**

The property is composed of two 15m frontage lots with a total site area of 1,161m<sup>2</sup>. The existing building on the site has two levels with a total floor area of 715m<sup>2</sup>. The property is on the corner of Coteau Street West and Tapley Street and is adjacent to a public park. The area is zoned for low density residential uses, and is primarily composed of one-unit dwellings.

The building was originally constructed in the 1940's as a church, and operated this way until a brief change of use in the early 2000's to a one-unit dwelling. In 2010, the new owners of the property went through the discretionary use process to change the use of the property back to a church and community centre. The building was also renovated at this time to install a commercial kitchen and upstairs living quarters.



## **DISCUSSION**

The applicant is proposing to operate a home appliance and furniture store at this location. This use is classified as a "Retail Store" under the Zoning Bylaw, and is permitted in the C1B District. The applicant has stated several reasons in support of their application:

- The size of the existing building and property
- The location of the property on a corner
- The existing parking spaces provided

In the C1B District, the maximum amount of floor area that may be devoted towards a retail use is 325m<sup>2</sup>. The purpose of this requirement is to ensure that retail operations maintain a scale that is compatible with residential uses. The applicant is proposing to limit the retail area to a portion of the lower level, to maintain compliance with this requirement. The remaining floor area of the building is proposed for office and storage space.

The parking requirement for the retail use is 7 stalls plus one loading stall. One of the 7 parking stalls must be an oversized accessible stall for vans with wheelchair lifts. The existing rear parking area can accommodate the required parking for this use. If delivery vehicles are required to access the property, they will be limited to the maximum truck weights as determined by the City Engineering Department.

At this time, the building is not required to meet accessibility standards. However, any affected individual may appeal to the Human Rights Commission to have barrier-free requirements for this building at any time.

A change of use permit will be required prior to the retail store being granted occupancy. Renovations may be required to meet the National Building Code, including appropriate fire rating for commercial uses. Due to the proximity of the building to the west property line, the west wall will require non-combustible construction to accommodate most uses. Since the building is currently classified as an "assembly" use under the National Building Code, any change of use would trigger this requirement for non-combustible wall construction. In the C1B District, the only uses that would be able to occupy the building without triggering a change of use would be:

- Art Galleries
- Restaurants
- Day Care Centres/Preschools (Discretionary)
- Licensed Facilities in conjunctions with restaurants (Discretionary)
- Private Schools (Discretionary)

All other uses in the C1B District would require the west wall to be of non-combustible construction. The property owner and applicant have engaged a professional designer to assess the west wall, and provide a quote for any potential renovations. Administration does not recommend that a property be rezoned if it is cost-prohibitive to meet the National Building Code requirements for the majority of uses with the zone, mainly because it sends the wrong message to potential purchasers and developers. Using a Contract Zone with the C1B development standards will allow the limitations of the property to clearly states and registered on the property title, while also allowing for the



full range of C1B zoning to be in full effect. The content in the proposed Contract Zone Agreement is proposed to be:

- Parking requirements from the C1B District standards;
- A list of land uses that may be permitted without completing building upgrades;
- Standards for the maximum floor area that may be occupied by a retail or restaurant use, as stated in the C1B District;
- Any other conditions or standards imposed by City Council.

The purpose of the C1B Mixed Use Neighbourhood Commercial District is to provide an area that permits mixed use development which may include a limited range of commercial and institutional, and medium density residential uses that are generally compatible with residential land uses and are intended to serve convenience needs of residents within that neighbourhood. Administration believes that the C1B District standards and uses are appropriate for this location given the conditions of the property and area. While a furniture store is not a typical neighbourhood commercial use, it is classified as a "Retail Store" under the Zoning Bylaw and is a permitted use in this District. Administration is in support of an application to Contract Zone the subject property using the C1B District development standards.

#### **OPTIONS TO RECOMMENDATION**

- City Council may decide to rezone the property to C1B – Mixed Use Neighbourhood Commercial District;
- City Council may decide to maintain the current Zoning of the property, or suggest an alternate zoning arrangement.

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

In accordance with the Public Notice requirements in the *Planning and Development Act, 2007*, and City practice, the Zoning Bylaw amendment must be advertised for two consecutive weeks in the newspaper. Public comments will be collected by City Administration, or directly presented to Council at the Public Hearing.

#### **OFFICIAL COMMUNITY PLAN**

The Official Community Plan (OCP) provides the framework to guide the physical, economic, social, environmental and cultural development of the City. According to the *Planning and Development Act, 2007*, no development shall be carried out which is contrary to the Plan. Relevant sections of the OCP are listed below:

#### **5.2.2 Location of Commercial Development and Use of Commercial Lands**

- a) The City has evaluated and will continue to monitor proposals for commercial development (whether proposals for Neighbourhood Commercial, Mixed Use Commercial, High Density or Vehicle-Oriented Commercial) in terms of their

impact on the City as a whole and on their immediate surroundings, with regard to:

- i) capacity of the street system and public transit system to accommodate any increases in vehicle traffic and ridership;
  - ii) capacity of existing sewer and water systems to service the proposed development;
  - iii) integration with abutting and nearby uses;
  - iv) the long-term viability of retail and commercial activity in the Downtown; and
  - v) all other relevant Objectives and Policies in this Plan.
- b) No specific Neighbourhood Commercial Land Use Classification is shown on the Future Land Use Concept Map that is attached to and forms part of this Plan. Neighbourhood Commercial sites shall be provided, as necessary, to serve the daily needs of the residents in the neighbourhood.
- c) Neighbourhood Commercial sites shall be located along collector or arterial roadways. Care shall be taken to choose sites, which will minimize land use conflicts with nearby residential properties but, at the same time, provide convenient access to neighbourhood patrons.

### **19.1.2 Contract Zoning**

- a) Contract Zoning may be used by Council on a case-by-case basis to deal more effectively with the development of individual lots, blocks or other small areas with servicing, site or access limitations, unique features or opportunities which could not be accommodated by the current Zoning Bylaw.
- b) Subject to the following Guidelines, the Council may rezone an area to a Contract Zone pursuant to The Planning and Development Act, 2007 in order to allow a specific development which would benefit the City but which is not currently compatible with the current zoning uses or regulations affecting the subject area:
- i) Council shall consider the nature and intensity of the surrounding uses to avoid or minimize land use conflict when investigating a rezoning proposal for a new Contract Zoning area.
  - ii) Prior to approving a rezoning for a new Contract Zone, Council shall consider whether any environmental, servicing, or public safety problems would result due to the intended uses anticipated in the Contract.
  - iii) Council shall also ensure that the land use in a proposed Contract Zone benefits the City and is consistent with the other policies of the Official Community Plan.

- iv) Council shall outline criteria for the creation of all new Contract Zones in the General Purpose of the Contract Zone in the Zoning Bylaw. These criteria will be based on, but not limited to Council's consideration of the unique physical nature of the land which may be included in the Contract Zone, the possibility of developing a mix of compatible land uses in the area, and the potential for introducing new types or forms of development which may not be possible under the current Zoning Bylaw.
- v) All proposals for a new Contract Zoning area shall be circulated to obtain the comments of the Municipal Planning Commission and any other agency or group identified by Council as having a potential interest in the matter.

### **BYLAW OR POLICY IMPLICATIONS**

The Zoning Bylaw Map would be amended to classify these parcels as a CZ property.

### **FINANCIAL IMPLICATIONS**

Advertising costs are billed directly to the applicant, on top of the application fee of \$500.

### **OTHER CONSIDERATIONS/IMPLICATIONS**

All recommendations of the Municipal Planning Commission require approval of City Council.

### **PRESENTATION**

VERBAL:       X

Michelle Sanson, Director of Planning and Development Services, will be in attendance.

### **ATTACHMENTS**

1. Application for Rezoning;
2. Aerial View of the Property;
3. Zoning Map;
4. Street View of the Property;
5. Excerpts from the Zoning Bylaw.

Respectfully Submitted By,

"Veronica Blair"

Veronica Blair  
Planner 1

"Michelle Sanson"

Michelle Sanson, MCIP, RPP  
Director of Planning & Development Services



# PROPERTY REZONING / ZONING AMENDMENT APPLICATION

## PROPERTY INFORMATION

Date of Application: Oct 4, 2019

File No. \_\_\_\_\_

Civic Address: 303 Coteau St W

Lot(s): \_\_\_\_\_ Block(s): PCL 86 & 87

Plan No. D4450 Ext 27 & 28

Existing Use of Land and Buildings:

Currently used as church.

Proposed Use of Land and Buildings:

Retail store of Home appliances and furniture.

Project Description or Purpose of Zoning Amendment:

change zoning from R1 To CIB to use the building and land for retail of Home Appliances and furniture

Reasons in support of this application (attach additional notes if needed):

the property is currently zoned R1, but the land is 100 feet by 125 feet, providing 16 parking spots, and the building is huge 6000 sqft. the land and building are too big for a single family property. However, it is perfect to be used for commercial purpose, as the land being a corner lot.

## TYPE OF APPLICATION

Land Rezoning – Zoning Bylaw Map Amendment

Current Zoning District: R1

Proposed Zoning District: CIB

Current Use of the Land: church

Proposed Use of the Land: Retail of appliances and furniture

Zoning Bylaw Text Amendment

Section(s) of the Bylaw to amend (attach proposed wording or intent of amendment):



# PROPERTY REZONING / ZONING AMENDMENT APPLICATION

## APPLICANT INFORMATION

Applicant name and/or Company Name: Robin Liu  
102067463 Saskatchewan Corp.  
 Mailing Address: ST City: Regina Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## OWNER INFORMATION (Same as applicant)

Applicant name and/or Company Name: Ross Hardy  
ST City: Saskatoon Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

## APPLICATION INFORMATION

Supporting documentation and plans attached? ☒ Yes ☐ No  
 Application fee of \$500 attached? ☒ Yes ☐ No

## PLEASE READ AND SIGN THE DISCLAIMER BELOW:

\*I hereby declare that the information contained within this application is true to the best of my knowledge.

\*I hereby acknowledge that it is my responsibility to ensure compliance with any applicable municipal bylaws, provincial or federal acts and regulations

\*I acknowledge that submitting this application does not constitute an approval. I further understand that it is an offence under City Bylaws to start construction or change the use of a building/property without an approved development/building permit.

\*I hereby declare that I am the owner of the subject property, or am acting as an authorized agent of the property owner(s)\*

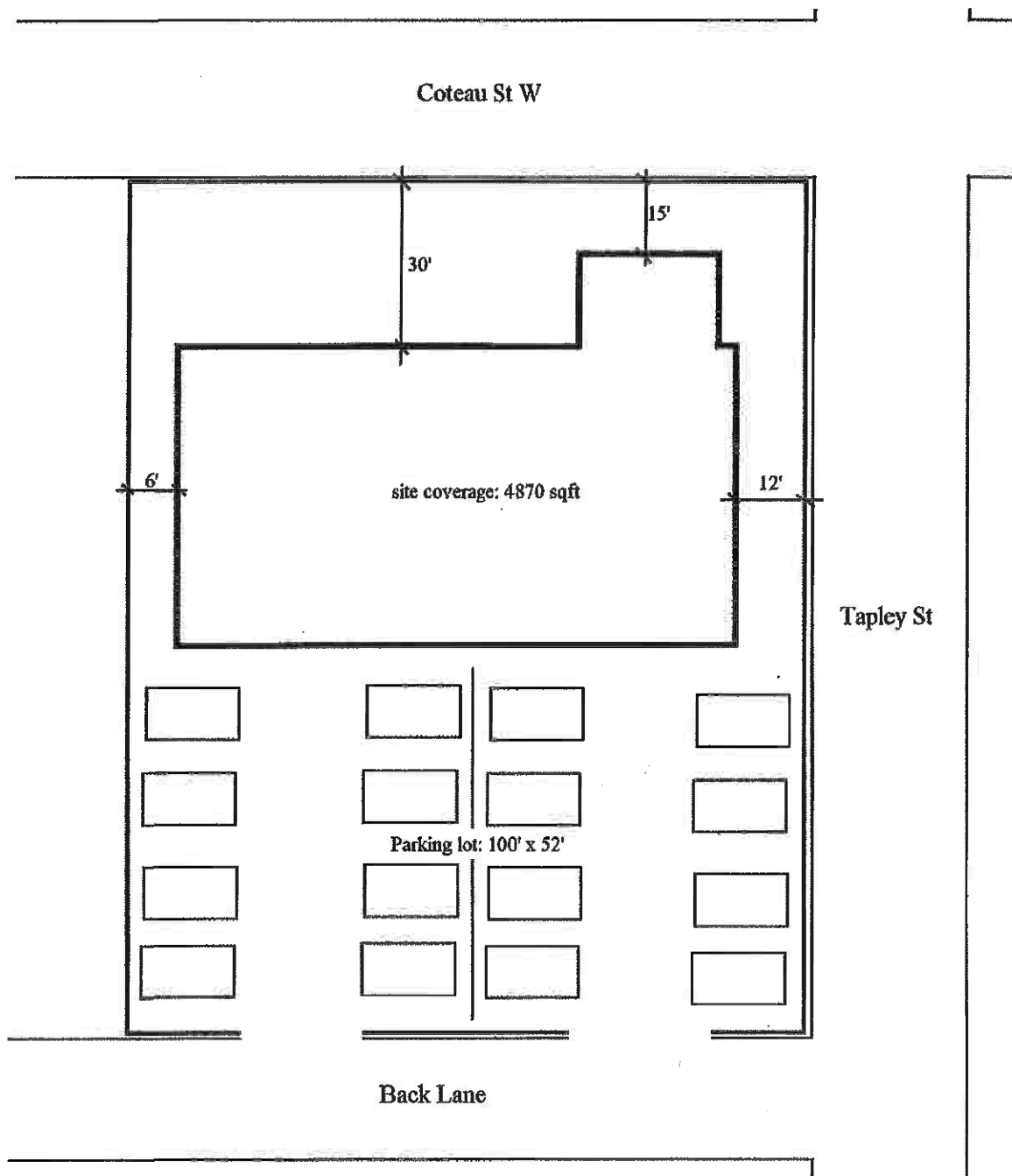
Property Owner Consent Attached: ☒ Yes ☐ No

Signature: \_\_\_\_\_

Date: Oct 4, 2019

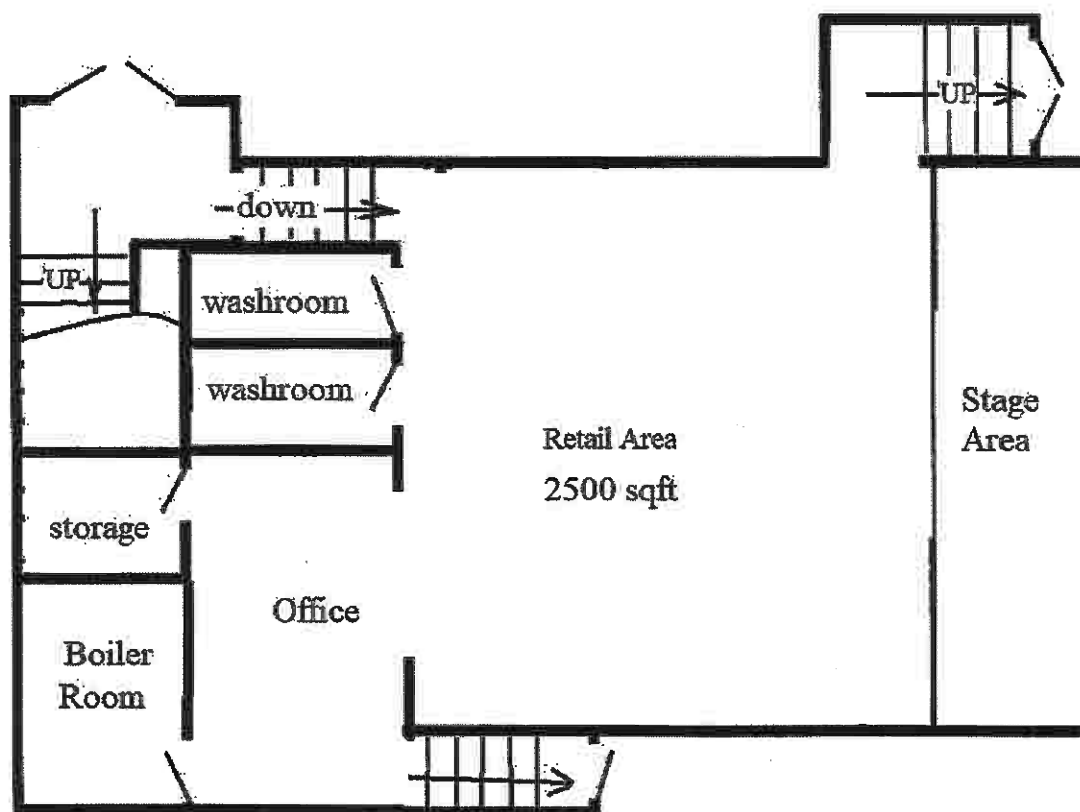
### 303 Coteau St W - Site Map

lot size: 100' x 125'



## 303 Coteau St W - Main Floor

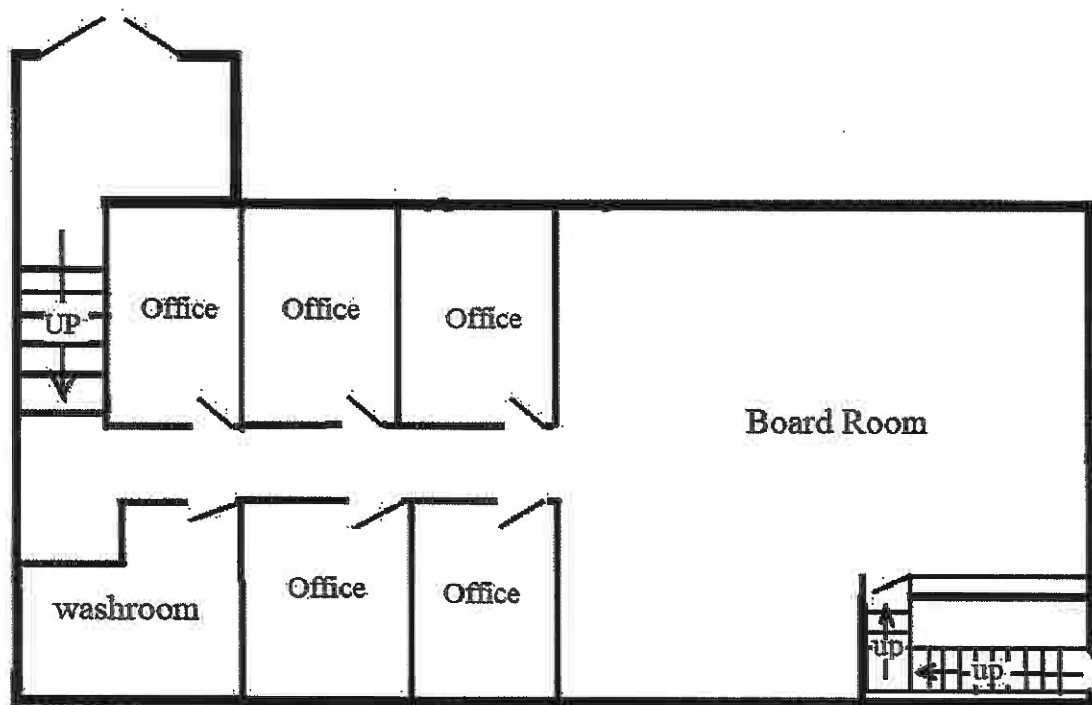
Floor area: 4870 sqft





## 303 Coteau St W - Second Floor

floor area: 2830 sqft





## Property Report

Print Date: 04-Oct-2019

Page 1 of 3

Municipality Name: CITY OF MOOSE JAW

Assessment ID Number: MOOSE-525000750 PID: 516014105

Civic Address: 303 Coteau St W

Title Acres:

Inspected: 17-Dec-2012

Legal Location: Lot 86-87 Block Plan D4450 Sup

School Division: 210

Change Reason: Maintenance

Supplementary: LOT 86-87 SEABORN PLAN D4450

Neighbourhood: MOOSE-150

Year / Frozen ID: 2019/-2

Overall PUSE: 7300

Predom Code: MS309 Church

Method in Use: C.A.M.A. - Cost

Call Back Year:



## URBAN LAND

Lot/Plot	Plot Use	Plot Characteristics	Rates and Factors	Other Information	Liability Subdivision	Tax Class	Tax Status
1	Residential Land	Irregular	Prime Rate: \$9.00	Std. Parcel Size: 6,100.00	1	CO	Exempt
		Width(ft) 100.00	Urban - Square Foot	Land Size Multiplier: 155			
		Side 1 (ft)		Adjustment reason:			
		Side 2 (ft)					
		Area/Units 12,500.00					

## RESIDENTIAL IMPROVEMENTS SUMMARY

Building ID & Sequence	Quality	Condition Rating	Physical Depreciation	Functional Obsolescence	MAF	Liability Subdivision	Tax Class	Tax Status
4064473 0	4 - Average	(0.5) - Good	64	0	1.00	1	CO	Exempt
	Area Code(s):	Base Area (sq.ft)	Year Built	Unfin%	Dimensions			
	Porch or Closed Veranda	220	1939					

## RESIDENTIAL IMPROVEMENTS Details

Section: Porch or Closed Veranda	Building ID: 4064473 0	Section Area: 220
Quality: 4 - Average	Porch/Closed Ver Rate: Porch/Closed Ver	

CITY OF CITY OF MOOSE JAW

Assessment ID Number:

MOOSE-525000750

PID: 516014105

Print Date: 04-Oct-2019

Page 2 of 3

**COMMERCIAL IMPROVEMENT SUMMARY**

Sub Model & Occupancy Type	Const Class	Quality	Bldg ID	Bldg Seq	Eff. Yr Built	Cond	SEC Area/Vol	TRA Area	Func OBS	Econ OBS	Phys DEP	UNF	MAF	Tax Class	Liability Sub ST
309 - Church Occupancy - Base Rate	D (Wood Frame)	B	3740667	0	1939	0.9 - Above Average	2830	2830			72		100	CO	1 Exempt
Dimensions: APEX drawing exists.															
309 - Church Basement - Finished	D (Wood Frame)	B	3740668	0	1939	0.9 - Above Average	2830	4870			72		100	CO	1 Exempt
Dimensions: APEX drawing exists.															
309 - Church Basement - Finished	D (Wood Frame)	B	3740668	1	1939	0.9 - Above Average	2040	4870			72		100	CO	1 Exempt
Dimensions: APEX drawing exists.															

**COMMERCIAL IMPROVEMENT DETAILS**

Sub Model: 309 - Church	Type: Occupancy - Base Rate	Building ID & Seq: 3740667/0	Section Area/Vol: 2830	Perimeter: 260
Act. Year Built: 1939				
Description :	Occupancy Type : Occupancy - Base Rate	Construction Class : D (Wood Frame)		
Construction Quality : B - Average	Heating Type 1 : 100% - Forced Hot Air	Heating Type 2 :		
Ventilation 1 : 100% - No Ventilation	Ventilation 2 :	Air Conditioning Type 1 : 100% - No Air Conditioning		
Air Conditioning Type 2 :	Sprinklers 1 : 100% - No Sprinklers	Sprinklers 2 :		
Elevators : No Elevators	Storey Height : 12	Total # of Storeys: Section : 01 Storey		
Total # of Storeys: Building : 01 Storey	Unit-In-Place Component :	Physical Condition : 0.9 - Above Average		

Sub Model: 309 - Church	Type: Basement - Finished	Building ID & Seq: 3740668/0	Section Area/Vol: 2830	Perimeter: 346
Act. Year Built: 1939				
Description :	Occupancy Type : Basement - Finished	Construction Class : D (Wood Frame)		
Construction Quality : B - Average	Heating Type 1 : 100% - Forced Hot Air	Heating Type 2 :		
Ventilation 1 : 100% - No Ventilation	Ventilation 2 :	Air Conditioning Type 1 : 100% - No Air Conditioning		
Air Conditioning Type 2 :	Sprinklers 1 : 100% - No Sprinklers	Sprinklers 2 :		
Elevators : No Elevators	Storey Height : 10	Total # of Storeys: Section : 01 Storey		
Total # of Storeys: Building : 01 Storey	Unit-In-Place Component :	Physical Condition : 0.9 - Above Average		

Sub Model: 309 - Church	Type: Basement - Finished	Building ID & Seq: 3740668/1	Section Area/Vol: 2040	Perimeter: 346
Act. Year Built: 1939				
Description :	Occupancy Type : Basement - Finished	Construction Class : D (Wood Frame)		
Construction Quality : B - Average	Heating Type 1 : 100% - Forced Hot Air	Heating Type 2 :		
Ventilation 1 : 100% - No Ventilation	Ventilation 2 :	Air Conditioning Type 1 : 100% - No Air Conditioning		
Air Conditioning Type 2 :	Sprinklers 1 : 100% - No Sprinklers	Sprinklers 2 :		
Elevators : No Elevators	Storey Height : 10	Total # of Storeys: Section : 01 Storey		
Total # of Storeys: Building : 01 Storey	Unit-In-Place Component :	Physical Condition : 0.9 - Above Average		

CITY OF CITY OF MOOSE JAW

Assessment ID Number:

MOOSE-525000750

PID: 516014105

Print Date: 04-Oct-2019

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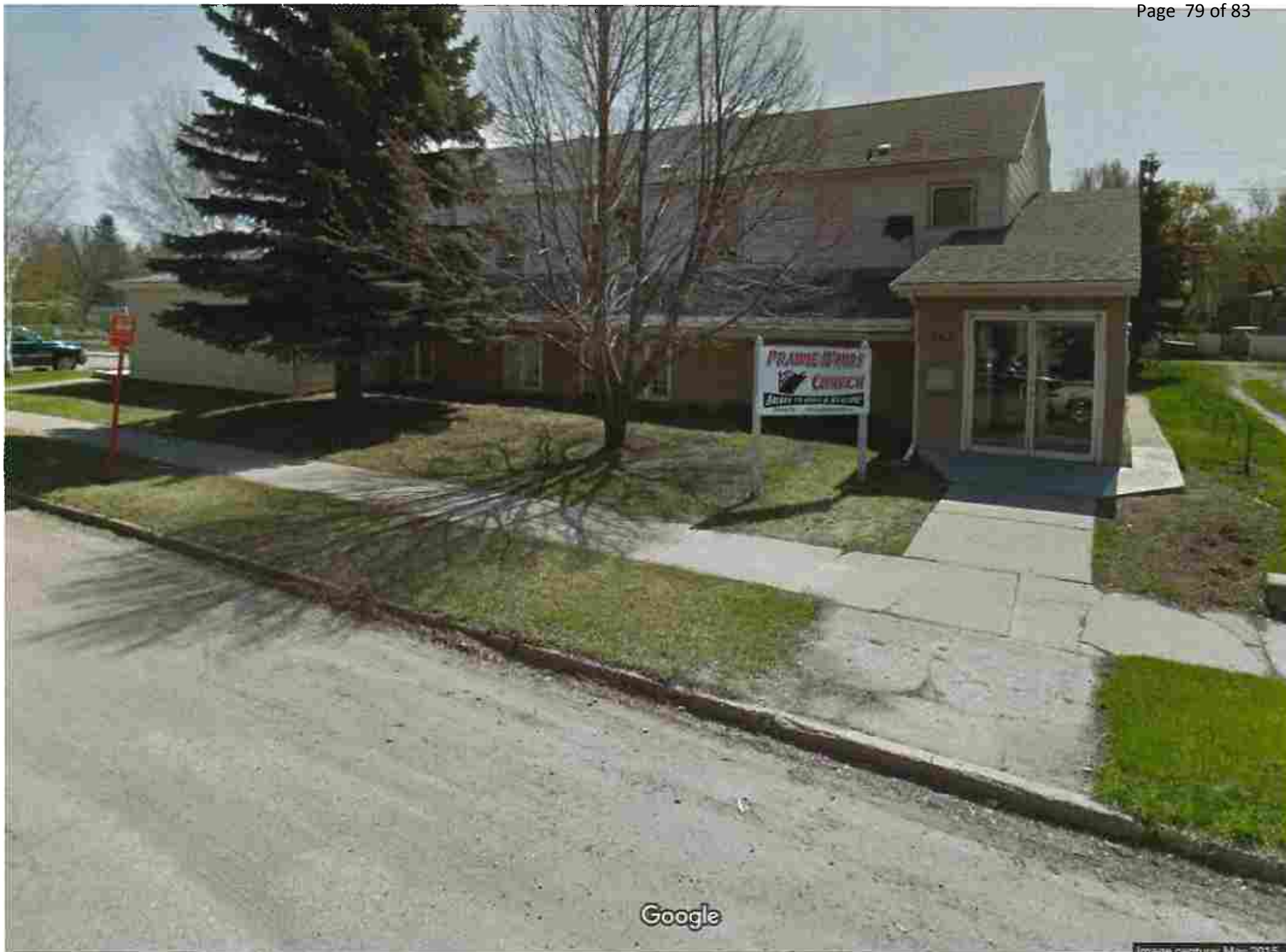
Assessed & Taxable/Exempt Values (Summary)

Description	Appraised Values	Adjust Reason	Liability Subdivision	Tax Class	Percentage of value	Taxable	Adjust Reason	Exempt	Adjust Reason	Tax Status
Improvement	\$311,800		1	Comm & Industrial Other	100%	\$0		\$311,800		Exempt
Non-Agricultural	\$75,800		1	Comm & Industrial Other	100%	\$0		\$75,800		Exempt
Total of Assessed Values:	\$387,600									
				Total of Taxable/Exempt Values:		\$0		\$387,600		









**7.2 C1B MIXED USE NEIGHBOURHOOD COMMERCIAL DISTRICT****7.2.1 PURPOSE**

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

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

(Bylaw No. 5589, 2019)

**PERMITTED USES**

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

(Bylaw No. 5589, 2019)

**DISCRETIONARY USES**

- **Day Care Centres/Pre-Schools** – refer to Section 4.9



- **Licensed Facilities in conjunction with and attached to a restaurant** – refer to Sections 7.2.2.2
- **Private Schools**

*(Bylaw No. 5589, 2019)*

#### **7.2.2 NOTES TO DEVELOPMENT STANDARDS**

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

*(Bylaw No. 5589, 2019)*

## **10.8 CZ CONTRACT ZONING DISTRICT**

### **10.8.1 PURPOSE**

The purpose of Contract Zoning is to allow City Council, on a case by case basis to deal more effectively with the development of individual sites, blocks or other small areas with servicing, site or access limitations, unique features or opportunities which could not be accommodated by the current Zoning Bylaw.

### **10.8.2 APPLICATION**

- i. The zone may only be applied on:
  - a. small or irregularly shaped sites;
  - b. sites restricted by physical barriers such as water courses, slopes, etc.;
  - c. infill or mixed use areas and historically sensitive areas; or
  - d. areas to accommodate unique features or development opportunities.
- ii. no contract zone shall be designated on a part of a building or structure based on a leasehold interest of any person in the land on which the building or structure is situated.

### **10.8.3 PERMITTED USES**

Only uses specified in the contract agreement shall be allowed.

### **10.8.4 DEVELOPMENT STANDARDS**

The regulations respecting site size, frontage, coverage, floor area ratio, building height and yards, signs, landscaping, parking, payment in lieu of parking, and loading shall be those specified in the contract agreement.

### **10.8.5 DEVELOPMENT REQUIREMENTS AND PROCEDURES**

- i. Each application for a contract zone shall be evaluated on its own merits in accordance with the guidelines in Section 19.1.2 of the Official Community Plan for assessing contract zone proposals and requirements for evaluating discretionary uses in Section 3.15.5 of this Bylaw.
- ii. Where the proposal meets the requirements of this subsection, Council may enter into a zoning contract or agreement with the individual or corporation for the purpose of accommodating the request to re-zone the land.
- iii. Council may, in approving the zoning contract, attach conditions, which in its opinion, are necessary to implement the guidelines and ensure compatibility between the proposal and surrounding land

uses and are only limited by the provisions of *The Planning and Development Act, 2007*.

- iv. The procedures for an amendment to the zoning bylaw specified in Section 3.16 of this Bylaw shall be used in processing applications for zoning contracts.

#### **10.8.6 SPECIAL PROVISIONS FOR ZONING AGREEMENTS OR CONTRACT ZONING**

A zoning designation, which is subject to an agreement entered into pursuant to the provisions of section 72 of *The Planning and Development Act 2007*, and section 19.1.2 of the Official Community Plan, shall be indicated on the Zoning Map. This will be indicated on the zoning map by the addition of the Bylaw number authorizing the agreement after the zoning district designation.

#### **10.8.7 REFERENCE**

- i. The use of the symbol "CZ" in the Zoning Maps and text shall indicate a property which has been re-zoned through a contractual agreement between a person or corporation and the City.
- ii. All approved zoning contracts shall be added to the Zoning Bylaw as part of Appendix "A" entitled Contract Zoning Agreements.