



## **CITY COUNCIL**

**Monday, June 24, 2019, 5:30 p.m.**  
**Council Chambers, 2nd Floor, City Hall**

**1. CALL TO ORDER**

**2. PUBLIC ACKNOWLEDGEMENTS**

**3. ADOPTION OF MINUTES**

- a. Minutes of the Regular Meeting of City Council - June 10, 2019
  - 1. Memo re: Correction to Minutes

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

- a. Saskatchewan City Mayors' Caucus Meeting, CC-2019-0054

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

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

- a. Executive Committee - June 10, 2019

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

- a. Executive Committee - June 10, 2019

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

- a. Parks and Recreation Advisory Committee - June 5, 2019
- b. Youth Advisory Committee - June 6, 2019
- c. Special Needs Advisory Committee - June 13, 2019

**9. GIVING NOTICE**

**10. MOTIONS****a. Appointment of Deputy Mayor**

THAT Councillor Luhning be appointed Deputy Mayor for the ensuing two (2) months effective July 1, 2019 to August 31, 2019 and/or until a successor is appointed.

**b. Appointment of Chairperson - Executive Committee**

THAT Councillor Eby be appointed Chairperson of the Executive Committee for the ensuing two (2) months effective July 1, 2019 to August 31, 2019 and/or until a successor is appointed.

**c. Appointment of Chairperson - Personnel Committee**

THAT Councillor Warren be appointed Chairperson of the Personnel Committee for the ensuing two (2) months effective July 1, 2019 to August 31, 2019 and/or until a successor is appointed.

**d. Re: Provincial Government Employment Levels (Coun. Swanson)**

THAT Administration undertake to have the Provincial Government Employment Levels report updated for the past two provincial fiscal years.

**e. Re: RFP for Electrical Services (Coun. Swanson)**

THAT Administration release an RFP for the provision of electrical services for the City of Moose Jaw.

**f. Re: Referral of Out of Scope Acting Pay to Personnel Committee (Coun. Swanson)**

THAT Answer to Enquiry 9 of 2019 - Out of Scope Acting Pay be referred to the next meeting of the Personnel Committee.

**11. BYLAWS****a. Consideration of Bylaws**

1. Bylaw No. 5587, Remuneration Bylaw Amendment, 2019 (1), CC-2019-0057

2. Bylaw No. 5584, Taxi, Limousine and Shuttle Bylaw, 2019, CC-2019-0055

**b. Introduction of Bylaws**

1. Bylaw No. 5591 – City Administration Bylaw Amendment, 2019 (3), CC-2019-0062

2. Bylaw No. 5588, Traffic Bylaw Amendment, 2019 (1), CC-2019-0058

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

14. PUBLIC FORUM

15. ADJOURNMENT

*Executive Committee to follow.*

The next regular meeting of City Council is scheduled for July 8, 2019



## **MINUTES**

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

**Monday, June 10, 2019, 5:30 p.m.  
Council Chambers, City Hall**

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

#### **CALL TO ORDER**

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

#### **PUBLIC ACKNOWLEDGEMENTS**

Mayor Tolmie rose to acknowledge the June 1, 2019 plane crash that claimed the lives of three Moose Jaw residents: James Wilk, Kerry DePape and Justin Filteau. Council observed a moment of silence.

#### **ADOPTION OF MINUTES**

**Re: Adoption of Regular City Council Meeting Minutes – May 27, 2019**

231

Moved by Councillor McMann, seconded by Councillor Swanson  
THAT the minutes of the regular meeting of City Council held on Monday, May 27, 2019 be approved and adopted.

Carried.

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

232 Moved by Councillor Swanson, seconded by Councillor McMann  
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.

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

**Communication #47 – Notice of Decision of the Development Appeals Board**

Considered was a report (Communication #47) dated May 28, 2019 from the Secretary, Development Appeals Board, submitting the decisions of the Development Appeals Board meeting held May 21, 2019.

233 Moved by Councillor Eby  
THAT the following Decisions of the Development Appeals Board be received and filed:

{3 – 2019} Jason Edwards  
1205 12th Avenue South West, Moose Jaw, SK

{4 – 2019} Randy Hanson  
901 Normandy Drive, Moose Jaw, SK

Carried.

**Communication #48 – Notice of Meeting of the Development Appeals Board**

Considered was a report (Communication #48) dated May 30, 2019 from the Secretary, Development Appeals Board, provide City Council with notice that a Development Appeals Board Meeting is scheduled for June 18, 2019.

234 Moved by Councillor Luhning  
THAT Communication #48 dated May 30, 2019 from the Secretary, Development Appeals Board, being a Notice of Development Appeals Board meeting, be received and filed.

Carried.

**Communication #49 – Contract Change Order No. 1 – Pro-Tec Electric Ltd –  
Northeast Reservoir Backup Engine Replacement  
Project**

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Considered was a report (Communication #49) dated May 30, 2019 from the Department of Engineering Services requesting approval for the additional construction cost to replace the entire switchgear/switchboard at Northeast Reservoir pumphouse.

Moved by Councillor McMan

- 235 THAT City Council approve a change order to the contract with Pro-Tec Electric Ltd (Pro-Tec) for the Northeast Reservoir (NER) Backup Engine Replacement project in the amount of \$59,598.55 plus GST to replace the entire switchgear/switchboard.

Carried.

**Communication #50 – Waiver of Fees Request – Wakamow Aboriginal  
Community Association**

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Considered was a report (Communication #50) dated June 3, 2019 from the City Manager requesting approval from City Council to waive the booking fees at tatawâw Park for the National Indigenous Peoples Day events hosted by the Wakamow Aboriginal Community Association (WACA).

Moved by Councillor Froese

- 236 THAT anyone in the gallery who would like to address this matter be allowed to do so.

Carried.

Ms. Lori Deets, Chairperson, WACA, addressed members of City Council.

Moved by Councillor McMan

- 237 THAT the request from the Wakamow Aboriginal Community Association to waive the booking fees in the amount of \$445.69 for the National Indigenous Peoples Day events at tatawâw Park be approved.

Vote Delayed By Amendment.

Moved by Councillor Luhning

- 237a THAT the motion be amended by adding the following: "and THAT this is a one-time waiver of booking fees for the 2019 National Indigenous Peoples Day."

Carried.

The Motion, as Amended, was Carried.

The Motion, as Amended, reads as follows:

*THAT the request from the Wakamow Aboriginal Community Association to waive the booking fees in the amount of \$445.69 for the National Indigenous Peoples Day events at tatawâw Park be approved; and*

*THAT this is a one-time waiver of booking fees for the 2019 National Indigenous Peoples Day.*

### **Communication #51 – Results of Bond Opportunity**

Considered was a report (Communication #51) dated June 5, 2019 from the Investment Committee to report on the recent sale of Bonds by the City of Moose Jaw, their reinvestment in Guaranteed Investment Certificates (GICs) and future maturity dates.

- 238 Moved by Mayor Tolmie  
 THAT Communication #51 re: Results of Bond Opportunity dated June 5, 2019 be received and filed.
- Carried.

### **ADOPTION OF THE REPORT OF THE COMMITTEE OF THE WHOLE**

- 239 Moved by Councillor Eby, seconded by Councillor Froese  
 THAT the report of the Committee of the Whole be taken as read, received and adopted.
- Carried.

### **REPORTS OF STANDING COMMITTEES OF CITY COUNCIL**

#### **a. Executive Committee – May 27, 2019**

- 240 Moved by Councillor Eby, seconded by Councillor Froese  
 THAT the report of the Executive Committee meeting dated May 27, 2019 be taken as read.
- Carried.

**MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES****a. Executive Committee – May 27, 2019**

Councillor Swanson requested a second vote on the following Amendment motions from the Executive Committee meeting dated May 27, 2019.

*"THAT under the Fixed Income Pool the minimum quality standard for individual money market instruments be changed from BBB to single A for individual bonds."*

Defeated.

*"THAT under the Moderate Term Pool the Asset Class Equity be changed to a maximum of 30.00% from 50.00%."*

Defeated.

*"THAT under the Long Term Pool the Asset Class Equity be changed to a maximum of 30.00% from 90.00%."*

Councillor Swanson requested a recorded vote on the motion:

**Present:** Mayor Tolmie, Councillor Luhning, Councillor Warren, Councillor Swanson, Councillor Froese, Councillor McMann, Councillor Eby.

**In Favour:**

Councillor Swanson

**Opposed:**

Mayor Tolmie  
Councillor Luhning  
Councillor Warren  
Councillor Froese  
Councillor McMann  
Councillor Eby

Defeated.

Councillor Swanson requested a second vote on the following motion from the Executive Committee meeting dated May 27, 2019.

241

*"THAT City Administration be directed to amend the City of Moose Jaw Investment Policy substantially in the form attached to this report as Attachment #3; and*

*THAT the amendments be made to the City's Administration Bylaw and brought back for City Council approval."*



Councillor Swanson requested a recorded vote on the motion:

**Present:** Mayor Tolmie, Councillor Luhning, Councillor Warren, Councillor Swanson, Councillor Froese, Councillor McMann, Councillor Eby.

**In Favour:**

Mayor Tolmie  
Councillor Luhning  
Councillor Warren  
Councillor Swanson  
Councillor Froese  
Councillor McMann  
Councillor Eby

**Opposed:**

Councillor Swanson

Carried.

242

Moved by Councillor Froese, seconded by Councillor Eby  
THAT the report of the Executive Committee meeting dated May 27, 2019 be received and adopted.

Carried.

**REPORTS OF ADVISORY AND OTHER COMMITTEES**

**a. Cultural Diversity Advisory Committee – May 27, 2019**

Councillor Eby reported on the minutes of the Cultural Diversity Advisory Committee meeting held May 27, 2019.

243

Moved by Councillor Eby, seconded by Councillor Froese  
THAT the minutes of the Cultural Diversity Advisory Committee meeting held May 27, 2019 be received and adopted.

Carried.

**b. Municipal Planning Commission – May 28, 2019**

Councillor Eby reported on the minutes of the Municipal Planning Commission meeting held May 28, 2019.

**Re: Discretionary Use – 1060 Main Street North**

244

Moved by Councillor Eby, seconded by Councillor Froese  
THAT the Discretionary Use Application for an "Office" on Lot 4, Block 11, Plan No. N3925 Ext 73, civically known as 1060 Main Street North, be approved subject to the issuance of a Development Permit.

Carried.

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

- 245 Moved by Councillor Eby, seconded by Councillor Warren  
THAT the Rezoning Application for 303 Coteau Street West, which has been  
withdrawn by the Applicant, be received and filed.
- Carried.

**Re: Zoning Bylaw Housekeeping**

- 246 Moved by Councillor Eby, seconded by Councillor Luhning  
THAT City Administration proceed with Zoning Bylaw text amendments as  
described in the appendix to this report; and
- THAT the following Sign Bylaws be repealed; Bylaw No. 2092, Bylaw No. 2165,  
Bylaw No. 4220, Bylaw No. 4044, Bylaw No. 5350; and further
- THAT City Administration proceed with the Planning Fee Bylaw text  
amendments as described in the appendix to this report.
- Carried.

**Re: Proposed Subdividing Instrument – TransGas Right of Way**

- 247 Moved by Councillor Eby, seconded by Councillor Froese  
THAT the proposed right of way within the S.E ¼ Section 27, N.E. ¼ Section 22,  
N.E ½ Section 23, 16-26-2, be approved; and
- THAT all costs incurred by this application be borne by the applicant.
- Carried.

**Disposition of Report**

- 248 Moved by Councillor Eby, seconded by Councillor Luhning  
THAT the minutes of the Municipal Planning Commission meeting held May 28,  
2019 be received and adopted.
- Carried.

**GIVING NOTICE**

Councillor Swanson rose to give notice that at the next regular meeting of City Council to be held on Monday, June 24, 2019, he intends to introduce the following motions:

**Re: Provincial Government Employment Levels**

*"THAT Administration undertake to have the Provincial Government Employment levels report updated for the past two provincial fiscal years."*

**Re: RFP for Electrical Services**

*"THAT Administration release an RFP for the provision of electrical services for the City of Moose Jaw."*

**Re: Referral of Out of Scope Acting Pay to Personnel Committee**

*"THAT Answer to Enquiry 9 of 2019 - Out of Scope Acting Pay be referred to the next meeting of the Personnel Committee."*

**MOTIONS** – Nil.**BYLAWS****Consideration of Bylaws:****#5575 – The Smoking Amendment Bylaw, 2019 (1)**

249 Moved by Councillor Eby, seconded by Councillor Froese  
 THAT Bylaw No. 5575 be now read a third time, adopted, signed by the Mayor and City Clerk, dated and sealed.  
 Carried.

**#5580 – Noise Bylaw Amendment, 2019 (1)**

250 Moved by Councillor Luhning, seconded by Councillor Warren  
 THAT Bylaw No. 5580 be now read a third time, adopted, signed by the Mayor and City Clerk, dated and sealed.  
 Carried.

**#5581 – Building Bylaw Amendment, 2019 (1)**

251 Moved by Councillor Warren, seconded by Councillor Luhning  
 THAT Bylaw No. 5581 be now read a third time, adopted, signed by the Mayor and City Clerk, dated and sealed.  
 Carried.

**Introduction of Bylaws:****#5584 – Taxi, Limousine and Shuttle Bylaw, 2019**

252a Moved by Councillor Luhning, seconded by Councillor Eby  
 THAT Deputy Mayor Councillor Warren be allowed to introduce **Bylaw No. 5584, TAXI, LIMOUSINE AND SHUTTLE BYLAW, 2019.**

Carried.

252b Moved by Councillor Eby, seconded by Councillor Luhning  
 THAT Bylaw No. 5584 be now read a first time.

Carried.

252c Moved by Councillor McMan, seconded by Councillor Froese  
 THAT Bylaw No. 5584 be now read a second time.

Carried.

252d Moved by Councillor Eby, seconded by Councillor McMan  
 THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Warren to consider Bylaw No. 5584.

Carried.

252e Moved by Councillor Luhning  
 THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried.

Your Committee of the Whole to consider **Bylaw No. 5584, Taxi, Limousine and Shuttle Bylaw, 2019**, begs to report that the Bylaw passed this Committee without amendment.

(Sgd). Coun. Warren  
 Chairperson

252f Moved by Councillor Luhning, seconded by Councillor Eby  
 THAT the report of the Committee of the Whole be received and adopted.

Carried.

252g Moved by Councillor Eby, seconded by Councillor Froese  
 THAT Bylaw No. 5584 be submitted for Third reading forthwith.

Carried But Not Unanimously.

**#5585 – Rideshare Bylaw, 2019**

253a Moved by Councillor Luhning, seconded by Councillor Eby  
 THAT Deputy Mayor Councillor Warren be allowed to introduce **Bylaw No. 5585, RIDESHARE BYLAW, 2019.**

Carried.

253b Moved by Councillor Eby, seconded by Councillor Luhning  
 THAT Bylaw No. 5585 be now read a first time.

Carried.

253c Moved by Councillor Froese, seconded by Councillor McMann  
 THAT Bylaw No. 5585 be now read a second time.

Carried.

253d Moved by Councillor McMann, seconded by Councillor Eby  
 THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Warren to consider Bylaw No. 5585.

Carried.

253e Moved by Councillor Eby  
 THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried.

Your Committee of the Whole to consider **Bylaw No. 5585, Rideshare Bylaw, 2019,** begs to report that the Bylaw passed this Committee without amendment.

(Sgd). Coun. Warren  
 Chairperson

253f Moved by Councillor Eby, seconded by Councillor Luhning  
 THAT the report of the Committee of the Whole be received and adopted.

Carried.

253g Moved by Councillor Froese, seconded by Councillor Eby  
 THAT Bylaw No. 5585 be submitted for Third reading forthwith.

Carried Unanimously.

253h Moved by Councillor Luhning, seconded by Councillor McMann  
 THAT Bylaw No. 5585 be now read a third time, adopted, signed by the Mayor and Acting City Clerk, dated and sealed.

Carried.

**#5586 – Licensing Amendment Bylaw, 2019 (1)**

254a Moved by Councillor McMann, seconded by Councillor Luhning  
 THAT Deputy Mayor Councillor Warren be allowed to introduce **Bylaw No. 5586, LICENSING AMENDMENT BYLAW, 2019 (1)**.

Carried.

254b Moved by Councillor Luhning, seconded by Councillor McMann  
 THAT Bylaw No. 5586 be now read a first time.

Carried.

254c Moved by Councillor Froese, seconded by Councillor Eby  
 THAT Bylaw No. 5586 be now read a second time.

Carried.

254d Moved by Councillor Eby, seconded by Councillor Froese  
 THAT we now go into Committee of the Whole under the Chairmanship of Deputy Mayor, Councillor Warren to consider Bylaw No. 5586.

Carried.

254e Moved by Councillor Luhning  
 THAT clause by clause consideration of the Bylaw be and is hereby dispensed with and that the said Bylaw be approved in its entirety.

Carried.

Your Committee of the Whole to consider **Bylaw No. 5586, Licensing Amendment Bylaw, 2019**, begs to report that the Bylaw passed this Committee without amendment.

(Sgd). Coun. Warren  
 Chairperson

254f Moved by Councillor Luhning, seconded by Councillor Eby  
 THAT the report of the Committee of the Whole be received and adopted.

Carried.

254g Moved by Councillor Froese, seconded by Councillor Eby  
 THAT Bylaw No. 5586 be submitted for Third reading forthwith.

Carried Unanimously.

254h Moved by Councillor Luhning, seconded by Councillor Eby  
 THAT Bylaw No. 5586 be now read a third time, adopted, signed by the Mayor  
 and Acting City Clerk, dated and sealed.  
 Carried.

**#5587 – Remuneration Bylaw Amendment, 2019 (1)**

255a Moved by Councillor Froese, seconded by Councillor Eby  
 THAT Deputy Mayor Councillor Warren be allowed to introduce **Bylaw No.**  
**5587, REMUNERATION BYLAW AMENDMENT, 2019 (1)**.  
 Carried.

255b Moved by Councillor Eby, seconded by Councillor Luhning  
 THAT Bylaw No. 5587 be now read a first time.  
 Carried.

255c Moved by Councillor Froese, seconded by Councillor McMann  
 THAT Bylaw No. 5587 be now read a second time.  
 Carried.

255d Moved by Councillor McMann, seconded by Councillor Froese  
 THAT we now go into Committee of the Whole under the Chairmanship of  
 Deputy Mayor, Councillor Warren to consider Bylaw No. 5587.  
 Carried.

255e Moved by Councillor Froese  
 THAT clause by clause consideration of the Bylaw be and is hereby dispensed  
 with and that the said Bylaw be approved in its entirety.  
 Carried.

Your Committee of the Whole to consider **Bylaw No. 5587, Remuneration**  
**Bylaw Amendment, 2019 (1)**, begs to report that the Bylaw passed this  
 Committee without amendment.

(Sgd). Coun. Warren  
 Chairperson

255f Moved by Councillor Eby, seconded by Councillor Luhning  
 THAT the report of the Committee of the Whole be received and adopted.  
 Carried.

255g Moved by Councillor Froese, seconded by Councillor Eby  
 THAT Bylaw No. 5587 be submitted for Third reading forthwith.

Carried But Not Unanimously.

**ENQUIRIES** – Nil.**RESPONSES TO WRITTEN “ANSWERS TO ENQUIRIES”**

Councillor Swanson acknowledged the Answer to Enquiry 8 of 2019 – Electrical Services Contract.

Councillor Swanson acknowledged the Answer to Enquiry 9 of 2019 – Out of Scope Acting Pay, and asked a follow up verbal enquiry regarding whether the 7.5% pension benefits are included in the list, which was answered by Administration.

**PUBLIC FORUM** – Nil.

The meeting adjourned at 7:06 p.m.

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MAYOR

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ACTING CITY CLERK



# Memo

**DATE:** June 18, 2019

**TO:** City Council

**FROM:** Myron Gulka-Tiechko  
City Clerk/Solicitor

**RE:** Correction to Minutes of the City Council Meeting held June 10, 2019

On June 10, 2019 City Council, considered a report dated May 30, 2019 from the City Clerk/Solicitor's Department regarding Bylaw No. 5587, Remuneration Bylaw Amendment, 2019 (1).

The pre-existing Bylaw referenced a Council member's remuneration being "one-third" that of the Mayor. The revised Bylaw presented on June 10, 2019 revised the numerical calculation of the Councillor pay to be \$24,918. That amount was correct. However, what was missed in the amendment was to delete the previous reference to the new calculation being equivalent to "one-third" that of the Mayor. This creates an inconsistency, which should be corrected. Rather, the reference point for Councillor pay is one-third of 51.5% of a Saskatchewan Cabinet Minister.

## Recommendation

Administration recommends that the minutes of June 10, 2019 be amended during consideration of the June 10, 2019 regular City Council minutes.

Therefore, the amending motion would read:

*"THAT Section, subsection 4(1) be amended as follows:*

*4(1) In and for the year 2019, all members of City Council, other than the Mayor shall be paid remuneration of an annual indemnity in the total amount of \$24,918, effective January 1, 2019, an amount equivalent to one-third of 51.5% of a Saskatchewan Cabinet Minister."*

Memo to City Council  
Correction to Minutes of Regular City Council, June 24, 2019  
page 2

Further, that the motion from Committee of the Whole should be corrected to state:

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

The Bylaw that has been attached for Third reading has been prepared with the corrected wording.

Yours truly,

A handwritten signature in black ink, appearing to read "Myron Gulka-Tiechko". The signature is fluid and cursive, with the first name "Myron" being more prominent.

Myron Gulka-Tiechko  
City Clerk/Solicitor

TW/tw



# City of Moose Jaw

## COMMUNICATION # CC-2019-0054

**TITLE:** Saskatchewan City Mayors' Caucus Meeting

**TO:** City Council

**FROM:** Mayor's Office

**DATE:** June 7, 2019

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

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### **RECOMMENDATION**

THAT Communication #54 dated June 7, 2019 regarding the Saskatchewan City Mayors' Caucus meeting held on May 14 and 15, 2019 be received and filed.

### **TOPIC AND PURPOSE**

The purpose of this report is to provide Council with a report on the outcome of the Saskatchewan City Mayors' Caucus meeting held in Estevan, Saskatchewan on May 14 and 15, 2019.

### **BACKGROUND**

City Council resolution #407 dated June 11, 2012, states as follows:

*"THAT the Mayor provide City Council with a report after each meeting of the City Mayors' Caucus detailing the date and place of the meeting and any actions initiated at the meeting by the Mayors' Caucus; and*

*THAT the Moose Jaw Council representative to the Saskatchewan Urban Municipalities Association (SUMA) Board provide a similar report to the Mayor and City Councillors on SUMA Board actions pertaining to cities."*

### **DISCUSSION**

Mayor Tolmie attended the Saskatchewan City Mayors' Caucus meeting in Estevan on May 14 and 15, 2019.

The Mayors from Saskatchewan's cities attended to discuss the issues facing Saskatchewan cities. Some of these issues included:

- Speed Cameras  
"THAT administration bring a report forward to the next CMC meeting on a possible SUMA policy for Photo Speed Enforcement, looking from installation through prosecution and potentially considering broader revenue redistribution between municipalities."
- Federal and Provincial Gang Violence Strategy  
Mayors Clark, Dionne, Bater and Aalbers will attend a SUMA meeting with the Honourable Minister Christine Tell, Minister of Corrections and Policing, to discuss programming and fund distribution.
- Certification of Class 4 Water Wastewater Workers  
"THAT SUMA send a letter to Minister Duncan requesting a meeting once details are received from affected cities."
- The Urban Highway Connector Program (UHCP)  
"THAT Saskatoon develop a 50/50 cost-sharing arrangement for UHCP road repair in their boundaries and submit it to the Ministry of Highways."
- Cannabis Excise Tax Advocacy  
"THAT the City Mayors' Caucus (CMC) encourage its member councils to participate in SUMA's cannabis excise tax sharing strategy."

Other items discussed were:

- The Saskatchewan Police Board Association;
- Bill C-69 (Bill C-69 makes substantial changes to three acts: *The Navigation Protection Act*, which would be amended and renamed *The Canadian Navigable Waters Act*; *The Canadian Environmental Assessment Act, 2012* is replaced with *The Impact Assessment Act*; and *The National Energy Board Act* is repealed and *The Canadian Energy Regulator Act* is established in its place.)
- *The Cities Act* Review – The SUMA Administration will ask the Ministry of Government Relations for an extension to the timeframe to consider regional boards of revision.
- Economic Development/Regional Cooperation Committee – Members received and filed an updated report.

There were no presentations.

The next meeting will be November 2019 in Regina.

**PRESENTATION**

VERBAL: Mayor Tolmie will be available to answer any enquires regarding this report.

**REPORT APPROVAL**

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

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

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

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



## **PUBLIC MINUTES OF EXECUTIVE COMMITTEE**

**Monday, June 10, 2019, 7:08 p.m.**

**Council Chambers, (Public)  
Scoop Lewry Room (In-Camera)  
2<sup>nd</sup> Floor, City Hall**

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

ADMIN: J. Puffalt, City Manager  
B. Acker, Director of Financial Services  
J. Mickleborough, Director of Engineering Services  
D. Blais, Director of Parks and Recreation Services  
M. Sanson, Director of Planning and Development Services  
T. Wittke, Assistant City Clerk

MEDIA: CHAB  
Daily Jaw  
Moose Jaw Express/Today

The June 10, 2019 meeting of the Executive Committee was called in order to deal with the following:

1. Report dated May 30, 2019 from the Department of Parks and Recreation Services; **re: Moose Jaw Cultural Centre Request to Access Retained Earnings.**
2. Report dated May 30, 2019 from the Department of Parks and Recreation Services; **re: City of Moose Jaw Marketing Proposal.**
3. Report dated June 3, 2019 from the City Manager; **re: Community Clean-up Program.**
4. Confidential Matter.  
The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 16.
5. Confidential Matter.  
The confidential matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 16.
6. Confidential Procedural Matter.  
The confidential procedural matter may be considered in closed session pursuant to section 94(2) of *The Cities Act* as it contains information that is within one or more of the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*, in particular section 15.

### **Call to Order**

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Councillor Luhning, Chairperson, called the meeting to order at 7:08 p.m.

### **Re: Moose Jaw Cultural Centre Request to Access Retained Earnings**

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Considered was a report dated May 30, 2019 from the Department of Parks and Recreation regarding a request from the Moose Jaw Cultural Centre to access monies from their retained earnings to replace the audio system and projector.

Moved by Councillor Froese

THAT Mr. Derik Cronan, Executive Director for the Moose Jaw Cultural Centre, be allowed to address members of the Executive Committee.

Carried.

Mr. Derik Cronan addressed the Executive Committee.

Mayor Tolmie arrived at the meeting at 7:13 p.m.

Moved by Councillor Eby

THAT the Moose Jaw Cultural Centre's request to access \$96,500.00 from their retained earnings to replace the audio system and projector be approved.

Voted Delayed by Amendment.

Amendment Moved by Councillor Swanson

THAT this matter be tabled until further information is received on the status of the marquee and the source of funding.

Amendment Motion Defeated.  
Main Motion Carried.

**Re: City of Moose Jaw Marketing Proposal**

---

Considered was a report dated May 30, 2019 from the Department of Parks and Recreation providing an overview of the City of Moose Jaw Marketing Proposal, which will be implemented for soliciting advertising and sponsorship opportunities.

Moved by Councillor Swanson

THAT parks and playgrounds be exempt from the sale of naming rights and advertising.

Defeated.

Moved by Mayor Tolmie

THAT the City of Moose Jaw Marketing Proposal be received as information and filed.

Vote Delayed by Amendment.

Amendment Moved by Councillor Swanson

THAT City Council receive an annual report detailing program results.

Amendment Motion Carried.  
Motion, as Amended, Carried.



The motion in its entirety reads as follows:

*"THAT the City of Moose Jaw Marketing Proposal be received as information and filed; and*

*THAT City Council receive an annual report detailing program results."*

### **Re: Community Clean-up Program**

---

Considered was a report dated June 3, 2019 from the City Manager recommending that a program be created to allow for an annual campaign to keep the City neat and tidy.

Moved by Councillor Warren

THAT a City of Moose Jaw Community Clean-up Program be created to encourage community groups to work in partnership with the City.

Carried.

Moved by Councillor Froese

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 16 and section 15.

Carried.

The Executive Committee closed the meeting at 7:45 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; Brian Acker; Josh Mickleborough; Derek Blais; Michelle Sanson; and Tracy Wittke.

The Executive Committee opened the meeting to the public at 8:45 p.m.

Moved by Councillor Froese

THAT the Executive Committee meeting be adjourned.

Carried.

The Executive Committee meeting adjourned at 8:45 p.m.

Respectfully submitted,

(Sgd.) *Councillor Luhning*  
Chairperson

/tw



**PUBLIC MINUTES  
PARKS & RECREATION ADVISORY COMMITTEE**

**Wednesday, June 5, 2019, 5:20pm  
Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall**

**PRESENT:** Mr. John Parsons, Citizen-at-Large  
Ms. Marianne Mann, Citizen-at-Large  
Ms. Nicole Walchuk, Citizen-at-Large  
Mr. Brian Sykora, Citizen-at-Large  
Mr. Mark Hanson, Citizen-at-Large

**ABSENT:** Councillor Chris Warren, Council  
Mr. Kim Robinson, Citizen-at-Large  
Mr. Dave Richards, Citizen-at-Large  
Mr. Rece Allen, Citizen-at-Large

**ALSO PRESENT:** Derek Blais, Director of Parks & Recreation  
Scott Osmachenko, Recreation Services Manager  
Kendra Watterson, Recording Secretary

**PART 1 - NO APPROVAL OF CITY COUNCIL REQUIRED**

**Re: Call to Order**

---

Nicole Walchuk assumed the role of Chairperson and called the meeting to order at 5:20 pm.

**PART 2 - NO APPROVAL OF CITY COUNCIL REQUIRED**

**Re: Adoption of Agenda**

---

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

Carried.

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

**Re: Adoption of the Minutes – March 20, 2019**

---

Moved by John Parsons  
THAT the March 20, 2019 minutes of the Parks & Recreation Advisory Committee be received as presented.

Carried.

**PART 4 – NO APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Quarterly Report January 1 - March 31, 2019**

---

Considered was the Parks and Recreation Quarterly Report January 1 – March 31, 2019.

Moved by Brian Sykora

THAT the Parks and Recreation Parks and Recreation Quarterly Report January 1 – March 31, 2019, be received and filed.

Carried.

**PART 5 – APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Outdoor Rink Assessment**

---

The Advisory Committee reviewed a report dated May 31, 2019 regarding the Outdoor Rink Assessment. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by Marianne Mann**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Rink Assessment attached hereto and forming part of these minutes be approved.**

Carried.

**PART 6 – APPROVAL OF CITY COUNCIL REQUIRED**  
**Re: Outdoor Events Policy**

---

The Advisory Committee reviewed a report dated May 30, 2019 regarding the Outdoor Events Policy. The Committee discussed and agreed that Crescent Park should be utilized for single day civic events or smaller private events such as wedding ceremonies but not for larger multi-day private bookings and festivals. Larger, exclusive bookings should be arranged in a park suited for those types of events such as Happy Valley.

The Committee also requested that administration review the types of fees that are charged for a park booking and possibly investigate waiving the fees (at the Dept's discretion) for Non-Profit organizations holding public events. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by Mark Hanson**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the new Outdoor Events Policy attached hereto and forming part of these minutes be approved.**

Carried.

**PART 7 – APPROVAL OF CITY COUNCIL REQUIRED****Re: Community Project – Capital Grant Program**

---

The Advisory Committee reviewed a report dated May 30, 2019 regarding the Community Project – Capital Grant Program. After discussion and consideration, the Advisory Committee adopted the following recommendation:

**Moved by John Parsons**

**THAT the Parks and Recreation Advisory Committee recommend to City Council that the revised Community Project – Capital Grant Program attached hereto and forming part of these minutes be approved.**

**Carried.**

**PART 8 – NO APPROVAL OF CITY COUNCIL REQUIRED****Re: Updates**

---

Mr. Scott Osmachenko, Recreation Services Manager, provided verbal updates on the following:

- Perfect Mind recreation software went live May 29<sup>th</sup>. Yara Centre and Sportsplex using same database
- Outdoor pool opens Monday June 10<sup>th</sup>. Sportsplex annual maintenance is June 10<sup>th</sup> – July 1<sup>st</sup>
- Summer recreation guide is available now
- The new Recreation Pass, which provides access to all city facilities with one pass, is now available. Includes family, adult, senior, youth and child rates
- New East End spray park will have a grand opening this month

Mr. Derek Blais, Director of Parks & Recreation, provided verbal updates on the following:

- The City has submitted an expression of interest to the Investing in Canada Infrastructure Program for a new outdoor pool. New pool would be either be rebuilt in existing location in Crescent Park but designed separate from the Natatorium. Alternatively, the new pool could be built to the South of the Kinsmen Sportsplex which would allow the Dept. to utilize the existing changerooms and mechanical area with the Sportsplex. New pool would include features to make it user friendly and accessible with spray features, slides, beach entry and toddler features.
- The Department has received \$425,000 in Gas Tax funding for upgrades to the Sportsplex. We will update changerooms and reception areas. Also complete roof repairs and replace fire suppression systems. Work to begin in 2019 and be fully completed in 2020.

- City will be meeting with the local senior groups next week to discuss their financial concerns brought forward.

**PART 9 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Next Meeting and Adjournment**

---

Moved by Marianne Mann

THAT the next meeting will be at the call of the chair, tentatively in **September 2019**.

Carried.

The meeting adjourned at 6:53 pm.

*Nicole Walchuk*

---

Chairperson

**CITY MANAGER'S COMMENTS:**

*Jim Puffalt*

---

City Manager

**MAYOR'S COMMENTS:**

*Fraser Tolmie*

---

Mayor



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Outdoor Rink Assessment

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 31, 2019

**PUBLIC:** This is a Public Document.

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

---

### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Rink Assessment attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on the Outdoor Rink Assessment before forwarding it to City Council.

### **BACKGROUND**

On February 25, 2019, City Council adopted the following resolution at Budget Committee:

*"THAT an assessment of rinks be undertaken by the Parks and Recreation Department to include recommendations for rinks that are to be maintained ice surfaces, rinks that are to be converted to other uses (i.e., basketball/pickleball courts) and rinks that are to be removed; and*

*THAT Administration report back to Council with these findings in the spring of 2019; and further*

*THAT the report be presented first to the Parks and Recreation Advisory Committee."*

The Parks & Recreation Department's Outdoor Rink Master Plan will address locations, programming, maintenance standards, capital plans and multi-year use of outdoor rinks.

## **DISCUSSION**

Moose Jaw Parks and Recreation has a total of 16 outdoor ice surfaces ranging from boarded rinks, crockicurl, skating pads or a speed skating oval. All skating surfaced include lights and 10 facilities include a heated shack with washroom facilities. Each outdoor rink or pad is unique in size ranging from 120'x 50'to 185' x 80'. See Attachment City of Moose Jaw – Outdoor Rink Inventory and Capital Planning for a summary of each outdoor ice surface demographics, amenities and potential capital plans. The Oval is operated in partnership with Wakamow Valley Authority. The following is a summary of the 2019 outdoor rink program;

<b>Park</b>	<b>Type</b>	<b>2019 Program</b>
Eastend	Boarded Rink	Yes
Hillcrest	Boarded Rink	No
Kinfield	Boarded Rink	Yes
Moose Square	Boarded Rink	Yes
Clark Gilles	Boarded Rink	Yes
Smith	Boarded Rink	Yes
Sunningdale	Boarded Rink	Yes
West End	Boarded Rink	Yes
Regal Heights	Boarded Rink	Yes
VLA	Boarded Rink	No
Westheath	Boarded Rink	Yes
Wood Lily	Boarded Rink	Yes
Elgin	Crockicurl	Yes
Henleaze	Skating Pad	Yes
Oxford & 4 <sup>th</sup>	Skating Pad	No
Wakamow	Oval	Yes

A total of 14 ice surfaces will be available for 2019/2020 with a Priority 1-3 system implemented. This provides almost all residents a skating surface within 1000m of their home (Attachment “ii” Outdoor Rinks 2020). 1000m radius was chosen as the designated walking distance which mirrors the Prairie South School Division Transportation policies. 2018 population data was also used to address locations of ice surfaces with a 1000m radius.

<b>Park</b>	<b>Type</b>	<b>Priority</b>
Eastend	Boarded Rink	1
Sunningdale	Boarded Rink	1
Moose Square	Boarded Rink	1
West End	Boarded Rink	1
Smith	Boarded Rink	1
Regal Heights	Boarded Rink	1
Wakamow	Oval	1
Kinfield	Boarded Rink	2
Clark Gilles	Boarded Rink	2
Westheath	Boarded Rink	2
Wood Lily	Boarded Rink	2

Elgin	Skating Pad	3
Henleaze	Skating Pad	3
Kinsmen Sportsplex	Crockicurl	Arena Attendants
Hillcrest	Boarded Rink	Decommissioned
VLA	Boarded Rink	Decommissioned
4 <sup>th</sup> & Oxford	Skating Pad	Decommissioned

- Priority 1 ice surfaces will have scheduled times for the heated shacks to be open. The Department will work with Community Associations, Service Clubs, Community Organization, Schools and volunteers to offer this program. This program will be offered through honorariums and also include holiday hours.
- Maintenance standards by the Department will be as follows;

**Priority 1** - Snow removal, scrape and flood every Monday to catch up after the weekend and every Friday to prep for the weekend. Wednesdays Priority 1 rinks will be scraped. Shacks can be cleaned and stocked on the same scheduled maintenance days. Rink/shack lights and rink boards are to be inspected and maintained regularly. This schedule is to be maintained regardless of use or if it snows or not. (Exception could be made if it has not been used at all, it has not snowed and the ice is deemed to be in "excellent" shape. This decision would be made by the Parks Supervisor or Crew Lead). Quality of surface should be rated high.

**Priority 1:** East End, Sunningdale, Moose Square, West End, Smith, Regal and Wakamow Oval

**Priority 2** - Snow removal, scrape and flood every Thursday. These rinks could also get scraped anytime the Priority 1 rinks are completed early on Mondays & Fridays. Priority 2 rinks with shacks will be cleaned and stocked on the same scheduled maintenance day. Rink/shack lights and rink boards are to be inspected and maintained regularly. This schedule will be maintained regularly unless it snows, then the Priority 1 rinks will be maintained first then Priority 2 rinks will be completed. (Exception could be made if it has not been used at all, it has not snowed and the ice is deemed to be in "good" shape. This decision would be made by the Parks Supervisor or Crew Lead). Quality of surface should be rated moderate/good.

**Priority 2:** Kinfield, Clark Gillies, Westheath & Woodlily

**Priority 3** The skating pads will be cleaned and flooded once a week on a variable schedule based on the completion of maintenance on the Priority 1 and Priority 2 rinks and shacks. Quality of surface shall be rated recreational use.

**Priority 3:** Elgin and Henleaze

**CrokiCurl** – This surface at the Kinsmen Sports Plex will be maintained on a daily basis by the Arena staff. Quality of surface shall be rated high.

- Crockicurl will be moved from Elgin Park to the Kinsmen Sportsplex patio to increase programming, availability and mitigate damage. The Department has



identified Elgin Park as a possible site for a skating trail to support the current skating pad.

- Attachment City of Moose Jaw – Outdoor Rink Inventory and Capital Planning has a list of potential capital upgrades that have been identified for each site and will be included in future capital budget deliberations. Public and Community Association Consultation will occur to identify which of the potential amenities would be selected for each site. The attachment also has locations for year round use such as basketball and pickleball.
- Parkhill Shack would be moved to Regal Heights to create a permanent shack that would increase year round participation for outdoor rink, playground program and soccer.
- Westheath will be operated until the property has been subdivided and the outdoor rink has been decommissioned. Outdoor recreational amenities will be included in the Westheath Subdivision Park Development as per the concept plan.
- The Department will also enter into discussions with Wakamow Valley Authority related to cross country ski trail maintenance responsibilities.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed outdoor ice surfaces.

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

The revised 2019/2020 outdoor ice surfaces recommendations were developed through consultation amongst the City's Recreation Staff and conversations with the Community Associations.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will also work closely with the Communications Manager and Wakamow Valley on developing a marketing strategy for the outdoor ice surfaces.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.

**FINANCIAL IMPLICATIONS**

The 2019 Outdoor Ice Surface Program budget was \$92,241. By implementing the priority based ice surfaces, all residents will have the ability to participate in outdoor ice surface in their neighbourhood.

**OTHER CONSIDERATIONS/IMPLICATIONS**

There are no bylaw, policy, or privacy implications associated with the report.

**PUBLIC NOTICE**

Public Notice pursuant to the Public Notice Policy as incorporated into the City Administration Bylaw No. 5175 of 2016 is not required.

**PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

Parks and Recreation will provide a verbal presentation relating to the report.

**ATTACHMENTS**

- i. Outdoor Rink Inventory and Capital Planning
- ii. Outdoor Rinks 2020
- iii. Outdoor Rinks – Priority 1
- iv. Outdoor Rinks – Priority 2
- v. Outdoor Rinks – Priority 3

Respectfully Submitted By,

*Scott Osmachenko*

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Scott Osmachenko, Recreation Services Manager

**APPROVAL OF REPORT RECEIVED****COMMENTS RECEIVED**

*Derek Blais*

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Derek Blais, Director of Parks and Recreation



## City of Moose Jaw – Outdoor Rink Inventory and Capital Planning

### Priority Scale

High = 1 to 2 years

Medium = 3 to 5 years

Low = 6 to 10 years

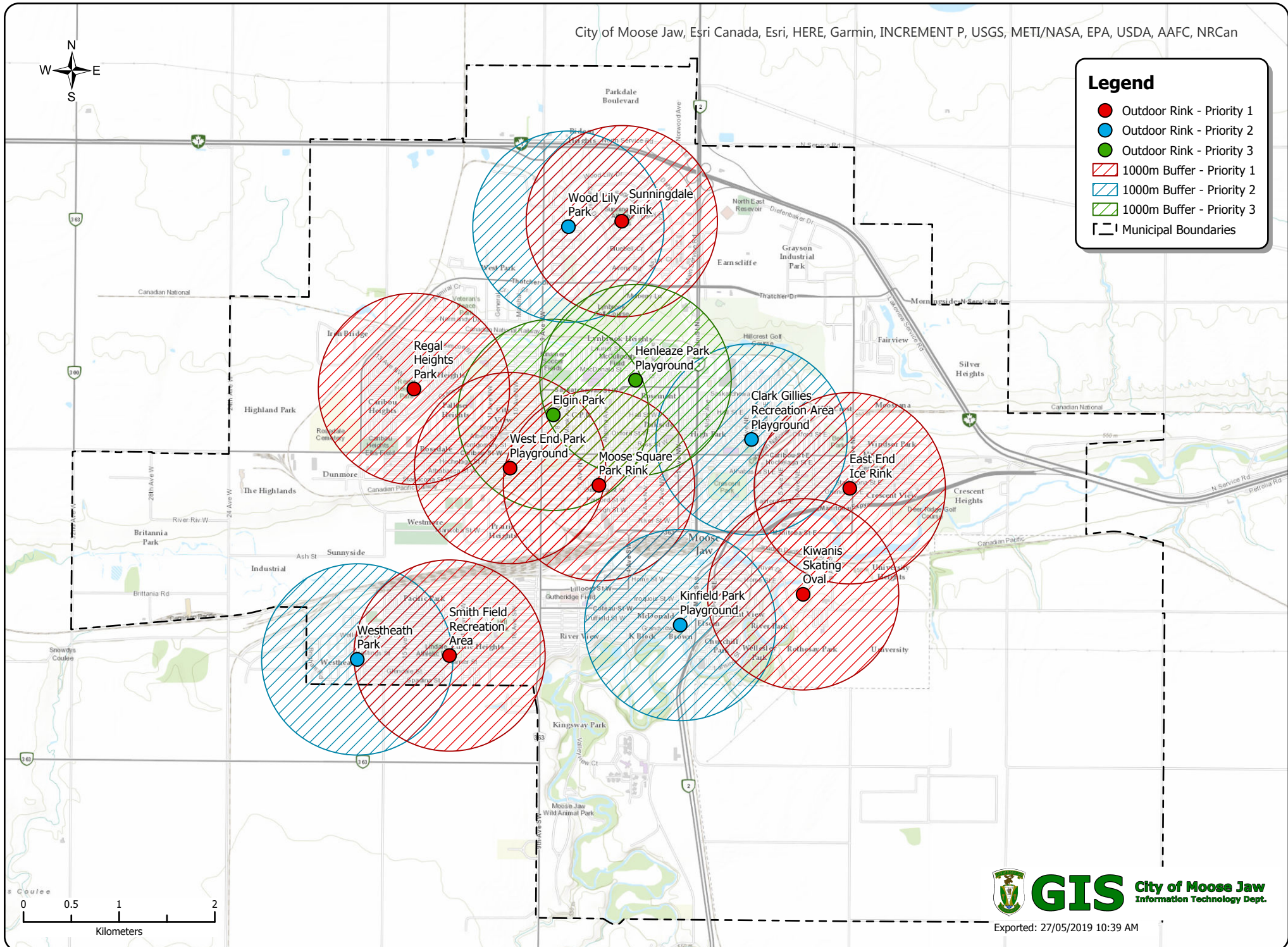
<u>Site</u>	<u>Demographics</u> (within 1 km radius)	<u>Rink Specs</u>	<u>Site Amenities</u>	<u>Potential Capital Upgrades</u>	<u>Estimated Costs</u>	<u>Priority</u>
<b>East End</b> (9th Ave NE & Ominica East)	Total Pop: 2,467 Ages 5-14: 271	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground Spray Park	Park Furnishings (benches, etc.)	\$5,000	Medium
<b>Sunningdale</b> (Daffodil Drive)	Total Pop: 4,483 Ages 5-14: 635	150' x 70' Heated Shack Boarded Rink Dirt Surface Lights	Playground Soccer Field Parking Lot	Park Furnishings (benches, etc.) Install Asphalt Base on Rink	\$5,000 \$80,000	High Medium
				<u>One of:</u> Basketball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$20,000 \$70,000	Medium
<b>Moose Square</b> (600 Block of Stad West)	Total Pop: 5,080 Ages 5-14: 611	190' x 85' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Shack Upgrades New Playground	\$5,000 \$30,000 \$120,000	High High Medium
<b>West End</b> (10 Ave & Athabasca West)	Total Pop: 4,893 Ages 5-14: 593	190' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Heated Shack Upgrades	\$5,000 \$20,000	High High
<b>Smith Park</b> (1200 Block of Hastings)	Total Pop: 5,631 Ages 5-14: 799	190' x 80' Heated Shack Boarded Rink Asphalt Surface Lights	Playground Soccer Fields Parking Lot Basketball Backstop	Park Furnishings (benches, etc.) Replace Rink Asphalt Base on Rink	\$5,000 \$90,000	Medium Low
				<u>One of:</u> In-Line/Box Lacrosse (requires asphalt base)	\$5,000	Low

				Pickleball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$8,000 \$70,000	
<b>Regal Heights</b> (1400 Block of 13th Ave NW)	Total Pop: 4,917  Ages 5-14: 646	150' x 70' Heated Shack Boarded Rink Dirt Surface Lights	Playground Soccer Field	Park Furnishings (benches, etc.) Relocate Shack from Parkhill Install Asphalt Base on Rink Cricket Pitch  <u>One of:</u> Basketball Courts (requires asphalt base) Portable Skate Park (requires asphalt base)	\$10,000 \$15,000 \$80,000 \$40,000  \$20,000 \$70,000	High High Medium Low  Medium
<b>Wakamow Oval</b>	Total Pop: 666  Ages 5-14: 64	600' x 230' Heated Shack Oval Skating Loop Dirt Surface Lights	Playground Washrooms Parking Lot	No Upgrades Recommended		
<b>Kinfield</b> (100 block of Grandview E)	Total Pop: 2,693  Ages 5-14: 293	130' x 60' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Park Furnishings (benches, etc.) Beach Volleyball Courts	\$5,000 \$30,000	High Low
<b>Ross Wells - Clark Gillies</b> (Ross & 3 <sup>rd</sup> Ave NE)	Total Pop: 5,494  Ages 5-14: 512	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground Parking Lot	Park Furnishings (benches, etc.) New Playground Shack Upgrades Basketball Pad	\$5,000 \$120,000 \$20,000 \$8,000	High High Medium Low
<b>Westheath</b> (Wellington & Spadina)	Total Pop: 4,893  Ages 5-14: 593	150' x 70' Dugouts Boarded Rink Dirt Surface Lights	Playground	Temporary Location – No Upgrades Recommended		
<b>Woodlilly</b> (Woodlilly Drive)	Total Pop: 3,654  Ages 5-14: 525	150' x 70' Boarded Rink Dirt Surface Lights	None	Park Furnishings (benches, etc.) Beach Volleyball Courts	\$5,000 \$30,000	Medium Low

<b>Elgin Park</b> (8 <sup>th</sup> Ave NW & Hall)	Total Pop: 6,675 Ages 5-14: 826	Croki curl moving to Sportsplex	Heated Complex Washrooms Lights Playground Spray Park	Basketball Courts	\$130,000	Low
<b>Henleaze</b> (1100 Block Henleaze Ave)	Total Pop: 5,856 Ages 5-14: 704	150' x 70' Leisure Pad No Boards Dirt Surface Lights	Playground	Park Furnishings (benches, etc.)	\$5,000	High
<b>Hillcrest</b> (1200 Block of Willow)	Total Pop: 3,752 Ages 5-14: 383	180' x 80' Heated Shack Boarded Rink Dirt Surface Lights	Playground	Remove Rink Install Pickleball Courts	\$10,000 \$130,000	High High
<b>VLA</b> (1600 Block of Admiral)	Total Pop: 3,968 Ages 5-14: 550	150' x 70' Boarded Rink Dirt Surface Lights	Playground Soccer Fields	Remove Rink Install Pickleball & Basketball Courts	\$10,000 \$160,000	High Low
<b>Oxford &amp; 4<sup>th</sup> Ave West</b>	Total Pop: 7,331 Ages 5-14: 841	120' x 60' Leisure Pad No Boards Dirt Surface Lights	Playground	Remove and Re-Purpose Lights	\$10,000	High

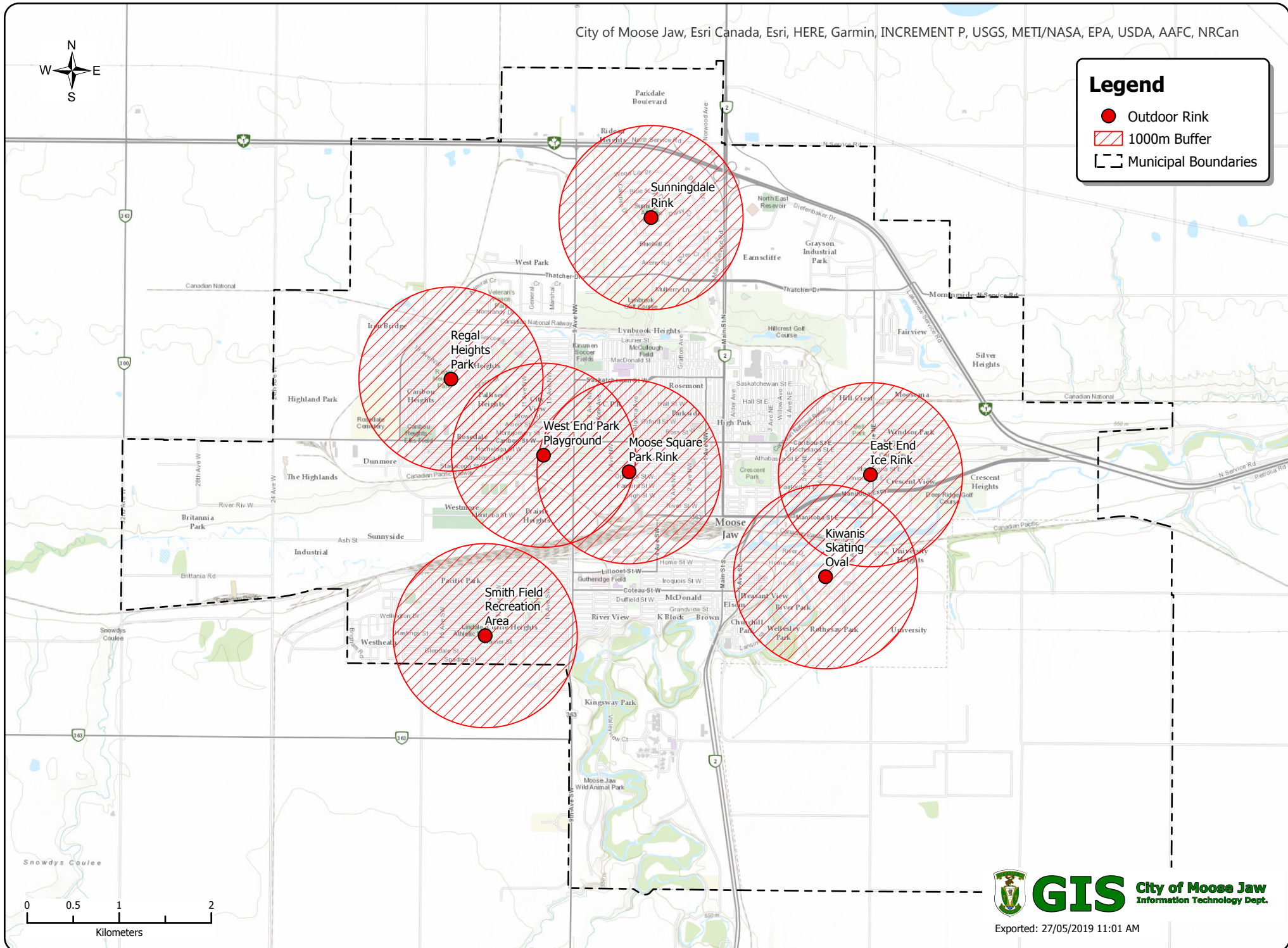
# Outdoor Rinks - 2020

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



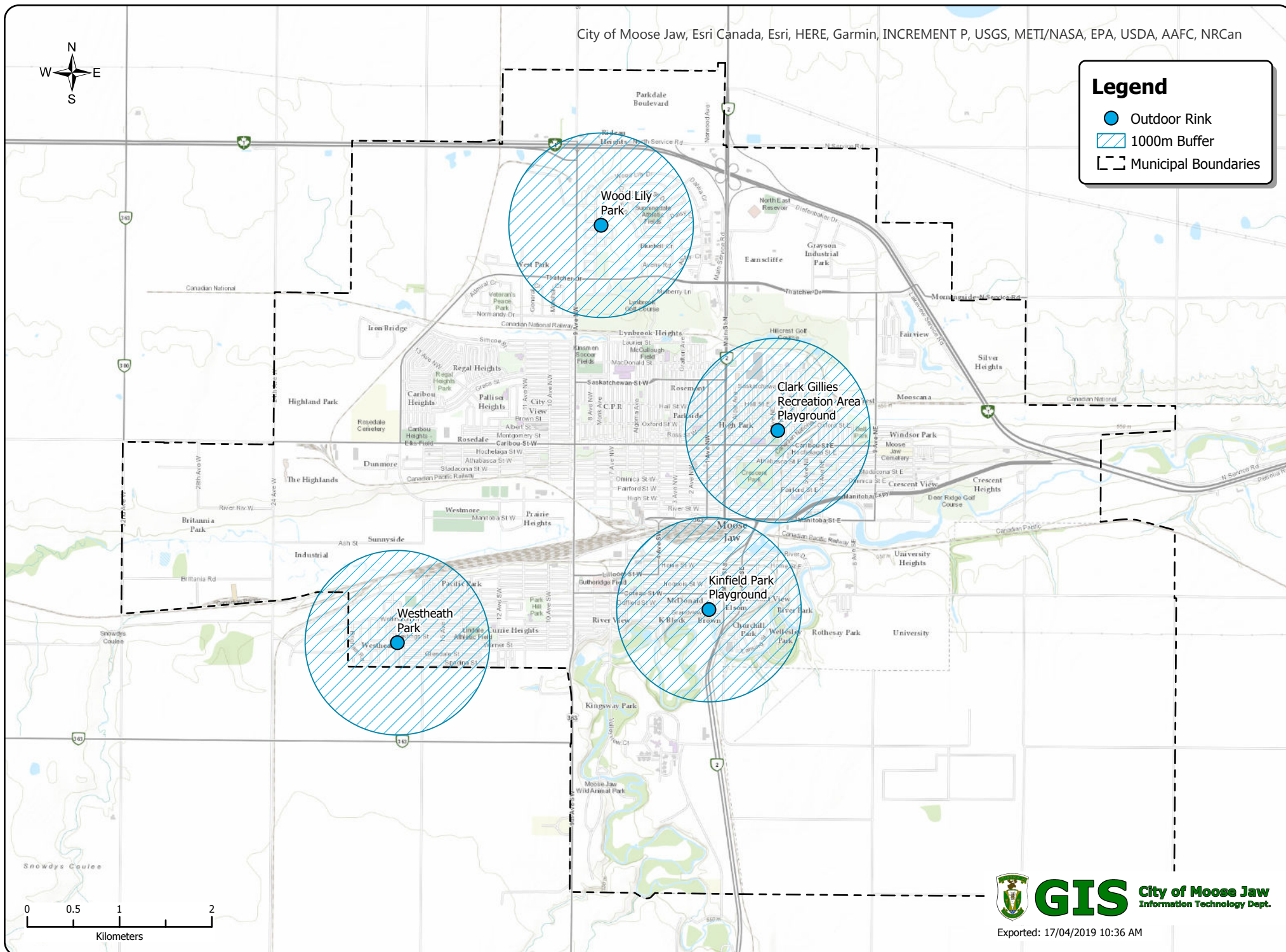


# Outdoor Rinks - Priority 1





## Outdoor Rinks - Priority 2



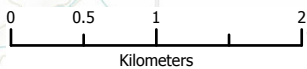
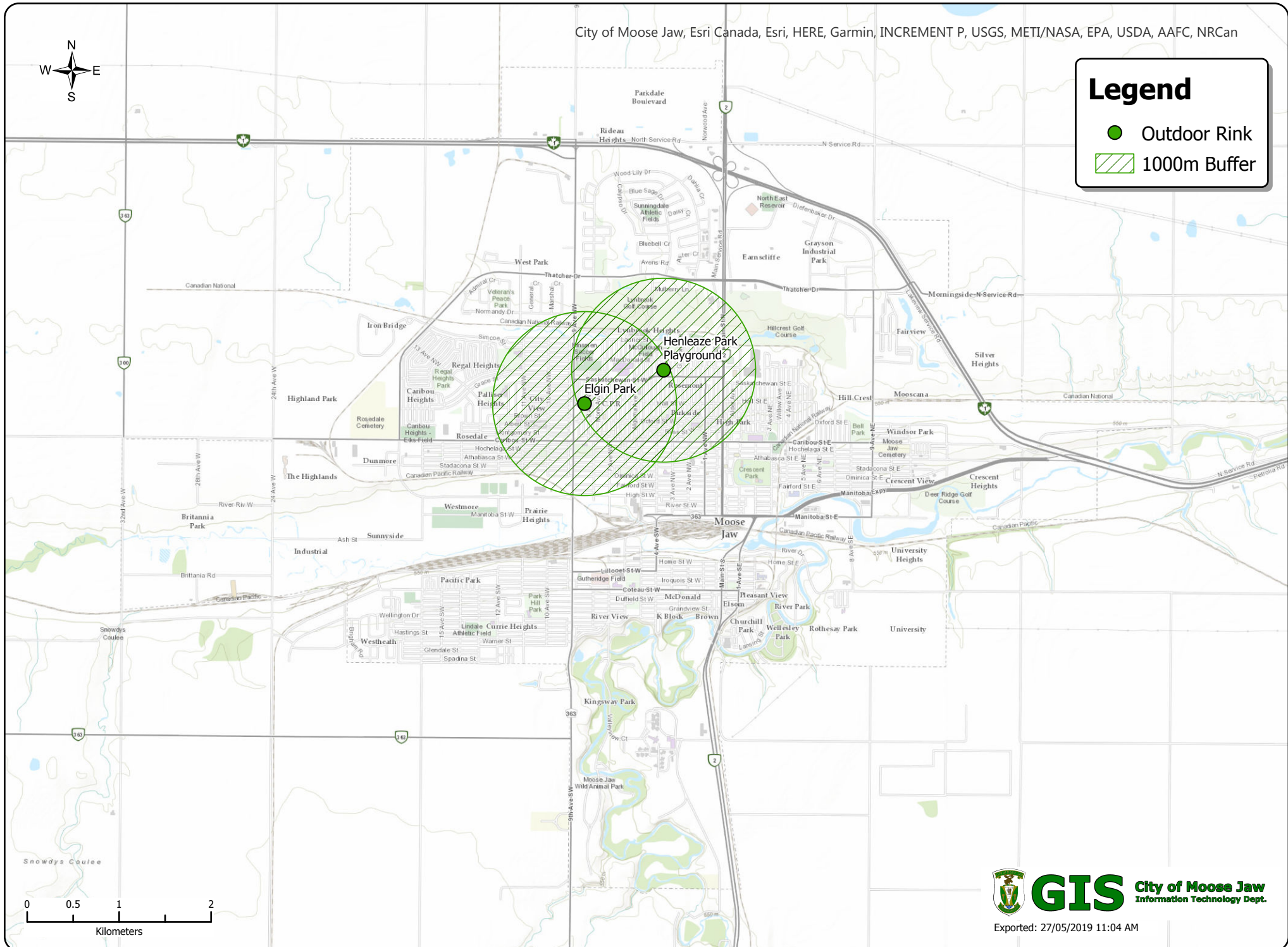
# Outdoor Rinks - Priority 3

City of Moose Jaw, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAFC, NRCan



## Legend

- Outdoor Rink
- 1000m Buffer



**GIS** City of Moose Jaw  
Information Technology Dept.

Exported: 27/05/2019 11:04 AM



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Outdoor Events Policy

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 30, 2019

**PUBLIC:** This is a Public Document.

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

---

### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Outdoor Events Policy attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on updates to the Outdoor Events Policy.

### **BACKGROUND**

Moose Jaw Parks and Recreation is responsible for the maintenance and programming of outdoor parks, green space and facilities. The Department has also received multiple requests for tatawâw park. With an increasing amount of inquiries each year, administration has identified the requirement to formalize a policy to assist with the approval and organization of these types of events.

The purpose of the new policy is to provide administration direction and guidelines to host Outdoor Special Events in City parks, sports fields and open spaces. The policy will further assist with approving outdoor events in which the sale or consumption of alcohol is included.

### **DISCUSSION**

The following items are included in the Policy;

- Application forms are available and used as a planning document for requests.



- To ensure that all costs are the responsibility of the applicant.
- To confirm the Insurance requirements and coverages are adequate.
- To outline the process for Special Occasion Sales Permit applications for outdoor events requiring a Saskatchewan Liquor and Gaming Authority permits.
- To confirm the terms of usage and conditions.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed changes.

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

The Policy was developed through consultation amongst the City's Recreation Staff.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will work closely with the Communications Manager on promoting the use of Outdoor Spaces in Moose Jaw.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.

### **PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

Parks and Recreation will provide a verbal presentation relating to the report.

### **ATTACHMENTS**

- i. Outdoor Events Policy

Respectfully Submitted By,

*Scott Osmachenko*

---

Scott Osmachenko, Recreation Services Manager

**APPROVAL OF REPORT RECEIVED**

**COMMENTS RECEIVED**

*Derek Blais*

---

Derek Blais, Director of Parks and Recreation

## Outdoor Events Policy for the City of Moose Jaw

<b>POLICY:</b>  <b>Outdoor Events Policy</b>	<b>EFFECTIVE DATE:</b>
<b>SECTION:</b>  <b>PARKS AND RECREATION</b>	<b>APPROVED BY</b>  <b>Council Resolution # _____</b>

### 1. **Purpose:**

- 1.1 The City of Moose Jaws Outdoor Events Policy is designed to allow eligible applicants the opportunity to utilize outdoor parks, green space and facilities. The City of Moose Jaw recognizes that Outdoor Events play an integral role in the community's spirit, health, and participation and strongly supports events in our community.

### 2. **Definitions:**

- 2.1 The City – means the City of Moose Jaw, its departments and staff.
- 2.2 Director – the Director of Parks & Recreation or his/her designate.
- 2.3 Outdoor Spaces – All outdoor facilities, parks and green spaces operated by the City of Moose Jaw.
- 2.4 Special Event – an event where many people are brought together to watch or participate, occurring for a limited or fixed duration that impacts the community as a whole. Activities that are part of a regular series or subscription are not deemed Special Events, unless they are an atypical activity outside the ordinary.
- 2.5 SLGA – Saskatchewan Liquor and Gaming Authority

### 3. **Policy**

#### 3.1 Outdoor Special Events Application Form

Permission is required for all Outdoor Events hosted on City of Moose Jaw property. All applications will be reviewed by the Parks & Recreation Department and approval is granted once the application is signed by the City. The signed copy of the application will serve as the Permit for the event.

### 3.2 Approvals

All approved events will take precedence over unapproved activities. It is mandatory that the Event Organizer is in attendance during the event and has the permit with them so it can be presented upon request.

Obtaining a Special Events Permit from the City of Moose Jaw does not waive the requirements of other external agencies. Further approvals may need to be obtained prior to the event taking place such as Business Licenses and Food Service Permits.

### 3.3 Insurance Requirements

Insurance is required for special events that have an impact on the community as a whole and require additional permits. Small ceremonies, weddings or performances may not require insurance as the discretions of the Director. Insurance requirements are per the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

- a) Outdoor Special Events (No Alcohol)  
Event Liability Coverage (\$5 Million) which includes:  
Commercial General Liability  
Third Party Property Damage  
City Listed as additional insurer
- b) Outdoor Special Events (With Alcohol)  
Event Liability Coverage (\$5 Million) which includes:  
Host Liquor Liability Coverage  
Commercial General Liability  
Third Party Property Damage  
City Listed as additional insurer

### 3.4 Alcohol Sales and Service

Process to obtain approval for Alcohol Sales and Service are outlined in the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities.

### 3.5 Event Restrictions

The City places priority on requests for Outdoor Special Events which are open to the public and which have a recreational, cultural, and environmental or community wellness mandate. Crescent Park has been identified as a one-day events site for Civic Events and Happy Valley has been identified as a multi-day festival site. Requests will be considered on a case by case basis. Private, commercial and larger functions will be considered on a case by case basis. All events at tatawâw Park must meet the terms in the 2001 Conservation Easement Agreement.

Activities not generally permitted include those which:

- a) May cause significant damage to the space or environment;
- b) Are specifically prohibited by bylaw, policy and/or law;
- c) Are distinctly incompatible with natural open space;
- d) Involve undue risk to individuals or the City.

### 3.6 Security

A minimum of 1 trained security personnel is required for every 200 persons up to 1,000 and 1 trained security personnel is required for every additional 250 persons.

For events serving alcohol, SLGA may request additional security be provided. Security will also be responsible for contraventions of *The Alcohol and Gaming Regulation Act* and its Regulations. The Event Organizer must ensure that they have the ability to access additional security personnel as required.

### 3.7 Fire Prevention Services

The Event Organizer is responsible for ensuring that all fire prevention codes, bylaws and policies are adhered to. This includes but is not limited to occupancy loads, fire extinguisher requirements, flammable and combustible material storage, extension cord regulations, and ensuring all required exits are clear of obstructions. Permits from the Fire Department may be required.

### 3.8 Concession & Food Service

When concessions and food service is permitted, food permit(s) must be obtained from the Saskatchewan Health Authority and displayed at the event. An applicable business license must also be obtained.

### 3.9 Business Licensing

Any business, trade, profession, industry, occupation, employment, calling or anyone providing goods or service in the City is required to hold a valid City of Moose Jaw Business License. This is also applicable for Outdoor Special Events and to the sale of Merchandise.

### 3.10 Amusement Activities

All amusement rides and bouncy castles are required to be licensed with the Technical Safety Authority of Saskatchewan and all regulations in *The Amusement Ride Safety Act* need to be adhered to. A copy of the Act can be provided upon request.

### 3.11 Public Access



Access to the parks and open space must remain open to the general public at all times unless exclusive use has been granted by the City. Activity sites and crowd flow patterns will be established in consultation with the City prior to the event and careful consideration will be given to minimize damage to plant material.

### 3.12 Vehicle Access

Vehicles may be allowed onto the event site to drop off and pick up equipment for the Special Event only during specified times and under the approval of City staff. The specified times and areas are to be established at the site meeting. Parking in parks and open space is discouraged and will only be allowed if the vehicle is necessary to accommodate the success of an authorized event and only where and when approval is given in advance.

### 3.13 Admission Charges

Event Organizers may receive permission to earn revenue on site through admission fees, sales of event merchandise, charitable fundraising, and sales of food and beverages. This is intended to enable the Event Organizer to enhance the range of public programs and services at the Special Event. These permissions are normally limited to events coordinated by Not For Profit organizations. Events with tobacco, cannabis or alcohol sponsorship are subject to additional restrictions and approval.

### 3.14 Sponsorship Signage

Sponsorship signs are limited to the event area and must be directed at event participants only. Signs should be discreet and kept to a minimal level. Sponsorship signs must be approved by the City prior to installation.

### 3.15 On-Site Promotions

Sampling of sponsors product and product displays are permitted with approval of the Event Organizer and within the Outdoor Special Event approval process.

## **4. Event Planning Meetings**

Once application forms have been approved, the Event Organizer may be required to set the following meetings:

- a) In consultation with the Parks and Recreation Department, all groups assembling tents, rental items such as inflatable items, decorations, chairs, temporary washrooms or electronic equipment must obtain permission as to the locations of these items.
- b) After the application has been approved, The Parks and Recreation Department may request an introductory meeting to review all event details.

- c) All required documentation must be submitted to the Parks and Recreation Department before applications are approved.
- d) The day before the event, a site walkthrough may be conducted to review the condition of the site and to ensure no signs, tents or temporary structure will damage any underground infrastructure.
- e) Any setup requiring stakes or signage in the ground must have prior approval from the Parks and Recreation Department to ensure no damage is done to underground infrastructure.

## **5. City Bylaws**

All Outdoor Special Events must be in accordance with City of Moose Jaw Bylaws. Bylaws to consider include but are not limited to: Dog Bylaw, Fire Bylaw, Noise Bylaw, and Sign Bylaw. All bylaws are available on the City website at [www.moosejaw.ca](http://www.moosejaw.ca).

## **6 City Policies and Easements**

Outdoor Special Event requests may be directed to further City Policies and Easements. Policies that may come into effect include: Conservation Easement Agreements, Naming Rights and Sponsorship Policy, City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities or Mobile Concession Policy.

## **7. Fees**

All fees are subject to Council Approved Rates and Fees. The following fees/charges are the responsibility of the event organizer to coordinate:

- a) Portable Washrooms
- b) Site Set up and Clean-up
- c) Fire & Emergency Medical Services
- d) Security

## **8. Cancellation Policies**

Cancellation of the event by the Event Organizer must be made in writing 2 weeks prior to the event start date. Failure to do so will jeopardize the Event Organizer's future right to book events and may also be subject to cancellation penalties if any costs have been incurred by the City. Refunds for events will be reviewed on a case by case basis.

The City of Moose Jaw may in its sole discretion cancel Outdoor Special Events where:

- a) The facility is required for City of Moose Jaw purposes;
- b) The application was secured by misrepresentation, or transferred without the City of Moose Jaw prior approval;
- c) The event is not being used for the purpose set out in the application;
- d) The event location is required for technical or emergency repairs, which cannot be performed at any other time;
- e) Inclement weather has created a circumstance that is unsafe for attendees of the event; The City of Moose Jaw reserves the right to cancel an event due to circumstances beyond its control. Every effort will be made to notify user groups within a reasonable time.



## PARK/FACILITY BOOKING REQUEST

- ☐ Crescent Park  
☐ Happy Valley Park  
☐ tatawâw park

- ☐ Amphitheatre  
☐ Waterfall  
☐ Other Location: \_\_\_\_\_

<b>Today's Date:</b>		<b>PM Inv. #</b>
<b>Name:</b>		<b>Date of Booking:</b>
<b>Address:</b>		
<b>Phone:</b>		
<b>Email:</b>		
<b>Time:</b> (set up to clean up complete)		
<b>Event time:</b>		
<b>Requesting Chairs? (Amphitheatre only)</b> <ul style="list-style-type: none"> <li>• Approx. 75 metal stacking chairs available for use</li> <li>• Require \$25.00 refundable cash deposit for key to access</li> <li>• Supervision of the chairs is required at ALL times</li> </ul>		<input type="radio"/> Yes <input type="radio"/> No
<b>Decoration or special requests</b> Serving or selling of food? (Requires insurance and Sask Health Authority Permits)		
Specific details of the event happening in the park.		
What materials will be brought in or set up in the park that are not normally there?		
Will to you setting up tents or driving stakes in the ground. This requires permission from Parks and Recreation and a site meeting		
Will Alcohol be served at this event? If <b>yes</b> please fill out the Special Occasion Permit Application.		

**Fee's - Crescent Park & Happy Valley**

- Single Event (less than 2 hours):      \$49.52 + GST = \$52.00 total
- Half Day (less than 5 hours):          \$98.84 + GST = \$103.78 total
- Full Day (5 hours or more):            \$176.87 + GST = \$185.71 total

**Other Fee's as per the terms of the City of Moose Jaw Facility Rental Rates**

I hereby acknowledge receipt of all the above named equipment/facility and accept total responsibility for payment of all costs incurred by the City of Moose Jaw to repair any damage to the equipment/facility that may occur while the equipment is in my possession, and further acknowledge that failure to return the key/equipment on the specified date may result in loss of deposit and privileges for the organization. I declare that I am eighteen (18) years of age or older.

I hereby acknowledge the terms of the City of Moose Jaw Outdoor Events Policy.

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

**Date:** \_\_\_\_\_

**APPLICATION SUBMISSIONS**

Applications must be completed, signed and submitted to:

**For events in City Parks and Open Spaces or outdoor events that serve alcohol please contact:**

Parks and Recreation Administration

Phone: (306) 694-4430

Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

**For Outdoor Sports Field events please contact:**

Recreation Program Supervisor

Phone: (306) 694-4481

Email: [recreationl@moosejaw.ca](mailto:recreationl@moosejaw.ca)

\_\_\_\_\_  
**Parks & Recreation**

\_\_\_\_\_  
**Date**

**APPROVED (YES OR NO)** \_\_\_\_\_



## **SPECIAL OCCASION PERMIT APPLICATION**

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit. To obtain the City approval, the following ***Special Occasion Permit Application Form*** must be completed and submitted to the Parks and Recreation Department a minimum of **1 month prior to the event**. Email: [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

<b><u>Name or Organization</u></b>	
<b><u>Phone and Email Address</u></b>	
<b><u>Purpose of Event:</u></b>	
<b><u>Proceeds from Event to be Used for:</u></b>	
<b><u>Event Date(s):</u></b>	<b><u>Event Times:</u></b>
<b><u>Event Location and Street Address:</u></b>	
<b><u>Projected # of Guests:</u></b>	
<b><u>Security Company (include contact name and #):</u></b>	
<b><u>Security Hours:</u></b>	<b><u>Number of Guards:</u></b>

**Please attach a site map identifying the following locations:**

- ☐ Alcohol Serving Area
- ☐ Washrooms
- ☐ Fencing and Fence Height (outdoors)
- ☐ Refreshments/Bar Area
- ☐ Food Serving Area
- ☐ Entertainment Area

**The Event Organizer accepts full responsibility for the following:**

1. Adhering to the terms and conditions of the City of Moose Jaw Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities
2. Adhering to the terms and conditions of the SLGA Special Occasion Liquor Permit.
3. Ensuring no glass containers are used on site.
4. Serving alcohol only in the area identified in the application submission.
5. Adhering to the security requirements for events with alcohol and access control.
6. Notifying any community group associations, businesses, or residents located within a 2-block radius of the event if excessive noise will be created from the event.
7. Obtaining Event Liability Insurance Coverage in the name of the event holder for \$5 million dollars with Host Liquor Liability, Commercial General Liability and Third-Party Property Damage with the City of Moose Jaw listed as an additional insured.
8. Specify it covers the serving and consumption of alcohol in the amount of at least \$2 million per occurrence.
9. Specify the event date and location.
10. Contain a seven (7) day notice of cancellation clause to provide the City written notice (7) days prior to any changes or cancellation of the policy.
11. Be provided no later than one month prior to the event.
12. Compliance with the Mobile Concession Policy
13. Compliance with the Provincial Food Safety Regulations.
14. Compliance with the Fire Bylaw and Noise Bylaw.

You will also need to apply to SLGA for a Special Occasion Permit. Please note our Alcohol Use Events Policy – City Owned Parks/Open Space and Facilities Spaces also mentions that the area where alcohol is being served/consumed needs to be fenced off and have proper security. Further to this, SLGA policy dictates that the permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol and the conduct of guests.

**I confirm that all details in the application are said to be true and that I will notify the City of Moose Jaw of any changes made to the information provided in the application.**

<hr/>	<hr/>	<hr/>
<b>Name</b>	<b>Signature</b>	<b>Date</b>

<hr/>	<hr/>	<hr/>
<b>Director of Parks &amp; Recreation</b>	<b>Signature</b>	<b>Date</b>

**APPROVED (YES OR NO)** \_\_\_\_\_

**Office Use:**

**Contract #** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**Invoiced:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

**Date**



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Community Projects – Capital Grant Program

**TO:** Parks & Recreation Advisory Committee

**FROM:** Parks & Recreation Department

**DATE:** May 30, 2019

**PUBLIC:** This is a Public Document.

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

### **RECOMMENDATION**

THAT the Parks and Recreation Advisory Committee recommend to City Council that the Community Projects – Capital Grant Program attached hereto and forming part of these minutes be approved.

### **TOPIC AND PURPOSE**

The purpose of the report is to allow the Parks & Recreation Advisory Committee to review and provide feedback on updates to the Community Projects - Capital Grant Program before forwarding it to City Council.

### **BACKGROUND**

The Community Projects – Capital Grant Program criteria was last reviewed by the Parks and Recreation Advisory Committee in 2009. The framework for the grant has not changed however updates are required to reflect current practices and clarify expenses.

### **DISCUSSION**

During the past allocation of the Community Projects – Capital Grant Program adjudication, clarification on eligible expense was discussed and the Parks and Recreation Department did receive an inquiry to the appeal process on projects that were not funded. The following changes are being proposed to the Community Projects – Capital Grant Program.

- Organization may apply for projects in multiple phases however funding is not guaranteed from year to year.



- Small equipment such as tractors, trailers or mowers are not eligible for funding. The intent of the project is for capital upgrades associated with improvements to City owned facilities and spaces.
- Expand the eligible project location wording to include parks and green space.
- Applications can be received by email.
- The recommendations of the Advisory Committee and decision of City Council are final. There is no appeal process.

### **OPTIONS TO RECOMMENDATION**

The Parks & Recreation Advisory Committee may choose to provide alternative direction on any of the proposed changes.

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

The revised 2020 Community Projects – Capital Grant Program was developed through consultation amongst the City's Recreation Staff.

### **COMMUNICATION PLAN**

The Parks & Recreation Department will work closely with the Communications Manager on promoting the Community Projects – Capital Grant Program.

### **STRATEGIC PLAN**

This report supports the strategic priority of Community Wellness; to provide all residents with an accessible mix of programs, recreational activities and infrastructure that support health and wellness.

### **OFFICIAL COMMUNITY PLAN**

The report supports the Parks, Open Space, Community Recreation objective in the Official Community Plan of providing parks, open space and recreational program delivery at a level that aids in the attraction and retention of young families to the City.

### **PRESENTATION**

VERBAL: X                      AUDIO/VISUAL:                      NONE:

The Director of Parks and Recreation will provide a verbal presentation relating to the report.

### **ATTACHMENTS**

- i. Community Projects – Capital Grant Program

Respectfully Submitted By,

*Scott Osmachenko*

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Scott Osmachenko, Recreation Services Manager

**APPROVAL OF REPORT RECEIVED**

**COMMENTS RECEIVED**

*Derek Blais*

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Derek Blais, Director of Parks and Recreation

### Community Projects - Capital Grant Program for the City of Moose Jaw

<b>GRANT:</b>  <b>Community Projects - Capital Grant Program</b>	<b>EFFECTIVE DATE:</b>
<b>SECTION:</b>  <b>PARKS AND RECREATION</b>	<b>APPROVED BY</b>  <b>Council Resolution # _____</b>

#### 1. PURPOSE

The purpose of the Community Projects - Capital Grant Program is to enable community groups to undertake capital development or renovation projects that will result in short and long term benefits to the community. The main focus of the project must be related to improvement of parks or facilities providing recreation, sport, arts, or cultural opportunities to the community. All developments must have a minimum life span of five years.

#### 2. FUNDING AMOUNT

City Council will approve the annual funds in the Parks and Recreation Capital Budget. The Community Projects - Capital Grant Program will contribute up to 50 percent of the total cost of a project to a maximum of 50% of the available funding. The minimum grants request is \$500.00.

Priority will be given to groups that have not previously received funding from this grant program. Organizations may apply for projects in multiple phases, however funding is not guaranteed from year to year.

#### 3. ELIGIBILITY CRITERIA

All of the following eligibility criteria must be met to qualify for funding.

##### **Non-Profit Corporation Status**

A copy of the Profile Report from the Corporations Branch, which verifies that the organization applying for funding is currently incorporated, must be attached to this application. The Profile Report lists the members of the Board of Directors.

##### **Capital Development Projects**

Capital projects that involve new construction, renovation, and/or expansion of recreation, sport, art or cultural facilities or open spaces are eligible for funding through this grant program. Capital projects, which will create or enhance existing programs or opportunities, are eligible. Facility equipment such as furnaces or air conditioners are eligible however small equipment such as tractors, trailers or mowers are not eligible.

The organization initiating the project will be responsible for all costs associated with project development. No bills or invoices are to be made out to the City of Moose Jaw.

If a project from a previously approved Capital Grant has not been completed, the organization is not eligible to request additional funding until the outstanding project is complete.

### **Eligible Project Locations**

Only projects on City of Moose Jaw property are eligible for grant funding. For the purposes of this grant, public property shall include:

- Buildings, parks, green space or land owned by the City of Moose Jaw

### **Public Support and Notification**

Applications must include letters of support from area residents or any other groups who will be affected by the project. Depending on the project, each organization may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input, and document community reaction to the project.

### **Retroactive Funding**

Project development may not be funded retroactively. However, expenditures relating to site surveying, landscape or engineering design services that are required and paid in advance to provide a complete and accurate grant application may be included within the project budget.

## **4. FINANCIAL REQUIREMENTS**

Each application must include a detailed project budget. Where possible, it is recommended that three written quotes be secured for expenditures to ensure the accuracy of the estimated budget. A contingency fund of approximately 10 percent of the total project budget is recommended to allow for fluctuations in pricing and unforeseen expenditures.

A letter from a financial institution stating that the organization has sufficient funding in place to proceed with the project should be attached to the application. If an organization has a substantial surplus (over \$10,000 surplus after contributing to the project), this organization will be given a lower ranking in terms of financial need.

An organization's cash contribution cannot include funds from any other City funding source. The Capital Grant only matches the community contribution.

Donations, volunteer labour or gifts in kind may be included as part of the organization's contribution to the project to a maximum of 1/8 of the total project cost. Volunteer labour costs are calculated at provincial minimum wage standards. Only volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution.

## 5. INELIGIBLE EXPENSES

Grant funds may not be used to purchase program supplies or program equipment. Program supplies and equipment are described as materials that are consumed or used during a program, including balls, volleyball or badminton nets, rackets or birdies, et cetera.

The grant funding cannot be used to purchase food, alcohol, gifts, or provide honorariums to instructors.

## 6. DON'T KNOW WHERE TO START?

If you need assistance or have questions about the grant program, please call 306 694-4447 for advice and background information to help you with the project planning and grant processes.

If you would like a working copy of the grant application package, visit the Parks & Recreation Department, 4<sup>th</sup> floor of City Hall or visit [www.moosejaw.ca](http://www.moosejaw.ca).

## 7. APPLICATION DEADLINE

The grant application deadline is **before noon January 31, of current year.**

Applications may be submitted the following ways

1. Mailed to; Community Projects - Capital Grant Program  
City of Moose Jaw, Parks and Recreation Department  
228 Main Street North  
Moose Jaw SK S6H 3J8
2. Delivered to the Parks and Recreation Department 4<sup>th</sup> floor of City Hall (228 Main St N)
3. Emailed to [recreation@moosejaw.ca](mailto:recreation@moosejaw.ca)

**Late applications may not be accepted.**

## 8. APPLICATION PREPARATION

Applicants are responsible for providing the information listed below as part of their original grant submission.

### Site Plan

The site plan should be a drawing, which may be done by hand, and includes the following information:

- The drawing should include all existing amenities – site furniture, play structure, athletic field(s) and plantings. Include sizes, species, and quantities of existing plant material.
- Identify and plot landscape elements (fences or trees)
- Identify dimensions and spatial relationship of the proposed components to each other, and to existing site elements.
- The Project Location should be identified (street address)

The City of Moose Jaw encourages universal accessibility in all parks, playgrounds, and facilities. Consider access for strollers, individuals with walkers or wheelchairs, roller bladers, and bicycle riders when planning your development.

### **Project Development Plan**

A detailed written description of the project and an explanation of the work to be done must be included in your grant submission. Be sure to include project timelines.

If your organization's project will be phased in over a number of years, please ensure that the grant application shows the funding that your organization is requesting for the current year. In addition, please include the cost for each additional phase.

### **Specifications and Warranties**

The organization applying should provide copies of all applicable warranties for equipment or structures.

#### *Site Furnishings*

Only commercial quality site furnishings will be accepted for use on public property.

#### *Play Equipment or Structures*

Current CSA standards regarding safety must be met for all new playground installations.

### **Project Development and Maintenance**

The costs associated with the ongoing maintenance of the capital project proposed must be identified within each application. If your organization will be assuming responsibility for maintenance, you must include an operating budget to show that you have sufficient funding in place to provide short-term maintenance. Capital developments will not be approved unless there is a maintenance plan in place.

## **9. PROJECT REVIEW PROCESS**

All applications must be received on or before Noon on **January 31, of current year**. Applications that do not include all of the requested information or do not provide sufficient detail for a complete analysis of the project may be rejected.

City of Moose Jaw staff will review the technical elements of the project application to ensure the development plan is in accordance with community needs and adheres to all existing City policies and specifications.

Applications will be reviewed by the Parks and Recreation Department to ensure all required information is included. A summary of applications will be referred to the Parks and Recreation Advisory Committee, which includes several community volunteers. Applicants may be contacted if the Parks and Recreation Advisory Committee require additional information or details regarding the grant application.

**Applicants may be asked to attend a Parks and Recreation Advisory Committee meeting to make a presentation on their application.**

The Parks and Recreation Advisory Committee will present its recommendations for the allocation of the Community Projects - Capital Grant Program budget to City Council,

after the current year's budget has been approved. **Available funding may vary year to year depending on the amount approved by City Council.** Once approved by City Council, each organization will be notified in writing of the status of their grant application. The decision of City Council is final. There is no appeal process.

### **Evaluation Criteria**

The following evaluation criteria will be used by the Parks and Recreation Advisory Committee to evaluate the grant applications:

#### **Impact**

Will the development or project be available for use by the general public or a specific client group?

#### **Financial Issues**

What is the financial need of the organization? Does the organization have the ability to complete the project without the grant? Explain fully why the organization is requesting grant money, rather than paying for the project out of its own budget. Organizations that have the financial ability to complete the project without the grant will be assigned a lower priority. Past funding may be considered in grant approval.

#### **Sweat Equity**

Are volunteers providing "sweat equity" by participating in the construction of the project and the ongoing maintenance of the development?

#### **Uniqueness**

Is the development unique? Is it an expansion or upgrade? Does it duplicate existing services? Why is it needed?

The following philosophical statements are considered when evaluating the uniqueness of projects.

- Priority is given to capital projects that create new opportunities in sport, recreation, art or cultural facilities, parks or open space. The need for the development must be explained and documented.
- Projects must benefit the community at large and remain accessible to a large number of residents. For example, if your project is to develop a sand volleyball court; provide information on whether the general public could use this facility or whether it is reserved only for use by your organization.
- Projects should not duplicate existing facilities or services presently available to the public. If the project is duplication, an explanation regarding the need for the development is required.
- Projects that enhance the safety or reduce the maintenance costs associated with a facility or park will receive favorable consideration.

## 10. PROJECT IMPLEMENTATION

The Parks and Recreation Department will assist the organizations applying for funding by providing consultative services regarding the project approval and inspection processes.

Prior to commencement of any work on any project, all final detailed development plans and construction specifications shall be submitted to the Parks and Recreation Department for approval. The project must proceed in accordance with the final plans and specifications as approved. Any revisions must receive the prior approval of the Parks and Recreation Department. The applicant will be required to obtain all necessary permits and to comply with any and all applicable codes, regulations, standards, etc.

Projects for which funds are granted must be completed within 12 months of the date the grant funding is released. Any unspent grant funds must be returned to the City of Moose Jaw at the completion of the project.

The City of Moose Jaw must be recognized for its funding contribution. All grants applications must address this matter.

## 11. PAYMENT OF GRANT AND FOLLOW-UP REPORT REQUIREMENTS

Fifty percent of the approved grant will be released after the grant is approved and all required documentation is received. The Parks and Recreation Department should be contacted directly if any problems arise during construction/installation. Construction or installation may begin once a work schedule has been approved.

The final report is due one month after the final inspection has been completed. The report must include financial documentation (cancelled cheques, invoices, etc.) to verify the expenditures supported by the grant funds.

If the full grant amount is not required, any surplus funds must be returned to the City of Moose Jaw.

The remaining fifty percent (50%) of the grant will be released after the project has received final approval and has passed the final inspection and the follow up report has been submitted.

For information on this grant program or if you have questions, please call 306 694-4447.

**Application Deadline is Noon on January 31, of the current year.**

**Late applications may not be accepted.**

<https://citymj.sharepoint.com/sites/Depts/parks/Shared Documents/1. Administration/A-4-b-CapitalProj/Forms/Grant Application Form 2020.doc>



**CITY OF MOOSE JAW**  
**COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM**  
**APPLICATION FORM**

(Please attach additional paper as required)

ORGANIZATION NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ALTERNATIVE CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

PHONE NUMBER (HOME) \_\_\_\_\_ (WORK) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

1) Non-profit Organization Corporation # \_\_\_\_\_

3) Project Name \_\_\_\_\_

4) Dates Project to Occur \_\_\_\_\_

5) Location of Project: \_\_\_\_\_

6) Street Address of Project \_\_\_\_\_

7) How will the City of Moose Jaw be recognized?

8) Please Attach the following:

- Project Description
- Site Plan
- Project Development Plan
- Specifications and Warranties
- Project Development and Maintenance
- Partners in the project and letters of support

9) Project Budget – Provide as much detail as possible (attach a separate sheet if required)

**CAPITAL PROJECT BUDGET****INCOME**

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services). Attach letters to confirm values of each	\$
Volunteer Labour ("x" hours @ provincial minimum wage standards) If Volunteer labour is provided, please attach a detailed list of the tasks and the number of hours to complete each task performed by volunteer. (Can only account for 1/8 of total budget)	\$
<b>TOTAL OF ALL ELIGIBLE CONTRIBUTIONS (amount of four above lines)</b>	\$
Capital Grant Program Request (cannot exceed figure in the above column)	\$
<b>TOTAL REVENUE BUDGET</b>	\$

**EXPENSES**

Expenditures (materials, supplies, services, equipment rental, professional fees)	
	\$
	\$
	\$
	\$
	\$
Other Purchases (please provide details)	\$
<b>TOTAL PROJECT EXPENSES (SHOULD EQUAL LINE TOTAL REVENUE BUDGET)</b>	\$

A copy of the operating budget for the upcoming year and totals of all bank accounts, term deposits, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>FOR PARKS &amp; RECREATION STAFF</b>	<b>DATE RECEIVED -</b>
---	------------------------

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM  
CHECKLIST**

- ☐ Have you provided proof of your Non-Profit Corporation Status from the Corporations Branch?
- ☐ Have you attached a detailed commentary that describes your project? What the objectives are of the project? Who will use it? Why it is needed? How many people will benefit? Is the project a duplication or unique? What is the impact of the development?
- ☐ Have you attached a detailed description of the project development, including specific technical information on the construction process or installation process? Include timelines. Who is responsible for maintenance?
- ☐ Have you included one copy of the manufacturer's specifications (shop specifications) for the item or piece of equipment included in your project proposals?
- ☐ Do you have a detailed site plan, which provides all of the information requested?
- ☐ Have you reported all previous approved Capital Grant dollars received?
- ☐ Is your project on public property and do you have approval of the project? Is it for recreation, sport, art or cultural facilities or open space?
- ☐ Have you attached letters of support from the citizens or area residents affected by the project or from the groups or individuals that will use the new area or structure?
- ☐ Have you provided a detailed project budget? Including both Revenue and Expenses.
- ☐ Have you provided financial information to verify that your organization has sufficient funding in place to match the grant request? A letter or financial statement from a financial institution.
- ☐ Have you partnered with another organization, and if so have you described the partnership?
- ☐ Have you recognized the City of Moose Jaw for its funding contribution?

PROJECT SUMMARY:

10

**CITY OF MOOSE JAW  
COMMUNITY PROJECTS - CAPITAL GRANT PROGRAM**

**Follow-Up Report**

**INCOME**

Financial Contributions (cash contribution from your organizations)	\$
Cash Contributions from other	\$
Donations (materials, supplies or services).	\$
Volunteer Labour ("x" hours x provincial minimum wage standards and can only account for 1/8 of the total budget)	\$
Other	\$
Capital Grant Program Grant	\$
<b>TOTAL REVENUE BUDGET</b>	\$

**EXPENSES** (materials, supplies, services, equipment rental, professional fees)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL EXPENSES</b>	\$

**Note:** Receipts, or copies of receipts must be attached to this form in order to receive funding.

**SURPLUS (DEFICIT)**      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**PUBLIC MINUTES  
YOUTH ADVISORY COMMITTEE  
Thursday, June 6, 2019, 7:00 p.m.  
Boston Pizza North**

**PRESENT:** Rachel Butt, Chairperson, Youth-at-Large  
Mayor F. Tolmie, Council Representative  
Jordan Boulton, Central Collegiate  
Sara Wiens, Peacock Collegiate  
Sarah Gutek, Cornerstone Christian School  
Meagan Barclay, Cornerstone Christian School  
Jenna Meili, Vanier Collegiate  
Ha'Keena Maneso, Vanier Collegiate  
Lucas Dyck, Central Collegiate

**ABSENT:** Nikola Orescanan, Peacock Collegiate  
Kaely Broadbent, Sask. Polytechnic  
Ryanne Bauman, Sask. Polytechnic

**ALSO PRESENT:** Phil Simms, AXIS Committee  
Lyle Johnson, Committee Facilitator

**PART 1 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED  
Re: Call to Order**

Rachel Butt, Chairperson, called the meeting to order at 9:04 p.m.

**PART 2 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED  
Re: Trivia**

What elections will be held in the next two years and why?

**PART 3 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED  
Re: Adoption of the Agenda**

Moved by Jordan Boulton  
THAT the agenda be adopted as presented.

Carried.

**PART 4 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED**  
**Re: Adoption of the Minutes – May 16, 2019**

Moved by Meagan Barclay

THAT the minutes of the regular meeting of the Youth Advisory Committee dated May 16, 2019 be received as presented.

Carried.

**PART 5 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED**  
**Re: Business Arising from the Minutes**

**5.1. Discussion of Plastic Bags**

1. Jenna received an email from bio-bags. The retailers set their price, and City Council must request the bags. Produce and shopping bags are customizable, also they're 100% compostable.
2. Discussion on committee to present the plastic bags, we would like the City Council to discuss the implementation of a liaison committee created to work on the ban on plastic bags and replace with the bio-bags.

**5.2 Citizen/Group of the Year and Heritage Awards**

1. Well organized, represented award recipients well.
2. Jenna Meili nominated for group award.
3. 15 Wing car/air show raised \$100,000 over past two years.
4. Kayleigh Olson from Central Collegiate won Heritage award.

**PART 6 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED**  
**Re: New Business**

**6.1. Phil Simms – Updates on AXIS**

1. Global Warning: take place on May 30 & 31, 2020.
2. Availability for YAC: Ha'keena has two trucks, can help with pick up of artwork. Also, Lucas, Sara, and Rachel will help. Pick up will be arranged with the schools and teachers.
3. Ceremony: Give out awards, discuss success, BBQ luncheon, last year sponsored by Co-op. Opening of the exhibit of art pieces, auction may take place. Money will go towards AXIS or YAC.

4. May 1 – 7 schools would collect garbage and make art pieces.
5. May 17 is deadline, 22 is set up.
6. September pick-up will be arranged with YAC.
7. Still looking in with sponsors.
8. Packages will be sent to Lyle, who will then send to members of YAC.
9. Packages will be delivered to elementary schools by YAC members. Deliver packages by Thursday February 14, 2020.
10. Drop Zone: February 12, 13, 26 from 3:30-7:00ish p.m. February 27 – March 5, 2020 spare.
11. April 13, 2020 Level Up Game con. Grades 9-12. Two hour volunteer slots.
12. Volunteer: sign up list.

## **PART 7 – NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED**

### **Re: Committee Areas**

#### **Culture**

1. Meeting with President of the local Metis community February 8, 2020.
2. Discussed how to approach meeting, also list of questions.
3. Where we stand with contributing to the Metis flag.

#### **Community**

1. Women's empowerment group.
2. Run over the summer.
3. Different activities that empower young girls ages 10-16.
4. Next meeting at Starbucks on Tuesday after school.

#### **Communications**

1. Instagram password?

## **PART 8 - NO APPROVAL OF EXECUTIVE COMMITTEE REQUIRED**

### **Re: Next Meeting and Adjournment**

The next meeting of the Youth Advisory Committee will be scheduled at the call of the Chair.



Moved by Meagan Barclay  
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 11:42 p.m.

Approved via email June 18/19  
Facilitator

**CITY MANAGER'S COMMENTS:**

*Jim Puffalt*

---

City Manager

**MAYOR'S COMMENTS:**

*Fraser Tolmie*

---

Mayor

---

219 Lillooet St E  
Moose Jaw S6H 1N5  
(306) 631-1392

17th June 2019

**City of Moose Jaw**  
228 Main St N  
Moose Jaw S6H 3J8

Dear 

The Youth Advisory Committee has come together to create a presentation about a possible transition towards greener single use plastic bags. We have been guided to provide an educational program for the citizens of our community and our search has resulted in the following information.

Single use plastic bags that are being used in our grocery stores have shown to be extremely detrimental to our environment, they take over 500 years to completely decompose, and when they do they release harmful chemicals into the soil. Our presentation will address the advantages and disadvantages available to our community based on the information we have acquired over the past few months regarding replacement of these bags with a compostable option. This will be the basis of our educational presentation to our community.

Sincerely,



Lucas Dyck

Youth Advisory Committee Member

lukedyck8@gmail.com

## Youth Advisory Committee Presentation Script

### 1) “Why are we Doing This”

- a) It is clear there is an issue with plastic bags in our community, along with litter in general. We understand that it would be inconvenient to rid plastic bags and provide no solution. Our alternative is to switch to bags that will ultimately provide a positive contribution to the environment. We must set the president for generations to come, because the longer we ignore this problem, the longer it becomes a problem. Adopting this as a solution will help make our community a cleaner and greener place. We hope to phase this in, not to force it quickly. This is going to happen in our country, why not get a headstart?
- b) Plastic bags are starting to become more harmful than they are useful. They take up landfill, create massive waste and although can be recycled, are most often seen floating around in our city in parks, backyards and in our rivers. A good example of this would be our own landfill: Right when coming in you see the plastic bags caught onto the fence. Not how we want to represent “Canada's Most Notorious City”. Recently the federal government has recognized this issue and has made an announcement to take action. By 2021 they plan to completely ban all single use plastics. Today the plastic bag is being used at extreme amounts due to its convenience. So, how is Moose Jaw expected to handle such a drastic change?

Today, “We come to you today not with a problem, but with a solution.” We come to you with an alternative to plastic bags, something to “replace what is being taken away”. We as a committee took this issue on as a challenge; to find the best alternative out there, and through this process we found a company named BioBag. BioBags are bags that act and work just like a regular plastic bags would but are compostable, and would be a perfect replacement for the regular plastic bag.

Integrating the BioBags into Moose Jaw will...

- Help Replace what is being taken away
- Phase something in and phase something out - People tend to be creatures of habit and taking plastic bags away will be a hard adjustment for the people of Moose Jaw to make. By integrating the BioBags into our city it will almost seem as if the plastic bags never left. It would be making it easier for people to transition. (we very well know that you are the ones who the people complain to when slightly upset.)
- Will be A LOT more environmentally friendly..

BioBags are compostable, which means that the BioBag won't harm the environment but will help it if anything. (We'll get more into what that means in the next few slides).

### 2) “Biodegradable vs Compostable”

What's the difference between a product that is biodegradable vs compostable vs made from plastic?

a) Biodegradable

- This is a term used when describing organic materials that break down in a specific environment.
- This term is very often misused in marketing and advertising of products and materials that are not actually environmentally friendly.
- Many companies market products as biodegradable because it will break down, but they do not specify how long it will take, which could be 1000's of years to fully decompose.
- This means very little as everything breaks down given enough time

b) Compostable

- Process of breaking down organic waste by microbial digestion to create compost.
- The main goal of composting is to recycle organic waste so it can eventually be reused.
- BioBags are compostable

c) Degradable

- degradable products do not break down completely; instead they break apart into microscopic pieces which take 1000's of years to break down.
- A BioBag takes 3-6 months to break down into organic material and leaves no lasting harm on the environment.

**3) "About Biobags"**

- a) BioBags are a compostable alternative to plastic bags, behaving almost identically, with the key difference being the fact they easily break down in soil
- b) BioBags are made of what the company calls MaterBi, a resin made from plants, compostable polymers, and vegetable oils
- c) The main manufacturer is San Leandro, California, though they are manufactured in places like Estonia and Thailand
- d) After using a Biobag, you have two options. You can put it in your compost bin, where it will break down into nutrient rich fertilizer, or toss it in your garbage can, where it will be taken to a landfill and break down there. Either way, the bag leaves behind helpful soil instead of dangerous toxins.
- e) BioBags are most effective when used within a year of purchase, but can be used beyond that under the right conditions.
- f) BioBags are completely food safe. You don't need to worry about them leaking harmful chemicals into your food, because there are no harmful chemicals to begin with. As mentioned previously, BioBags are made from plants, so food would not be damaged. They still are airtight, as they are also capable of carrying liquids.
- g) Biobag allows companies to set their own price based on how many bags they will purchase at a time.

**4) "Communities where the BioBag worked for them/the composting system was successful"**

- a) Every single one of these cities has either banned or put some restriction on their plastic bag usage. It has been very effective for them, mainly because they

introduced an alternative. That alternative is BioBags. They are very effective for the landscape, the economy, and the environment.

#### 5) “Testing & Certification”

- a) Bio Bags are;
- b) BPI certified. North America’s leading certifier for compostable products
- c) All other standards are for compostable plastics in those countries
- d) This means that each of the bags meet regulation standards and they must hold bags to a certain quality.
- e) They’re good certifications- a guarantee they will work

#### 6) “Numbers and Stats”

- a) An estimated 500 billion to 1 trillion plastic bags are consumed each year worldwide, which is one million per minute.
- b) Only 1 out of every 200 plastic bags (about 5%) are recycled.
- c) The average grocery store in Canada sell 200 bags per hour.
- d) Environment and Climate Change Canada say that Canadians throw away more than 34 million plastic bags everyday.
- e) Most plastic bags end up in landfills and it takes a minimum of 1,000 years to decompose.
- f) Biobags take 45 days to decompose when in soil or sunlight.
  - i) Since the biobags are compostable, people may feel inclined to compost them in their own compost, which will save space in the landfill.
- g) Canada plans to ban single-use plastics by 2021.
  - i) The numbers represent not only a national issue, but a global issue.
  - ii) Our federal government noticed this issue and knew we have a responsibility as Canadians to be environmentally conscious.
  - iii) Thank you.

#### 7) “In Closing”

- a) The way we deal with single-use plastic in our society has already begun to change. You’ve been discussing this issue, and it is right now being addressed across our nation and our world. We have the opportunity to join the forefront of this movement, and examine the alternatives and solutions we need for this global shift to take place.
- b) Environmental stewardship is everyone’s responsibility. This is why we, the youth of Moose Jaw, need our community to pull together for the sake of ourselves and for future generations.
- c) Let’s be the model of how to do this right. Let’s be leaders of change. Thank you.

# Why the City of Moose Jaw should implement Biobags

Youth Advisory Committee



# Why are we doing this?



Moose Jaw Landfill Pictured 2018



The Police 2007 Tour Bags

## *Plastic Bags Cause...*

- Plastic bags cause waste, take up landfill.
- Moose Jaw suffers from plastic bag waste.
- BioBags can help solve this.

## *Integrating the BioBags into Moose Jaw will...*

- Help replace what is being taken away.
- Phase something in and phase something out.
- Will be A LOT more environmentally friendly.



# Biodegradable vs Compostable

## Biodegradable:

- organic materials that break down in a specific environment.

## Compostable:

- process of breaking down organic waste by microbial digestion to create compost.

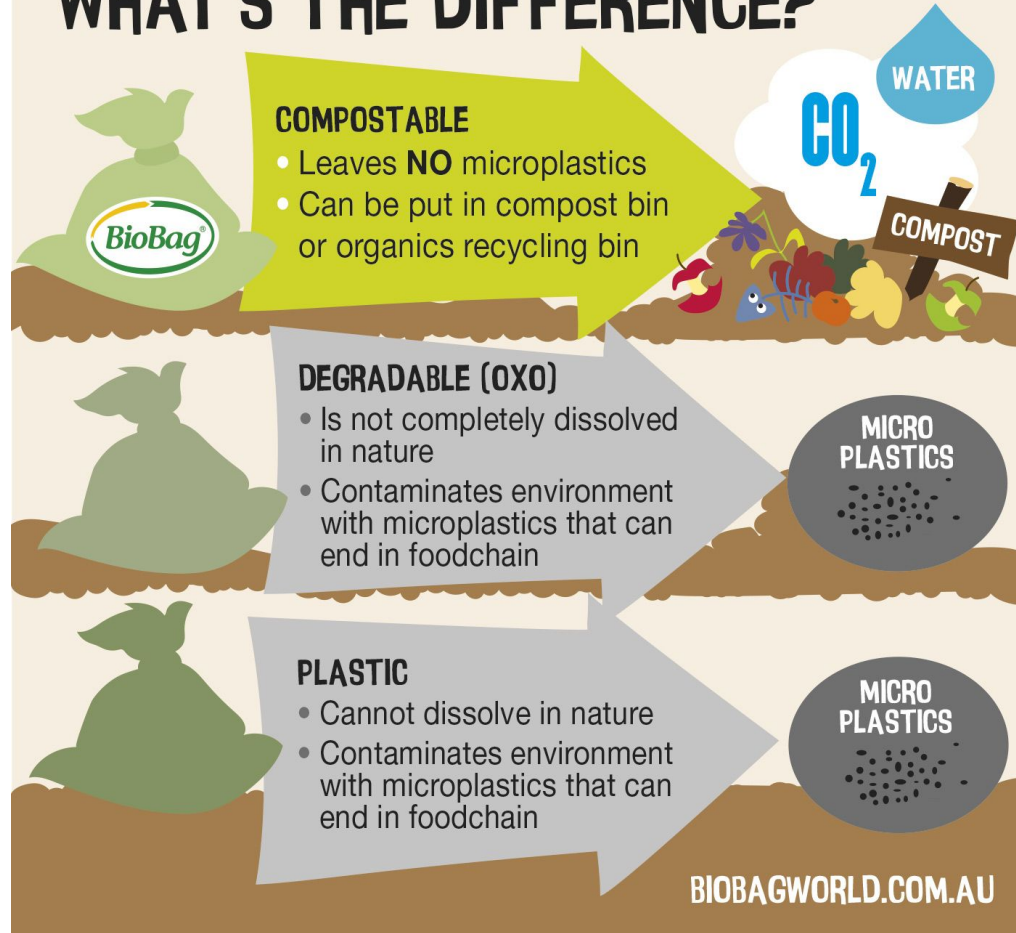
## Degradable:

- products that do not break down completely; instead they break apart into microscopic pieces.





# WHAT'S THE DIFFERENCE?



# About BioBags

- What is it?
- What is it made of?
- Where do they come from?
- Where do they go?
- How long do they last?
- Are they safe?
- What's the price?



# Biobag Composting System (and how to implement it)

- More information is available upon request and as we move forward in this process.



# Communities where the BioBag worked for them/the composting system was successful

- Bethal, Alaska
- Norwalk, Connecticut
- Lynn, Massachusetts
- Santa Fe, New Mexico
- New York, New York
- Portland, Oregon
- San Francisco, California



# Testing & Certification

- Bio Bag is BPI certified, and are certified compostable by European standard, US standard, and Australian standard.
- They are FDA approved.
- Non-GMO Project verified.



# Numbers & Statistics

- An estimated 500 billion to 1 trillion plastic bags are consumed each year worldwide, which is one million per minute.
- Only 1 out of every 200 plastic bags (about 5%) are recycled.
- The average grocery store in Canada sell 200 bags per hour.
- Environment and Climate Change Canada say that Canadians throw away more than 34 million plastic bags everyday.
- Most plastic bags end up in landfills and it takes a minimum of 1,000 years to decompose.
- Biobags take 45 days to decompose when in soil or sunlight.
- Canada plans to ban single-use plastics by 2021.



# In Closing

- The way we deal with single-use plastic in our society has already begun to change.
- Environmental stewardship is everyone's responsibility.
- Let's be the change.





**PUBLIC MINUTES  
SPECIAL NEEDS ADVISORY COMMITTEE**

**Thursday, June 13, 2019, 7:00 p.m.  
Scoop Lewry Room, 2<sup>nd</sup> Floor, City Hall**

**PRESENT:** Michael Bachiu, Chairperson, Citizen-at-Large  
Councillor Scott McMann, Council Representative  
Daryl New, Citizen-at-Large  
James Allonby, Citizen-at-Large  
Angela Sereda, Citizen-at-Large

**ABSENT:** Steve Seida, Citizen-at-Large  
Dorreen Gane-Mowrey, Citizen-at-Large  
Erin Hidlebaugh, Citizen-at-Large  
Steven Loptson, Transportation Manager

**ALSO PRESENT:** Trish Mayor, Recording Secretary

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

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Mike Bachiu, Chairperson, called the meeting to order at 7:05 p.m.

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

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Moved by Angela Sereda  
THAT the agenda be adopted as presented.

Carried.

**PART 3 - NO APPROVAL OF COUNCIL REQUIRED  
Re: Adoption of the Minutes – May 2, 2019**

---

Moved by James Allonby  
THAT the minutes of the Special Needs Advisory Committee dated May 2, 2019 be received as presented.

Carried.



**PART 4 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Business Arising from the Minutes**

---

**4.1 NO APPROVAL OF COUNCIL REQUIRED**

**Re: Sask Polytechnic Ramp Project**

Moved by Mike Bachiu

THAT the matter regarding the Sask Polytechnic Ramp Project be lifted from the table.

Carried.

**4.2 NO APPROVAL OF COUNCIL REQUIRED**

**Re: Special Needs Parking/Non-accessible Downtown Businesses**

Moved by Angela Sereda

THAT the matter regarding Special Needs Parking/Non-accessible Downtown Businesses be tabled to next meeting.

Carried.

**4.3 NO APPROVAL OF COUNCIL REQUIRED**

**Re: Champions of Transit Initiative**

Moved by Daryl New

THAT the matter regarding Champions of Transit Initiative be tabled to next meeting.

Carried.

**PART 5 – APPROVAL OF COUNCIL REQUIRED**

**Re: New Business**

---

**5.1 APPROVAL OF COUNCIL REQUIRED**

**Re: Paratransit Concern - M. Frechette**

Moved by Angela Sereda

**THAT the Special Needs Advisory Committee will request Council to have Administration report on the paratransit scheduling issues.**

Carried.

**PART 6 – NO APPROVAL OF COUNCIL REQUIRED**

**Re: Next Meeting and Adjournment**

---

The next regular meeting of the Special Needs Advisory Committee is scheduled **at the call of the Chair.**

Moved by James Allonby  
THAT the meeting now adjourn.

Carried.

The meeting adjourned at 7:35 p.m.

Approved via email June 18, 2019  
Chairperson

**CITY MANAGER'S COMMENTS:**

Jim Puffalt  
City Manager

**MAYOR'S COMMENTS:**

Fraser Tolmie  
Mayor



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Bylaw No. 5587, Remuneration Bylaw Amendment, 2019 (1)(3<sup>rd</sup> Reading)

**TO:** City Council

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

**DATE:** 11 June 2019

**PUBLIC:** This is a Public Document.

---

### **RECOMMENDATION**

THAT City Council give 3rd reading to Bylaw No. 5587, Remuneration Bylaw Amendment, 2019 (1).

### **TOPIC AND PURPOSE**

The purpose of the proposed Bylaw is to present an amending Bylaw to compensate elected officials as a result of the one-third tax exemption effective January 1, 2019.

### **BACKGROUND**

The Bylaw was submitted to the regular meeting of City Council on June 10, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

### **ATTACHMENTS**

1. Bylaw No. 5587, Remuneration Bylaw Amendment, 2019 (1)

### **REPORT APPROVAL**

Written 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. \_\_\_\_\_

## **BYLAW NO. 5587**

### **REMUNERATION BYLAW AMENDMENT, 2019(1)**

---

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

#### **The Remuneration Bylaw amended**

1. Bylaw No. 5088, as amended, is further amended in the manner set forth in this Bylaw.

#### **Section 3 amended**

2. Section 3 is amended by repealing subsection 3(1) and substituting the following therefore as set out below:

“3(1) In and for the year 2019, the Mayor shall be paid remuneration based on 54.5% of a Saskatchewan Cabinet Minister as set by the Board of Internal Economy of the Saskatchewan Legislature to Cabinet Ministers effective April 1 annually. Effective January 1, 2019 the Mayor shall be paid an Annual Indemnity in the total amount of \$79,108.

#### **Section 4 amended**

3. Section 4 is amended by repealing subsection 4(1) and substituting the following therefore as set out below:

“4(1) In and for the year 2019, all members of City Council, other than the Mayor, shall be paid remuneration of an annual indemnity in the total amount of \$24,918, effective January 1, 2019, an amount equivalent to one-third of 51.5% of a Saskatchewan Cabinet Minister.”

#### **Coming into force**

6. This Bylaw shall come into force upon passage.

PASSED AND ENACTED ON THE                      DAY OF                      , 2019.

---

MAYOR

---

CITY CLERK

READ a first time the 10<sup>th</sup> day of June, 2019.

READ a second time the 10<sup>th</sup> day of June, 2019.

READ a third time the                      day of                      , 2019.



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Bylaw No. 5584, Taxi, Limousine and Shuttle Bylaw, 2019 (3<sup>rd</sup> Reading)

**TO:** City Council

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

**DATE:** 11 June 2019

**PUBLIC:** This is a Public Document

---

### **RECOMMENDATION**

THAT City Council give 3rd reading to Bylaw No. 5584, Taxi, Limousine and Shuttle Bylaw, 2019.

### **TOPIC AND PURPOSE**

The purpose of the proposed Bylaw is to provide regulations for the operation of taxis, limousines and shuttles within the City of Moose Jaw and better ensure the safety of passengers and the vehicles they hire.

### **BACKGROUND**

The Bylaw was submitted to the regular meeting of City Council on June 10, 2019 where it received 1st and 2nd reading. Therefore, the proposed Bylaw is now recommended for 3rd reading.

### **ATTACHMENTS**

1. Bylaw No. 5584, Taxi, Limousine and Shuttle Bylaw, 2019.

### **REPORT APPROVAL**

Written by:	Sue Brabant for Stacey Landin, Bylaw Enforcement Officer
Approved by:	Michelle Sanson, Director of Planning and Development Services
Approved by:	Tracy Wittke, Acting City Clerk
Approved by:	Jim Puffalt, City Manager
Approved by:	Fraser Tolmie, Mayor

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

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

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

## BYLAW NO. 5584

### TAXI, LIMOUSINE AND SHUTTLE BYLAW, 2019

=====

**WHEREAS**, the Council of the City of Moose Jaw is empowered by Section 8 of *The Cities Act*, 2002 to control, regulate and license Owners and Operators of Taxis, Limousines and Shuttles used for hire in the City of Moose Jaw;

**NOW THEREFORE**, the Council of the City of Moose Jaw in Council assembled enacts as follows:

1. This Bylaw may be cited as the "Taxi, Limousine and Shuttle Bylaw".
2. For the purpose of this bylaw:
  - a. "Accessible Taxi" means a Taxi having a gross vehicle weight rating of not more than 4,500 kg, which is designed and manufactured or converted for the purpose of transporting persons who use mobility aids;
  - b. "City" means the City of Moose Jaw;
  - c. "Council" means the Council of the City of Moose Jaw;
  - d. "Driver" means any person in charge of the operation of the Taxi, Limousine or Shuttle whether they are the Owner of the Taxi or an agent, Licensee, or employee of the Owner;
  - e. "License Inspector" means the License Inspector for the City of Moose Jaw as appointed from time to time, or anyone authorized to act on their behalf, and any member of the Moose Jaw Police Service;
  - f. "Limousine" means, subject to the regulations, a stretch Limousine, sport utility Limousine or Limousine bus-type Vehicle intended for hire that:
    - i. has seating capacity for 6 or more passengers;
    - ii. is operated by a chauffeur;
    - iii. is the object of a valid prescribed inspection certificate;
    - iv. is not equipped with a Taxi meter or any equipment designed to calculate a passenger fare based on distance travelled;
    - v. is not equipped with a dispatch device, two-way radio or mobile data terminal whereby the Vehicle is matched with or



directed to a passenger seeking to purchase transportation;  
and

- vi. is used exclusively for the transportation of passengers.
- g. "Mobility Aid" means a device, including a manual wheelchair, electric wheelchair or scooter, that is used to facilitate the transport, in a normally seated orientation, of a person with a physical disability;
- h. "Owner" means any person, firm or corporation that has the control, direction and maintenance of a Taxi, Limousine or Shuttle and the benefit of the collection of revenue derived from the operation of the Taxi, whether as registered Owner, Licensee or in possession under any conditional sale, chattel mortgage or hire-purchase agreement, receiving calls for Taxi, Limousine or Shuttle service and dispatching Taxis;
- i. "Service Animal" means an animal trained to be used and is used by a person with a disability for reasons related to the disability;
- j. "Shuttle" means a Vehicle duly licensed under *The Vehicles for Hire Act* used for the conveyance of passengers from Moose Jaw to a destination outside of City Limits for a fee, but shall not include a public service Vehicle or a Vehicle of a transportation company having a franchise granted by the City of Moose Jaw or any person or company which provides public transportation services under a contract or agreement with the City; and is:
  - i. registered in a prescribed class; and
  - ii. marked as a Shuttle by a company decal.
- k. "Taxi" means a Vehicle duly licensed under the provisions of *The Vehicles for Hire Act* including "Accessible Taxi", and used for the conveyance of passengers within the City for a fee, but shall not include a public service Vehicle or a Vehicle of a transportation company having a franchise granted by the City or any person or company which provides public transportation services under a contract or agreement with the City; and is:
  - i. registered in a prescribed class;
  - ii. equipped with a Taxi meter or any equipment designed to calculate a passenger fare based on distance travelled or delivers the service for a flat rate per trip;

- iii. equipped with a dispatch device, two-way radio or mobile data terminal whereby the Vehicle is matched with or directed to a passenger seeking to purchase transportation;
    - iv. marked as a Taxi by a company decal or a roof mounted Taxi light or both; and
    - v. is used exclusively for the transportation of passengers.
  - l. "Vehicle" means a Vehicle that meets the prescribed qualifications and that has a seating capacity of no more than 10 occupants, including the Driver.
- 3.
- a. No person shall operate, or permit to be operated, any Taxi, Limousine or Shuttle within the City until the fee prescribed has been paid, and the necessary License issued by the License Inspector of the City of Moose Jaw.
  - b. Every Taxi, Limousine or Shuttle License issued shall be for a calendar year or portion thereof remaining and shall expire on December 31<sup>st</sup> of the year in which it is issued. Every person to whom a Taxi, Limousine or Shuttle License has been previously issued intending to continue conducting or operating the business in subsequent years shall make application to renew the License prior to January 1<sup>st</sup> of that subsequent year.
  - c. Each Taxi, Limousine or Shuttle shall be licensed annually by the City. Prior to annual licensing, the Owner shall produce to the License Inspector, a valid inspection certificate and decal from a qualified mechanic appointed by Traffic Safety Services of Saskatchewan Government Insurance.
  - d. The inspection certificate and decal referred to in 3(c) must be renewed yearly and be dated no more than sixty (60) days prior to the expiry date of the Vehicle registration, as required by Saskatchewan Government Insurance. The cost of obtaining the annual inspection shall be the responsibility of the Owner.
  - e. A person operating a Taxi, Limousine or Shuttle shall carry a valid inspection certificate within the Taxi and shall, at all times, display a valid inspection decal on the rear right side window of the Vehicle.
  - f. A person operating a Taxi, Limousine or Shuttle must maintain Vehicle registration and insurance on each Taxi and provide proof of such upon application and renewal.

- g. A person operating a Taxi, Limousine or Shuttle must, upon request, issue a receipt to the passenger containing the total amount paid; the date, time and duration of the trip; the Driver's first name; the Vehicle license plate number and the name of the Taxi, Limousine or Shuttle company.
  - h. Prior to obtaining a License to operate a Taxi, Shuttle or Limousine business, every Owner shall obtain a Taxi, Limousine or Shuttle Company License.
4. Prior to obtaining a License to drive a Taxi, Shuttle or Limousine every Driver shall:
- a. Obtain a criminal record check annually that is provided to SGI in accordance with *The Vehicles for Hire Act*. A copy of the criminal record check must also accompany the Taxi, Limousine or Shuttle Driver's Photo Permit application or renewal. The cost of the criminal record check is the responsibility of the Driver.
  - b. Hold a valid Class 1-4 driver's license which may be used to operate a Taxi, Limousine or Shuttle. A Class 5 driver's license may be used provided that the Driver:
    - i. is not in the Graduated Driver Licensing (GDL) program;
    - ii. has at least 2 years post-GDL driving experience in Canada or a reciprocal jurisdiction;
    - iii. has a satisfactory driver history and submits an SGI Driver's Abstract to the License Inspector; and
    - iv. Obtain a City of Moose Jaw Driver's Photo Permit. The Driver's Permit shall be displayed prominently for passengers to view.
- 5.
- a. Any "Accessible Taxi" is to conform with CSA Standards D409-16 with regard to configuration and passenger security and safety as per Section 3(d) and (e) of this Bylaw;
  - b. Any Driver must not transport non-ambulatory passengers in a wheelchair or scooter unless the Vehicle is designed and certified for that purpose in accordance with all applicable laws; and if the transportation of non-ambulatory passengers is permitted pursuant to all applicable laws, securely fasten all wheelchairs and scooters so as to prevent any movement of the wheelchairs or scooters while the Vehicle is in motion;

- c. Any Driver must fold and store wheelchairs of ambulatory patients with physical disabilities; and
  - d. Any Driver, unless exempted by the License Inspector pursuant to the Bylaw, shall permit a passenger with a disability to be accompanied by their Service Animal and must not demand any additional charge for the transportation of Service Animals accompanying a passenger with a disability.
- 6. A Driver may apply for an exemption from the application of clause 6(d) regarding Service Animals upon providing proof acceptable to the License Inspector of the Driver's inability to comply with the requirements without suffering undue hardship.
- 7. Every Owner and Driver shall post and keep posted in a conspicuous place in each Taxi, Limousine or Shuttle, the tariff of fees established and charged by the Taxi operator on a card clearly visible and legible to any passenger who rides in the Taxicab.
- 8.
  - a. Every Driver shall carry in a Taxi, Limousine or Shuttle, no more than the number of persons for which the capacity has been rated by Provincial Law;
  - b. Every Owner and Driver of a Taxi, Limousine or Shuttle in the City shall ensure that the Vehicle is kept in a neat, clean and tidy condition, both as to its interior and exterior while it is in use;
  - c. Every Owner and Driver shall ensure that no person, including the Driver, smokes, burns, uses or holds a lighted or otherwise heated cigarette, cigar, pipe, electronic cigarette, vaporizer, hookah or similar equipment in the Vehicle; and
  - d. Any person who charges or attempts to charge a fee in excess of the posted fee is guilty of an offense.
- 9.
  - a. Any Owner with no more than one Taxi, Limousine or Shuttle may operate as a home occupation as defined in the City of Moose Jaw Zoning Bylaw; and
  - b. Owners with multiple Vehicles shall be dispatched and operate from a commercial location as defined in the City of Moose Jaw Zoning Bylaw.
- 10. This Bylaw may be enforced by a Bylaw Enforcement Officer, License Inspector or any member of the Moose Jaw Police Service.

11. The License Inspector may revoke, refuse to issue or refuse to renew a License under this Bylaw if an Applicant or Licensee has:

- a. Failed to comply with any provision of this Bylaw;
- b. Failed to comply with any requirements of *The Vehicles for Hire Act*;
- c. Been convicted of an offence pursuant to this Bylaw; or
- d. Failed to pay the license fee on or before the date required.

12. The License Inspector shall send notice of any decision to revoke or refuse to issue or renew a License pursuant to this Bylaw to the Applicant or Licensee by registered mail at the address provided by the Applicant or Licensee.

13. Where the License Inspector has:

- a. refused to issue or renew a License under this Bylaw; or
- b. revoked a License under this Bylaw;

the Applicant or Licensee may appeal the decision to the Executive Committee of City Council within 30 days of the date of the decision. An appeal must be in writing and delivered to the City Clerk's Office within 30 days of the decision. An appeal cannot be made if the the reason for the refusal is the failure to pay any fee or provide the required information.

14. Where the Executive Committee of City Council hears an appeal pursuant to this Bylaw, they may:

- a. Confirm the decision of the License Inspector;
- b. Set aside the decision of the License Inspector; or
- c. Order the License Inspector to make further inquiry into the facts of the case.

15. Where a License is revoked pursuant to this Bylaw, the Licensee is required to return any City-issued identification pertaining to the License.

16. Any person who contravenes a provision of this Bylaw is guilty of an offense and liable upon summary conviction:

- a. in the case of an individual, to a fine not exceeding \$10,000;
- b. in the case of a corporation, to a fine not exceeding \$25,000;

- c. in the case of a continuing offence, to a maximum of daily fine of not more than \$2,500 for each day or part of a day during which the offence continues; or
  - d. in default of payment by an individual, by imprisonment for a term of not more than one year.
17. If a person is found guilty of an offence against this Bylaw the Court may, in addition to any other penalty imposed, order the person to comply with this Bylaw or a License issued pursuant to this Bylaw or a condition of a License issued pursuant to this Bylaw.

READ A FIRST TIME the 10<sup>th</sup> of June, 2019.

READ A SECOND TIME the 10<sup>th</sup> of June, 2019.

READ A THIRD TIME AND PASSED the \_\_\_\_ of \_\_\_\_, 2019.

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MAYOR

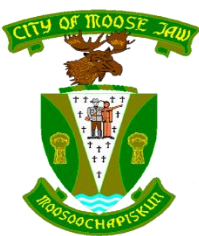
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CITY CLERK

## SCHEDULE "A"

TO BYLAW NO. 5584  
ANNUAL TAXI, LIMOUSINE OR SHUTTLE LICENSE FEES

1.	Taxi, Limousine or Shuttle Company License	\$125.00
2.	For each Taxi, Limousine or Shuttle License per Vehicle	\$125.00
3.	Taxi, Limousine or Shuttle Driver's photo permit	\$ 50.00
3.	Replacement of lost/damaged License – Vehicle or Driver	\$ 35.00



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Bylaw No. 5591 – City Administration Bylaw Amendment, 2019 (3)

**TO:** City Council

**FROM:** Department of Financial Services

**DATE:** 11 June 2019

**PUBLIC:** PUBLIC DOCUMENT

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### **RECOMMENDATION**

THAT City Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw No. 5591, City Administration Bylaw Amendment, 2019 (3).

Note: If City Council is inclined to support the Bylaw and clause-by-clause debate is not required, the following motion would be in order while in Committee of the Whole (Bylaws):

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

### **TOPIC AND PURPOSE**

The purpose of the proposed Bylaw is to amend Bylaw No. 5175, A Bylaw of the City of Moose Jaw to provide for the Administration of the Municipal Corporation and to set forth the Duties and Powers of Designated Officers, (the City Administration Bylaw) to incorporate revisions to Schedule "D" Investment Policy for the City of Moose Jaw as adopted by resolution of City Council on June 10, 2019 .

The Bylaw is recommended for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

### **BACKGROUND**

City Council ratified the May 27, 2019 Executive Committee minutes at the June 10, 2019 meeting and the following resolution was adopted:



*"THAT City Administration be directed to amend the City of Moose Jaw Investment Policy substantially in the form attached to this report as Attachment #3; and*

*THAT the amendments be made to the City's Administration Bylaw and brought back for City Council approval.*

The purpose of the policy is to provide specific guidelines regarding the portfolio management for the City of Moose Jaw's (City) investment assets. This policy ensures that City portfolios are invested primarily to achieve the real (inflation protected) preservation of capital, the maintenance of liquidity sufficient to meet ongoing financial requirements and to maximize return on investment.

## **ATTACHMENTS**

1. Bylaw No. 5591, City Administration Bylaw Amendment, 2019 (3)

## **REPORT APPROVAL**

Written by: Brian Acker, Director of Financial Services

Reviewed by: Tracy Wittke, Assistant City Clerk

Approved by: Jim Puffalt, City Manager

Approved by: Fraser Tolmie, Mayor

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

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

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

## **BYLAW NO. 5591**

### **CITY ADMINISTRATION BYLAW AMENDMENT, 2019 (3)**

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

##### **Amendments**

1. Bylaw No. 5175, City Administration Bylaw is amended in the manner set forth in the attached Schedule "D" Investment Policy for The City of Moose Jaw of this Bylaw.

##### **Coming into Force**

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

READ A FIRST TIME the 24<sup>th</sup> day of June, 2019.

READ A SECOND TIME the 24<sup>th</sup> day of June, 2019.

READ A THIRD TIME the    day of                    , 2019.

## **Investment Policy Statement**

City of Moose Jaw

## SECTION 1: OVERVIEW

### Purpose of Statement

The purpose of the policy is to provide specific guidelines regarding the portfolio management for the City of Moose Jaw's (City) investment assets. This policy ensures that city portfolios are invested primarily to achieve the real (inflation protected) preservation of capital, the maintenance of liquidity sufficient to meet ongoing financial requirements and to maximize return on investment.

### Definitions

- I. The City means the Municipal Corporation of the City of Moose Jaw;
- II. City Council means the elected officials of the City of Moose Jaw;
- III. The City's Investment Portfolio refers to monies of the City that are in excess of daily operational requirements and are available to be invested on a long-term basis.
- IV. The Investment Committee means the City of Moose Jaw Investment Committee.
- V. The Investment Manager means the duly authorized financial management company and its representatives as appointed from time-to-time by the Investment Committee.
- VI. Prudent Person Principle means to act in all matters regarding investments with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would act. This includes undue risk of loss, obtaining a reasonable rate of return and does not restrict the assets which a prudent person can invest.
- VII. A custodian provides safekeeping of assets, income collection, settlement of transactions and administrative services for the city's securities.
- VIII. Bond Rating Service is a corporation whose primary business mandate is to analyze the audit worthiness of debt securities issued by all levels of government and corporations and make recommendations as to the risk level of such debt. Debt ratings refer to the ratings issued by Dominion Bond Rating Service (DBRS) or other recognized bond rating services (Standard & Poor's, Moody's Investor Services).
- IX. Relevant Money Market and Bond Ratings Definitions
  - a. R-1 (High): is the highest quality, unquestioned ability to repay assessed liabilities as they fall due
  - b. R-1 (Mid): superior credit quality, above average strength in key areas of consideration for debt reduction
  - c. R-1 (Low): satisfactory credit quality, considerations for debt repayment
  - d. AAA: bonds rated AAA are of the highest credit quality with exceptionally strong protection for the timely repayment of principal
  - e. AA: Bonds rated AA are of superior credit quality and protection of interest and principal is considered high, they differ from bonds rated AAA only to a small degree.
  - f. A: bonds rated A are of satisfactory credit quality as the protection of principal and interest is still substantial; the degree of strength is less than AA rated entities.

- g. BBB: bonds rated BBB are of adequate credit quality. Protection of interest and principal is considered adequate, but the entity is more susceptible to adverse changes in financial and economic conditions.
- X. Asset Allocation is the proportion in which assets are divided among various types of investments, such as equities and bonds.
- XI. "Real" rate of return or the preservation of the "real" value of capital is the annual percentage return realized on an investment or growth of investment principal, which is adjusted for changes in prices due to inflation or other external factors and maintain the purchasing power of the city's investments over time.
- XII. An American Depositary Receipt (ADR) is a negotiable certificate issued by a U.S. bank representing a specified number of shares (or one share) in a foreign stock traded on a U.S. exchange. Holders of ADRs realize any dividends and capital gains in U.S. dollars, but dividend payments in euros are converted to U.S. dollars, net of conversion expenses and foreign taxes.
- XIII. An Index is a public investment benchmark which is considered to be representative of a specific securities market (eg. The S&P/TSX Composite Index representing Canadian equities).
- XIV. A derivative is a financial instrument whose characteristics and value depend upon (derived from) the characteristics and value of an underlying asset such as a commodity, bond, equity or currency. Examples of derivatives include futures and options. Derivatives are used to manage the risk associated with the underlying security, to protect against fluctuations in value, or to profit from periods of inactivity or decline.
- XV. An alternative investment is a financial asset that does not fall into one of the conventional investment categories, such as stocks, bonds, and cash. Most alternative investment assets are held by institutional investors or accredited, high-net-worth individuals because of the complex nature and potential lack of liquidity. Examples include real estate, private equity/venture capital, hedge funds, managed futures, art, antiques, commodities, and derivatives contracts.
- XVI. Passive Management is an investment strategy where a portfolio of securities is designed to replicate the performance of an index, such as an exchange traded funds.
- XVII. Active Management is an investment strategy where a portfolio of securities is designed to produce returns in excess of a relative index.
- XVIII. Volatility is a statistical measure of the dispersion of returns for a given security or market index.
- XIX. Risk is the uncertainty of future investment returns.
- XX. Risk Tolerance is the financial ability to withstand a short to medium term value decline.

## **SECTION 2: ROLES & RESPONSIBILITIES**

The ultimate responsibility for approval of the cities investment policy lies with City Council. The most effective management and oversight of the investment portfolio is best achieved through the delegation of its responsibilities to the Investment Committee, Department of Financial Services and Investment Manager.

### **City Council**

Approve the investment policy for the City of Moose Jaw and approve any amounts to be withdrawn from invested funds during the annual budget process.

### **Investment Committee**

As per City of Moose Jaw bylaw #5558, the purpose of the Investment Committee is to provide management and oversight of the City's investment portfolio following the prudent person principle in all of the committee's actions. The Investment Committee will delegate the day-to-day management of the Investment Portfolio to the Department of Financial Services in consultation with the Investment Manager.

### **Department of Financial Services**

The Department of Financial Services will work closely with the Investment Manager to monitor compliance with the investment policy, performance and the achievement of the City's stated objectives. The department will ensure adequate liquidity for approved expenditures, regardless of economic or market conditions and work with the Investment Managers when transferring between various investment pools outlined in this policy.

### **Investment Manager**

The Investment Manager is responsible to manage the City's investments in accordance with the Investment Policy and provide advice, research, guidance and technical expertise to assist the City in achieving its investment objectives. The investment manager shall provide a high level of service, reporting, as well as the due diligence, selection and continuous monitoring of the portfolio managers, investments and overall asset allocation. The Investment Manager will provide custodial services for all city owned marketable securities. Based on the statement of Investor Rights developed by the CFA institute, the City of Moose Jaw can expect from their Investment Manager:

1. Honest, competent and ethical conduct that complies with applicable law;
2. Independent and objective advice and assistance based on informed analysis, prudent judgment and diligent effort;
3. The city's financial interests taking precedence over those of the professional and the organization;
4. Fair treatment with respect to all clients;
5. Disclosure of any existing or potential conflicts of interest in providing products or services;
6. Understanding circumstances, so that any advice provided is suitable and based on the city's financial objectives and constraints;
7. Clear, accurate, complete and timely communications that use plain language and are presented in a format that conveys the information effectively;
8. An explanation of all fees and costs charged and information showing these expenses to be fair and reasonable;
9. Confidentiality;
10. Appropriate and complete records to support the work done on the City's behalf.

### SECTION 3: INVESTMENT OBJECTIVES & INVESTMENT BELIEFS

#### Investment Objective

The City of Moose Jaw has a fiduciary responsibility to the taxpayers to maximize the financial benefit of the investment portfolio and enhance the long term sustainability of the city. Investment reserves should be prudently managed to assist in avoiding excessive volatility in achieving targeted rates of return. Therefore, the overall portfolio objectives are:

- To preserve the real (inflation adjusted) value of the investments over the long term.
- To maintain sufficient planned liquidity to enable the City to fulfill all operating and capital requirements, regardless of economic and market conditions.
- To mitigate risk with professional investment management and prudent diversification requirements.
- To maximize investment returns without compromising the other investment objectives, over the long term.

#### Investment Beliefs

The City's investment policy was developed with the following considerations and generally accepted investment beliefs:

- As a corporation providing services for residents and businesses in perpetuity, The City of Moose Jaw has a long term (indefinite) time horizon.
- Protecting the real (inflation adjusted) value of the investment reserves is critical with a long term (indefinite) time horizon.
- Equity investments have historically provided greater returns than fixed income investments over the long-term, although with greater short-term volatility.
- Liquidity must be planned and prioritized in the event that the City requires funds for specified purposes.
- The long-term asset mix is the most important component of a portfolio's risk and return.
- The investment return is a function of capital market returns, asset allocation, specialized individual portfolio managers and investment products.
- Active management can add value to portfolio returns with the opportunity to outperform common market indices over the long-term and manage volatility or downside risk, but with added costs and effort. Passive management minimizes the risk of underperformance relative to a benchmark index and is generally less expensive. Both management styles can be utilized within the portfolio.
- Asset mix rebalancing generally adds value relative to buy and hold strategies.
- Alternative strategies/asset classes may be appropriate and will be evaluated based on their liquidity and transparency because of their low correlation to bonds and equities.
- Diversification of asset classes, implementation strategies, and security selection can improve the risk and return characteristics of the portfolio.
- Market timing at the policy level is an inefficient strategy for consistently increasing returns.
- Effective manager structure can improve the net returns and lower the risk of the investment portfolio.

## SECTION 4: ASSET MIX GUIDELINES & DIVERSIFICATION REQUIREMENTS

The asset mix provides the investment parameters, which enable, over the long-term, to achieve the investment objectives of the city. In order to achieve the objectives, the city will maintain asset guidelines on three pools of investment capital to maximize the best of use funds on behalf of the taxpayers.

### Fixed Income Pool:

The fixed income pool has a short term mid-term investment horizon and will only invest in high quality Canadian money market and fixed income securities. The primary objectives of the pool is capital preservation, liquidity and the enhancement of yield. Investments in the fixed income pool are intended to match the duration for approved city expenditures with a time horizon of 5 years or less.

Fixed Income Pool Permitted Investments & Diversification Requirements:

The minimum quality standard for individual money market instruments is R-1 (Low) and BBB- (investment grade) for individual bonds or the equivalent as rated by a recognized rating agency at the time of purchase.

Bond Rating	Maximum Aggregate Weighting
R1 - High & Government of Canada	100.00%
R1 - Mid	30.00%
R1 - Low	15.00%
BBB- (Investment Grade)	15.00%

Bond Issuer	Maximum Aggregate Weighting	Maximum Individual Holdings
Government of Canada	100.00%	100.00%
Provincial Government	100.00%	30.00%
Municipalities	40.00%	10.00%
TD Bank, CIBC, RBC, ScotiaBank & BMO	50.00%	50.00%
Other Corporate Bonds	20.00%	5.00%

### Moderate & Long Term Investment Pools:

The primary objective of the moderate and long term pools is to maximize returns, provide a sustainable source of revenue and protect the real (inflation adjusted) value of the investment principal. In order to achieve long-term investment objectives, the portfolio must utilize assets that provide uncertain returns such as Canadian equities, foreign equities and non-government bonds. To assist with the prudent management which includes minimizing volatility and managing risk, the city will utilize multiple professional portfolio managers, styles and asset classes. In this way added diversification is obtained for the portion of the cities investments that are expected to be more volatile and mitigate exposure to any single risk.

### Moderate Term Pool:

The moderate term pool is designed for investments with a time horizon greater than five years, but not an indefinite time horizon. The primary objectives of the pool is the preservation of the real value of capital, minimized volatility, liquidity for approved annual sustainable withdrawals and a secondary objective of maximized returns.



Asset Class	Minimum	Target	Maximum
Cash	0.00%	5.00%	35.00%
Fixed Income	45.00%	60.00%	75.00%
Equity	20.00%	35.00%	50.00%

### Long Term Pool:

The long term pool is designed for investment reserves the city has determined to have an indefinite time horizon. The primary objectives of the pool is maximized returns, minimizing volatility, preserving the real value of capital and liquidity for sustainable withdrawals.

Asset Class	Minimum	Target	Maximum
Cash	0.00%	5.00%	35.00%
Fixed Income	10.00%	25.00%	40.00%
Equity	55.00%	70.00%	90.00%
Alternative	0.00%	0.00%	10.00%

### Moderate & Long Term Pool Permitted Investments & Diversification Requirements:

**Cash and Cash Equivalents:** All Cash investments shall have a minimum rating of R-1- Low by the DBRS or equivalent. All fixed income securities with less than 12 months to maturity are considered a cash equivalent. Investment in the money market instruments of a single issuer may not exceed 10% of the market value of Cash portion Fund, except for the securities of the Federal and Provincial governments of Canada.

**Fixed Income:** The Bond portfolio must have a minimum weighted average rating of A or an equivalent rating by another recognized rating agency. Bonds rated BBB may not represent more than 15% of the bond portfolio. Investments in the fixed income securities of a single issuer may not exceed 10% of the market value of the Fixed Income portion of the Fund, except for securities of the Federal and Provincial governments of Canada. Diversified fixed income pooled funds that hold high yield, non-investment grade fixed income securities are eligible investment provided the weighted average credit rating of the fund or portfolio is investment grade. Diversified fixed income pooled funds that are not considered investment grade must comply with the appropriate fixed income constraints.

**Equities:** Equities include common stocks, American Depository Receipts' (ADR's) and limited liability income trusts. Foreign equity is included to provide diversification to reduce the overall risk profile of the equity portfolio and to enhance returns. Investments in the equity securities of a single issuer may not exceed 10% of the market value of the Equity portion of the Fund.

**Alternative Investments:** This asset class includes non-traditional investments whose returns have low correlation to equity and bond markets. These include professionally managed pools in non-traditional asset classes with a limit of 5% per individual issuer and 10% of the entire portfolio.

**Derivatives:** The use of derivatives is permitted to replicate a security or to hedge foreign currency exposure utilized in professionally managed pooled funds (mutual funds, exchange traded funds, & alternative investments).

### **Conflicts between the investment policy and pooled fund investment policies**

While this investment policy is intended to guide the management of the portfolio, it is recognized that, there may be instances where there is a conflict between the city's investment policy and the investments of a professionally managed pooled fund (mutual funds or exchange traded fund). An investment can be made in such a pooled fund to improve the diversification, risk management and/or return potential of the overall portfolio if the investment manager communicates the conflict to the investment committee.

### **Environmental, social and governance (ESG)**

ESG factors will be considered when selecting investments and fund managers.

## **SECTION 5: PERFORMANCE MONITORING**

### **Fixed Income Pool:**

The financial objective of the Fixed Income Pool is capital protection, liquidity and yield enhancement. Investments in the city's Fixed Income Pool will generally be matched to the duration of an expenditure, unlike any passive benchmark. However, the Fixed Income portfolio will be pegged against an appropriate blend of the FTSE TMX Canada Short Term Bond Index and FTSE TMX Canada Medium Term Bond Universe Index to assist in the monitoring of overall investment effectiveness.

### **Moderate & Long Term Pool Absolute Return Objectives:**

- The financial objective of Moderate Term Portfolio is to earn a rate of return of 2.25% over the Bank of Canada target rate for inflation (2.0%) on a rolling five year basis net of all investment management costs.
- The financial objective of the Long Term Portfolio is to earn a rate of return of 4.0% over the Bank of Canada target rate for inflation (2.0%) on a rolling five year basis net of all investment management costs.

### **Relative return monitoring:**

The primary focus is on the absolute long-term performance objectives. However, the short-term performance will be evaluated on an ongoing annual basis. This short-term evaluation will be completed by the investment manager and made by comparing the actual performance of the portfolio with the returns from an index portfolio constructed with reference to the benchmark asset allocation. This will be a key tool for the investment managers to evaluate the performance of the portfolio managers and guidance in achieving the absolute return objectives. The passive index will be the evaluated at the current weightings of the portfolio represented by FTSE TMX Bond Universe (Fixed Income), S&P/TSX Composite (Canadian Equities), S&P 500 (US Equities), MSCI EAFE (International Equities) and MSCI World Index (Global Equities) in Canadian dollars.

**Period of Performance Measurement:**

For purposes of evaluating the performance of the portfolios and the Investment Managers, the primary time period for evaluation will be five years. Return objectives are net of fees and include realized and unrealized capital gains or losses plus income from all sources. Recognizing that the returns achieved over shorter periods may vary significantly from the relevant goals, the general trend of results relative to the goals and the likelihood that satisfactory returns can reasonably be expected over five year moving periods should form the basis for the evaluation of the long term portfolios performance.

**Voting Rights:**

The Committee delegates the investment manager the responsibility of exercising all voting rights acquired through the fund's investments. The investment manager shall exercise such voting rights with the intent of fulfilling the investment objectives and policies of the Investment Policy Statement and for the long-term benefit of the city's investments.

**SECTION 6: ADMINISTRATION**

A major goal of this policy is to establish ongoing communication between the Investment Committee and the investment manager. Effective communication will contribute to the management of the portfolio in a manner that is consistent with meeting the objectives of the city.

**Reporting:**

On a monthly basis, the investment manager will provide custodial statements and reporting to include all transactions and market values.

On a quarterly basis, the investment manager will provide a report for the city including asset allocation, performance, and market value history and confirm compliance with the policy.

**Variances from Policy:**

The Investment Manager will provide a quarterly letter of compliance with the investment policy. Where it is determined that a variance needs to be corrected, the Investment Manager is to correct the variance in a timely manner while mitigating any adverse effects to the market value of the investment portfolio, affected by the timing of the required correction.

**Investment Review Meetings:**

The Investment Manager shall meet with the Investment Committee quarterly, or less frequently as agreed to by both parties, to provide a review of portfolio transactions, portfolio performance, capital markets outlook and other relevant matters and material changes.

**Investment Policy Review:**

On an annual basis (as of March 31), the Investment Advisor and Investment Committee may determine changes are required to the Investment Policy. Any changes to the Investment Policy must be recommended to and approved by City Council. These changes may be a result of:

- Governance changes;
- Changes in general economic conditions;
- Needs for liquidity, regularity of income and preservation of capital;
- Changes in expectations of long-term returns and risks associated with the different asset classes of investments;
- Changes to risk tolerance;
- Expectations of the city's future cash flow requirements;
- New investment products; and
- Any practical issues that arise from the application of the Investment Policy.

**Conflict of Interest:**

Any person involved in the investment or the administration of the investment may not permit personal interests to conflict with the exercise of duties and powers with respect to the city's investments. Such conflicts, actual or perceived, must be disclosed to the investment committee immediately. These guidelines shall not be read to contravene or otherwise limit the scope of any prior or subsequent conflict of interest guidelines that the City may have established or may establish for the conduct of Council, officers, employees, and agents.

**SECTION 7: IMPLEMENTATION STRATEGY**

The City's investment policy was last updated in January 2003 and restricted investments to high quality Canadian fixed income investments. In the development of an updated investment policy and in order to maximize the financial benefit for the City, both risk and return objectives have been included in the new policy. In order to achieve the City's long-term investment objectives and return requirements, the portfolio must utilize assets that provide uncertain returns such as Canadian equities, foreign equities and non-government bonds.

To assist with the prudent management the city will utilize diversification strategies to mitigate risk and volatility including multiple professional portfolio managers, multiple portfolio management styles (example: value, growth, dividend, active and passive) and multiple asset classes.

Upon approval of the investment policy, the City will implement a strategy to mitigate investment costs and moderate the transition into asset classes with a higher degree of volatility. Therefore, an orderly and strategic transition in meeting the new asset allocation guidelines includes:

1. "Existing city investments" are fixed income investments (bonds, guaranteed investment certificates and cash) currently owned by the City of Moose Jaw at the adoption of this policy.
2. Existing city investments, excluding operating capital, will be held in the custody of the investment manager for the City and excluded from any professional investment management costs or fees.
3. Existing city investments will be held until maturity, unless disposition is deemed to be in the best interests of the City, and incorporated into the appropriate investment pools. The Investment Manager will conduct a review of City owned bonds to determine if there is any suitable redemption prior to maturity, in the best interests of the City.
4. Existing city investments will be included in the appropriate investment pools (fixed, moderate, long term) and transitioned into the target asset allocations upon maturity.
5. The approximate balances for the respective city reserve pools are \$70,000,000 for the Long Term Pool and \$30,000,000 for the Moderate Term Pool.
  - i. The city current owns approximately \$60,500,000 of high quality fixed income investments and approximately \$39,500,000 in cash that is allocated to these reserve pools.
  - ii. Long Term Pool: Minimum equity weightings are 55% or approximately \$39,500,000. As the Long Term Pool has an indefinite time horizon and can tolerate the greatest amount of volatility, the entire cash deposit will be targeted towards the Long Term Pool to be invested within the calendar year in strategic and conservative manner. Approximately \$30,500,000 will be retained in existing city investments and at maturity, or redemption in the best interest of the City of Moose Jaw, the Long Term Pool will be aligned with the target asset allocation.
  - iii. Moderate Term Pool: Minimum equity weightings are 20%. In managing the strategic transition, existing city investments will make up the entire allocation of this portfolio until maturity. As existing city investments mature the portfolio will be transitioned towards the target asset allocation. While the policy will be temporarily out of compliance, this is preferable to the City of Moose Jaw ensuring a conservative strategic transition.
  - iv. In consideration of this transition strategy, variances in absolute return objectives will be tolerated until the portfolios are aligned with their target asset allocation.

Existing City Investments	Cash Reserves	Reserve Pool	Equity Weighting	Cash & FI Weighting
\$30,000,000.00	\$0.00	Moderate Term	0.00%	100.00%
\$30,500,000.00	\$39,500,000.00	Long Term	56.43%	43.57%
<b>\$60,500,000.00</b>	<b>\$39,500,000.00</b>			



# City of Moose Jaw

## LETTER OF COMMUNICATION

**TITLE:** Bylaw No. 5588, Traffic Bylaw Amendment, 2019 (1)  
**TO:** City Council  
**FROM:** City Clerk/Solicitor's Department  
**DATE:** 12 June 2019  
**PUBLIC:** This is a Public Document

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### **RECOMMENDATION**

THAT City Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw No. 5588, Traffic Bylaw Amendment, 2019 (1) (the "Bylaw").

Note: If City Council is inclined to support the Bylaw and clause-by-clause debate is not required, the following motion would be in order, while in Committee of the Whole (Bylaws):

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

### **TOPIC AND PURPOSE**

The purpose of this report is to review the attached amendments to the Traffic Bylaw, being Bylaw No. 5556.

Members of the Transportation Services Advisory Committee and Executive Committee have reviewed and discussed the proposed Bylaw. The Bylaw has also received input from the community through a public consultation program that extended from May 28 – June 4, 2019.

The Bylaw is recommended for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings.

## **BACKGROUND**

On June 11, 2018 the City enacted the current Traffic Bylaw. Now that the Traffic Bylaw has been in place and used practically, it is suggested amendments be made to continue the practicality of it.

At the Executive Committee meeting held on May 13, 2019, the following motion was adopted:

*"THAT City Administration bring forward to City Council amendments to the Traffic Bylaw substantially in the form as attached and labeled 'Attachment 1'; and*

*"THAT prior to bringing forward the amendments to the Traffic Bylaw, City Administration consult with Visit Moose Jaw regarding the matter of convention parking."*

Following the meeting of Executive Committee, it was identified by City Administration that parking permits to an official of a convention, seminar or other organized event in the City, found at section 6 of the attached Bylaw, which is added as section 53.1 (5) of the Traffic Bylaw. This suggested revision is to ensure parking revenue is received by the City, rather than the Moose Jaw Police Service.

The City advertised the potential changes to the Traffic Bylaw and, within that messaging, requested public feedback (via email to the City Clerks Department). Advertising entailed using our website, social media channels, "Notorious Jawcast" City podcast, paid media ads and received some "earned media" from local media outlets publishing stories about the amendments and our request for public feedback.

During the feedback period (May 28-June 4), a total of 22 emails were received from residents. Of those 22, two applauded the amendments and expressed no concern.

From the other 20, a variety of concerns were expressed, with the majority (11) pertaining to free parking for the Mayor/Council and other groups as designated by the Mayor's office.

Other concerns expressed were:

- Bike helmet enforcement
- Boulevard parking
- Lack of disabled parking spaces
- Free parking for Veterans
- Free parking for disabled people in non-disabled parking spots

The recommendation is to proceed with the Bylaw reading.

## **ATTACHMENTS**

1. Bylaw No. 5588, Traffic Bylaw Amendment, 2019 (1).
2. Comments received by public during public consultation.
3. Comments received by Visit Moose Jaw.

**REPORT APPROVAL**

Written by: Katelyn Soltys, Acting City Solicitor  
Approved 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. \_\_\_\_\_



**BYLAW NO. 5588****Traffic Bylaw Amendment, 2019 (1)**

=====

**THE MUNICIPAL CORPORATION OF THE CITY OF MOOSE JAW ENACTS  
AS FOLLOWS:****Bylaw No. 5556 amended**

1. Bylaw No. 5556, as amended, is further amended in the manner set forth in this Bylaw.

**Section 23 amended**

2. Section 23 is amended to read:

**23 Parking Restrictions on Highways**

23(1) No person shall park a vehicle on any highway:

- (a) where parking is prohibited by display of an authorized sign;
- (b) for a longer time than allowed, where the time period for parking is limited by display of a sign;
- (c) for longer than 48 hours, where no other time limit is posted;
- (d) in a parking stall marked as reserved for people with disabilities, unless the vehicle displays a valid sticker or placard issued by the Saskatchewan Abilities Council or the City;
- (e) subject to subsection 23(2) and (3), in a metered parking stall without payment of the required fee or display of the required permit;
- (f) within two metres of any curb crossing or driveway;
- (g) within five metres of a fire hydrant, measured parallel to the curb;
- (h) within six metres of an alley intersection;
- (i) within five metres of a railway track;
- (j) within ten metres of a street intersection, unless parking is permitted by an authorized sign;
- (k) within ten metres of a marked pedestrian crosswalk;
- (l) on any traffic lane;
- (m) subject to section 23(4), on any centre median, boulevard, sidewalk, public park or public recreation area, except where parking is allowed by sign or markings;
- (n) where the posted speed limit exceeds 50 kilometres per hour;
- (o) which has been temporarily closed to traffic or parking;
- (p) where the vehicle does not display a valid licence plate or temporary

- permit registered to that vehicle;
  - (q) where the vehicle displays “for sale” signs.
- (2) Any vehicle prominently displaying, in the front windshield a placard issued by the Saskatchewan Abilities Council may park for up to three (3) hours in a metered parking stall without paying the required fee of the meter.
- (3) Any vehicle bearing a veteran’s license plate may park at a metered parking stall without paying the required fee of the meter for the time limit prescribed on the meter.
- (4) The provision of subsection 23(1)(m) does not apply to:
  - (a) City owned vehicles;
  - (b) Wakamow Valley Authority vehicles;
  - (c) Authorized emergency vehicles; or
  - (d) Any utility maintenance vehicles.

#### **Section 24 amended**

3. Section 24 is amended to read:

#### **24 Parking Prohibited off roadway**

24. No person shall park a vehicle, including a recreation vehicle, on any:
- (a) alley, except that a vehicle may be parked in an alley;
    - (i) for no more than thirty minutes; and
    - (ii) where actually engaged in loading and unloading;
  - (b) sidewalk;
  - (c) side boulevard or other part of the road allowance not intended for parking; and
  - (d) municipal property not intended for use as a parking lot.

#### **Section 46 amended**

4. Subsection 46(2) is amended to read:

46(2) No parent or guardian of a person under the age of sixteen (16), shall permit the person under the age of sixteen (16) to which they are a parent or guardian, to operate a bicycle on a street without wearing an approved bicycle helmet.

**Section 53.1 is added**

6. Section 53.1 is added to read:

**Parking Permits for Metered Limited Parking Zones**

53.1 (1) The Mayor is authorized to issue parking permits for the purpose of parking at metered parking stalls, upon the payment of a fee of one hundred twenty (\$120) dollars per annum for each vehicle to the following:

- (a) Taxi vehicles;
  - (b) Vehicles used for commercial delivery within the City of Moose Jaw;  
and
  - (c) Government owned vehicles.
- (2) Taxi vehicles and vehicles used for commercial delivery within the City of Moose Jaw for which a special parking permit has been issued under subsection (1) of this section, shall not be parked at a metered stall for more than fifteen (15) minutes.
  - (3) The Mayor shall be the sole judge to determine whether or not a vehicle is used for commercial delivery within the City of Moose Jaw pursuant to subsection 53.1(1)(b) of this section, and no appeal mechanism shall be permitted from a decision of the Mayor made in respect thereof.
  - (4) No permit issued by the Mayor under the provisions of subsection (1) of this section may be transferred to another vehicle or person.
  - (5) The City Engineer is authorized to issue a parking permit to an official of a convention, seminar or other organized event in the City, for each registered guest attending the convention, seminar or organized event, upon payment of a fee of ten (\$10) dollars per day for each permit required.
  - (6) The members of City Council shall be issued a parking permit for the purpose of parking at metered stalls during Council meetings or while on City business.
  - (7) Eligible City of Moose Jaw employees shall be issued a parking permit for the purpose of performing City business.
  - (8) The Mayor is authorized to issue parking permits for the purpose of parking at metered stalls free of charge for the period of time stated on the permit to the following:
    - (a) Any members of the Parliament of Canada;
    - (b) Any members of the Legislative Assembly of Saskatchewan;
    - (c) Any other visiting dignitaries that the Mayor deems appropriate;

- (d) Moose Jaw Police Service Victim Services volunteer workers;
  - (e) Any non-profit volunteer of the Saskatchewan Health Authority; and
  - (f) Any individual the Mayor or delegate deems appropriate.
- (9) Where a person holds a parking permit issued under any of the provisions of this section 53.1, the person shall prominently display the permit on the inside of the vehicle in the bottom right hand corner of the vehicle windshield.
- (10) Any person holding a parking permit issued under this section 53.1, who violates the terms upon which the permit is issued, shall on conviction thereof, be liable to the penalties imposed by this Bylaw and in addition, the cancellation of the parking permit.

### **Schedules Repealed**

7. Schedules “G” and “H” are hereby repealed, and Schedules “G” and “H” attached to this Bylaw are substituted therefore.

### **Coming into force**

8. This Bylaw shall come into force and effect upon passage.

PASSED AND ENACTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK

READ A FIRST TIME the 24<sup>th</sup> day of June, 2019.

READ A SECOND TIME the 24<sup>th</sup> day of June, 2019.

READ A THIRD TIME the \_\_\_\_\_ day of \_\_\_\_\_, 2019

**SCHEDULE “G”  
VOLUNTARY PAYMENT**

VOLUNTARY PAYMENT FOR DESIGNATED OFFENCES				
BYLAW SECTION	OFFENCE	COLUMN “A”	COLUMN “B”	COLUMN “C”
20	Parking at curb	\$50.00	\$30.00	\$20.00
21	Parallel parking	50.00	30.00	20.00
22	Angle parking	50.00	30.00	20.00
23(a)	Parking where prohibited	50.00	30.00	20.00
23(b)	Parking for a longer time than allowed	50.00	30.00	20.00
23(c)	Parking for longer than 48 hours	50.00	30.00	20.00
23(d)	Parking in disability reserved stalls	130.00	110.00	90.00
23(e)	Parking without payment of fee	50.00	30.00	20.00
23(f)	Parking within two metres of any curb or driveway	50.00	30.00	20.00
23(g)	Parking within five metres of a fire hydrant	50.00	30.00	20.00
23(h)	Parking within six metres of an alley intersection	50.00	30.00	20.00
23(i)	Parking within five metres of a railway track	50.00	30.00	20.00
23(j)	Parking within ten metres of a street intersection	50.00	30.00	20.00
23(k)	Parking within ten metres of a marked pedestrian crosswalk	50.00	30.00	20.00
23(l)	Parking on any traffic lane	130.00	110.00	90.00
23(m)	Parking on any centre median or boulevard	50.00	30.00	20.00
23(n)	Parking where the posted speed limit exceeds 50 km/hr	50.00	30.00	20.00
23(o)	Parking on a Highway which has been temporarily closed to traffic or parking	130.00	110.00	90.00
23(q)	Parking where the vehicle displays “for sale” signs	50.00	30.00	20.00
24	Parking prohibited off roadway	50.00	30.00	20.00
25	Oversized vehicle parking	50.00	30.00	20.00

26	Dangerous Goods vehicle parking	130.00	110.00	90.00
27	No stopping	130.00	110.00	90.00
28	Repair of vehicles on roadway	50.00	30.00	20.00
29	Idling vehicles	50.00	30.00	20.00
46(2)	Operating a Bicycle without a helmet	50.00	30.00	20.00

**SCHEDULE “H”**  
**FINES FOR MOVING OFFENCES**

Section	Description	Fine	Fine including Surcharge
15	Unlawfully operate a heavy vehicle on any highway not designated as a truck route	\$180	\$230
17	Unlawfully operate a dangerous goods vehicle on any highway not designated as a dangerous goods route	\$180	\$230
18	Unlawfully operate a vehicle onto, across or under a bridge or other overhanging structure where the vehicle exceeds the height or weight restriction for that bridge	\$180	\$230
32	Speeding – Refer to <i>The Summary Offences Procedure Regulations, 1991</i>		
33	Speeding in School or Playground Zone	\$170 plus \$4 for each km/hr in excess of the speed limit for speeds up to 30km/hr above the speed limit and \$8 for each km/hr in excess of the speed limit for speeds greater than 30km/hr above the speed limit	
34	Speeding in Construction Zone	\$240 plus \$6 for each km/hr in excess of the speed limit for speeds up to 30km/hr above the speed limit and \$12 for each km/hr in excess of the speed limit for speeds greater than 30km/hr above the speed limit	
35	Unlawfully operate a vehicle shall turn the vehicle on a highway so as to proceed in the opposite direction	\$180	\$230
36	Unlawfully operate a slow-moving vehicle	\$85	\$125
37	Unlawfully operate any tracked vehicle or other vehicle or equipment	\$85	\$125
38(1)	Unlawfully interfere with the free passage of traffic on any highway	\$85	\$125
38(2)	Unlawfully interfere with the free passage of pedestrian traffic on any sidewalk or crosswalk	\$85	\$125
39	Unlawfully use exhaust brakes within the City	\$125	\$175
40	Unlawfully drive any vehicle across or stop a vehicle on any fire equipment or water hose	\$180	\$230
41	Operate a vehicle or other equipment in a manner which tracks mud or debris onto a highway	\$85	\$125
42	Operate a vehicle which splashes water or projects debris onto a pedestrian	\$125	\$175

43	Unlawfully solicit from a vehicle	\$85	\$125
44	Leave open / open a vehicle door without due care	\$85	\$125
46(1)	Bicycle offences (a - f)	\$30	\$70
47	Activate the safety lights and stop arms of a school bus on a highway within the City	\$125	\$175
48	Operate an all-terrain vehicle or a snowmobile within the City	\$85	\$125
49	Operate a golf cart on any street or sidewalk, except where permitted	\$85	\$125
50	Operate a motorized wheelchair, medical scooters, segways or similar devices without reasonable consideration	\$30	\$70
51	Jaywalk where prohibited	\$30	\$70
53	Pedestrian illegally solicit a person who is in a vehicle, whether moving or stopped, including for a ride or donation	\$30	\$70



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**From:** LeeAnn Rice  
**Sent:** May-29-19 1:20 PM  
**To:** City Clerk  
**Subject:** feedback for parking

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To whom it may concern:

Added to your list of changes, you should be making sure that Moose Jaw Police Service gets free parking. If it isn't enough that they put their lives on the line everyday for us, we definitely SHOULD NOT be making them have extra expenses and make them pay for parking. What a slap in their faces that the City of Moose Jaw would even entertain that thought and make them pay for this service.

Thanks  
Lynn

---

**From:** Gloria  
**Sent:** May-29-19 1:27 PM  
**To:** City Clerk  
**Subject:** re parking

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At one time ...out of province ...visitors did not have to pay for parking..

Is this still the case ???

Thank you.

Gloria Krahn

---

**From:** Veronica  
**Sent:** May-29-19 1:38 PM  
**To:** City Clerk  
**Subject:** Public parking

---

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Your freebie list is too long. Most of these people can afford to pay for parking. The parking fines are way too low to deter paying. Enforcement of stop signs should start, vehicles don't even slow down causing bad driving habits. Speeding in school zones another problem area. Without enforcement, forget it.

Sent from my iPad

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**From:** Gene Rizak  
**Sent:** May-29-19 2:17 PM  
**To:** City Clerk  
**Subject:** City Requests Feedback On Traffic Bylaw Amendments

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Thank you for the opportunity to give feedback.

Four items.

All volunteer organizations be provided with permits for their administrators/volunteers for the fiscal year.

Convention seminar organizers are provided with day/week permits for their participants at no cost. (Good way of keeping track of what's happening in the city..)

Helmet mandatory for all bike riders regardless of age.

Keep the volunteer payment for expired meters at ten dollars. In most cases I would imagine, the ticket issued is due to lack of change or a person is kept at a place of business such as a bank, medical/dental offices longer than expected.

Gene Rizak

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**From:** Gavin Harrow  
**Sent:** May-29-19 2:45 PM  
**To:** City Clerk  
**Subject:** Parking and early payment options

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Afternoon Folks

Just read the article on the discovermoosejaw.com page.

As my parking only involves trips to MJ as we live an hour and 15 min south I cannot comment as a property owner. Which we hope to rectify soon. In saying this we have to visit at least weekly.

Off the top I have no problem to pay for a meter but as the wife is handicapped we have problems getting spots close to where we have to go in downtown at times hence we usually choose less busy times and off hours if possible for appointments.

We carry a parking permit from the Abilities council and use it at the large shopping centers in MJ but at metered parking it is not possible to judge the time an appointment will take with a care giver IE DR. Dentist etc so I always drop the wife and get her settled and find a metered free parking spot.

As for the free parking for A thru G NO.

My reason is that it will be abused and all these people, departments, non profits have budgets for transport and have well paid staff.

My observation is there are more empty parking meters off the Main Street by a 100 meters that stand empty. People are scared to walk a half a block

As for the "G" in the questioner this should never happen sounds like the Mayor is trying to go back to the Al Capone days, you get a ticket then run to the Mayor to get it rescinded.

Finally if this goes ahead the city will have no income from parking as all as visitors will just leave and throw their tickets away without paying knowing half the city gets free parking anyway.

Are they trying to do away with parking income altogether?

Thank you for letting me vent

Yours

Gavin

**From:** Matt Gray  
**Sent:** May-29-19 3:07 PM  
**To:** City Clerk; Fraser Tolmie  
**Subject:** Traffic Bylaw

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His Worship Mayor Fraser Tolmie and City Councilors

I have reviewed the proposed traffic bylaw amendments and believe they have been well considered with the exception of the provision making a bike helmet mandatory for those 16 years of age and under. This is not because I do not see the benefit of individuals of any age wearing a helmet.

While I agree that bike helmets prevent serious brain injuries and death, my disagreement is with our City's plan or lack of a plan to enforce such a bylaw. I pose my arguments as questions in order to provoke discussion among yourselves.

Who would the fine be levied against?

I assume the child would get the ticket as they are the one violating the bylaw. If this is the case, is it reasonable to ticket a child (4-16 years old) \$20-\$50? As a child has no ability to pay this sort of fine, does it stick with them indefinitely? Will it affect their ability to get a driver's licence? Will the child receive a court summons in the same manner as an unpaid parking ticket? Is this the kind of interaction we want to encourage between children and our enforcement personnel?

If it is a parent or guardian, which parent or guardian? If the child is riding home from school, is the teacher or principal responsible? Is it up to enforcement personnel to track down the appropriate guardian and serve the ticket to them? Would this be an appropriate use of enforcement resources?

Who enforces this provision?

I assume again enforcement of this provision would be the responsibility of the Moose Jaw Police Service. I believe it is likely our police service would only issue tickets for gross violations of the bylaw but that is not an absolute. The general responsibility of police is to enforce the laws, not to determine whether they should be applied. Is the training and professionalism of our police service being put to good use by ticketing 8 year old's riding home from school? Does this sort of enforcement encourage positive relationships and perceptions of police in our community and particularly by children?

If this provision of the bylaw is not planned to be enforced by anyone, then why pass it? Unlike property or parking bylaws, the enforcement of this provision would have to be applied at the exact moment the violation was being committed.

Does this provision unfairly target low income individuals?

I did a quick search on Amazon.ca to assess the cost of bike helmets and with no scientific support can say that they range from about \$35 to over \$200. While \$35 is not a lot for many parents, the bylaw provision will still apply to single parents with 4 children under 17. In this absolutely common situation, the total cost to be compliant will be \$140+GST/PST. As we know, children grow out of bike helmets and helmets must be replaced anytime they are involved in an incident. I have conservatively calculated the cost of compliance for a single child to be approximately

\$150 (4 helmets x \$35/helmet + inflation over 12 years). For parents of 4 children, this would work out to \$600. Again, for many parents this is not unreasonable but for a single parent of 4, this could end up being prohibitive to the child being able to ride his/her bike legally. Would it be better to simply offer a free helmet to children that are observed to not have one? If the \$50 fine is levied against the parent/guardian of the violator, is it appropriate to target individuals that simply don't have the resources to be compliant? My point is that it takes no extra resources to drive the speed limit or put on a seat-belt, but this bylaw provision is different in that it compels individuals to use after-tax dollars to make a purchase. Could the City of Moose Jaw offer a rebate program with proof of purchase?

I believe the questions of who gets fined, who issues the fine and what type of people are most affected must be answered before this bylaw provision makes sense. While getting children to wear bike helmets is a noble goal, I believe we can better accomplish this outside of bylaws and enforcement. Perhaps it would be more appropriate to fund interactions between police and schoolchildren where the importance of helmets is discussed. Or the City could provide a rebate program where the cost of a child's helmet up to \$40 was rebated to the purchaser with a receipt. These are just my thoughts on programs that would be better suited to accomplish the same goal.

Respectfully submitted

Matt Gray

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**From:** John.Wilkinson  
**Sent:** May-29-19 3:29 PM  
**To:** City Clerk  
**Subject:** Traffic Bylaw Amendments

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They all look good well done, have a great day.

John O. Wilkinson  
15 Wing Moose Jaw DSSO  
Department of National Defence / Government of Canada  
[John.Wilkinson3@forces.gc.ca](mailto:John.Wilkinson3@forces.gc.ca) 306-694-2288/ CSN: 826-2288

15e Escadre Moose Jaw DSSO  
Ministère de la Défense nationale / Gouvernement du Canada  
[John.Wilkinson3@forces.gc.ca](mailto:John.Wilkinson3@forces.gc.ca) 306-694-2288/ CSN: 826-2288



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**From:** Cal Neff  
**Sent:** May-29-19 3:41 PM  
**To:** City Clerk  
**Subject:** traffic bylaws

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I for 1 am wholeheartedly in favor of giving us handicapped persons the 3 hour free parking. Cal Neff handicapped

---

**From:** Cal Neff  
**Sent:** May-29-19 3:43 PM  
**To:** City Clerk  
**Subject:** traffic bylaw

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I as a senior and being handicapped am totally in favor of the 3 hour free parking in this city of ours. Thank you Cal Neff

---

**From:** Ken oak  
**Sent:** May-29-19 3:55 PM  
**To:** City Clerk  
**Subject:** parking

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regarding the traffic bylaw amendments, if you are not allowing the residents on redland to pull a couple of wheels up onto the boulevard during the winter you better make sure the ruts are removed at all times or sgi will be overrun with claims.

---

**From:** Darryl  
**Sent:** May-29-19 4:41 PM  
**To:** City Clerk  
**Subject:** Parking

---

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- Allow individuals with a valid disability placard to park at metered parking areas at no cost for a maximum of three (3) hours.
- Allow individuals with a valid Veteran license plate to park at metered areas at no cost for the time prescribed on the meter.
- Free parking permits for metered parking be issued to members of City Council and the following groups as permitted by the Mayor:
  - a. Parliament of Canada;
  - b. Legislative Assembly of Saskatchewan;
  - c. Visiting dignitaries the Mayor deems appropriate;
  - d. Moose Jaw Police Service Victim Services volunteer workers;
  - e. Any non-profit volunteer Health Care and Continuous Care organizations;
  - f. Eligible City of Moose Jaw employees; and
  - g. Day-long passes to anyone at the Mayor's discretion.

As far as disability placard parking, they already have the best parking spots reserved for them. That should be enough. They should still have to pay. Too many people abuse those placards and in fact, I actually saw a former city manager using his wife's. Too many people are in possession of those placards as well. With half the baby boomers becoming senior citizens in the past 10 years and in the next ten years the other half will be, I wonder what percentage will be eligible for a handicap placard? It seems already that they are far too easy to obtain and equally as easy to abuse.

As for the veterans, why do they need free parking? Good for you, you were in the military! My father spent 5 years overseas during WWII. You, like he, probably made enough money that you can plug a meter like the rest of us, the farmers, the bricklayers, the doctors and nurses, the bus drivers the plumbers and the welfare recipients. There are so many veteran plates anymore, and so many handicap placards that there's nobody left to plug the meters. Now everybody will borrow grandpa's car to go downtown for the day.

As for the rest, if they're at work or involved in a city meeting then sure, give them a day pass.

Thank you.

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**From:**  
**Sent:** May-29-19 4:42 PM  
**To:** City Clerk  
**Subject:** Free parking

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I am a senior citizen on a fixed income. I do appreciate the free parking downtown. There are not that many handicap spaces downtown. It encourages people to shop and eat downtown. Would dearly love to see it carry on to allow us free parking.

Thank you

Marilyn

Sent from my iPhone

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**From:** Bill Crowder  
**Sent:** May-29-19 6:35 PM  
**To:** City Clerk  
**Subject:** Parking fees

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Considering the cost of providing parking, estimated at 17,000 dollars per space over the lifetime of the surface, free parking seems illogical. Veterans? They are pensioned - they don't need a break. Aside from the mayors' discretion, everyone should pay. Every day.

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**From:** t  
**Sent:** May-29-19 6:45 PM  
**To:** City Clerk  
**Subject:** Parking

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It is not fair that we people with wheelchairs have to keep going out of our Doctors office to feed parking meters or going blocks with our chairs to get to a meter. It is hard enough for us to get around and in and out of buildings without having to worry about watching a meter.

Bill Therens tax paying resident of Moose Jaw.

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**From:** Brent  
**Sent:** May-29-19 9:36 PM  
**To:** City Clerk  
**Subject:** Proposed traffic bylaw

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Please define "eligible city employees " for the purpose of being able to park without pay

Thanks  
Brent

Sent from my iPhone



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**From:** William C  
**Sent:** May-29-19 11:13 PM  
**To:** City Clerk

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the only people that should receive free parking at any time are people from out of province veterans and handicap people council and any other people should be able to pay for there own parking  
Sent from Windows Mail

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**From:** toaster therens  
**Sent:** May-30-19 6:49 AM  
**To:** City Clerk

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Fines for little kid not wearing helmets seem pretty steep for the level of infraction we are discussing. Secondly free parking for the mayor and city counsel or anyone the mayor deems worthy doesn't make sense. If our elected leaders not want to help support city coffers by paying meters then why should any other citizen.

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**From:** Joanne Knaus  
**Sent:** May-30-19 8:16 AM  
**To:** City Clerk  
**Subject:** parking

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The mayor should not be allowed to just give out parking pass to ever he see fit. It could create a problem (if not with this mayor but successor) of friends and business partners accessing downtown parking for free. As far as politicians (including council), city employees and visiting dignitaries, they make more money than the average citizen. The above group of people are not in the downtown to shop and support the local businesses. On the subject of parking- the system behind the credit union was not thought out very well. They certainly didn't consider our population of seniors. In the winter you are asking this demographic to make three extra trips to their car (how often is parking machine not working adding to the trips). Many have ability issues and to be honest it is a law suit waiting to happen as it is rarely free from ice and snow banks. As far as double dipping on the tickets you should have never agreed to the speed cameras where the company that installs and maintains them reaps the benefits.

Joanne Stephan

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**From:** just4norma  
**Sent:** May-30-19 8:45 AM  
**To:** City Clerk  
**Subject:** Parking Bylaws

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It's all good!  
Norma Richsrdson

Sent from my Samsung Galaxy smartphone.

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**From:** kali.harder  
**Sent:** June-02-19 10:53 PM  
**To:** City Clerk  
**Subject:** Bylaw Amendments

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I have comments to submit regarding two of the traffic bylaw amendments.

First, regarding the amendment:

Free parking permits for metered parking be issued to members of City Council and the following groups as permitted by the Mayor:

- a. Parliament of Canada;
- b. Legislative Assembly of Saskatchewan;
- c. Visiting dignitaries the Mayor deems appropriate;
- d. Moose Jaw Police Service Victim Services volunteer workers;
- e. Any non-profit volunteer Health Care and Continuous Care organizations;
- f. Eligible City of Moose Jaw employees; and g. Day-long passes to anyone at the Mayor's discretion.

- The use of free parking passes should be restricted to when traveling on behalf of the business/organization only.

Second, regarding the amendment:

A restriction on parking on any centre median, boulevard, sidewalk, public park or public recreation area, except where parking is allowed by sign or markings

- I live on a street with very wide boulevards. When my car is parked on the boulevard it does not hang into the street, nor does it obstruct the sidewalk in any way. There are not many driveways, which makes street parking spaces limited. Making use of the extra space on the boulevard is necessary. Residential properties should be exempt from this bylaw (unless, of course, the vehicle is causing an obstruction).

Thank you for your time.

Kali Harder  
Moose Jaw, SK

Sent from my Samsung device

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**From:** Carolyn Daly  
**Sent:** June-03-19 9:05 PM  
**To:** City Clerk  
**Subject:** Regarding parking bi-law amendments

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The exemption on certain persons (at the mayors discretion), groups or occupations (MP, MLA, etc) to not have to pay meter costs is ridiculous. Most of the aforementioned individuals make more money in their positions than the majority of the residents in Moose Jaw and if they park downtown for business they can get reimbursed, yet there are no freebies for your social assistance clients, your minimum wage earners, people with no jobs, fixed income earners, etc. Everybody should be equal or just take out the meters.

There are certain identified areas for wheelchair placards and the focus should be on abilities not their disabilities. What is the relevance/relation for wheelchair & veterans getting free meter parking. They can only park in the spaces available like everyone else & in most situations it's not even close to their destination. It may save them pocket change but what about everyone else?

We have all seen people with wheelchair placards who are active in sports & activities, etc, and even though they are not affected at that time or their condition is in remission, they still use the placard for free parking at the meter and put it away all other times. the placard is supposed to be used to park in designated stalls to be closer to the doors. Free parking at the meters doesn't gain them anything but pocket change.

Either everyone pays the meters or take them out since the proceeds don't seem to be doing anything beneficial for Moose Jaw since the streets are still full of pot holes & the meter people seem to have nothing else to do but wait for the meter to expire. Yes they stand & watch it run out, and we watch them do it.

The other issue is the "no parking on boulevard" issue. If the city widened one street a year in the avenues there wouldn't have been this issue of people only able to park on one side of the streets or people parking on the boulevard. For those supposed leaders/city councillors who reside in areas like sunningdale & iron bridge & other newer areas with wide streets, those who live in the downtown areas have every right to park in front of/near their house as they pay taxes like everyone else in Moose Jaw. The mayor & MJ councillors need to listen to what the people they represent want instead of trying to personally benefit from their positions such as trying to get free parking at the meters or trying to figure out ways to benefit themselves in other ways.

I'm sure this email will be deleted as nobody wants to hear anything contrary to what the the city councillors & mayor themselves want (as proven by the useless meetings held regarding the one side parking in the SIAST area that the people living in that area certainly didn't want, but happened anyway) but it feels good to bring some realities to the forefront to whoever does read this.

Sincerely

Carolyn

## Craig Hemingway

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**From:** Visit Moose Jaw <visitmoosejaw@gmail.com>  
**Sent:** June 13, 2019 11:53 AM  
**To:** Craia Hemingway  
**Cc:**  
**Subject:** Re: FW: Follow up

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Good Morning Craig,

The Visit Moose Jaw Board had the opportunity to discuss the potential change to the Traffic Bylaw for event parking permits at our meeting yesterday. They agreed that it would be a good idea, but it would need to be promoted and publicized clearly. Those in the Tourism and event industry need to know the exact details on these permits, including where to send them to obtain them and the regulations behind them. In regards to the price increase, the board seen no issue in the change.

Let me know if there is anything else you need!

Paula Burns  
Sales Coordinator  
Visit Moose Jaw

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