



CITY COUNCIL
Council Chambers, 2nd Floor, City Hall

Monday, December 4, 2017 – 6:30 p.m.

1. CALL TO ORDER

2. PUBLIC ACKNOWLEDGEMENTS

3. ADOPTION OF MINUTES

4. MOTION TO GO INTO THE COMMITTEE OF THE WHOLE

#94 – Report dated November 27, 2017 from the City Clerk/Solicitor's Department, re: **Council Appointments to the Moose Jaw Board of Police Commissioners and the South Central Transportation Planning Committee.**

#95 – Report dated November 27, 2017 from the City Clerk/Solicitor's Department, re: **Citizen Appointments to the City of Moose Jaw's Boards, Committees and Commissions.**

#96 – Report dated November 28, 2017 from the Secretary, Development Appeals Board, re: **Notice of Development Appeals Board Meeting.**

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

6. REPORTS OF THE STANDING COMMITTEES OF CITY COUNCIL

- a. Personnel Committee – November 20, 2017
- b. Executive Committee – November 27, 2017

7. MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES

8. REPORTS OF ADVISORY AND OTHER COMMITTEES

- a. Youth Advisory Committee – November 9, 2017
- b. Heritage Advisory Committee – November 15, 2017
- c. Cultural Diversity Advisory Committee – November 15, 2017
- d. Municipal Planning Commission – November 28, 2017

9. GIVING NOTICE

10. MOTIONS

11. BYLAWS

Introduction of Bylaw

Bylaw No. 5549 – Procedure Amendment Bylaw No. 2, 2017

12. ENQUIRIES

13. RESPONSE TO WRITTEN “ANSWERS TO ENQUIRIES”

14. PUBLIC FORUM

Next Regular Meeting of City Council is scheduled for Monday, December 18, 2017

Regular Meeting of City Council held on Monday, November 20, 2017 in Council Chambers, City Hall.

PRESENT: Mayor F. Tolmie
Councillor S. McMann
Councillor D. Mitchell
Councillor B. Swanson
Councillor C. Warren
Councillor C. Froese
Councillor D. Luhning

CALL TO ORDER

Mayor Tolmie called the meeting to order at 6:30 p.m.

PUBLIC ACKNOWLEDGEMENTS

Councillor McMann rose to acknowledge the 64th Anniversary of the Moose Jaw White Cane Club which is supported by the Moose Jaw Lions Club.

ADOPTION OF MINUTES OF THE LAST REGULAR MEETING

Re: Adoption of Regular City Council Meeting Minutes – November 6, 2017

650 Moved by Councillor Luhning, seconded by Councillor Warren
THAT the minutes of the regular meeting of City Council held on Monday,
November 6, 2017 be approved and adopted. Carried.

MOTION TO GO INTO COMMITTEE OF THE WHOLE

651 Moved by Councillor McMann, seconded by Councillor Swanson
THAT we now go into the Committee of the Whole under the Chairmanship of
Deputy Mayor Froese to deal with original communications, delegations and
petitions. Carried.

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

Communication #91 – City Departments Quarterly Reports

Considered was a report (Communication #91) dated November 15, 2017 from the City Manager to provide City Council with the City Departments Quarterly Reports.

Mr. Matt Noble, City Manager, addressed members of City Council regarding the City Departments Quarterly Reports.

652 Moved by Councillor Warren
THAT the City Department Quarterly Reports for the period July 1 to September 30, 2017 be received and filed. Carried.

Communication #92 – 2017 Communities in Bloom

Considered was a report (Communication #92) dated November 9, 2017 from the Parks and Recreation Department submitting to City Council, for their information, the 2017 Communities in Bloom presentation.

653 Moved by Councillor McMann
THAT Communication #92, being the 2017 Communities in Bloom Committee report dated November 9, 2017 from the Parks and Recreation Department, be received and filed. Carried.

Communication #93 – Street Lights in the City of Moose Jaw

Considered was a report (Communication #93) dated November 16, 2017 from the Engineering Department submitting to City Council information on the protocol of reporting burned out street lights.

654 Moved by Councillor Luhning
THAT the report (Communication #93) dated November 16, 2017 from the Department of Engineering Services respecting street lights in the City of Moose Jaw, be received and filed. Carried.

ADOPTION OF THE REPORT OF THE COMMITTEE OF THE WHOLE

655 Moved by Councillor Mitchell, seconded by Councillor Luhning
THAT the report of the Committee of the Whole be taken as read, received and adopted. Carried.

REPORTS OF STANDING COMMITTEES OF CITY COUNCIL

Personnel Committee – November 3, 2017

656 Moved by Councillor Froese, seconded by Councillor Warren
THAT the report of the Personnel Committee meeting dated November 3, 2017 be
taken as read. Carried.

Executive Committee – November 14, 2017

657 Moved by Councillor Luhning, seconded by Councillor Froese
THAT the report of the Executive Committee meeting dated November 14, 2017 be
taken as read. Carried.

The reports of the Personnel Committee meetings dated November 3, 2017 and the
Executive Committee meeting dated November 14, 2017 follow:

MATTERS ARISING FROM REPORTS OF STANDING COMMITTEES

Report of the Personnel Committee – November 3, 2017

664 Moved by Councillor Luhnig, seconded by Councillor Warren
THAT the report of the Personnel Committee meeting dated November 3, 2017 be received and adopted.

Carried.

Report of the Executive Committee – November 14, 2017

665 Moved by Councillor Warren, seconded by Councillor Mitchell
THAT the report of the Executive Committee meeting dated November 14, 2017 be received and adopted.

Carried.

REPORTS OF ADVISORY AND OTHER COMMITTEES

Heritage Advisory Committee – October 25, 2017

Councillor Froese reported on the minutes of the Heritage Advisory Committee meeting held on October 25, 2017.

666 Moved by Councillor Froese, seconded by Councillor Warren
THAT the Heritage Advisory Committee approve the request to Alter a Municipal Heritage Property (Former Fire Hall), specifically, replacing the existing decorative red shutter doors with treated/stained wood to match the existing doors and to remove the planter boxes under the windows, located at Lot 49, Block 77, Plan No. 99MJ06781, civically known as 136 Fairford Street West, Moose Jaw, Saskatchewan.

Carried.

667 Moved by Councillor Froese, seconded by Councillor McMann
THAT the report of the Heritage Advisory Committee meeting held on October 25, 2017 be received as presented.

Carried.

Environment Advisory Committee – November 7, 2017

Councillor Warren reported on the minutes of the Environment Advisory Committee meeting held on November 7, 2017.

668 Moved by Councillor Warren, seconded by Councillor Luhnig
THAT the report of the Environment Advisory Committee meeting held on November 7, 2017 be received as presented.

Carried.

Special Needs Advisory Committee

Councillor McMann reported on the minutes of the Special Needs Advisory Committee meeting held on November 9, 2017.

- 669 Moved by Councillor McMann, seconded by Councillor Froese
THAT the Special Needs Advisory Committee recommend to City Council that a review be conducted of capacity versus demand with regard to transportation for individuals with special needs.
Carried.

Moved by Councillor McMann, seconded by Councillor Froese
THAT the Special Needs Advisory Committee recommend to City Council that a study be conducted regarding the possibility of licensing for taxis and/or couriers including safety matters and the costing structure for transportation for individuals with special needs.
Vote Delayed by Procedure.

- 670 Moved by Councillor Mitchell, seconded by Councillor Froese
THAT the matter of licensing taxis and/or couriers for transportation for individuals with special needs be referred to Administration for a report to Executive Committee on taxi licensing in other cities.
Amendment to Main Motion Carried.
Main Motion Carried.

- 671 Moved by Councillor McMann, seconded by Councillor Froese
THAT the report of the Special Needs Advisory Committee meeting held on November 9, 2017 be received and adopted.
Carried.

GIVING NOTICE – Nil.

MOTIONS

- 672 Moved by Councillor Swanson, seconded by Councillor Mitchell
THAT administration prepare a report for Executive Committee outlining options for a protocol that systematically reports on non-functioning street lights.
Carried.

BYLAWS

Introduction of Bylaw:

BYLAW #5547 – The Buffalo Pound Water Treatment Corporation Borrowing and Guarantee Bylaw, 2017

- 673 Moved by Councillor Warren, seconded by Councillor McMann
THAT Deputy Mayor, Councillor Froese, be allowed to introduce Bylaw No. 5547, The Buffalo Pound Water Treatment Corporation Borrowing and Guarantee Bylaw, 2017.
Carried.

673a Moved by Councillor McMann, seconded by Councillor Warren
THAT Bylaw No. 5547 be now read a first time. Carried.

673b Moved by Councillor Warren, seconded by Councillor McMann
THAT Bylaw No. 5547 be now read a second time. Carried.

673c Moved by Councillor McMann, seconded by Councillor Warren
THAT we now go into Committee of the Whole under the Chairmanship of Deputy
Mayor, Councillor Froese to consider Bylaw No. 5547. Carried.

673d Moved by Mayor Tolmie
THAT clause by clause consideration of the Bylaw be and is hereby dispensed with
and that the said Bylaw be approved in its entirety. Carried.

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

Your Committee of the Whole to consider Bylaw No. 5547, The Buffalo Pound
Water Treatment Corporation Borrowing and Guarantee Bylaw, 2017 begs to report
that the Bylaw passed this Committee without amendment.

(Sgd). Councillor Froese
Chairperson

673e Moved by Councillor Warren, seconded by Councillor McMann
THAT the report of the Committee of the Whole be received and adopted. Carried.

673f Moved by Councillor McMann, seconded by Councillor Warren
THAT Bylaw No. 5547 be submitted for third reading forthwith. Carried Unanimously.

673g Moved by Councillor Warren, seconded by Councillor McMann
THAT Bylaw No. 5547 be now read a third time, adopted, signed by the Mayor
and City Clerk, dated and sealed. Carried.

Councillor Swanson returned to the meeting at 7:50 p.m.

**BYLAW #5548 – Bylaw Amendment To Enter Into Certain Farmland
Agreements**

674 Moved by Councillor Luhnig, seconded by Councillor Mitchell
THAT Deputy Mayor, Councillor Froese, be allowed to introduce Bylaw No. 5548,
Bylaw Amendment to Enter into Certain Farmland Agreements. Carried.

- 674a Moved by Councillor Mitchell, seconded by Councillor Luhning
THAT Bylaw No. 5548 be now read a first time. Carried.
- 674b Moved by Councillor Luhning, seconded by Councillor Mitchell
THAT Bylaw No. 5548 be now read a second time. Carried.
- 674c Moved by Councillor Mitchell, seconded by Councillor Luhning
THAT we now go into Committee of the Whole under the Chairmanship of
Deputy Mayor, Councillor Froese to consider Bylaw No. 5548. Carried.
- 674d 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. 5548, Bylaw Amendment to
Enter into Certain Farmland Agreements, begs to report that the Bylaw passed this
Committee without amendment.
(Sgd). Councillor Froese
Chairperson
- 674e Moved by Councillor Luhning, seconded by Councillor Mitchell
THAT the report of the Committee of the Whole be received and adopted. Carried.
- 674f Moved by Councillor Mitchell, seconded by Councillor Luhning
THAT Bylaw No. 5548 be submitted for third reading forthwith. Carried Unanimously.
- 674g Moved by Councillor Luhning, seconded by Councillor Mitchell
THAT Bylaw No. 5548 be now read a third time, adopted, signed by the Mayor and
City Clerk, dated and sealed. Carried.

ENQUIRIES – Nil.

RESPONSES TO WRITTEN “ANSWERS TO ENQUIRIES”

Councillor Luhning acknowledged receipt of the Answer to Enquiry #21 of 2017:
Cast Iron – High Street.

PUBLIC FORUM – Nil.

The meeting adjourned at 8:01 p.m.

MAYOR

CITY CLERK

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CITY OF MOOSE JAW

COMMUNICATION NO. 94

November 27, 2017

File No. 2000

TO: Members of City Council

FROM: City Clerk/Solicitor's Department

**SUBJECT: Council Appointments to the Moose Jaw Board of Police Commissioners
and the South Central Transportation Planning Committee**

PURPOSE:

The purpose of this report is to appoint elected officials to the City of Moose Jaw's Board of Police Commissioners for a term to commence January 1, 2018 and to conclude December 31, 2018 and the South Central Transportation Planning Committee for a term to commence immediately and to conclude August 31, 2019.

BACKGROUND/DISCUSSION:

Moose Jaw Board of Police Commissioners:

The establishment and mandate of the Moose Jaw Board of Police Commissioners is set forth in Bylaw No. 4713 and in accordance with *The Police Act, 1990*. According to this Bylaw, Moose Jaw's Police Commission is comprised of the Mayor, two (2) members of City Council and two (2) Citizens-at-Large.

The City Clerk/Solicitor's Department issued a Call for Nominations to members of City Council asking them to indicate their interest in being appointed to the Board of Police Commissioners.

Following the Call for Nominations, the City Clerk/Solicitor's Department received notice from Mayor Tolmie, Councillor Froese, Councillor Swanson and Councillor Warren advising of their interest in appointment to the Moose Jaw Board of Police Commissioners for the year 2018.

In accordance with Bylaw No. 4713, City Council is to appoint the Mayor and two members of City Council to sit on the Board of Police Commissioners. As three Councillors have expressed interest for two appointments, it would be in order to hold a ballot vote to determine who will be appointed to the Board of Police Commissioners.

South Central Transportation Planning Committee:

At the November 14, 2016 Council meeting, Councilor Warren was appointed as the Council representative to the South Central Transportation Planning Committee for a term to expire August 31, 2018. On November 23, 2017, the City Clerk/Solicitor's Department received an email from Councilor Warren advising he has resigned from the Committee and that the South Central Transportation Planning Committee is requesting another representative be appointed. As a vacancy exists, it would be in order for Council to appoint a representative to the South Central Transportation Planning Committee.

RECOMMENDATION:

THAT Mayor Fraser Tolmie be appointed to the Moose Jaw Board of Police Commissioners for a term of January 1, 2018 to December 31, 2018.

THAT a ballot vote be taken to determine the two Councilors appointed to the Moose Jaw Board of Police Commissioners for a term of January 1, 2018 to December 31, 2018.

THAT City Council decide among themselves who will be appointed to the South Central Transportation Planning Committee.

Respectfully submitted,

"Tracy Wittke"
Assistant City Clerk

"Myron Gulka-Tiechko"
City Clerk/Solicitor

TW/pa

CITY MANAGER'S COMMENTS:

"Matt Noble"
CITY MANAGER

MAYOR'S COMMENTS:

"Fraser Tolmie"
MAYOR

CITY OF MOOSE JAW

November 27, 2017

COMMUNICATION #95

TO: Members of City Council **File #2000**

FROM: City Clerk/Solicitor's Department

SUBJECT: Citizen Appointments to City of Moose Jaw's Boards, Committees and Commissions

PURPOSE:

The purpose of this report is to present to City Council, the names of individuals who have expressed an interest in being appointed to the City's various Boards, Committees and Commissions for the years 2017, 2018, 2019 and 2020 (where required).

BACKGROUND:

As part of the City's annual Call for Nominations, the City Clerk/Solicitor's Department placed an advertisement in the October 28, 2017 issue of the Moose Jaw Times Herald and the October 23, 2017 weekly issue of the Moose Jaw Express. Letters were sent to all past board, committee and commission members seeking their interest in allowing their names to stand for reappointment.

In an effort to fill the majority of vacancies, in November 2017, the City Clerks Department, in cooperation with the Communications Department took on a proactive advertising campaign. The objective was to encourage more citizens to get involved in their community by serving on the various boards and committees which have vacancies.

A brief breakdown of the outreach involved in the campaign is provided for your information as follows:

- Radio campaign October 30 to November 10 (96 spots across 3 radio stations. Total cost: \$425 plus GST)
- Discover Moose Jaw (utilized the banner on the news page that is part of our annual campaign. Roughly \$200 in cost for the time period used. The money comes out of the Communications Budget.
- In addition to the PSA that was posted to the City's website, a new image was created on the home page so anyone who went to www.moosejaw.ca would see it immediately.
- We received "earned" media attention through news stories on CHAB/Country100/MIX 103 and Discover Moose Jaw. In addition to a 10 minutes live interview on CHAB (Craig Hemingway was interviewed.)
- Regular updates posted to the City's social media accounts (Facebook and Twitter).

CITIZEN APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Given the increase in the number of applications received for each board and committee, the Clerks Department and Communications Department believe there was value in the campaign. As times change so too does the City need to change how we engage our citizens.

Pursuant to the resolution of November 8, 2010 Executive Committee, as ratified at the November 15, 2010 City Council meeting, current members of Advisory Committees who have indicated their desire to be reappointed will be eligible for staggered two year appointments.

Statutory Boards such as the Board of Revision, Development Appeals Board, Moose Jaw Board of Police Commissioners and Municipal Planning Commission have terms defined in legislation. Their expiry dates remain on a calendar year basis.

DISCUSSION:

The attached chart outlines the names of individuals who have submitted their own name for nomination, those individuals who have been nominated by others, and current members of Boards, Committees and Commissions who wish to be reappointed for another term. The chart also sets out the number of citizens required for each Board, Committee and Commission. As a reminder, members of Council may still nominate individuals from the floor, even though their names were not submitted for nomination. There should, however, be a clear indication that any such nominees will consent to serving if they are appointed.

OVERLAPPING OF APPOINTMENTS:

In order to maintain continuity on Advisory Committees, appointments to the Boards, Committees and Commission will be for two (2) year terms with appointments being staggered so there will be an overlap of membership.

SUMMARY OF CITIZEN NOMINATIONS:

There were less than sufficient number of nominees for the following Boards, Committees and Commissions; as a result, ballot votes will not be required:

Economic Development Commission (1 youth-at-large vacancy remaining)
Youth Advisory Committee (3 youth-at-large vacancies remaining)

There were more than sufficient nominees for the following Committees; as a result, ballot votes will be required:

Cultural Diversity Advisory Committee (4 applicants for 2 citizen-at-large vacancies)
Housing Advisory Committee (3 applicants for 1 citizen-at-large vacancy)
Moose Jaw Board of Police Commissioners (9 applicants for 2 citizen-at-large vacancies)

CITIZEN APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

ATTACHMENTS:

1. Schedule "A" - Chart showing list of Board, Committee and Commission positions, applicants and expiry dates.
2. Schedule "B" - Applications for the Boards, Committees and Commissions.

RECOMMENDATION:

1. THAT the following appointments be made to Boards, Committees and Commissions:

Cultural Diversity Advisory Committee

Mae Farrer, as representative of Holy Trinity Catholic School Division #22, Dalise Hector and Stefanie Palmer (as alternate), as representatives of Moose Jaw Multicultural Council Inc., and Cory Amiskusees and Rosemarie Zaba Stewart (alternate), as representatives of Saskatchewan Polytechnic, be appointed to the Cultural Diversity Advisory Committee for a term of office to commence immediately and to conclude on August 31, 2019.

Environment Advisory Committee

Tracey Moody, as a Citizen-at-Large, be appointed to the Environment Advisory Committee, for a term of office to commence immediately and to conclude on August 31, 2019.

Heritage Advisory Committee

D. Larry Hellings, as a Citizen-at-Large, be appointed to the Heritage Advisory Committee for a term of office to commence immediately and to conclude on August 31, 2019.

Housing Advisory Committee

Jim Cannon and Paul Wilder (alternate), as representatives of Moose Jaw Housing Authority, to the Housing Advisory Committee for a term of office to commence January 1, 2018 and to conclude on January 1, 2020.

Municipal Planning Commission

Terry Gabel and John Parsons, as Citizens-at-Large, be appointed to the Municipal Planning Commission for a term of office to commence January 1, 2018 and to conclude December 31, 2020.

Parks and Recreation Advisory Committee

Mark Hanson and Kim Robinson, as Citizens-at-Large, be appointed to the Parks and Recreation Advisory Committee for a term of office to commence immediately and to conclude on August 31, 2019.

CITIZEN APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Special Needs Advisory Committee

James Allonby, as a Citizen-at-Large, be appointed to the Special Needs Advisory Committee for a term of office to commence immediately and to conclude on August 31, 2019.

Transportation Services Advisory Committee

James Allonby, as a Citizen-at-Large, be appointed to the Transportation Services Advisory Committee for a term of office to commence immediately and to conclude on August 31, 2019.

2. THAT ballot votes be taken with respect to the following Committees where the number of nominees exceed the number of vacancies:

Cultural Diversity Advisory Committee

(Term of office – 2 years – to commence immediately to August 31, 2019)

- **4 applicants for 2 Citizen-at-Large vacancies**

Housing Advisory Committee

(Term of Office – 2 years – January 1, 2018 to December 31, 2020)

- **3 applicants for 1 Citizen-at-Large vacancy**

Moose Jaw Board of Police Commissioners

(Term of office – 1 year – January 1, 2018 to December 31, 2018)

- **9 applicants for 2 Citizen-at-Large vacancies**

NOTE: The following is an example of the nomination process to be observed where a ballot vote is required:

- *Motion to appoint ballot scrutineers.
(**THAT the City Manager and the Director of Finance be appointed ballot scrutineers and the used ballots be destroyed**)*
- *Nominations are made by Councillor.
(**Coun. _____ nominated Terry Gabel, Tracey Moody, Selinda England and Kyla Dilling to the Cultural Diversity Advisory Committee.**)
(**Coun. _____ nominated Valerie Budd-Pritchard, Kim Robinson and Terry Gabel to the Housing Advisory Committee.**)
(**Coun. _____ nominated Walt Yakiwchuk, Terry Gabel, Kyla Dilling, Rece Allen, Ryan Montgomery, Destiny Gibney, Heather Eby, Aaron Ruston and Jessica McNaughton to the Moose Jaw Board of Police Commissioners.**)*
- *Motion to move that nominations cease.*
- *A ballot vote is taken.*
- *Scrutineers advise of the successful appointee(s).
In the event a tie vote occurs, a second ballot vote is required.*

CITIZEN APPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Respectfully submitted,

"Tracy Wittke"
Assistant City Clerk
TW/pa

"Myron Gulka-Tiechko"
City Clerk/Solicitor

CITY MANAGER'S COMMENTS:

"Matt Noble"
CITY MANAGER

MAYOR'S COMMENTS:

"Fraser Tolmie"
MAYOR

CITY OF MOOSE JAW

COMMUNICATION #96

DATE: November 28, 2017

TO: Members of City Council

File: 2000

FROM: Secretary, Development Appeals Board

SUBJECT: Notice of Development Appeals Board Meeting

NOTICE IS HEREBY GIVEN THAT the Development Appeals Board for the City of Moose Jaw will hear the following appeal at a public meeting to be held in Committee Room B, 2nd Floor, City Hall at **5:00 p.m. on Tuesday, December 5, 2017** in accordance with the requirements of Sections 213 to 227 of *The Planning and Development Act, 2007* and the City of Moose Jaw's Zoning Bylaw, being Bylaw No. 5346:

APPEAL NO. 13 – 2017:

TAKE NOTICE that the Appellants, Byron and Erinn Babich, have filed an appeal under clause 219(1)(b) of *The Planning and Development Act, 2007* to appeal an order to comply with the City of Moose Jaw's Zoning Bylaw No. 5346 on the property described as Block/Parcel 92, Plan No. 102046216, and civically known as 40 Iron Bridge Drive, Moose Jaw, SK.

The proposal provides for:

- Total building footprint of 4432 ft.² (411.7 m²), contrary to the Zoning Bylaw maximum 150 m² or 15 meters and height of 30 ft. (9.14 m) contrary to the Zoning Bylaw maximum of 5.5 meters.

RECOMMENDATION:

THAT Communication #96 dated November 28, 2017 from the Secretary, Development Appeals Board, being a Notice of Development Appeals Board meeting, be received and filed.

Respectfully submitted,

“Pearl Anderson”

Secretary, Development Appeals Board

/pa

CITY MANAGER'S COMMENTS:

"Matt Noble"
City Manager

MAYOR'S COMMENTS:

"Fraser Tolmie"
Mayor

A meeting of the Personnel Committee of City Council was held on Monday, November 20, 2017 at 5:19 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Councillor D. Mitchell, Chair
Mayor F. Tolmie
Councillor B. Swanson
Councillor C. Froese
Councillor C. Warren
Councillor D. Luhning
Councillor S. McMann

ADMIN: Myron Gulka-Tiechko, City Clerk/Solicitor
Tracy Wittke, Assistant City Clerk

Call to Order

Councillor McMann, Acting Chair, called the meeting to order at 5:19 p.m.

Moved by Councillor Froese

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

Carried.

The Personnel Committee closed the meeting to the public at 5:19 p.m. with the following persons in attendance: Councillor Mitchell; Mayor Tolmie; Councillor Swanson; Councillor Froese; Councillor Warren; Councillor Luhning; Councillor McMann; Myron Gulka-Tiechko, City Clerk/Solicitor; and Tracy Wittke, Assistant City Clerk.

Moved by Councillor Froese

THAT the Personnel Committee reconvene in open session.

Carried.

The Personnel Committee reconvened in open session at 6:02 p.m.

Moved by Mayor Tolmie

THAT the Personnel Committee meeting adjourn.

Carried.

The Personnel Committee meeting adjourned at 6:02 p.m.

Respectfully submitted,

(Sgd.) Councillor Mitchell, Chair
/tw

A meeting of the Executive Committee was held on Tuesday, November 27, 2017 at 6:30 p.m. in Council Chambers and in the Scoop Lewry Room, 2nd Floor, City Hall.

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

ABSENT: Councillor B. Swanson

ADMIN: M. Noble, City Manager
M. Gulka-Tiechko, City Clerk/Solicitor
B. Acker, Director of Financial Services
J. Mickleborough, Director of Engineering Services
M. Sanson, Director of Planning and Development Services
E. Bjorge, Assistant City Planner
T. Schaeffer, Director of Parks and Recreation Services
C. Hemingway, Communications Manager
T. Wittke, Assistant City Clerk
W. McKay, Director of IT
R. Nelson, Assistant Manager of IT

MEDIA: CHAB
Times Herald

The meeting of the Executive Committee was called to order to deal with the following:

1. Report dated November 22, 2017 from the Department of Planning Development Services, **re: City of Moose Jaw Downtown Local Area Plan.**
2. Report dated November 23, 2017 from the City Clerk/Solicitor's Department, **re: SaskPower's Request to Address Executive Committee.**
3. Report dated November 23, 2017 from the Department of Planning and Development Services; **re: Order to Remove Laundry Tubs and Dryer Vent Pipe.**
4. Report dated November 22, 2017 from the City Clerk/Solicitor's Department; **re: Amendment to Public Notice Policy.**
5. Report dated November 21, 2017 from the Information Technology Department; **re: Office 365 Licensing.**
6. Confidential Matter.
7. Confidential Procedural Matter.

Call to Order

Councillor McMann, Chairperson, called the meeting to order at 6:30 p.m.

Re: City of Moose Jaw Downtown Local Area Plan

Considered was a report dated November 22, 2017 from the Department of Planning and Development Services respecting the City of Moose Jaw Downtown Local Area Plan.

Moved by Mayor Tolmie

THAT Mr. Nathan Petherick and Ms. Debra Cooper, representatives of Brown and Associates and members of the community, be permitted to address members of the Executive Committee.

Carried.

Mr. Nathan Petherick and Ms. Debra Cooper, representatives of Brown and Associates, addressed members of Executive Committee respecting the City of Moose Jaw Downtown Local Area Plan.

Mr. Rob Clarke, Moose Jaw Chamber of Commerce, addressed Executive Committee.

Ms. Jackie L'heureux-Mason, Tourism Moose Jaw, addressed Executive Committee.

Ms. Evie Koop-Sawatzky, CEO of Rubarb Productions, addressed Executive Committee.

Ms. Vicki Wattson, Downtown Revitalization Group, addressed Executive Committee.

Mr. Rece Allen, citizen, addressed Executive Committee.

Moved by Councillor Froese

THAT City Council adopt the Downtown Local Area Plan as a stand-alone and complementary document to the Official Community Plan.

Carried.

Re: SaskPower's Request to Address Executive Committee

Considered was a report dated November 23, 2017 from the City Clerk/Solicitor's Department respecting SaskPower's request to address the Executive Committee and discuss concerns raised regarding non-functioning street lights in the City of Moose Jaw.

Moved by Mayor Tolmie

THAT representatives of SaskPower be allowed to address the Executive Committee.

Carried.

Ms. Rhea Brown, Mr. Donovan Nelson, Ms. Leanne Persicke, Mr. Jordan Jackle, and Ms. Andi Kriekle, representatives of SaskPower Corporation, were in attendance at the meeting to discuss concerns respecting the street lights in the City of Moose Jaw.

Moved by Mayor Tolmie

THAT the report dated November 23, 2017 from the City Clerk/Solicitor's Department regarding SaskPower's request to address the Executive Committee, be received and filed.

Carried.

The Executive Committee recessed in Council Chambers at 8:35 p.m.

The Executive Committee reconvened in Scoop Lewry Room at 8:38 p.m.

Re: Order to Remove Laundry Tubs and Dryer Vent Pipe

The City Clerk/Solicitor advised members of the Executive Committee that Mr. Krevenky had attended at 6:30 p.m. but had given notice that he was unable to stay for the meeting and had requested the appeal be deferred to December 11, 2017.

Moved by Councillor Mitchell

THAT the matter regarding Mr. Krevenky and the Order to remove laundry tubs and dryer vent piping be deferred to the December 11, 2017 meeting of the Executive Committee.

Carried.

Re: Amendment to Public Notice Policy

Considered was a report dated November 22, 2017 from the City Clerk/Solicitor's Department regarding an amendment to the Public Notice Policy.

Moved by Mayor Tolmie

THAT the proposed amendment to the City's Public Notice Policy be approved; and further

THAT the City Solicitor be directed to bring forward the appropriate amendment to Bylaw No. 5175, City Administration Bylaw.

Carried.

Re: Office 365 Licensing

Considered was a report dated November 21, 2017 from the Information Technology Department requesting approval the purchase of Office 365 Licensing.

Councillor Mitchell left the meeting at 8:50 p.m.

Moved by Mayor Tolmie

THAT the Information Technology Department's request be approved for spending of \$130,000 from the IT control account to fund the move to Office 365, Exchange Online and SharePoint Online and move the ongoing Microsoft Office 365 licensing cost to the 2019 IT Operating Budget.

Carried.

Moved by Mayor Tolmie

THAT the Executive Committee close the meeting to the public and proceed in-camera pursuant to section 18 and section 15 of *The Local Authority Freedom of Information and Protection of Privacy Act*, to discuss confidential matters.

Carried.

The Executive Committee closed the meeting at 8:51 p.m. to the public with the following persons in attendance: Councillor McMann; Councillor Froese; Councillor Luhning; Councillor Warren; Matt Noble, City Manager; Myron Gulka-Tiechko, City Clerk/Solicitor; Brian Acker, Director of Financial Services; Josh Mickleborough, Director of Engineering Services; Ted Schaeffer, Director of Parks and Recreation Services; Craig Hemmingway, Communications Manager; and Tracy Wittke, Assistant City Clerk

Moved by Councillor Luhning

THAT the Executive Committee reconvene in open session.

Carried.

The Executive Committee reconvened at 9:26 p.m.

THAT the Executive Committee meeting be adjourned.

Carried.

The Executive Committee meeting adjourned at 9:26 p.m.

(Sgd.) Councillor McMann
Chairperson
/tw

Minutes of the Youth Advisory Committee meeting held on Thursday, November 9, 2017 at 9:00 a.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Katie Rolfe, Chairperson, Youth-at-Large
Mayor F. Tolmie, Council Representative
Joanna Lynn, Ecole Ducharme
Kendra Magne, Ecole Ducharme
Shasta Ventzek, Riverview Collegiate
Alexa Friesen, Riverview Collegiate
Lucas Dyck, Central Collegiate
Kirsten Bachiu, Central Collegiate
Sara Wiens, Peacock Collegiate
Logan Pockett, Peacock Collegiate

ABSENT: Annan McDonald, Vanier Collegiate
Thayne Winder, Vanier Collegiate
Rachel Butt, Cornerstone Christian School

ALSO: Lyle Johnson, Facilitator

PART 1 – NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Katie Rolfe, Chairperson, called the meeting to order at 9:14 a.m.

PART 2 – NO APPROVAL OF COUNCIL REQUIRED

Re: Trivia – What street do you live on and why is it called that?

PART 3 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Agenda

Moved by Shasta Ventzak
THAT the agenda be adopted as presented.

Carried.

PART 4 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Minutes – October 12, 2017

Moved by Shasta Ventzek
THAT the minutes of the regular meeting of the Youth Advisory Committee dated October 12, 2017 be adopted as presented.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

5.1 Axis Report – Rachel Butt

The Axis Report was not considered as Rachel was not present.

5.2 Letter from Roy LaBuick- Royal Canadian Legion

Moved by Mayor Tolmie

THAT the letter from Roy LaBuick, Royal Canadian Legion, be lifted from the table.
Carried.

Discussion followed and waiting response from the Legion.

5.3 Phil Simms – AXIS Committee/YMCA

Mr. Simms explained his role on the Axis Committee and the involvement of Youth Advisory Committee.

5.4 Brainstorming Session

Brainstorming session took place for topics of interest to the YAC 2017-18 members. Culling and sorting took place, four sub committees identified.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

6.1 Contact Procedure for Youth Advisory Committee Communications

Investigate the remind app

Remind members to continually check emails at least weekly

Could use a group text or chat room

6.2 Sub-Committee Creation for 2017-2018 Based on Interests from Brainstorming Session

1. Technology - wifi, music, movies and science

2. Environment - Crescent Park, Wakamow, animals, history, food (restaurants) and smoking

3. Art - Music, fashion, movies, school and food

4. Community - volunteers, family, friends, special needs, Christmas shoe boxes, food bank, food, work, young children, mental illness, indigenous relations, sports, school events, art, cultural diversity.

6.3 Last Year's Committees – Environment, Social Policy, Events and ??

6.4 Group Discussions and Focus for 2017-18 Sub-Committee membership

Technology - Luke, Logan

Environment - Alexa, Kirsten and Rachel

Art - Kendra, Sara and Shasta

Community - Katie, Joanna, Thayne, His Worship

PART 7 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next meeting of the Youth Advisory Committee is scheduled for Thursday, December 14, 2017 at 9:00 a.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

Moved by Shasta Ventzek

THAT the meeting now adjourn.

Carried.

The meeting adjourned at 11:53 a.m.

"Lyle Johnson"
Facilitator

CITY MANAGER'S COMMENTS:

"Matt Noble"
City Manager

MAYOR'S COMMENTS:

"Fraser Tolmie"
Mayor

Minutes of the Heritage Advisory Committee meeting held on Wednesday, November 15, 2017 at 5:15 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Councillor Crystal Froese, Council Representative
Yvette Moore, Chamber Representative
Dana Bushko, Citizen-at-Large, Vice-Chairperson
Scott Hellings, Citizen-at-Large, Chairperson
Karla Pratt, Citizen-at-Large

ALSO: Halsey Naismith, Acting Secretary
Eric Bjorge, Assistant City Planner

PART 1 - NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Scott Hellings called the meeting to order at 5:51 p.m.

PART 2 - NO APPROVAL OF COUNCIL REQUIRED

Re: Tour of City Hall Clock

The Committee went for a tour of the City Hall Clock Tower before the meeting began. It was a very enjoyable experience. Members expressed concerns about the glass faces of the clock and how they should be replaced as they are becoming damaged and breaking.

PART 3 - NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of Agenda

Moved by Councillor Crystal Froese
THAT the agenda be adopted as presented.

Carried.

PART 4 - NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Minutes - October 25 2017

Moved by Dana Bushko
THAT the minutes of the Heritage Advisory Committee dated October 25, 2017 be received as presented.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

5.1 Heritage Forum – February 22, 2018

Committee members discussed attending the Heritage Forum. Councillor Froese advised members that if they want to attend she should be notified in January at the latest. Councillor Froese will also gather more information about the event and will follow up with the Committee at the next meeting.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

6.1 Cultural Centre Awning Alteration – Amendment to Motion

There is nothing to discuss right now. Remove from agenda until further notice.

6.2 Heritage Awards

Committee members discussed possible nominations and will finalize their nomination list in December. Administration will look into the advertising costs and which budget the cost will be coming out of, and will follow up with the Chair or Vice-Chair for further proceedings.

6.3 Historic Bell

Councillor Froese is still trying to get ahold of Jennifer in order to get procession of the bell. Saskatchewan Polytechnic welders are waiting for the bell to start fixing it.

PART 7 – NO APPROVAL OF COUNCIL REQUIRED

Re: Correspondence

7.1 Letter dated November 2017 from National Trust for Canada

Moved by Councillor Froese

THAT the letter dated November 2017 from the National Trust for Canada be received and filed.

Carried.

PART 8 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next regular meeting is scheduled for **Wednesday, December 20, 2017 at 5:15 p.m. or at the call of the Chair.**

Moved by Councillor Froese
THAT the meeting now adjourn

Carried.

The meeting adjourned at 6:40 p.m.

“Scott Hellings”
Chairperson

CITY MANAGER’S COMMENTS:

“Matt Noble”
City Manager

MAYOR’S COMMENTS:

“Fraser Tolmie”
Mayor

Minutes of the regular meeting of the Cultural Diversity Advisory Committee held on Wednesday, November 15, 2017 at 3:00 p.m. at the Moose Jaw Newcomer Welcome Centre, 432 Main Street North, Moose Jaw, Saskatchewan.

PRESENT: Coun. Don Mitchell, Council Representative
Nazmia Bengeleil, International Women's Society Representative, Acting Chairperson
Randall Fleming, Citizen-at-Large, Acting Vice-Chairperson
Brenda Marshall Colenutt, Moose Jaw Aboriginal Association Representative
Lisa Abbasi, Citizen-at-Large

ABSENT: Isabelle Hanson, Sask. Polytechnic Representative
Vivian Gauvin, PSSD Representative

ALSO: Halsey Naismith, Acting Secretary

PART 1 - NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Brenda Marshall Colenutt called the meeting to order at 3:15 p.m.

PART 2 – NO APPROVAL OF COUNCIL REQUIRED

Re: Appointment of Chairperson and Vice-Chairperson

Appointment of Chairperson

Councillor Don Mitchell nominated Nazmia Bengeleil as Acting Chairperson.

Nazmia Bengeleil accepted the nomination as Acting Chairperson.

Moved by Brenda Marshall Colenutt
THAT nominations cease.

Carried.

Nazmia Bengeleil was appointed as Chairperson of the Cultural Diversity Advisory Committee.

Appointment of Vice-Chairperson

Councillor Mitchell nominated Randall Fleming as Acting Vice-Chairperson.

Randall Fleming accepted the nomination as Acting Vice-Chairperson.

Moved by Councillor Mitchell
THAT nominations cease.

Carried.

Randall Fleming was appointed as Acting Vice-Chairperson of the Cultural Diversity Advisory Committee.

PART 3 - NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of Agenda

Moved by Randall Fleming

THAT the agenda be adopted with the following addition:

5.2 Recruitment of Members

Carried.

PART 4 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of Minutes – February 15, 2017

Moved by Councillor Mitchell

THAT the minutes of the regular meeting of the Cultural Diversity Advisory Committee dated February 15, 2017 be accepted as presented.

Carried.

PART 5 – NO APPROVAL OF COUNCIL REQUIRED

Re: New Business

5.1 Review of Bylaws, Resolution Regarding Absenteeism of Board Members and Conflict of Interest Advice

Committee members reviewed Bylaw No. 5370, Bylaw No. 4381, the Resolution Regarding Absenteeism and Conflict of Interest Advice for Members of Municipal Boards and/or Committees pertaining to the Cultural Diversity Advisory Committee.

Moved by Councillor Mitchell

THAT Bylaw No. 5370, Bylaw No. 4381, the Resolution Regarding Absenteeism and Conflict of Interest Advice for Members of Municipal Boards and/or Committees, be received and filed.

Carried.

5.2 Recruitment of Members

Committee members discussed looking into recruiting youth onto the Committee. Administration will look into whether or not this is possible and what vacancies are available on the Committee and will report back to the Committee.

PART 6 – NO APPROVAL OF COUNCIL REQUIRED

Re: Business Arising from the Minutes

6.1 City's Role & Obligations as a Member of CCMARD

Committee members discussed they are looking into having a day for a planning session and possibly forming a subcommittee.

6.2 Committee Member's Summary – 10 Commitments of CCMARD

Committee members decided they are going to have a strategic workshop to help them with their decisions.

Moved by Councillor Mitchell

THAT the Cultural Diversity Advisory Committee plan for a strategic workshop to be held on January 27, 2017.

Carried.

PART 7 – NO APPROVAL OF COUNCIL REQUIRED

Re: Next Meeting and Adjournment

The next regular meeting of the Cultural Diversity Advisory Committee is scheduled to be held on **Wednesday, December 20, 2017 at 3:00 p.m. at the Moose Jaw Newcomer Welcome Centre.**

Moved by Lisa Abbasi

That the meeting now adjourn.

Carried.

The meeting adjourned at 4:07 p.m.

"Nazmia Bengelil"

CHAIRPERSON

CITY MANAGER'S COMMENTS:

"Matt Noble"

CITY MANAGER

MAYOR'S COMMENTS:

"Fraser Tolmie"

MAYOR

Minutes of the Municipal Planning Commission meeting held on Tuesday, November 28, 2017 at 4:00 p.m. in the Scoop Lewry Room, 2nd Floor, City Hall.

PRESENT: Coun. Scott McMann, Chairperson, Council Representative
Coun. Don Mitchell, Vice-Chairperson, Council Representative
Roy Dickinson, Citizen-at-Large
Brian Sykora, Citizen-at-Large
Michelle Wendt, Citizen-at-Large
John Parsons, Citizen-at-Large

ABSENT: Terry Gabel, Citizen-at-Large

ALSO: Marnie Loney, Land Administrator
Pearl Anderson, Recording Secretary

PART 1 - NO APPROVAL OF COUNCIL REQUIRED

Re: Call to Order

Coun. Scott McMann, Chairperson, called the meeting to order at 4:00 p.m.

PART 2 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of the Agenda

Moved by Roy Dickinson
THAT the agenda be approved as presented.

Carried.

PART 3 – NO APPROVAL OF COUNCIL REQUIRED

Re: Adoption of Minutes – October 24, 2017

Moved by John Parsons
THAT the minutes of the October 24, 2017 regular meeting of the Municipal Planning Commission be approved as amended (date on heading changed from "September 26" to "October 24.")

Carried.

PART 4 – APPROVAL OF COUNCIL REQUIRED

Re: Zoning Bylaw Amendments – Referral regarding Front Yard Parking and Shipping Containers

Considered was a report dated November 6, 2017 from the Planning and Development Services Department to review proposed Zoning Bylaw amendments.

Moved by Councillor Don Mitchell

THAT the Municipal Planning Commission recommend to City Council that City Administration proceed with the following Zoning Bylaw amendments:

"4.20 Outdoor Storage

- c. Where a City street is abutting a residential property with 4 residential units or less, any vehicle parked in a front yard shall be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material and must be accessed through an approved driveway crossing. For rectangular lots the width of front yard parking areas/driveways shall align with and be no wider than the approved driveway crossing.

Vehicle is defined in the Zoning Bylaw as follows:

Vehicle

A device in, on or by which a person or thing is or may be transported or drawn on a street or highway and includes special mobile machines and farm equipment but does not include vehicles running only on rails in a Railroad District as shown in this Bylaw"

Carried.

Moved by John Parsons

THAT the Municipal Planning Commission recommend to City Council that City Administration proceed with amendments with respect to shipping containers in the Zoning Bylaw, as described in the report dated November 6, 2017 from the Planning and Development Services Department (attached to the Municipal Planning Commission minutes dated November 28, 2017.)

Carried.

PART 5 – ADJOURNMENT

Moved by Brian Sykora

THAT the meeting now adjourn.

Carried.

The meeting adjourned at 5:00 p.m.

"Scott McMann"
Chairperson

CITY MANAGER'S COMMENTS:

"Matt Noble"
City Manager

MAYOR'S COMMENTS:

"Fraser Tolmie"
Mayor

**THE FOLLOWING IS A COPY OF THE REPORT
CONSIDERED BY THE
MUNICIPAL PLANNING COMMISSION**

PART 4

**Zoning Bylaw Amendments
Referral Regarding Front Yard Parking and Shipping Containers**

CITY OF MOOSE JAW

DATE: November 6, 2017

TO: Municipal Planning Commission

FROM: Planning and Development Services

RE: Zoning Bylaw Amendments – Referral regarding Front Yard Parking and Shipping Containers

PURPOSE:

The purpose of this report is to provide further clarification in consideration of two amendments to the text of the Zoning Bylaw, which have been flagged and recognized as inconsistent with common practice and to assist in general clarity of expectations.

BACKGROUND:

Municipal Planning Commission at a regular meeting held on August 22, 2017 adopted the following motion:

“THAT the Municipal Planning Commission report dated July 19, 2017 from the Planning and Development Services Department regarding proposed Zoning Bylaw “Housekeeping Amendments” be referred to City Administration for further clarification; and

THAT the report with further clarification be placed on the agenda for an upcoming meeting of the Municipal Planning Commission.”

City Council, at the regular meeting held on October 10, 2017, considered a report dated September 15, 2017 from the Municipal Planning Commission and the following resolution was defeated:

“THAT City Administration proceed with the Zoning Bylaw amendments as described in this report dated September 15, 2017 from the Planning and Development Services Department.’

In addition, Council at the regular meeting held on October 10, 2017, adopted the following resolution regarding this matter:

“THAT the matter with respect to front yard parking and sea can containers be referred back to the Municipal Planning Commission for further review.”

DISCUSSION:

Front Yard Parking in Residential Areas

The issue of front yard parking was referred back to the Municipal Planning Commission for further review. The City occasionally receives complaints that vehicles are being parked on front lawns. Currently there is no clause in the Zoning Bylaw to address this situation, provided the vehicles are operational and registered with SGI. The proposed update will require the owner of the land to have specific forms of surfacing for any front yard parking area specifically that *“any vehicle parked in a front yard shall be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material”*. The change will enable City Bylaw Enforcement to address situations where vehicles are being parked and stored on front lawns.

It was previously recommended that the following be added to Section 4.20:

4.20 Outdoor Storage

- e. Any vehicle parked in a front yard shall be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material and accessed through an approved driveway crossing.

One of the concerns regarding this proposal at City Council appeared to be consideration of unimproved parking such as dirt surface driveways.

Research was completed on other Saskatchewan cities.

Regina’s Zoning Bylaw states:

“Where the parking area for a development containing four or fewer dwelling units is accessed from a street, the parking area, including the driveway, shall have a durable, dust-free hard surface of asphalt, concrete, brick or other similar material excluding gravel or slag.

Saskatoon’s Zoning Bylaw states:

“Any vehicle parked or stored in a required front yard shall be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material.

Prince Albert’s Zoning Bylaw does not speak to the type of surfacing but rather to the maximum width and number of vehicles in the front yard.

“Parking for All Residential Uses Except Apartment Buildings, Townhouses and Stacked Townhouses

The required parking or parking spaces for all residential uses except apartment buildings, townhouses and stacked townhouses shall be located on site and may be located in the rear yard or side yard. In the event that no reasonable access can be obtained to the rear or side yard the required parking or parking spaces may be located in the front yard subject to the following conditions:

“5.2.1.1 the maximum width of any such parking area shall be 6 metres and must abut a side property line unless it is used as access to a garage or carport in which case it may be located between the projections of the side walls of the garage or carport to the front property line;

5.2.1.2 two parking spaces may be located within the front yard provided the maximum width of each parking space is 3 metres and both parking spaces abut the side property line except that one or both of the parking spaces may be located between the projections of the side walls of a garage or carport to the front property line if used as access to the garage or carport;

5.2.1.3 notwithstanding Sections 5.2.1.1 and 5.2.1.2, no access to a garage, carport or parking area shall be located within 7.6 metres of the nearest property line of a flanking street;

5.2.1.4 notwithstanding Sections 5.2.1.1 to 5.2.1.3, the width of any such parking space or combination of parking spaces shall not exceed one-half of the lot width.

Swift Current’s Zoning Bylaw states the following:

“3.22.4 Paving/Marking of Parking

3.22.4.1 Where a City street abutting the development site is asphalt paved, all driveways and parking areas within the development site shall be hard surfaced with asphalt or concrete.

3.22.4.2 Where City streets abutting the development site are not asphalt paved at the time of development, the developer or property owner is required to pave all driveways and parking areas within the development at the same time that the City paves a street abutting the development site.”

It is not recommended that dirt driveways be permitted within the Bylaw. Both Regina and Swift Current require driveways to be either concrete or pavement. They do not permit gravel or brick pavers although Swift Current permits gravel when the adjacent City street is not paved. Saskatoon allows gravel or brick pavers as does the proposal put forward by this Department. Enforcement becomes an issue as to whether or not a space is considered improved if the City permits dirt as a driveway.

Considering the above, **it is recommended that the following be amended to the Zoning Bylaw:**

4.20 Outdoor Storage

- e. Where a City Street is abutting a Residential property with 4 residential units or less, any vehicle parked in a front yard shall be located on a surfaced parking area, consisting of gravel, asphalt, concrete, brick pavers, or other similar material and must be accessed through an approved driveway crossing. For rectangular lots the width of front yard parking areas/driveways shall align with and be no wider than the approved driveway crossing.

“Vehicle” is defined in the Zoning Bylaw as follows:

Vehicle

A device in, on or by which a person or thing is or may be transported or drawn on a street or highway and includes special mobile machines and farm equipment but does not include vehicles running only on rails in a Railroad District as shown in this Bylaw.

Shipping Containers (Sea Cans)

The issue of shipping containers was referred back to the Municipal Planning Commission for further review. There was a concern that passing the proposed amendments would make all the existing shipping containers non-conforming. It should be noted that the majority of shipping containers in the City are already non-conforming as the bylaw only allows for shipping containers to be temporary on properties. Industrial zoning currently allows up to 90 days and commercial zones allow up to 45 days after which the shipping containers need to be removed from the property.

City Bylaw Enforcement is faced with the option of enforcing the existing bylaw, which would require the removal of most existing shipping containers, or passing the proposed amendments which would provide a mechanism to approve permits for existing shipping containers as permanent buildings, subject to meeting National Building Code and Zoning requirements. Shipping containers are considered to be buildings under the National Building Code. Please see the attached Building Standards Advisory issued by the Building Standards and Licensing Branch.

In recent years, shipping containers have become common with many commercial and industrial businesses using them as an affordable and secure storage option. The City rarely (if ever) receives complaints about these containers. This department is proposing that shipping containers be permitted as accessory buildings in all zoning districts except R - residential districts, C1 – Neighborhood Commercial, and C2 Her – High Density Commercial Heritage Overlay. The containers would be treated as buildings and be required to obtain a development and building permit.

The proposal includes development standards which would need to be adhered to.

It is recommended that the following changes be made to the Zoning Bylaw:

- 1) The current definition of accessory building is:

Accessory Building or Use

A use, separate building or structure, normally incidental, subordinate, exclusively devoted to, and located on the same site as the principal use, building or structure and shall include private garages but unless otherwise specified, shall not include either a building or structure used for human habitation, or a metal shipping container.

This would require the removal of the words “or a metal shipping container”.

- 2) The current definition of building is:

Building

A structure used or intended to be used for the shelter or accommodation of persons, animals, goods, chattels or equipment, having a roof which is supported by columns or walls and including tents and other temporary structures but excludes metal shipping containers.

This would require the removal of the words “but excludes a metal shipping container”.

- 3) Currently, shipping containers are permitted for use in the C3 District on a seasonal basis as per the Development Standards in Section 7.4.2.

7.4.2 NOTES TO DEVELOPMENT STANDARDS

1. Accessory Buildings and Uses are subject to the following provisions:
 - c. Shipping containers are allowed as a temporary accessory use on a seasonal basis, but for no more than 45 days.

This would require the removal of section 7.4.2.1.c.

- 4) Currently, shipping containers are permitted for use in the M1 District on a seasonal basis as per the Development Standards in Section 8.1.2.

8.1.2 NOTES TO DEVELOPMENT STANDARDS

3. Accessory Buildings and Uses are subject to the following provisions:
 - c. Shipping containers are allowed as a temporary accessory use on a seasonal basis, but for no more than 90 days.

This would require the removal of section 8.1.2.3.c.

- 5) Currently, shipping containers are permitted for use in the M2 District on a seasonal basis as per the Development Standards in Section 8.2.3.c.

8.2.3 NOTES TO DEVELOPMENT STANDARDS

MUNICIPAL PLANNING COMMITTEE

4. Accessory Buildings and Uses are subject to the following provisions:
 - c. Shipping containers are allowed as a temporary accessory use on a seasonal basis, but for no more than 90 days.

This would require the removal of section 8.2.3.4.c.

- 6) Currently, shipping containers are permitted for use in the RR District on a seasonal basis as per the Development Standards in Section 8.5.2.c.

8.5.2 NOTES TO DEVELOPMENT STANDARDS

5. Accessory Buildings and Uses are subject to the following provisions:
 - c. Shipping containers are allowed as a temporary accessory use on a seasonal basis, but for no more than 90 days.

This would require the removal of section 8.5.2.5.c.

- 7) Currently, there are no provisions or development standards regarding shipping containers.

It is proposed that the following section be added:

4.2.2 Shipping Containers

- a. Shipping containers shall be considered as an accessory building, structure or use in this Bylaw and therefore shall comply with all provisions of Accessory Buildings, Structures and Uses and shall be classified into one of two categories:
 - i. **Temporary (short term) storage:** containers placed on site for a specified and limited period of time (less than 6 months) and used for short term storage typically associated with construction activities which are being undertaken on a site (i.e storage of tools, construction materials). Containers are to be removed from the site when construction is complete or the permit expires, whichever comes first; and
 - ii. **Long Term Storage:** containers placed on a site for long term storage use, and typically associated with a business on the site requiring storage space for its product.
- b. The application for permits of all shipping containers shall be as prescribed by the Development Officer, and no shipping container shall be used, placed or stored unless as approved by the Development Officer.
- c. Notwithstanding subsection 4.2.2.a, shipping containers may be located as a standalone use or building in the Railroad District.

- d. Shipping containers are prohibited for placement in any Residential Zoned District, (except for temporary storage) unless the site has been approved for a non-residential use/occupancy.
- e. Shipping containers are prohibited for placement in any C1 or C2HER Zoned District, (except for temporary storage).
- f. Shipping containers shall only be used for storage of product directly related to the primary use of the building on the site (storage limited to what is sold, stored, or produced on site).
- g. Shipping containers may not be leased or used by an outside party other than the property owner or business tenant located on the site.
- h. Shipping containers shall be prohibited for use for human habitation.
- i. Shipping containers shall not be stacked on top of one another.
- j. Shipping containers shall only be placed in a rear yard, or in a side yard but not project beyond the front building line of the principal building.
- k. Shipping containers must comply with any minimum rear yard and side yard setbacks as required.

ATTACHMENTS:

- 1. Building Standards Advisory.

ALTERNATIVES:

- 1. Commence zoning bylaw amendments.
- 2. Provide alternate direction.

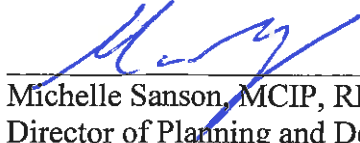
FINANCIAL IMPLICATIONS:

- 1. Zoning Bylaw amendments require publication in two consecutive weekly editions of the Moose Jaw Times Herald for a cost of approximately \$231.00.

RECOMMENDATION:

THAT the Municipal Planning Commission recommend to City Council that City Administration proceed with the Zoning Bylaw amendments as described in this report.

Respectfully submitted,

*Acting
for* 

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

Building Standards Advisory

Promoting construction of safe, healthy, habitable buildings

Shipping Containers

Question

"Are shipping containers (sea cans) subject to the building code?"

Answer

Yes, but only when a shipping container is no longer used for its original purpose; shipping and the storage of freight. When it is placed on a property for use in the support or shelter of any use or *occupancy*, the structure must be considered a *building*.

The shipping container is now required to comply with provisions of *The Uniform Building and Accessibility Standards Act* (the UBAS Act), *The Fire Prevention Act, 1992*, their associated regulations, the National Building Code (NBC), the National Fire Code, (NFC) and municipal bylaws. The following may be required:

- development permit
- building permit
- construction plans

Background

Intermodal shipping containers or "sea cans" are used for the transport of goods from one place to another. These containers are designed to be packed with goods and lifted, stacked, handled, and moved by one mode of transportation or another. However, their availability, capacity, and strength make them desirable for many other uses. Location for use will subject them to a number of requirements applicable to the construction and fire safe operation of *buildings*.

A *building* as defined by the UBAS Act means any structure used or intended for supporting or sheltering any use or *occupancy*, and includes an

addition built to an existing structure and, where applicable, the land adjoining a structure.

Compliance with *The Uniform Building and Accessibility Standards Act*, Regulations and the National Building Code of Canada 2010 (NBC 2010) is addressed in this advisory. Words in italics, other than Act titles, are defined in the NBC 2010.

Because shipping containers do not meet the prescriptive requirements found in the NBC, the municipality may request an engineering review and submission of plans certified by a professional engineer prior to issuing a building permit.

Issues of importance to recognize prior to construction approval include:

- use and *occupancy*
- structural inspection
- foundation design
- anchorage to the *foundation*
- mechanical systems and ventilation
- building envelope and exterior finish

Regarding use and *occupancy*, any storage of *dangerous goods* as defined and regulated by the NFC should be disclosed to the local authority. *Dangerous goods* means those products or substances that are regulated by TC SOR/2008-34, "Transportation of Dangerous Goods Regulations."

CITY OF MOOSE JAW

LETTER OF TRANSMITTAL

November 29, 2017

File #2101-35

TO: Members of City Council

FROM: City Clerk/Solicitor's Department

SUBJECT: Bylaw No. 5549 – Procedure Amendment Bylaw No. 2, 2017

PURPOSE

The purpose of the attached Bylaw is to amend Bylaw No. 5176, A Bylaw of the City of Moose Jaw Governing the Proceedings of City Council and any Committees established by City Council for the Administration of the Business of City Council, (the "Procedure Bylaw") to incorporate the revisions to the 2018 Council and Executive Committee meetings schedule and related procedures as adopted by resolution of the Executive Committee meeting held October 30, 2017.

The Bylaw is recommended for 1st, 2nd and 3rd readings.

BACKGROUND

On May 8, 2017 at the regular meeting of Council the following motion was adopted:

"THAT the Procedure Bylaw be amended to change City Council's monthly meeting schedule as follows:

Regular City Council will meet the second Monday of the month (unless it falls on a holiday and then the meeting date should be the Tuesday following the holiday);

Executive, Personnel and Budget meet on the fourth Monday of the month and/or at the call of the Chair (same holiday rules will apply here); and

THAT on opposite weeks, City Council be allowed the opportunity to engage in planning sessions with the City Manager and Department Heads as required; and further

THAT these sessions be open to the public as provided by Section 10 of the Procedure Bylaw.

be referred to Administration to report back to Executive Committee."

At its regular meeting on November 6, 2017, City Council considered a report from the Executive Committee dated October 30, 2017 respecting potential amendments to the Procedure Bylaw to facilitate the recommendations from City Council and the following resolution was adopted:

“THAT Administration be directed to bring forward amendments to the Procedure Bylaw to effect the following:

Regular meetings of Council shall be held twice monthly commencing at 5:30 p.m.

Executive meetings, as required, and at the call of the Chair, shall be held following regular meetings of Council, where possible.

Minutes/reports from Advisory Committees will be routed to Executive Committee.”

As per the above resolution, City Administration has prepared the attached proposed Bylaw to amend sections 8, 12, and section 51 of the Procedure Bylaw.

It should be noted that Section 54 of the Procedure Bylaw requires written notice to all members of City Council and an affirmative vote of not less than two-thirds of the members of City Council present for an amendment to the Procedure Bylaw to occur.

RECOMMENDATION

THAT City Council give 1st, 2nd and 3rd reading to Bylaw No. 5549 – Procedure Amendment Bylaw No. 2, 2017.

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.”

Respectfully submitted,

“Tracy Wittke”
Assistant City Clerk

“Myron Gulka-Tiechko”
City Clerk/Solicitor

/tw

Attachment: Bylaw No. 5549, Procedure Amendment Bylaw No. 2, 2017

CITY MANAGER’S COMMENTS

“Matt Noble”
CITY MANAGER

MAYOR’S COMMENTS

“Fraser Tolmie”
MAYOR

BYLAW NO. 5549

PROCEDURE AMENDMENT BYLAW NO. 2, 2017

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

The Procedure Bylaw amended

1. Bylaw No. 5176 is amended in the manner set forth in this Bylaw.

Section 8 amended

2. Section 8 is deleted in its entirety and replaced with the following:

Regular Meetings of City Council

- 8(1) Regular meetings of City Council shall be held on the second and fourth Monday of every month commencing at 5:30 p.m. in the evening, but may be altered in accordance with a meeting schedule approved by City Council in November of each year.
- (2) Regular meetings of City Council shall be held in Council Chambers, second floor, City Hall, 228 Main Street North, Moose Jaw, Saskatchewan, but may be altered by providing notice to the public and all members of Council at least 24-hours in advance and by any reasonable means in the circumstances as determined by the City Clerk.
- (3) The City Clerk shall submit to Executive Committee in October annually a schedule of proposed City Council meetings for the forthcoming year, which schedule shall be confirmed by City Council no later than November.
- (4) City Council may, by resolution:
 - (a) alter the date, hours and/or place of any regular meeting of City Council;
 - (b) cancel any regular meeting City Council.
- (5) Whenever a regular meeting of City Council falls on a holiday recognized by the Collective Agreement between the City of Moose Jaw and CUPE Local Number 9 of Moose Jaw, that regular meeting shall be held at the same hour and at the same location on the next ensuing day that is not recognized as a holiday.

Section 12(1)8. amended

3. Section 12(1)8. is deleted in its entirety and replaced with the following:

Order of business

12 (1)

8. Report of Municipal Planning Commission, during which City Council shall:
- (a) receive any minutes of a meeting which has occurred since the last meeting of City Council; and
 - (b) debate any recommendations that require approval of City Council.

Section 51 amended

4. Section 51 is amended by:

Reports of advisory and other committees

51 deleting “of the next regular meeting of City Council” and replaced with “of an ensuing meeting of Executive Committee as soon as practicable, not to extend two (2) ensuing meetings of Executive Committee, at which time Executive Committee shall receive the minutes submitted and debate any recommendations that require the approval of City Council.

Coming into force

5. This Bylaw comes into force and effect on the date of passage.

PASSED AND ENACTED ON THE DAY OF , 2017.

MAYOR

CITY CLERK

READ a first time the 4th day of December, 2017.

READ a second time the 4th day of December, 2017.

READ a third time the day of , 2017.

**OUTSTANDING ITEMS FOR FOLLOW-UP BY CITY ADMINISTRATION
FROM CITY COUNCIL & STANDING COMMITTEES**

December 4, 2017

FROM	DATE & RES. #	SUBJECT MATTER Communication # etc.	DEPT. ASSIGNED	STATUS/ COMMENTS
<u>2013-2017:</u> City Council	June 24/13 Res. #445 (June 17/13 Executive Comm.)	Street Closures	Clerk/Solicitor	To prepare report to Executive Comm. <i>STATUS: Addressed with Revised Traffic Bylaw</i>
City Council Executive Comm.	Jan. 23/17 Jan. 16/17	Canadian Tire/MJ Exhibition Land	Planning & Dev.	Agreement with MJEX <i>STATUS: In progress subject to legal surveying.</i>
City Council Exec. Comm.	Feb. 13/17 Jan. 30/17	Service Connections Bylaw/Policy Supplementary Information	Clerk/Solicitor	Amend Bylaw 5152 <i>STATUS: Info coming from Engineering</i>
City Council Budget Comm.	Apr. 24/17 Feb. 11/17	Contaminated Site Assessment	Planning & Dev.	Referred to Admin. for details from other Municipalities in SK <i>STATUS: Address at Planning Session</i>
City Council	May 8/17 Res. #333	TSAC – Traffic and Pedestrian Crossing Control Warrants	Engineering Clerk/Solicitor	Include in updated Traffic Bylaw <i>STATUS: In progress</i>
City Council	May 8/17 Res. #338	Procedure Bylaw Amendment Meeting Schedule	Clerk/Solicitor	Referred to Administration to Report to Executive Committee <i>STATUS: In progress</i>
City Council	May 23/17 Res. #363	Residential and Commercial Property Tax Gap	Finance	Referred to Administration to Report to Council (in conjunction with 2018 Budget) <i>STATUS: 2018 Budget</i>

**OUTSTANDING ITEMS FOR FOLLOW-UP BY CITY ADMINISTRATION
FROM CITY COUNCIL & STANDING COMMITTEES**

December 4, 2017

City Council	Sept 25/17	Heritage Advisory Committee Minutes Part 6.3 – Cultural Centre	Clerks	Tabled to Heritage Advisory Committee Mtg. <i>STATUS: to Oct. 25/17 Heritage Meeting</i>
City Council	Oct. 23/17	Amendments to Smoking Bylaw 5192	Planning & Development	Tabled to Executive Committee for Review Of Existing Bylaws From other Cities
City Council	Nov. 20/17	Options for a Protocol that Systematically Reports on Non-Functioning Street Lights	Clerk/Solicitor	Report to Executive

TABLED MATTERS:

City Council	June 23/14 Res. #457	TSAC – Traffic Safety Concern at Maintenance Vehicle Entrance to Crescent Park and 3 rd Ave. N.E.	Engineering	Tabled Pending Report from Eng. re: Parking on 3 rd Ave. N.E. <i>STATUS: Eng. to respond</i>
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REFERRED MATTERS:

City Council	Oct. 10/17	MPC Front Yard Parking & Sea Can Containers	Clerks Planning & Dev.	Referred to MPC <i>STATUS: to MPC</i>
City Council	Nov. 20/17	SNAC Licensing of Taxis and/or Couriers for Special Needs Individuals	Finance	Report to Executive on Taxi Licensing in Other Cities

**OUTSTANDING ITEMS FOR FOLLOW-UP BY CITY ADMINISTRATION
FROM CITY COUNCIL & STANDING COMMITTEES**

December 4, 2017

2017 ENQUIRIES:

City Council	Nov. 6/17	Manual Garbage Pickup Areas	Engineering	To Prepare Answer to Enquiry <i>STATUS: to Nov. 20/17 Council Meeting</i>
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City Council	Nov. 20/17	Municipal Airport Revenues And Expenditures	Planning	To Prepare Answer to Enquiry <i>STATUS: to Dec. 18/17 Council Meeting</i>
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