



**REVISED PUBLIC AGENDA
GOVERNANCE AND PRIORTIES
COMMITTEE**

**Monday, May 15, 2017, 1:00 p.m.
Council Chamber, City Hall**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the additional letter from C. Gutmann, Project Manager, P4G dated May 12, 2017 be added to item 6.2.1; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 Minutes - April 4 and 10, 2017

Recommendation

That the following minutes of the Governance and Priorities Committee be adopted:

- Special Meeting held on April 4, 2017; and
- Regular Meeting held on April 10, 2017.

5. UNFINISHED BUSINESS

5.1 Updates by Council Member Leads - Strategic Areas and Priorities (File No. CK. 116-1)

The following verbal updates will be provided:

1. Core Services - Councillor Iwanchuk
2. Community Safety and Wellness - Councillor Gough
3. Downtown Development - Councillor Block
4. Economic Development - Councillor Hill
5. Environmental Sustainability - Councillors Gersher and Loewen
6. Information Technology - Councillor Jeffries
7. Reconciliation, Inclusion and Diversity - Mayor Clark
8. Recreation, Culture and Leisure - Councillor Davies
9. Regional Planning- Councillor Donauer
10. Transportation - Councillor Dubois

Recommendation

That the information be received.

5.2 Council Communications and Constituency Relations Allowance - Tickets (File No. CK. 255-1)

6 - 18

On February 13, 2017, City Council resolved:

1. That City Council rescind its motion of June 27, 2016 related to the former 'General Entertainment' Section; and
2. That the matter of the issue of developing expanded criteria around use of this allowance for attendance at events be referred to the Governance and Priorities Committee using the previous policy as a base.

Attachment 1 - Discussion/research document prepared by the City Clerk to assist the Committee in its discussion.

Attachment 2 - Policy C01-027 for reference.

Recommendation

That the information be received and any recommended expanded criteria regarding the use of the allowance for attendance at events be forwarded to City Council for approval and amendment to Policy C01-027.

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.2 Matters Requiring Direction

- 6.2.1 Letter dated May 5, 2017 from C. Gutmann, Project Manager, P4G re: Saskatoon North Partnership for Growth Regional Plan - All Councils / Public Information Session (File No. CK. 4250-1)** 19 - 20

Recommendation

That the Governance and Priorities Committee recommend to City Council it participate in the proposed public information session, and that the City Clerk follow up appropriately.

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

- 7.1.1 Economic Outlook (File No. CK. 3500-1)**

A PowerPoint presentation will be provided. (no attachment)

Recommendation

That the information be received.

- 7.1.2 2018 Budget Indicative Rate (File No. CK. 430-72 x 1700-1)** 21 - 26

A PowerPoint presentation will be provided.

Recommendation

That the information be received.

7.2 Matters Requiring Direction

8. LEGISLATIVE REPORTS

8.1 Delegated Authority Matters

- 8.1.1 Council Communications and Constituency Relations Allowance - Update (January 1 - March 31, 2017) (File No. CK. 255-1)** 27 - 29

Recommendation

That the information be received.

8.2 Matters Requiring Direction

- 8.2.1 **Process - Requests and Invitations to Meet with City Council (File No. CK. 255-1)** 30 - 31

Recommendation

That a report be forwarded to City Council recommending that the process for vetting requests to meet with City Council, as outlined in the report of the City Clerk dated May 15, 2017, be approved and the appropriate policy be drafted.

9. URGENT BUSINESS

10. MOTIONS (Notice Previously Given)

11. GIVING NOTICE

12. VERBAL UPDATES

12.1 Council Members - His Worship the Mayor, FCM/SUMA, Boards, Committees and Commissions

- 12.1.1 **Nomination of SaskTel Centre - Excellence in Governance Awards - Governance Professionals of Canada (File No. CK. 150-5 x 175-31)** 32 - 38

Recommendation

That the Governance and Priorities Committee recommend to City Council that SaskTel Centre Board be nominated for the following award categories:

1. Best Approach to Achieving Effective Board and Committee Operations; and
2. Best Practices in Strategic Planning, Oversight, and Value Creation by the Board.

12.2 Administration

13. IN CAMERA AGENDA ITEMS

Recommendation

That the Committee move *In Camera* to consider items 13.1 to 13.

13.1 Board Appointment

[In Camera - Personal Information - Sections 16(1)(d) and 28 - LAFOIPP]

13.2 Board Appointment

[In Camera - Personal Information - Sections 16(1)(d) and 28 - LAFOIPP]

13.3 Board Resignation

[In Camera - Personal Information - Sections 16(1)(d) and 28 - LAFOIPP]

13.4 Board Resignation and Appointment

[In Camera - Personal Information - Sections 16(1)(d) and 28 - LAFOIPP]

13.5 Board Membership - Policy Matter

[In Camera - Personal Information - Sections 16(1)(a)(d) and 28 - LAFOIPP]

13.6 Verbal Updates

13.6.1 Council Members - His Worship the Mayor, FCM/SUMA, Boards, Committees and Commissions (if required)

13.6.2 Administration

13.6.2.1 City Manager

[Sections 13, 14(1), 15(1), 16(1), 17(1), 18(1), 19, 20, and 21 - LAFOIPP]

14. RISE AND REPORT

15. ADJOURNMENT

Attendance at Events by Members of Council – Ticket Purchases

1.0 Saskatoon Criteria

Initial guidelines and parameters developed for Council's Communications Allowance included General Entertainment as an allowable expense.

General Entertainment includes up to two tickets to:

- functions or business/community events (banquets, theatres, shows) when the Councillor has been invited to attend in their official capacity or when the Councillor is performing their duties as Councillor;
- charitable events or fund-raising such as golf tournaments, walkathons, organized by non-profit organizations.

The conditions for the above include:

- Event tickets for family members not attending as the Councillor's spouse or guest are ineligible.
- Tickets can be used by the Councillor and their spouse or guest.
- The Council member must provide a copy of the event notice or flyer as well as any accompanying request for attendance.
- Raffle tickets, silent auctions, table prize tickets at events, alcohol, unless included in the price of the ticket are ineligible.

On June 27, 2016, City Council considered and approved recommendations of the Municipal Review Commission regarding the previously developed Communications Allowance Guidelines and Parameters. The resulting document, Policy C01-027 Communications and Constituency Relations Allowance, included changes to the guidelines and parameters approved by City Council, including the removal of the General Entertainment section, as outlined above.

The rationale of the Municipal Review Commission related to the removal of the General Entertainment provisions was that the costs of these types of expenditures would be more appropriately paid out-of-pocket from the Council member's non-accountable, general expense allowance – that is, the tax exempt one-third of salary maintained, in part, to reimburse elected officials who are asked to support events and organizations by making donations and purchasing tickets.

On February 13, 2017, City Council rescinded its decision related to the removal of the former General Entertainment section and resolved *that the matter of the issue of developing expanded criteria around use of this allowance for attendance at events be referred to the Governance and Priorities Committee, using the previous policy as a base.*

2.0 Criteria in other Cities

Other cities were contacted to get a sense of how costs related to the purchase of tickets by members of Council to attend community events, luncheons, fundraisers, galas, etc. are dealt with. Also, each City was specifically asked whether their respective policy would cover the cost of a ticket to attend a luncheon or business meeting of the Chamber of Commerce or a Business Association.

2.1 Regina

- 1 ticket to events attended in Councillor capacity
- Funded from a combined Travel and Communications Budget (\$10,000/year/councillor)
- Tickets to luncheon/business meetings of Chamber of Commerce or a Business Association are purchased through the Travel and Communications Budget

Each year the Travel and Communications budget renews to \$10,000/Councillor. This budget can be used for travel, flights, hotels, conference registrations, sending newsletters and events Councillors are invited to, which require them to purchase a ticket. If the Councillor wishes their spouse or guest to attend the event with them, the City will undertake to order the ticket at the same time and arrangements are made for the Councillor to make payment to the organization for the additional ticket.

2.2 Winnipeg

- Ticket(s) to community events, luncheons, fundraisers, galas (excluding professional sporting events and concerts)
- Funded from a much larger Ward Allowance Fund (\$90,000/ward) that covers everything from advertising to office supplies to travel
- Tickets to luncheon/business meetings of Chamber of Commerce or a Business Association are purchased through the Ward Allowance

Councillors receive a Councillor's Ward Allowance fund each year that pays for various expenses related to their office. The 2017 allocation is approximately \$90,000 per ward. One of the allowable expenses is attendance at community events. Community events, luncheons, fundraisers, and galas would all be acceptable expenses. The policy does not restrict on the type of business meeting, be it with a developer, a citizen or a Chamber event. The fund cannot be used for concerts or professional sporting events. Business lunches with colleagues or other City staff are ineligible.

2.3 Calgary

- One ticket to community events
- Funded through a ward budget

There is a ward budget set aside by Councillors to attend community events; however, the amount is at the discretion of the Councillor. Partners of Councillors are not covered under the Ward budget and must be paid by the Councillor.

2.4 Edmonton

- Ticket(s) to events attended in Councillor capacity
- Funded through a ward budget.
- Tickets to luncheon/business meetings of the Chamber of Commerce or a Business Association are purchased through the Ward Budget.

The Councillors' ward budgets include a "Hosting and Tickets" category, which can be used for hosting purposes (meals, snacks etc. for small to larger groups) or for purchasing tickets for social functions or meetings related to the Councillor's role as an elected official of the City of Edmonton. The budget allocation within categories is not specified.

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-027

POLICY TITLE <i>Communications and Constituency Relations Allowance</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 27, 2016</i>
		UPDATED TO <i>February 27, 2017</i>
ORIGIN/AUTHORITY <i>Governance and Priorities Committee Report, Item 9.11.1 – June 27, 2016; and Item 9.5.2 – February 27, 2017.</i>	CITY FILE NO. <i>CK. 4670-5</i>	PAGE NUMBER <i>1 of 10</i>

1. PURPOSE

To provide a communications and constituency relations allowance to support members of City Council in communications with constituents as part of their role as members of City Council for the City of Saskatoon.

2. DEFINITIONS

2.1 Members of City Council – means the Mayor and individual Councillors.

2.2 Communications and Constituency Relations Allowance – A provision in the Mayor’s Office and City Councillors’ Office budgets, reviewed by City Council on an annual basis, for communications relating to City Council business, as set out in this policy.

3. POLICY

The policy is applicable to all members of City Council regarding the use of the communications and constituency allowance.

3.1 General Guidelines

- a) Funding must be used within the fiscal year and cannot be carried forward to the next fiscal year.
- b) Members of City Council must adhere to the requirements of the Code of Conduct, including, but not limited to, the portions dealing with “Actions during Civic Election Periods”. Any irregularities will be dealt with in accordance with the Code of Conduct.

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- c) No member of City Council may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act*.
- d) The Communications and Constituency Relations Allowance is not to be used for the purposes of fundraising for a member of City Council or for raising election funds.
- e) Assistance will be provided by the City’s Communication Branch by preparing and distributing the Agenda in Brief and the Decisions in Brief, prior to and following City Council meetings, and providing background information on civic programs and services to be used for responding to inquiries or for preparing speeches as a member of City Council or as Deputy Mayor.
- f) In the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council.
- g) In the year of a civic election, the allowance cannot be used from September 1 through October 31.
- h) No goods or services purchased by a member of City Council with the allowance may be used from September 1 through October 31. This would include, but not be limited to, items such as a website annual domain registration or billboard signage.

3.2 Allowable Expenses

This section summarizes alphabetically the categories and examples of the types of allowable expenses that could be charged to the Communications and Constituency Relations Allowance for members of City Council.

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a) Administrative Staff Support

The fund can be used individually or pooled together with other members of City Council for the hiring/engagement of support staff to assist with constituency related tasks. These tasks may include:

- i) Research related to constituency issues.
- ii) Support for the development of constituency communications.
- iii) Rental of office space to base staff support.

b) Advertising and Promotion

- i) Paid advertising that is related to the business of the City in all types of media.
- ii) Advertising that supplements City departments' advertisements that are placed to promote specific programs or specific events.
- iii) Messages in Community Association Newsletters, Newspapers, and Magazines (e.g. introductory messages, congratulatory messages, event announcements).

c) Books and Magazines

- i) Books, magazines, and periodicals that are related to the business of the City. Name of the book or magazines must be included on the invoice.

d) General Entertainment

- i) Up to two tickets to:
 - functions or business/community events (banquets, theatres, shows) when the Councillor has been invited to attend in their official capacity or when the Councillor is performing their duties as Councillor;
 - charitable events or fund-raising events such as golf tournaments, walkathons, organized by non-profit organizations.

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Conditions

- Event tickets for family members not attending as the Councillor’s spouse or guest are ineligible.
- Tickets can be used by the Councillor and their spouse or guest.
- Council member must provide a copy of the event notice or flyer as well as any accompanying request for attendance.
- Raffle tickets, silent auctions, table prize tickets at events, alcohol, unless included in the price of the ticket are ineligible.

e) General Office Supplies

- i) General office supplies not provided by the City Clerk’s Office.
- ii) Personalized stationery, greeting cards, holiday cards, including envelopes and stamps and Canada Post regular mail services.
- iii) Photocopy charges.
- iv) Photographic supplies and services.
- v) Courier delivery costs.

f) Constituency Relations

- i) Promotional items such as fridge magnets, t-shirts, pens.
- ii) Table prizes for local community groups.
- iii) Facility rental for hosting an event.
- iv) Council members’ expenses for food and non-alcoholic beverages related to community events, meals or receptions when hosting constituents or representatives of other levels of government.

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.

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- Members of City Council must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Members of City Council must provide the date, purpose and details of the expense, and where applicable or feasible, original itemized receipt showing items consumed and names of participants attending.

g) Meeting Expenses

- i) Facility rental.
- ii) Catering order for meetings including non-alcoholic beverages, snacks and light foods.
- iii) Venue set-up fees, including audio-visual equipment, flip charts, cleaning charges.

Conditions

- Members of City Council must provide date and purpose for meeting, original itemized receipt, names of participants or group name with number of participants attending.

h) Newsletters and Flyers

- i) Design, writing, copy-editing, printing costs.
- ii) Distribution costs through Canada Post, Admail, by private distribution firms or by other means.
- iii) Clip art or stock photo fees.
- iv) Electronic newsletter distribution costs.
- v) Translation fees

Conditions

- Members of City Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.

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- In the year of a civic election, all Communications and Constituency Relations Allowance funded communications must cease from September 1 to October 31.

i) Professional and Contract Services

- i) Firms or individuals whom members of City Council retain for specific business purposes with clear deliverables, fee structures and timelines.
- ii) The engagement of a business or person(s) as a contractor and/or the cost of supplies, rental of facilities and equipment relative to production, presentation and/or distribution of information to residents relevant to City Council business.
- iii) The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

j) Websites, Social Media Tools, Software & Accessories

- i) Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.
- ii) Additional communications management tools such as database management tools and software accessories.

Conditions

- Tools or software accessories not supported or not integrated with the City systems or connected to the corporate network are not supported by the City's Information Technology Division.
- Members of City Council are responsible for the protection of any personal information collected or used for City Council business in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.

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- Members of City Council must adhere to the requirements of the Code of Conduct dealing with “Actions during Civic Election Periods”, including conversion of any city-funded websites and social media tools to an election campaign site.

3.3 Purchasing Procedures

Purchases of goods, services and work from outside parties are to be made in accordance with Policy C02-030 – Purchase of Goods, Services and Work. Information and advice on purchasing procedures, vendor lists, obtaining quotations and preparation of purchasing documents can be obtained from the Director of Materials Management.

Regardless of the value, it is recommended that competitive prices be obtained.

- Purchases up to \$250 attained locally allows for payment by Automatic Payment Voucher (administered by City Clerk’s Office)
- Purchases up to \$5000 (including taxes and freight) may be made through a Departmental Purchase Order (administered by City Clerk’s Office). It is recommended that competitive prices are attained; however, this is to be balanced off with the value of the purchase, the time required to get competitive prices, and the potential (or lack of) savings that can be achieved.
- Consulting Services must follow standard procedures (consult with the City Clerk’s Office).

3.4 Reimbursements

Members of City Council must provide the City Clerk’s Office with proper documentation, including detailed original receipts for claims. Credit card receipts or statements alone are not sufficient and will not be accepted. In the case of any online purchases, a copy of the confirmation must be attached to the claim.

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Dated invoices/receipts must include a description of the goods purchased or services rendered, the cost, and any applicable taxes.

Expenses must be charged to the year in which they occurred. Expenses cannot be carried forward to future years. Charges for goods against the current year must be received by members of City Council and/or services from the vendor before December 31st of that year.

4. RESPONSIBILITIES

4.1 Members of City Council – Members of City Council are responsible for adhering to this policy and any violation of this policy would be a violation of the Code of Conduct and irregularities would be reported to the City Clerk for investigation.

4.2 City Clerk’s Office

The responsibility of the City Clerk’s Office in administering the Communications and Constituency Relations Allowance support to City Councillors includes, but is not limited to:

- (a) Reviewing usage requirements and parameters with a view to bringing forward recommendations to the Governance and Priorities Committee for amendments;
- (b) Providing support to City Councillors by processing payments for expenditures;
- (c) Reviewing supporting documentation for expenditures, and requesting the City Councillors to provide the required supporting documentation for any expenditures where supporting documentation is not place;
- (d) Identifying expenditures which may not fit within the parameters and guidelines of the Communications and Constituency Relations Allowance and bringing these forward to the Governance and Priorities Committee;

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- (e) Advising City Councillors on the status of their communications allowance and expenditures;
- (f) Within 60 days of the end of the quarter, posting all expenses, individually and in detail, on the City’s website and providing the Governance and Priorities Committee with monthly usage updates for the last quarter.
- (g) Redacting all personal and other exempted information governed by *The Local Authority Freedom of Information and Protection of Privacy Act* from the detailed Councillor expenses prior to the disclosure of Councillor expenses on the City’s website.
- (h) Facilitating/coordinating the review of the Communications and Constituency Relations Allowance, either through an independent body or a third party.

4.3 Municipal Review Commission Remuneration Committee

Two years after the establishment of this policy, the Saskatoon Municipal Review Commission Remuneration Committee will review the following, and that time, report on how often a review is required:

- (a) Usage of funds – by whom, where, types of expenses submitted.
- (b) Summary of impacts – in an attempt to measure community engagement through the fund.
- (c) Validation of expenditure appropriateness based on policy.
- (d) Validation that the current policy reflects needs of the allowance and provides for an opportunity to revise policy as required.

4.4 Governance and Priorities Committee

The Governance and Priorities Committee is responsible for reviewing proposed amendments to the policy and forwarding recommendations to City Council.

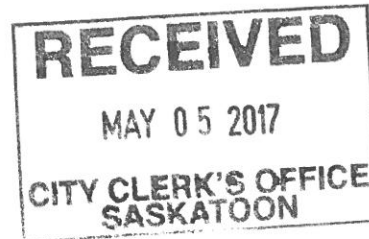
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4.5 City Council

City Council is responsible for reviewing and approving amendments to the policy.



4250-1

May 5, 2017

Ms. Joanne Sproule
City Clerk
City of Saskatoon
222 3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Sproule:

**Re: Saskatoon North Partnership for Growth Regional Plan
All Councils / Public Information Session**

For your advance information, an All Councils / Public Information Session is being planned to present the Saskatoon North Partnership for Growth (P4G) Regional Plan in the coming months. Details for the proposed event are currently being finalized and more information about the proposed event will be forthcoming.

We look forward to your attendance at the Information Session.

Thank you,

Christine Gutmann
Project Manager, P4G Regional Plan
Saskatoon North Partnership for Growth (P4G)
Phone: 306-986-9734
E-Mail: Christine.Gutmann@saskatoon.ca

Cc: Randy Grauer, General Manager, Community Services

SASKATOON NORTH PARTNERSHIP FOR GROWTH



May 12, 2017

Ms. Joanne Sproule
City Clerk
City of Saskatoon
222 3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Sproule:

**Re: Saskatoon North Partnership for Growth Regional Plan
All Councils / Public Information Session**

Further to my letter dated May 5, 2017, an All Councils / Public Information Session is being planned to present the Saskatoon North Partnership for Growth (P4G) Regional Plan as follows:

Date: June 27th

Time: 4pm-8pm. A presentation is planned for 6:30pm with an opportunity for a moderated question and answer period after the presentation.

Location: North Ridge Centennial Community Centre, City of Martensville

Please note: This event is not a public hearing. We look forward to your attendance at the Information Session.

Thank you,

Christine Gutmann
Project Manager, P4G Regional Plan
Saskatoon North Partnership for Growth (P4G)
Phone: 306-986-9734
E-Mail: Christine.Gutmann@saskatoon.ca

Cc: Randy Grauer, General Manager, Community Services

2018 Budget Indicative Rate

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide the Governance and Priorities Committee an overview of inflationary and growth pressures for the 2018 Business Plan and Budget.

Report Highlights

1. An indicative rate assists the Administration in preparation of the 2018 Business Plan and Budget by providing direction and spending limits.
2. Inflation for civic services, excluding Saskatoon Police Service, is anticipated to have the following impacts on the 2018 budget:
 - \$5.9 million or 1.53% increase in expenditures over 2017. This is below the expected Municipal Price Index rate of 1.62% for mill rate expenditures.
 - \$1.2 million in additional revenue, mainly due to rate changes.
3. Growth is anticipated to have the following impacts on the 2018 budget:
 - \$3.5 million or 0.73% increase in expenditures over 2017. This is due mainly from growth in parks and roadway infrastructure.
 - \$3.4 million in additional revenue, mainly due to assessment growth.
4. Provincial grants are anticipated to decrease by \$6.1 million in 2018 from decreases in Municipal Revenue Sharing and the removal of Crown Corporation grants in lieu of taxes. This is equivalent to a 2.78% property tax increase.
5. A 5.00% property tax increase is estimated in order to maintain the existing service levels for all civic property tax supported services, excluding Saskatoon Police Service.
6. A series of service level reports leading up to the budget deliberations will provide options to increase or decrease service levels and corresponding funding. A previous directive of City Council to include a 0.55% property tax increase to continue the phase-in of a service level increase towards a city-wide snow removal program increases the indicative rate to 5.55%.
7. The Saskatoon Police Service is currently estimating an additional 3.27% in expenditures will be required in 2018 due to inflation, increasing the total indicative rate to 6.97%.

Strategic Goal

The information in this report supports the Strategic Goal of Asset and Financial Sustainability by demonstrating openness, accountability and transparency in financial reporting.

Background

On March 27, 2017, City Council was presented with a report from the CFO/General Manager, Asset and Financial Management, entitled “Multi-Year Business Plan and Budget Framework” which included an outline of the 2018 budget process and how certain aspects of multi-year budgeting could be piloted within the current singular year process. One of those processes identified was an indicative rate/preliminary property tax process. At this meeting, City Council resolved that the Multi-Year Business Plan and Budget Framework be approved in principle.

Report

Indicative Rate

As previously reported, in the Multi-Year Business Plan and Budget framework, the setting of an indicative rate is an important step in the development of a singular or multi-year business plan and budget. This process is being introduced in 2018 as a way to increase transparency surrounding the budget process as well as align City Council’s direction and expectations with the 2018 Business Plan. These are preliminary estimates only and the property tax rate will be set during City Council budget deliberations in November 2017.

This 2018 indicative rate report is centred on growth and inflationary revenue and expenditure impacts. Simply put, this report provides the estimated requirements in order to continue providing the same level of service in 2018 as in 2017. To date, the Administration has performed a review of estimated 2018 growth and inflationary pressures which form the basis of the indicative rate.

Inflationary Pressures

Every year, the City of Saskatoon (City) is faced with inflationary pressures on expenditures. In order to determine a benchmark for inflation, the City calculates a Municipal Price Index (MPI). MPI takes into consideration anticipated increases in salaries, utility costs, contractors and materials such as asphalt. The City has historically focused on MPI instead of the Consumer Price Index (CPI), as the City’s operating activities are fundamentally different than the basket of goods that CPI is calculated on (food, shelter, etc.). For 2018, the City’s MPI has been calculated at 1.62% for mill rate expenditures.

The Administration has conducted an in-depth review of the City’s 2016 actual results as well as the 2017 budget, and estimates the civic inflationary impact to be approximately \$5.9 million in 2018, which is equivalent to a 1.53% increase in expenditures, and is 0.09% lower than the MPI. Approximately 82% of this increase relates to salaries, utilities and inflationary increases to reserve contributions as per the requirement of Bylaw No. 6774, The Capital Reserve Bylaw. The remaining 18% relates to materials, contractor and contractual increases. The Administration remains

committed to its continuous improvement efforts that assists in keeping the inflationary figure below the MPI.

On the revenue side, the City generates additional revenue as a result of rate changes. These revenues can relate to user fee rate increases, grants in lieu of taxes from civic utilities, and franchise fee rate increases, among other items. For 2018, it is anticipated an additional \$1.2 million in revenue will be generated from revenue increases.

The overall funding gap as a result from inflation and revenue changes is estimated to be approximately \$4.7 million which is equivalent to a 2.16% property tax increase.

Growth Pressures

In addition to inflation, the City is faced with growth pressures every year, as civic services need to be applied to an extending population or service area. Major growth pressures in 2018 are estimated to be:

- additional park space of 51.1 hectares (2.56% growth in inventory) requires an additional \$467,000 to maintain service levels;
- an additional 30 kilometers of roadways (0.7% growth in inventory) requires an additional \$455,000 to maintain service levels;
- a full year of Remai Modern Art Gallery operations requires an additional \$395,000 in facilities costs; and
- various other growth requirements to support a 1.5% population growth to 272,000.

It is estimated that an additional \$3.5 million or 0.73% expenditure increase is required in order to continue providing existing service levels.

In regard to revenue, the City generates additional revenue as a result of growth. Most notably, as more properties (inventory) are established within Saskatoon, the City benefits from assessment/taxation growth. This amount is difficult to determine at this point in the year as additional growth and assessment could be added throughout 2017, but is currently estimated at \$3.2 million.

In addition to positive growth, the City has experienced negative growth or volume decreases that negatively impact landfill revenues (\$700,000). Traffic fines and penalties are also expected to decrease as automated speed enforcement and increased compliance impact general revenues (\$500,000). The overall net increase from these revenue changes is estimated at \$3.4 million for 2018.

The overall funding gap as a result from growth is estimated to be approximately \$150,000 or equivalent to a 0.07% property tax increase. Adding the growth impact to the inflationary increase, the indicative rate is 2.23%.

Provincial Funding Impacts

There are two anticipated pressures related to provincial funding in 2018:

1. As indicated in the 2017/2018 Provincial Budget, the previously received Grants-in-Lieu (GIL) of Taxes received from SaskPower and SaskEnergy were discontinued. This created an \$8.3 million gap in the City's 2017 budget; however, there is also an impact of \$3.1 million to the 2018 budget to account for the full year's impact of the partial year reduction in 2017. The impact of this revenue reduction is equivalent to a 1.42% property tax increase.
2. The current Provincial Revenue Sharing formula is based on an equivalency of 1 point of the Provincial Sales Tax (PST) revenue being distributed to Saskatchewan Municipalities. The currently estimated 2018 Revenue Sharing, based on 2016 PST figures, would be equivalent to a \$3.0 million decrease in Provincial Revenue Sharing over 2017 or a 1.35% property tax increase. These figures will be finalized in June 2017 when the provincial results are released.

The total provincial funding impact for the City is currently estimated at a \$6.1 million decrease to operating revenue, which is equivalent to a 2.78% property tax increase.

It is important to note that the City is continuing to work with the provincial government regarding a replacement to the provincial GIL that was eliminated in the 2017/2018 Provincial Budget. An estimate regarding the amount of this replacement or potential timing is currently unknown, as negotiations and work continue with the provincial government.

Adding the provincial government impact to growth and inflation, the indicative rate is 5.00%.

Indicative Rate and Service Level Decisions

In order to deliver the same level of service in 2018 as in 2017 (excluding Saskatoon Police Service), a total indicative property tax increase of 5.00% is estimated, calculated as follows:

Item	Expense Impact*	Revenue Impact*	Net Impact*	Impact on Property Taxes
Inflation	\$5.9	\$1.2	\$ 4.7	2.16%
Growth	\$3.5	\$3.4	\$ 0.1	0.07%
Revenue Sharing	-	(\$3.0)	\$ 3.0	1.35%
Provincial GIL Reduction	-	(\$3.1)	\$ 3.1	1.42%
TOTAL	\$9.4	(\$1.5)	\$10.9	5.00%
Percentage Change	1.95%	(0.31%)	2.29%	5.00%

*in millions

Service Level Reports

Committee/City Council could consider an alternative property tax target for 2018. In doing so, one of the key areas for consideration is adjusting service levels that would have a corresponding effect on taxes.

A series of service level reports will be presented to the appropriate Standing Policy Committees leading up to the 2018 budget discussion which will provide the opportunity to both increase or decrease associated service levels and costs. This process will allow for the Standing Policy Committees and City Council to clearly identify agreed upon service levels that the Administration can deliver and communicate to citizens. This will form a fundamental piece of the City's future Multi-Year Business Plan and Budgeting process, as these will be built on the basis of approved service levels.

The plan is to present service level reports for the following services leading up to the 2018 budget deliberations:

- Road Maintenance & Sidewalks
- Snow & Ice Management
- Water Utility
- Street Cleaning & Sweeping
- Parks
 - Maintenance & Design
 - Urban Forestry
- Fire Services
- Waste Handling

One service level has been included in the Administration's assumptions for 2018. As previously directed by City Council, an additional 0.55% property tax increase or \$1.2 million in expenditures is required to continue the phased in service level increases towards a city-wide snow removal program. This would increase the indicative rate to 5.55%.

Police Budget Estimates

The Saskatoon Police Service (SPS) is currently in the preliminary stages of its 2018 budget preparation. At this time, they are estimating a 3.27% increase to expenditures due to inflation. This increase is equivalent to \$3.1 million or a 1.42% property tax increase.

This would bring the total indicative property tax to 6.97% including SPS estimates at this point.

SPS has yet to estimate or finalize any growth requirements for 2018.

Communication Plan

The City's website (saskatoon.ca/financialfuture) will be updated to reflect the 2018 Business Plan & Budget process. This report will be included on the webpage, along with Frequently Asked Questions. An overarching communications plan will be developed similar to the 2017 Shaping Our Financial Future campaign.

Due Date for Follow-up and/or Project Completion

The Administration will present service level reports leading up to 2018 budget deliberations.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Clae Hack, Director of Finance

Approved by: Kerry Tarasoff, Acting City Manager

2018 Budget Indicative Rate.docx

Council Communications and Constituency Relations Allowance – Update (January 1 – March 31, 2017)

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide the Governance and Priorities Committee with an update on the usage of the Communications and Constituency Relations allowance.

Strategic Goal(s)

This report supports the strategic goal of Asset and Financial Sustainability by being open, accountable, and transparent.

Report

Policy C01-027, Council Communications and Constituency Relations Allowance, requires that within 60 days of the end of the quarter, the City Clerk's Office post all expenses, individually and in detail, on the City's website and provide the Governance and Priorities Committee with monthly usage updates for the last quarter. In this regard, attached is an update of communications expenses for each member of Council to the end of March, 2017. Copies of individual and detailed expenses will be posted to the City's website.

Due Date for Follow-up and/or Project Completion

A further update will be provided to the Governance and Priorities Committee following the second quarter.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment(s)

1. Update of expenses to the end of March 2017 – Mayor
2. Update of expenses to the end of March 2017 – Councillors

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Report – CCRA Update – Jan to Mar 2017.docx

**Communications and Constituency Relations Allowance
Mayor's Office
January 1 to March 31, 2017**

<i>Payment Date</i>	<i>Doc #</i>	<i>Description</i>	<i>Amount</i>	<i>GST Rebate</i>	<i>Total</i>
18-Jan-17	R568991	Contract services for Social Media Manager (November to December 2016)	\$ 1,102.50	\$ -	\$ 1,102.50
24-Jan-17	R568979	Business cards for Strategic Advisor to the Mayor	\$ 461.16	\$ 20.96	\$ 440.20
31-Jan-17	R568994	Contract services for Social Media Manager (January 2017)	\$ 700.00	\$ -	\$ 700.00
31-Jan-17	R568995	Contract services for Strategic Advisor to the Mayor (January 2017)	\$ 3,714.75	\$ -	\$ 3,714.75
28-Feb-17	R568998	Contract services for Social Media Manager (February 2017)	\$ 716.02	\$ -	\$ 716.02
1-Mar-17	R568999	Contract services for Strategic Advisor to the Mayor (February 2017)	\$ 3,714.75	\$ -	\$ 3,714.75
31-Mar-17	R580405	Contract services for Social Media Manager (March 2017)	\$ 787.50	\$ -	\$ 787.50
10-Apr-17	R580404	Contract services for Strategic Advisor to the Mayor (March 2017)	\$ 3,714.75	\$ -	\$ 3,714.75
		Total:	\$ 14,911.43	\$ 20.96	\$ 14,890.47

2017 Budget: \$ 128,000.00

Total Spent: \$ 14,890.47

Process Date	Document	Description	Debit	Clr	Credit	Cost	Ind. Balance
01-Jan		Opening Balance (\$10,000/Councillor/year)					
BLOCK, Cynthia							
21-Mar	R572817	March newsletter editing; flyer editing, printing, delivery	262.50	x	12.50	250.00	
23-Mar	R572820	Newsletter printing and mailing	1601.31	x	145.87	1,455.44	
							\$1,705.44
DAVIES, Troy							
01-Mar	R572809	Caroline Robins Community School - Event Sponsorship	500.00	x		500.00	
							\$500.00
DONAUER, Randy							
							\$0.00
DUBOIS, Bev							
							\$0.00
GERSHER, Sarina							
							\$0.00
GOUGH, Hilary							
							\$0.00
HILL, Darren							
25-Jan	R572732	HBPMKW Community Association - Winter newsletter ad	225.00	x		225.00	
23-Feb	R572787	Facebook advertising (January & February)	159.50	x		159.50	
28-Feb	PCARD	Bus stop sign rentals (January - Aug.14)	2,126.25	x	101.25	2,025.00	
							\$2,409.50
IWANCHUK, Ann							
							\$0.00
JEFFRIES, Zach							
23-Feb	R572792	Flyer printing	1,560.90	x	70.95	1,489.95	
							\$1,489.95
LOEWEN, Mairin							
31-Jan	R572734	Billboard graphic design	165.00	x	7.50	157.50	
01-Feb	R572736	Sign Rental - Feb 1 to June 30	1,071.00	x	51.00	1,020.00	
09-Feb	R572738	Sign revision	51.45	x	2.45	49.00	
							\$1,226.50

Process – Requests and Invitations to Meet with City Council

Recommendation

That a report be forwarded to City Council recommending that the process for vetting requests to meet with City Council, as outlined in this report, be approved and the appropriate policy be drafted.

Topic and Purpose

The purpose of this report is to recommend a process for dealing with requests or invitations from community groups or organizations to meet with City Council.

Strategic Goal

The information and recommendation contained in this report align with the Strategic Goal of Continuous Improvement and the leadership commitment of effective communication, openness and accountability.

Report

Requests or invitations from community groups to meet with City Council are regularly received. In order to ensure that all requests and invitations are being dealt with in a consistent and transparent manner, a process to be set out in policy is being recommended. Also, it is being recommended that City Council establish a policy identifying criteria for Council/Committee to meet outside of the normal meeting schedule. The following process for vetting requests is submitted for City Council's approval and inclusion in policy:

1. Request to meet with City Council is forwarded to the City Clerk.
2. Request is screened for clarity, etc., by the City Clerk.
3. City Clerk communicates to the community group the scheduled dates for Governance and Priorities Committee meetings and asks the group to attend on a scheduled date.
4. Should the community group wish to meet outside of the scheduled Governance and Priorities Committee meeting date, the request is placed on the Governance and Priorities Committee agenda with a recommendation to meet.
5. Should the Governance and Priorities Committee resolve to meet outside of a scheduled Governance and Priorities meeting date, the City Clerk schedules the meeting and arranges for appropriate notice of meeting, etc.
6. If there is no Governance and Priorities Committee meeting scheduled before the meeting date outlined in the request, the City Clerk discusses it with the Chair of the Governance and Priorities Committee (Mayor). If the Chair desires, he may request the City Clerk to call a special meeting of the Governance and Priorities Committee to meet with the group or organization. The City Clerk schedules the meeting and arranges for appropriate notice of meeting, etc.

Process – Requests and Invitations to Meet with City Council

In the case of all meetings, the criteria for public versus *In Camera* meetings is applied by the City Clerk and appropriate notice, etc. of the meeting occurs.

With respect to criteria to apply to groups wanting to meet outside the normal meeting schedule, the City Clerk will bring that forward in a subsequent report.

Due Date for Follow-up and/or Project Completion

No further follow-up is necessary at this time.

Public Notice

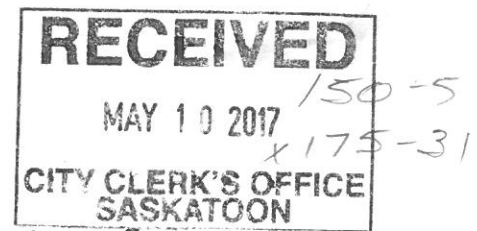
Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Reviewed by: Patricia Warwick, City Solicitor

Report – Requests and Invitations to Meet with City Council.docx



Nomination of SaskTel Centre for Excellence in Governance Awards

The **Governance Professionals of Canada Excellence in Governance Awards** recognize the important contribution that governance professionals make in terms of best practices that build and sustain shareholder and stakeholder value in Canada. The awards also underscore the critical role that good governance plays in sustaining the value of Canada's public companies, crown corporations, government agencies, and not-for-profit organizations, and in contributing to the competitiveness of Canada's economy and its capital markets.

Candidates eligible for nomination include individuals and/or teams of individuals who play a role in the governance of their organizations. The deadline for nominations is **June 16, 2017**, and the shortlist of finalists for the awards will be announced in **July 2017**.

Governance Professionals of Canada expects that the recognition that the winners, nominees and their organizations will gain from these awards will raise more awareness for the key role played by governance professionals, further the reputation of their organizations, and inspire others to follow their example.

On behalf of Saskatoon City Council, I would like to nominate SaskTel Centre Board for the following Award categories:

1. **Best Approach to Achieving Effective Board and Committee Operations**
2. **Best Practices in Strategic Planning, Oversight, and Value Creation by the Board**

Attached you will find the Nomination Forms that will be submitted online via Governance Professionals of Canada's website once approval is granted. These forms will be accompanied by the progressive work that has been completed by the Board over the last year. The period being considered for the Awards is **February 1, 2016 and April 31, 2017**. For materials to support the Nominations, the Board will be submitting the following documents:

1. **Board Recruitment and Retention Strategy**
2. **Board Member's Handbook**
3. **SaskTel Centre's Strategic Plan 2017 – 2021**



GPC EG AWARDS | PGC PRIX EG (/)

[HOME \(/\)](#) [CREATE NOMINATION FORM \(/NODE/ADD/NOMINATION-FORM\)](#)

[Home \(/\)](#) / [Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl \(/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0\)](#) / [Edit Nomination Form Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl](#)

Edit Nomination Form Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl

[View \(/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0\)](#)

[Edit \(/node/6/edit\)](#)

Are you are nominating another company, team or individual *

- Yes
 No

Do you wish to keep your nomination anonymous? *

- Yes
 No

Award Category Entered *

Only one category per nomination entry. Please note that you may create and submit multiple nomination profiles for the same company or individuals.

Best Approach to Achieving Effective Board and Committee Operations

Name of the Organization being Nominated *

SaskTel Centre

Name of person or team being Nominated *

Name of the Person being nominated or the contact person for the team / Company nominated

Will Lofdahl

Job Title of Nominee

Job Title of the Person being nominated or the primary contact person for the team / Company nominated

CEO

Phone of Nominee *

Phone Number of the Person being nominated or the primary contact person for the team / Company nominated

306-975-3150

Email of Nominee

Email of the Person being nominated or the primary contact person for the team / Company nominated

wlofdahl@sasktelcentre.com

Address of nominee

Country

Canada

Address 1 *

3515 Thatcher Ave

Address 2

City *

Saskatoon

Province *

Saskatchewan

Postal code *

S7R 1C4

*

By checking this box to indicate your Consent to be considered in the judging process.

SAVE

PREVIEW

SUBMIT

Draft Nominations

Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0)

Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl)

How to Submit a Nomination

1. **Create an Account and Log in.**
2. **Nominate yourself, your team, or your peer(s).** Start by providing the award category being applied for and all necessary contact information.
3. **Respond to each of the Category Specific Question questions**
4. **Provide an executive summary.** For all categories the nominee must submit an executive summary outlining achievements and addressing each specific criteria as outlined in the nomination brief. The summary must include a description not only on the specific criteria but must explain why the company/individual/program is unique and what makes it "the best." This should include a narrative of not only what was done but "how" and "why". The judging panel requires a clear and consistent explanation of what differentiates the nominee from its peers. The executive summary is limited to 750 words.
5. **Upload supporting materials.** If including supporting materials please direct judges to specific sections/pages that best support your submission. Be as accurate, specific and brief as possible.
6. **Provide nominee consent. Complete, sign, and submit the entry form.** You may nominate yourself or an organization other than your own. In either case, the executive summary needs to be submitted as described above, including the relevant supporting materials. If a nomination is submitted for another organization or individual(s) and the nominating party wishes to remain anonymous, please make a note of this on the summary form and GPC will follow up with the nominee(s) directly for their consent and materials.
7. **Review Nomination Form.** If you wish to add to your nomination form at some later point click save. You will no longer be able to edit your nomination once you click SUBMIT.
8. **SUBMIT.** When you are finished, save your form again and click SUBMIT. You will no longer be able to edit your nomination once you click SUBMIT
9. **Repeat** the above steps for each entry you have.



About the Governance Professionals of Canada (GPC)

The Governance Professionals of Canada (GPC) is the voice of Corporate Secretaries and governance professionals in Canada. Its members deal with disclosure and matters affecting corporate governance, including the structure and meetings of the board of directors and its committees, the proxy process and annual meetings. As such GPC strives to provide valuable and timely information on recent changes and developments which affect our members – in all sectors.

Specialties: Our members include professionals with positions such as Corporate Secretary, Manager Corporate Governance, General Counsel, Chief Compliance Officer, VP Regulatory Affairs, Associate Corporate Secretary, and Board Administrator.

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[Edit \(/node/7/edit\)](#)

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- Yes
- No

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- Yes
- No

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SaskTel Centre

Name of person or team being Nominated *

Name of the Person being nominated or the contact person for the team / Company nominated

Will Lofdahl

Job Title of Nominee

Job Title of the Person being nominated or the primary contact person for the team / Company nominated

CEO

Phone of Nominee *

Phone Number of the Person being nominated or the primary contact person for the team / Company nominated

306-975-3150

Email of Nominee

Email of the Person being nominated or the primary contact person for the team / Company nominated

wlofdahl@sasktelcentre.com

Address of nominee

Country

Canada

Address 1 *

3515 Thatcher Ave

Address 2

City *

Saskatoon

Province *

Saskatchewan

Postal code *

S7R 1C4



By checking this box to indicate your Consent to be considered in the Judging process.

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Best Approach to Achieving Effective Board and Committee Operations - Will Lofdahl (/content/best-approach-achieving-effective-board-and-committee-operations-will-lofdahl-0)

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