



**PUBLIC AGENDA  
GOVERNANCE AND PRIORITIES  
COMMITTEE**

Wednesday, December 7, 2016, 1:00 p.m.  
Council Chamber, City Hall

Pages

**1. CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**Recommendation**

That the agenda be confirmed as presented.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

**Recommendation**

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

- Special Meeting held on November 14, 2016; and
- Regular Meeting held on November 21, 2016.

**5. UNFINISHED BUSINESS**

**6. COMMUNICATIONS (requiring the direction of the Committee)**

**6.1 Delegated Authority Matters**

**6.2 Matters Requiring Direction**

**6.3 Requests to Speak (new matters)**

**7. REPORTS FROM ADMINISTRATION**

**7.1 Delegated Authority Matters**

**7.1.1 City Council Strategic Planning - December Update (File No. CK. 116-1)**

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**Recommendation**

That the information be received.

**7.2 Matters Requiring Direction**

**8. LEGISLATIVE REPORTS**

**8.1 Delegated Authority Matters**

**8.2 Matters Requiring Direction**

**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 and Commissions**

**12.2 Administration**

**13. IN CAMERA AGENDA ITEMS**

**13.1 Annual Appointments to Boards and Committees (Members of Council)**

*[In Camera - Advice from Officials - Section 16(1)(b) - LAFOIPP]*

**13.2 Annual Appointments to Boards and Committees (Agency and Public Appointments)**

*[In Camera - Advice from Officials / Personal Information - Sections 16(1)(b) and 28 - LAFOIPP]*

**13.3 Verbal Updates**

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

**13.3.2 Administration**

**13.3.2.1 City Manager**

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

**13.3.2.2 Labour/Personnel Matter**

*[In Camera - Labour/Personnel Matters - Section 16(1)(c) and (d) - LAFOIPP]*

**13.3.2.3 Labour/Personnel Matter**

*[In Camera - Labour/Personnel Matters - Section 16(1)(c) and (d) - LAFOIPP]*

**14. OTHER**

- 14.1 Complaint - Code of Conduct - C. Clark (File No. CK. 255-17) 7 - 9**

**Recommendation**

1. That the information be received; and
2. That a report be forwarded to City Council recommending that the matter of using the title Councillor or Mayor during the election period be further reviewed by the Municipal Review Commission.

- 14.2 Complaint - Code of Conduct - Z. Jeffries (File No. CK. 255-17) 10 - 12**

**Recommendation**

That the information be received.

- 14.3 Complaint - Code of Conduct - R. Donauer (File No. CK. 255-17) 13 - 15**

**Recommendation**

1. That the information be received; and
2. That a report be forwarded to City Council recommending that the use of email lists, accumulated for constituency purposes, during the election period, and the matter of Council member/constituency-related email during the election period be forwarded to the Municipal Review Commission for review.

**15. ADJOURNMENT**

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## City Council Strategic Planning – December Update

### Recommendation

That the report of the General Manager, Corporate Performance Department, dated December 7, 2016, be received as information.

### Topic and Purpose

The purpose of this report is to provide a further update on the process for public input into the strategic planning process where City Council will identify the priorities for the next four years.

### Report Highlights

1. The strategic planning process will include an opportunity to re-confirm the Strategic Goals, consider the impact of future trends facing Saskatoon, and utilize data in formulating the priorities for the next four years.
2. The performance measures can be revised to align with other municipalities across Canada for benchmarking and comparative purposes. The targets will be confirmed to guide progress over the next four years.

### Strategic Goals

This report supports all of the Strategic Goals as the process will inform the priorities that City Council will direct the Administration to achieve over the next four years.

### Background

At its meeting held on November 21, 2016, the Governance and Priorities Committee approved the 2017 City Council Strategic Planning process.

### Report

#### Re-confirm the Strategic Goals

The Strategic Plan outlines seven strategic goals. The goals are broad and reflect the vision of the citizens of Saskatoon captured through the community visioning process in 2010/11. These are long-term goals that provide a roadmap for decision-making and planning to 2023. This is an opportunity to re-visit the goals to ensure they remain relevant and continue to reflect the values of the community.

#### Future Trends

A representative from the Alliance for Innovation will present to the January 16, 2017, Governance and Priorities Committee on *The Next Big Things* highlighting 44 trends in four categories – Resources, Technology, Demographics, and Governance – that could impact how municipal governments operate in the next 20 years.

This presentation will be at 6:00 p.m. in Council Chambers. The public and stakeholders will be invited to present in person or submit their comments online or in writing. The Administration will also encourage others to present future trends from a local context.

There will be information displayed in the lobby of City Hall on future trends, and the Administration will be available to assist the public in providing their comments on future trends or priorities for the next four years. All information presented and comments submitted will be consolidated for City Council to consider during their strategic planning process.

### Performance Targets

To advance the seven strategic goals and monitor progress, six indicators and 19 performance measures were created. Each performance measure describes what is being measured and the target to be achieved. For example, there is a performance target to divert waste from the landfill, and the target to achieve is 70%. The target means that more of Saskatoon's waste will be recycled, reused or composted instead of going to the landfill.

The Administration continues to monitor progress against these targets; however, this is an opportunity to re-visit both the indicators and the targets.

The Administration is in the process of registering with Municipal Benchmarking Network Canada (MBNCanada), which would allow the City of Saskatoon to use performance measures that are consistently used across Canada.

The Strategic Planning process will provide an opportunity to consider the targets we are trying to achieve and introduce potential adjustments to measures as per the MBNCanada. The public and stakeholders will be invited to comment on the measures and targets currently used. Again, this information will be consolidated for Council's consideration in the strategic planning process.

### Priorities for the Next Four Years

City Council will identify its priorities for the next four years. These priorities will guide investment decisions and implementation will occur through the 2018 to 2021 business planning and annual budget process.

### **Communication Plan**

There will be considerable opportunity for the public and stakeholders to provide input, and information on how to become involved will be posted on the website, through social media, and through radio and print ads.

The Citizen Advisory Panel will be invited to comment, of which there are approximately 1,500 citizens registered.

### **Other Considerations/Implications**

There are no policy, financial, environmental, privacy or CPTED implications or considerations.

**Due Date for Follow-up and/or Project Completion**

It is anticipated that City Council will consider a report in April or May 2017 endorsing the strategic goals and approving the performance measures and targets and the priorities for the next four years.

**Public Notice**

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

**Report Approval**

Written by: Catherine Gryba, General Manager, Corporate Performance  
Department

Approved by: Murray Totland, City Manager

City Council Planning 2017 December Update.docx



## **GOVERNANCE AND PRIORITIES COMMITTEE**

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### **Complaint – Code of Conduct – C. Clark**

#### **Recommendation of the Committee**

1. That the information be received; and
2. That a report be forwarded to City Council recommending that the matter of using the title Councillor or Mayor during the election period be further reviewed by the Municipal Review Commission.

#### **History**

At the *In Camera* meeting of the Governance and Priorities Committee held on November 21, 2016, the Committee considered a formal complaint alleging that Mayor Clark breached the Code of Conduct for Members of City Council, in his online advertising for the most recent election.

The Code of Conduct provides that complaints under the Code are considered by the Governance and Priorities Committee *In Camera*. Further, the Committee decides, in its sole discretion, whether or not to take action on the complaint. The complaint only proceeds to a public City Council meeting if it is investigated and sanctions are recommended.

However, in order to support City Council's mandate to conduct its business in public and demonstrate transparency in the election process, the Committee is reporting its decision in this matter in public. The consent of the respondent member has been obtained and the complainant has been notified of the Committee's report in this regard.

The complaint alleged that Mayor Clark breached Section 5 of the Code in his online campaign advertising by referring to himself as "Councillor Charlie Clark" in the biography section of his Facebook page. The complaint was received on September 23, 2016.

Section 5 of the Code addresses the actions of members of City Council during civic election periods. The general purpose of the provision is to prevent an incumbent from receiving an undue benefit, by virtue of being an incumbent. Section 5 of the Code provides, in part:

"No member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign-related activities. Any campaign related activities that occur in City



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Hall or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process. No member shall use the services of civic staff for election related purposes during hours in which those civic staff members received any compensation from the City.

For greater clarity and to ensure that members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day (i.e. the second last Wednesday in September of an election year) and the date of the election, Council members will: ...

- Refrain from referring to themselves in campaign advertisements as ‘Councillor X’ or ‘Mayor Y’;...”

The election period, as defined in the Code is September 21 to October 26, 2016.

The Code of Conduct also sets out the process for dealing with alleged breaches of the policy relating to civic elections. On November 21, 2016, the Committee was advised of the following process:

- The City Clerk shall forward all complaints to the Governance and Priorities Committee (*In Camera*) and to the member about whom the complaint is made.
- Upon receipt of a complaint under this Section, the Governance and Priorities Committee shall meet, *In Camera*, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Governance and Priorities Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the decision of the Governance and Priorities Committee.
- If the Governance and Priorities Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of the Governance and Priorities Committee regarding the investigation shall be *In Camera*.
- If, after receipt of the report of the independent investigator, the Governance and Priorities Committee believes that the member of Council concerned has breached a provision of this Policy, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.
- If the Governance and Priorities Committee concludes that the member of Council concerned has breached a provision of this Policy, it may in its sole discretion, decide to recommend to City Council that sanctions be imposed. The





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Council member concerned shall be advised of the Governance and Priorities Committee's conclusion and recommendations.

Following the review of this matter, the Committee determined it would not proceed with an investigation and that no further action would be taken with respect to the complaint.

The Committee determined:

- An argument could be made that the biography on Mayor Clark's Facebook page could be considered to be election advertising.
- The reference to Mayor Clark as "Councillor" on his Facebook page biography occurred within the election period of September 21 to October 26, 2016 and, therefore, could be a breach of the Code of Conduct.
- Mayor Clark was notified of the potential complaint/breach on September 23, 2016 and immediately corrected the Facebook page (on the same day).
- The breach itself is of a minor nature and did not undermine the very purpose of the provision in the Code of Conduct by gaining an undue advantage over fellow candidates.

The Committee reported its decision to the Mayor immediately after making its decision and received consent from the Mayor to report the matter publicly.

Finally, the Committee is recommending that a recommendation go forward to City Council requesting the Municipal Review Commission to review the matter of using the title of Councillor or Mayor during the election period.



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### **Complaint – Code of Conduct – Z. Jeffries**

#### **Recommendation of the Committee**

That the information be received.

#### **History**

At the *In Camera* meeting of the Governance and Priorities Committee held on November 21, 2016, the Committee considered a formal complaint alleging that Councillor Jeffries breached the Code of Conduct for Members of City Council. In particular, it was alleged that Councillor Jeffries:

- Used his Facebook page to identify himself as the City Councillor for Ward 10;
- Advertised his position as Ward 10 City Councillor in his daily online paper;
- Used his official City of Saskatoon photo in campaign advertising; and
- In one instance, displayed the City of Saskatoon logo in campaign advertising.

The Code of Conduct provides that complaints under the Code are considered by the Governance and Priorities Committee *In Camera*. Further, the Committee decides, in its sole discretion, whether or not to take action on the complaint. The complaint only proceeds to a public City Council meeting if it is investigated and sanctions are recommended.

However, in order to support City Council's mandate to conduct its business in public and demonstrate transparency in the election process, the Committee is reporting its decision in this matter in public. The consent of the respondent member has been obtained and the complainant has been notified of the Committee's report in this regard.

Section 5 of the Code addresses the actions of members of City Council during civic election periods. The general purpose of the provision is to prevent an incumbent from receiving an undue benefit, by virtue of being an incumbent. Section 5 of the Code provides, in part:

“No member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign-related activities. Any campaign related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental



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process. No member shall use the services of civic staff for election related purposes during hours in which those civic staff members received any compensation from the City.

For greater clarity and to ensure that members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day (i.e. the second last Wednesday in September of an election year) and the date of the election, Council members will: ...

- refrain from using any City-owned resources, including but not limited to cell phones, blackberries, business cards, laptop computers, civic phone number, email address, official photograph, and City crest, for election-related purposes;
- refrain from referring to themselves in campaign advertisements as 'Councillor X' or 'Mayor Y'..."

The election period, as defined in the Code is September 21 to October 26, 2016.

The Code of Conduct also sets out the process for dealing with alleged breaches of the policy relating to civic elections. On November 21, 2016, the Committee was advised of the following process:

- The City Clerk shall forward all complaints to the Governance and Priorities Committee (*In Camera*) and to the member about whom the complaint is made.
- Upon receipt of a complaint under this Section, the Governance and Priorities Committee shall meet, *In Camera*, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Governance and Priorities Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the decision of the Governance and Priorities Committee.
- If the Governance and Priorities Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of the Governance and Priorities Committee regarding the investigation shall be *In Camera*.
- If, after receipt of the report of the independent investigator, the Governance and Priorities Committee believes that the member of Council concerned has breached a provision of this Policy, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.



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- If the Governance and Priorities Committee concludes that the member of Council concerned has breached a provision of this Policy, it may in its sole discretion, decide to recommend to City Council that sanctions be imposed. The Council member concerned shall be advised of the Governance and Priorities Committee's conclusion and recommendations.

Following its review of this matter, the Committee determined it would not proceed with an investigation and that no further action would be taken with respect to the complaint.

The Committee determined:

- The Councillor did not identify himself as Councillor for Ward 10 during the election period of September 21 to October 26, 2016 in election advertising. Many of the photographs and copies of posts provided were on dates predating the election period which commenced September 21, 2016, and therefore do not constitute a breach of Section 5 of the Code. Identifying himself as Ward 10 Councillor or advertising that position prior to the commencement of the election period is not prohibited by the Code.
- The Councillor did not use his official City of Saskatoon photograph in election advertising materials. A similar photograph was used by the Councillor; however, the official City of Saskatoon photograph was not used.
- An official City of Saskatoon resource (i.e. City logo) was not used in the Councillor's election advertising materials. A review of the document alleged to offend this rule did not clearly show the City of Saskatoon logo.

Committee reported its decision to the Councillor immediately after making its decision and received consent from the Councillor to report the matter publicly.



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### **Complaint – Code of Conduct – R. Donauer**

#### **Recommendation of the Committee**

1. That the information be received; and
2. That a report be forwarded to City Council recommending that the use of email lists, accumulated for constituency purposes, during the election period, and the matter of Council member/constituency-related email during the election period be forwarded to the Municipal Review Commission for review.

#### **History**

At the *In Camera* meeting of the Governance and Priorities Committee held on November 21, 2016, the Committee considered a formal complaint alleging that Councillor Donauer breached the Code of Conduct for Members of City Council. In particular, it was alleged that Councillor Donauer communicated election campaign related correspondence to the complainant via email during the election period using the same email list used to provide ward updates.

The Code of Conduct provides that complaints under the Code are considered by the Governance and Priorities Committee *In Camera*. Further, the Committee decides, in its sole discretion, whether or not to take action on the complaint. The complaint only proceeds to a public City Council meeting if it is investigated and sanctions are recommended.

However, in order to support City Council's mandate to conduct its business in public and demonstrate transparency in the election process, the Committee is reporting its decision in this matter in public. The consent of the respondent member has been obtained and the complainant has been notified of the Committee's report in this regard.

Section 5 of the Code addresses the actions of members of City Council during civic election periods. The general purpose of the provision is to prevent an incumbent from receiving an undue benefit, by virtue of being an incumbent. Section 5 of the Code provides, in part:

“No member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign-related activities. Any campaign related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental



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process. No member shall use the services of civic staff for election related purposes during hours in which those civic staff members received any compensation from the City.

For greater clarity and to ensure that members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day (i.e. the second last Wednesday in September of an election year) and the date of the election, Council members will: ...”

The provision goes on to identify specific actions that members of Council are to refrain from engaging in during the election period. For example, during the election period, Council members shall refrain from using City-owned resources and from putting their City-issued phone number and email address on campaign materials.

The election period, as defined in the Code is September 21 to October 26, 2016.

The Code of Conduct also sets out the process for dealing with alleged breaches of the policy relating to civic elections. On November 21, 2016, the Committee was advised of the following process:

- The City Clerk shall forward all complaints to the Governance and Priorities Committee (*In Camera*) and to the member about whom the complaint is made.
- Upon receipt of a complaint under this Section, the Governance and Priorities Committee shall meet, *In Camera*, excluding the member of Council concerned, and decide whether to proceed to investigate the complaint or not. The Governance and Priorities Committee, in its sole discretion, may decide to take no action on the complaint. In that event, the member of Council concerned shall be notified of the decision of the Governance and Priorities Committee.
- If the Governance and Priorities Committee decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of the Governance and Priorities Committee regarding the investigation shall be *In Camera*.
- If, after receipt of the report of the independent investigator, the Governance and Priorities Committee believes that the member of Council concerned has breached a provision of this Policy, it shall advise the member of Council of this, and give them an opportunity to make oral or written submissions to the Committee.
- If the Governance and Priorities Committee concludes that the member of Council concerned has breached a provision of this Policy, it may in its sole discretion, decide to recommend to City Council that sanctions be imposed. The



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Council member concerned shall be advised of the Governance and Priorities Committee's conclusion and recommendations.

Following its review of this matter, the Committee determined it would not proceed with an investigation and that no further action would be taken with respect to the complaint.

The Committee determined that:

- The Councillor did not use an email list which was a City-owned resource.
- The use of email information to disseminate unsolicited campaign related messaging is not specifically contemplated or prohibited by Section 5 of the Code and therefore, there was no breach of the Code.

The Committee reported its decision to the Councillor immediately after making its decision and received consent from the Councillor to report the matter publicly.

Finally, the Committee is recommending that City Council recommend that the Municipal Review Commission review the use of email lists, accumulated for constituency purposes, during the election period, as well as the matter of Council member/constituency-related email during the election period.