



**REVISED PUBLIC AGENDA
GOVERNANCE AND PRIORTIES
COMMITTEE**

**Monday, February 13, 2017, 1:00 p.m.
Council Chamber, City Hall**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the 'Full Text of Inquiries' be included as additional information related to Attachment 1 of agenda item 8.2.4; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 Minutes - January 16, 2017

Recommendation

That the minutes of the Regular Meeting of the Governance and Priorities Committee held on January 16, 2017, be adopted.

5. UNFINISHED BUSINESS

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

6 - 17

On January 16, 2017, the Governance and Priorities Committee considered the above and resolved in part that the matter of the 'General Entertainment' section eliminated from the former Communications Allowance guidelines be referred to the next Governance and Priorities Committee meeting for further review.

A report of the City Clerk dated January 16, 2017 (with relevant Attachments 1 and 4) is included.

Recommendation

That the information be received.

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

- 6.1.1 Invitation to Meet with Saskatoon Tribal Council - Letter dated January 3, 2017 (File No. CK. 247-1) 18 - 18**

Recommendation

1. That members of City Council meet with the Saskatoon Tribal Council; and
2. That the City Clerk follow up appropriately.

- 6.1.2 Request for Liaison Meeting with Greater Saskatoon Catholic Schools Board of Education - Email dated January 27, 2017 (File No. CK. 225-80) 19 - 19**

Recommendation

1. That members of Council meet with the Greater Saskatoon Catholic Schools Board of Education; and
2. That the City Clerk follow up appropriately.

6.2 Matters Requiring Direction

- 6.2.1 Notice of SAMA Annual Meeting - Appointment of Voting Delegate and Call for Resolutions (File No. CK. 180-11) 20 - 21**

Recommendation

That the Governance and Priorities Committee name and recommend to City Council its delegate to vote on the City's behalf at the SAMA Annual Meeting on Wednesday, April 12, 2017.

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

7.2 Matters Requiring Direction

8. LEGISLATIVE REPORTS

8.1 Delegated Authority Matters

- 8.1.1 **Saskatoon Municipal Review Commission Remuneration Committee Recommendation - Request to Amend The Cities Act (File No. CK. 4670-5 x 127-12)** 22 - 23

Recommendation

That the information be received.

- 8.1.2 **Governance Review - Advisory Committees, Controlled Corporations, Business Improvement Districts, Agencies and Commissions (File No. CK. 225-1 x 175-1)** 24 - 28

Recommendation

That the Governance and Priorities Committee approve the project parameters for the review of governance structures, models, practices and procedures of the Advisory Committees, Controlled Corporations, Business Improvement Districts and any other agency, board or commission established by the City of Saskatoon.

8.2 Matters Requiring Direction

- 8.2.1 **City Council Travel and Training Expenses - 2016 (File No. CK. 1970-1)** 29 - 40

Recommendation

That the information be forwarded to City Council and posted on the City's website.

- 8.2.2 **City Council Car Allowance - 2016 (File No. CK. 1970-1)** 41 - 42

Recommendation

That the information be forwarded to City Council and posted on the City's website.

- 8.2.3 **The Code of Ethics for Members of City Council Bylaw, 2017 (File No. CK. 255-17)** 43 - 48

Recommendation

That the Governance and Priorities Committee recommend to City Council that Bylaw No. 9424, *The Code of Ethics for Members of City Council Bylaw, 2017* be enacted.

Recommendation

That the Governance and Priorities Committee recommend to City Council any further follow-up regarding outstanding inquiries made by former members of City Council.

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 Unfinished Business - Annual Appointments to Boards and Committees (Public Appointments)

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

13.2 Unfinished Business - Third Party Review

[In Camera - Third Party Information - Section 18 - LAFOIPP]

13.3 Personnel Matter

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

13.4 Verbal Updates

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

13.4.2 Administration

13.4.2.1 City Manager

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

14. ADJOURNMENT

Council Communications and Constituency Relations Allowance - 2016

Recommendation

That the information be received and posted on the City's website.

Topic and Purpose

The purpose of this report is to provide the Governance and Priorities Committee with an overall summary on the usage of the Communications and Constituency Relations Allowance to the end of 2016

Strategic Goal

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

Report

On June 27, 2016, City Council considered and approved recommendations of the Municipal Review Commission regarding the former Communications Allowance for members of Council. Policy C01-027 Communications and Constituency Relations Allowance is attached.

In the year of an election, 8/12 of the allowance is to be allocated to the sitting members of City Council and 2/12 of the allowance allocated to the newly elected members of City Council. The allowance cannot be used from September 1 through October 31. Policy C01-027 states that within 60 days of the end of the quarter, the City Clerk's Office will 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 accordance with the above, attached is a summary of expenditures for former, re-elected and newly elected members of Council to the end of 2016 (Attachments 2 and 3). Copies of individual and detailed expenses will be posted to the City's website.

Policy C01-027 also requires the City Clerk's Office to identify expenditures which may not fit within the parameters and guidelines of the Communications and Constituency Relations Allowance and bring those forward to the Governance and Priorities Committee. In this regard, the City Clerk's Office brings forward for discussion recent inquiries from members of City Council regarding reimbursement for tickets to events such as the NSBA luncheon. Members of Council were advised by the City Clerk's Office that the revised policy adopted on June 27, 2016 no longer covered such events.

The Municipal Review Commission had recommended elimination of the 'General Entertainment' section of the former guidelines. The rationale provided by the Commission was that the cost of these types of expenditures would be more appropriately paid out-of-pocket from the Council members' 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. An excerpt of the blackline version of the former guidelines related to the General Entertainment section is included as Attachment 4.

Policy Implications

There are no policy implications at this time.

Due Date for Follow-up and/or Project Completion

An update on expenditures will be provided to the Governance and Priorities Committee following the first quarter of 2017.

Public Notice

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

Attachment(s)

1. Policy C01-027 Communications and Constituency Relations Allowance
2. Councillors' Communications and Constituency Relations Allowance – 2016
3. Mayor's Office Communications and Constituency Relations Allowance – 2016
4. Blackline excerpt of former Communications Allowance Guidelines

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Report – CCRA 2016.docx

CITY OF SASKATOON COUNCIL POLICY

NUMBER
<i>C01-027</i>

POLICY TITLE <i>Communications and Constituency Relations Allowance</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>June 27, 2016</i>
ORIGIN/AUTHORITY <i>Governance and Priorities Committee Report, Item 9.11.1</i>	CITY FILE NO. <i>CK. 4670-5</i>	PAGE NUMBER <i>1 of 9</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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>2 of 9</i>

- 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>3 of 9</i>

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 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>4 of 9</i>

e) 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.
- 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.

f) 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>5 of 9</i>

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

h) 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.

i) 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C01-027</i>

POLICY TITLE <i>Communications and Constituency Relations Allowance</i>	EFFECTIVE DATE: <i>June 27, 2016</i>	PAGE NUMBER <i>6 of 9</i>
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- 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*.
- 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.

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>7 of 9</i>

- 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.

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;

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>8 of 9</i>

- (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;
- (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:

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C01-027

POLICY TITLE	EFFECTIVE DATE:	PAGE NUMBER
<i>Communications and Constituency Relations Allowance</i>	<i>June 27, 2016</i>	<i>9 of 9</i>

- (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.

4.3 Governance and Priorities Committee

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

4.4 City Council

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

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 (CCRA) for Council.

Administrative Staff Support

- The fund can be used individually or pooled together with other Council members for the hiring/engagement of support staff to assist with constituency related tasks
- These tasks may include:
 - Research related to constituency issues
 - Support for the development of constituency communications
 - Rent of office space to base staff support

Advertising & Promotion

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

Books & Magazines

- 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.

General Entertainment

- ~~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.~~

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.~~

General Office Supplies

- General office supplies not provided by the City Clerk's Office
- Personalized stationery, greeting cards, holiday cards, including envelopes and stamps and Canada Post regular mail services
- Photocopy charges
- Photographic supplies and services



SASKATOON TRIBAL COUNCIL

ASIMAKANISEEKAN ASKIY RESERVE # 102A

200 – 335 Packham Avenue
Saskatoon, Saskatchewan S7N 4S1
Phone (306) 956-6100 Fax (306) 244-7273
www.sktc.sk.ca



OFFICE OF THE TRIBAL CHIEF

January 3, 2017

His Worship Mayor Charlie Clark
City of Saskatoon
222 – 3rd Avenue North
Saskatoon, Saskatchewan
S7K 0J5

Dear Mayor Clark:

Thank you for meeting with us on December 15, 2016, the Saskatoon Tribal Council looks forward to a good working relationship with His Worship and Council in the coming months.

Please accept this as a formal invitation for His Worship and Council members to attend the Saskatoon Tribal Council Board of Directors/Chiefs meeting on Thursday, May 25, 2017 at the STC Boardroom located at 200 – 335 Packham Avenue. Time frame can be at your discretion, however we suggest 11:00 a.m. which would also provide you an opportunity to join us for lunch.

Please contact Sandra Cameron at scameron@sktc.sk.ca or by phone at (306) 956-6102 to confirm.

We look forward to meeting with you.

Thank you.

Sincerely,

Tribal Chief Felix Thomas
Saskatoon Tribal Council

Vice-Chief Mark Arcand
Saskatoon Tribal Council

Sproule, Joanne (Clerks)

225-80

From: Seto, Patti (Patricia) <PSeto@gscs.ca>
Sent: Friday, January 27, 2017 8:34 AM
To: Sproule, Joanne (Clerks)
Subject: Liaison Meeting Request

Good morning Joanne,

The Greater Saskatoon Catholic Schools Board of Education would like to request a liaison meeting with the City of Saskatoon councillors and the mayor. Are you still the contact person to set up this meeting? If not, would you mind forwarding the contact information of the person I would work with to coordinate a meeting date?

If you require further information or have any questions, please don't hesitate to contact me.

Thank you.

Have a great day!

Patti Seto

Executive Assistant to the Director of Education

Greater Saskatoon Catholic Schools

420 22nd Street East Saskatoon S7K 1X3

Ph: 306.659.7002 Fax: 306.659.2007

Note: Email address has changed to pseto@gscs.ca, please update your records. Thank you.



January 11, 2017

To: All Municipal Councils
c/o Clerks and Administrators

NOTICE OF SAMA ANNUAL MEETING

In accordance with *The Assessment Management Agency Act*, municipal councils are hereby notified that the Saskatchewan Assessment Management Agency (SAMA) will hold its Annual Meeting on **Wednesday, April 12, 2017 at the Queensbury Convention Centre in Regina**. The meeting will be held in Salon A. The theme of SAMA's 2017 Annual Meeting will be "2017 Revaluation - Results and Expectations," and will focus on the outcomes of the recent 2017 Revaluation.

SAMA will be again be offering a half day training session the day before the Annual Meeting specifically geared to administrators. The session will run the afternoon of April 11, 2017 from 1:30 – 4:30, and will be held in Salon A, the same room as the Annual Meeting. The training session will build upon previous sessions, detailing various aspects of the assessment system, and seeking to help administrators better understand the results of the 2017 Revaluation. There is no cost for the training session, however, pre-registration is required.

A block of hotel rooms has been set aside at the Residence Inn Marriott in Regina. Rooms can be booked by contacting the hotel at (306) 739-3010 and using the group code: SAMA AGM.

Municipal councils may appoint two voting delegates to attend the Annual Meeting. The voting delegates can be any person named by the municipal council to attend SAMA's Annual Meeting as a voting delegate. Other delegates, including members of council and administrators, may also attend the Annual Meeting as non-voting participants.

Registration for the annual meeting will begin at **8:15 a.m.**, with the formal meeting commencing at **9:30 a.m.** Refreshments will be provided throughout the day, and lunch is included with each delegate's registration fee.

Business conducted at the SAMA Annual Meeting will include:

- consideration of resolutions with respect to assessment policy and practices, assessment administration or assessment legislation;
- receipt of the board of directors' annual report;
- consideration of reports made by SAMA; and
- consideration of any changes proposed by SAMA to assessment legislation.

As stated in section 17(1) of the *Annual Meeting Bylaw*, a municipal council may, not less than one month before the date set for the convening or reconvening of the annual meeting, deliver to the Board a proposed resolution for consideration at the annual meeting. A municipal council may present a resolution respecting assessment policy and practices, assessment administration or assessment legislation. **The deadline for submission of regular (non-emergent) resolutions is March 12, 2017.** Resolutions may be submitted by mail to my attention at SAMA Central Office, 200-2201-11th Avenue, Regina, Saskatchewan, S4P 0J8, by fax to 306-924-8060 or by email at info.request@sama.sk.ca.

Registration fees are \$75 if registered before March 31, 2017 and \$85 after March 31, 2017.

The full registration package and agenda for SAMA's Annual Meeting will be sent to municipal councils by March 1, 2017. If you have any questions about the annual meeting, please contact SAMA at 1-800-667-7262.

Sincerely,

A handwritten signature in black ink, appearing to read 'Irwin Blank', with a stylized flourish at the end.

Irwin Blank
SAMA Chief Executive Officer

Saskatoon Municipal Review Commission Remuneration Committee Recommendation – Request to Amend *The Cities Act*

Recommendation

That the information be received.

Topic and Purpose

In accordance with City Council’s instructions of June 27, 2016, the City Solicitor communicated with the Province to request an amendment to *The Cities Act*. A response was received from the Province. This report provides a summary of the Province’s response to the Governance and Priorities Committee for its consideration.

Report

At its Regular Business Meeting on June 27, 2016, City Council considered a report of the Saskatoon Municipal Review Commission Remuneration Committee and made, among others, the following resolution:

“That City Council request the Government of Saskatchewan to change *The Cities Act* in order to permit municipalities to adopt fully taxable remuneration for Mayors and Councillors.”

In accordance with City Council’s instructions, the City Solicitor wrote to the Minister of Government Relations requesting the relevant legislative change. Also, the City Solicitor sent the particulars of the legislative change proposals to the Saskatchewan Urban Municipalities Association’s (“SUMA”) legal counsel and to the City Solicitors of Regina, Moose Jaw and Prince Albert.

The Minister responded to the City Solicitor indicating that while the practice of making one-third of a City Councillor’s remuneration tax-free has been a common practice throughout Canada, it has become a growing trend for many Canadian cities to eliminate this practice. The Minister confirmed that this provision shall be considered by the Province the next time *The Cities Act* is opened for amendment and that the Province will consult with SUMA and other cities at that time to determine the best course of action.

We are awaiting feedback from SUMA and the other cities and shall report further.

Public Notice

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

Report Approval

Written & Approved by: Patricia Warwick, City Solicitor

Admin Report – MRC Request.docx
102-0485-pjw-2.docx

Governance Review – Advisory Committees, Controlled Corporations, Business Improvement Districts, Agencies and Commissions

Recommendation

That the Governance and Priorities Committee approve the project parameters for the review of governance structures, models, practices and procedures of the Advisory Committees, Controlled Corporations, Business Improvement Districts and any other agency, board or commission established by the City of Saskatoon.

Topic and Purpose

This report identifies the issues to be addressed in the governance review of the City's Advisory Committees, Controlled Corporations, Business Improvement Districts ("BIDs") and other agencies, boards and commissions.

Also, this report sets out the process which will be followed in the review and reporting out of the results to the Governance and Priorities Committee and City Council.

Strategic Goals

This report supports the Strategic Goals of Continuous Improvement and Quality of Life as it supports City Council in providing good governance to the citizens of Saskatoon.

Report

The Leadership Team Governance Subcommittee (the "Governance Subcommittee") made up of the City Clerk, the Director of Government Relations and the City Solicitor has received a number of Council inquiries and motions related to the governance and functioning of the City's Advisory Committees, Controlled Corporations, BIDs and other agencies, boards and commissions. A list of the outstanding inquiries and motions is found at Attachment 1 to this report. In addition, after the governance restructure and passage of *The Procedures and Committees Bylaw, 2014*, the Governance Subcommittee identified the need to review the governance and functioning of the Advisory Committees of Council. Finally, the recent amendments to *The Cities Act* invite a review of the governance, procedure and codes of ethics for Council Committees, Controlled Corporations and other bodies.

The Governance Subcommittee received dedicated resources in the 2017 Budget for completing a review of these issues in a comprehensive manner.

Governance Review – Advisory Committees, Controlled Corporations, Business Improvement Districts, Agencies and Commissions

The Governance Subcommittee will lead the project but will hire or second a research coordinator to collect and analyze information and meet with appropriate stakeholders.

The Governance Subcommittee will report back to the Governance and Priorities Committee throughout completion of the project.

The project will be divided into four parts based on the type of Council body as follows:

1. Advisory Committees;
2. Controlled Corporations;
3. BIDs; and
4. other bodies of the City.

Also, reporting will occur in at least two stages. In the first stage, the initial research and consultations will be conducted and a report will be generated with the findings and recommendations for the general governance model for each type of body. In the second stage, based on the direction from the Governance and Priorities Committee and City Council on the general governance model for each type of body, a report will be generated with proposed policy and bylaw amendments for consideration by the Governance and Priorities Committee and City Council.

The targets for the first stage of reporting are as follows:

1. Advisory Committees – second quarter of 2017;
2. Controlled Corporations – fourth quarter of 2017;
3. BIDs – third quarter of 2017; and
4. other bodies – third quarter of 2017.

Again, the second stage policy development and further reporting would follow from this first stage of reporting.

Public Notice

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

Communication and Engagement Plan

The communication and engagement plan will be developed as the project progresses and a research coordinator is hired or seconded.

Attachment

1. Instructions – Governance Review of Committees, Boards and Commissions

Report Approval

Written & Approved by: Patricia Warwick, City Solicitor

Reviewed by: Joanne Sproule, City Clerk

Mike Jordan, Director of Government Relations

Admin Report – GovReview.docx
185-0370-pjw-1.docx

Instructions – Governance Review of Committees, Boards and Commissions

Transit Advisory Committee

- City Council's resolution at its Regular Business Meeting held on January 12, 2015 that: "the Administration report back to the appropriate body with information about a transit advisory committee"

Formation of a Youth Council/Advisory Committee

- Inquiry of Councillor Hill at City Council's Regular Business Meeting of October 26, 2015
- Administration to report back on what work, if any, has been done in the past with respect to a Youth Council/Advisory Committee
- Include thoughts on how such a committee could be considered in the future and include information from other Canadian communities, including Kindersley

Child Care Compensation – Policy No. C01-003 Appointments to Civic Boards, Commissions

- Inquiry of Councillor Loewen at City Council's Regular Business Meeting of December 14, 2015
- Administration to report to the Governance and Priorities Committee "with a review of the child care compensation rate identified in Council's Appointments to Civic Boards, Commissions, Authorities, and Committees Policy"

Participation from Civic Boards, Committees and Commissions in the Annual Appointment Process

- Inquiry of Councillor Loewen at City Council's Regular Business Meeting of January 25, 2016
- Administration to report back regarding possible policy changes allowing greater input from Committees, etc., to the annual appointment process

Orientation Process for Members of Committees, Boards, Commissions

- Inquiry of Councillor Loewen at City Council's Regular Business Meeting of January 25, 2016
- Administration to report back regarding the possibility of implementing an orientation process for new members of boards, etc.

2017 Appointments to the Governance and Priorities Committee and Standing Policy Committees, 2017 Appointments of Deputy Mayor, Boards, Commissions and Committees Appointments – Process and Criteria

- Council resolutions at its Regular Business Meeting of November 28, 2016:
 - That the matter of timelines regarding the appointments to the Governance and Priorities Committee and Standing Policy Committees and how they are addressed in the Procedures Bylaw be referred to the City Clerk and City Solicitor for review
 - That the matter of timelines regarding the appointments as Deputy Mayor and how they are addressed in the Procedures Bylaw be referred to the City Clerk and City Solicitor for review
 - That the Governance and Priorities Committee proceed with its 2017 appointments to Boards, Commissions and Committees in the spirit of the draft process and criteria outlined in its report dated November 28, 2016 and that this matter be referred to the Administration for further review of the draft criteria and framework and recommendations for formalization of a process for 2018 appointments to Boards, Commissions and Committees. The requested criteria is as follows:
 - Provision for each member to provide and rank their preferences for Advisory Committees, civic boards and external boards
 - Term of appointment to Advisory Committees, civic boards and external boards
 - Exploration of limitations on the number of years a Councillor can serve on an Advisory Committee, civic board and external board, unless there are extenuating circumstances
 - Provisions for gender parity wherever possible in determining committee and board selections
 - Provisions for representation wherever possible on Advisory Committees by members of Council who sit on the Standing Policy Committees to which that Advisory Committee reports to
 - Circulation of public applications to controlled and statutory corporations
 - Length of term a member of Council may serve as chair or vice-chair of a Standing Policy Committee

Review of Proposed changes to The Art Gallery of Saskatchewan Inc. Articles of Incorporation and Bylaws – Report for 2018 Appointments

- Council's resolution at its Regular Business Meeting of December 12, 2016:
 - That the matter of proposed changes to The Art Gallery of Saskatchewan Inc. Articles and Bylaws be referred to the Leadership Team Governance Committee for further review and report in time for the 2018 board appointments

City Council Travel and Training Expenses – 2016

Recommendation

That the information be forwarded to City Council and posted on the City's website.

Topic and Purpose

The purpose of this report is to provide a summary of Councillors' Travel and Training expenses for 2016. The Mayor's summary is also provided.

Strategic Goal

The information contained in this report and its attachments align with the Strategic Goal of Continuous Improvement and demonstrate the Leadership Commitment of Openness and Accountability.

Report

Section 3.4 of Policy No. C01-023, "City Councillors' Travel and Training", states that the City Clerk will, on an annual basis, prepare a report listing the total cost of each Councillor's Common and Individual Travel and Training. Upon approval of the Councillors, the report is to be submitted to City Council, as information.

Also included are Councillors' other travel and training expenses that were either budgeted outside of the regular travel budget (i.e. pension training for those Councillors that do not sit on a pension board) or were paid from other sources (i.e. Board of Police Commissioners, Pension Boards, etc.)

Individual Travel and Training

Each Councillor is allotted funds annually for general travel and training, such as attendance at the annual SUMA and FCM conferences. The total amount budgeted for 2016 for all Councillors was \$35,000.00. For 2016 the total expenditures were \$12,474.55. Attachment 1 sets out the details for each individual Councillor (and former Councillor).

Common (Appointed) Travel and Training

A Common Travel and Training Budget is provided in order for Councillors to attend annual conferences or board meetings of any organization on which he or she is appointed as an official representative of the City of Saskatoon, or as a Board member, such as the Trans Canada Yellowhead Highway Association or FCM Board and Committees. The total amount budgeted for Common Travel and Training in 2016 was \$21,300.00. For 2016, the total expenditures were \$17,948.79. Attachment 2 sets out the details for each individual Councillor (and former Councillor).

Other Travel and Training

There are various Boards that Councillors are either appointed to or have a vested interest in that fall outside of the above travel budgets. A \$7,000 budget was approved

City Council Travel and Training Expenses - 2016

in 2016 for those Councillors that do not sit on a pension board to obtain pension training. Travel and training expenditures are also included for those Councillors who sit on Boards which are paid from other sources. For example, if a Councillor is a Trustee on a pension board, those expenses are paid for from the Plan. Attachment 3 sets out the details for each individual Councillor (and former Councillor) as well as the source of funds.

City Council's former Executive Committee, at its meeting held on September 7, 2010, considered the matter of posting the expenses of all members of City Council, including the Mayor, on the City's website and resolved that the information be posted on the City's website annually in order to demonstrate City Council's commitment to transparency.

Included as Attachment 4, is a summary of travel expenses for Mayor Clark (and former Mayor Atchison) for 2016. The allocated amount in the 2016 budget was \$40,000.00 with total expenditures being \$4,980.42. It should be noted this summary includes overseas travel (separate budget from travel/training) and car allowance for 2016. The car allowance is the subject of a separate report.

Public Notice

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

Attachments

1. Individual Travel and Training 2016 – Councillors
2. Common (Appointed) Travel and Training 2016 – Councillors
3. Other Travel and Training 2016 - Councillors
4. Travel Expenses – 2016 – Mayor

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Report – Council Travel and Training Expenses 2016.docx

INDIVIDUAL TRAVEL AND TRAINING EXPENSES 2016 – COUNCILLORS*Former (Jan-Oct), Re-Elected (Jan-Dec), Newly-Elected (Nov, Dec)*

FCM = Federation of Canadian Municipalities

IMCL = International Making Cities Livable

SUMA = Saskatchewan Urban Municipalities Association

Budgeted for 2016: \$35,000

Total 2016 Expenditures: \$12,474.55**C. Block**

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

C. Clark

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Convention	Regina, SK	\$945.02
			Total \$945.02

T. Davies

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

R. Donauer

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Convention	Regina, SK	\$1,260.25
June 2 - 6	FCM Conference	Winnipeg, MB	\$2,669.83
Nov.4	Mahmood Mosque Opening	Regina, SK	\$297.00
			Total \$4,227.08

B. Dubois

DATE	PURPOSE	DESTINATION	COST
Nov.4	Mahmood Mosque Opening	Regina, SK	\$280.80
			Total \$280.80

S. Gersher

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

H. Gough

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

D. Hill

DATE	PURPOSE	DESTINATION	COST
Nov.4	Mahmood Mosque Opening	Regina, SK	\$297.00
			Total \$297.00

A. Iwanchuk

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

Z. Jeffries

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Convention	Regina, SK	\$609.35
Nov.4	Mahmood Mosque Opening	Regina, SK	\$282.96
			Total \$892.31

M. Loewen

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Convention	Regina, SK	\$780.69
June 2 - 6	FCM Conference (late cancellation 50% registration)	Winnipeg, MB	\$432.50
			Total \$780.69

P. Lorje

DATE	PURPOSE	DESTINATION	COST
June 13 – 17	IMCL Conference	Rome, Italy	\$5,051.65
			Total \$5,051.65

E. Olauson (Jan-Mar)

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

T. Paulsen

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

**COMMON (APPOINTED) TRAVEL AND TRAINING EXPENSES
2016 – COUNCILLORS**

Former (Jan-Oct), Re-Elected (Jan-Dec), Newly-Elected (Nov, Dec)

CUTA = Canadian Urban Transit Association
 FCM = Federation of Canadian Municipalities
 SUMA = Saskatchewan Urban Municipalities Association
 TCYHA = Trans Canada Yellowhead Highway Association

Budgeted for 2016: \$21,300
Total 2016 Expenditures: \$17,948.79

C. Block

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

C. Clark

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

T. Davies

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

R. Donauer

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

B. Dubois

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

S. Gersher

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

H. Gough

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

D. Hill

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Conference (no charge – Board Member)	Regina, SK	\$0.00
Feb.8 – 12	FCM Sustainable Communities Conference	Ottawa, ON	\$3,273.57
Feb.28 – 29	FCM Joint Committee Meetings – Community Corrections & Safety	Sherbrooke, QC	\$189.00
Mar.1 – 4	FCM Board/Committee Meetings	Sherbrooke, QC	\$1,831.94
June 2 – 6	FCM Conference	Winnipeg, MB	\$2,386.05
Sept.12 – 16	FCM Board/Committee Meetings	Oakville, ON	\$1,660.39
Nov.21 – 25	FCM Board/Committee Meetings – Advocacy Days	Ottawa, ON	\$2,423.12
			Total \$11,764.07

A. Iwanchuk

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

Z. Jeffries

DATE	PURPOSE	DESTINATION	COST
April 15	Watershed Stewards AGM	Kindersley, SK	\$261.18
May 12 – 13	TCYHA AGM	Edmonton, AB	\$551.55
			Total \$812.73

M. Loewen

DATE	PURPOSE	DESTINATION	COST
Mar.1 – 4	FCM Board/Committee Meetings	Sherbrooke, QC	\$1,310.57
May 14 – 17	CUTA Conference	Halifax, NS	\$1,852.98
Sept.12 – 16	FCM Board/Committee Meetings	Oakville, ON	\$725.51
Nov.21 – 25	FCM Board/Committee Meetings – Advocacy Days	Ottawa, ON	\$1,482.93
			Total \$5,371.99

P. Lorje

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

E. Olauson (Jan-Mar)

DATE	PURPOSE	DESTINATION	COST
Jan.31 – Feb.3	SUMA Conference (no charge – Board Member)	Regina, SK	\$0.00
			Total \$0.00

T. Paulsen

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

OTHER TRAVEL AND TRAINING EXPENSES 2016 – COUNCILLORS*Former (Jan-Oct), Re-Elected (Jan-Dec), Newly-Elected (Nov, Dec)*

CAPG = Canadian Association of Police Governance

IFEPB = International Foundation of Employee Benefit Plans

C. Block

DATE	PURPOSE	DESTINATION	COST
			\$0.00
			Total \$0.00

C. Clark

DATE	PURPOSE	DESTINATION	COST
May 2 – 5	* CAPG Lobby Days and Board Meeting	Ottawa, ON	\$1,319.42
Aug.11 – 14	* CAPG Annual Conference	Ottawa, ON	\$1,868.05
			Total \$3,187.47

** paid from Board of Police Commissioners Budget***T. Davies**

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

R. Donauer

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

B. Dubois

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

S. Gersher

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

H. Gough

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

D. Hill

DATE	PURPOSE	DESTINATION	COST
Aug.11 – 14	* CAPG Annual Conference	Ottawa,ON	\$2,414.48
			Total \$2,414.48

* paid from Board of Police Commissioners Budget

A. Iwanchuk

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

Z. Jeffries

DATE	PURPOSE	DESTINATION	COST
Feb.3 – 5	IFEBP – Foundations of Trust Management Standards (Pension Training)	Regina, SK	\$2,350.20
			Total \$2,350.20

M. Loewen

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

P. Lorje

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

E. Olauson (Jan-Mar)

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

T. Paulsen

DATE	PURPOSE	DESTINATION	COST
			Total \$0.00

MAYOR DON ATCHISON (JANUARY 1 - OCTOBER 31, 2016)**WITHIN CANADA - TRAVEL EXPENSES**

Destination	Date	Purpose	Total Cost
Regina	Jan 28	Cdn. Council for P3's Seminar	\$ 146.44
Ottawa	Feb 3 - 5	BCMC Meeting	\$ 1,346.19
Meadow Lake	May 26 - 27	SK City Mayor's Meeting	\$ 335.19
Winnipeg	June 1 - 3	BCMC Meeting	\$ 1,179.17
Regina	June 9	SK Association of Police Boards Mtg. - Pd by Police Commission	\$ -
Toronto	June 27 - 28	Institute of Public Administration of Canada Conference	\$ 1,350.27
Regina	Sept 16	Federal/Provincial Funding Announcement	\$ 114.20
TOTAL			\$ 4,471.46

MAYOR CHARLIE CLARK (NOVEMBER 1 - DECEMBER 31, 2016)**WITHIN CANADA - TRAVEL EXPENSES**

Destination	Date	Purpose	Total Cost
Regina	Nov 4	Mahmood Mosque Opening	\$ 170.22
Regina	Nov 17 - 18	SK City Mayor's Meeting	\$ 338.74
TOTAL			\$ 508.96

BCMC - Big City Mayors Caucus

2016 Budget: \$ 40,000.00

Total Spent: \$ 4,980.42

MAYOR DON ATCHISON (JANUARY 1 - OCTOBER 31, 2016)**OUTSIDE OF CANADA TRAVEL EXPENSES**

Destination	Date	Purpose	Total Cost
Singapore et al	July 3 - 14	World Cities Summit et al	\$ 7,323.85
TOTAL			\$ 7,323.85

Total Spent: \$ 7,323.85

CAR ALLOWANCE

	Date		Total Cost
	Jan 1 - Oct 31	Mayor Atchison	\$ 10,337.21
	Nov 1 - Dec 31	Mayor Clark	\$ 789.00
		less GST rebate applied to account at year end	\$ (1,817.34)
TOTAL			\$ 9,308.87

2016 Budget: \$ 20,500.00

Grand Total Spent: \$ 9,308.87

City Council Car Allowance - 2016

Recommendation

That the information be forwarded to City Council and posted on the City's website.

Topic and Purpose

The purpose of this report is to provide a summary of car allowance expenses for Councillors and the Mayor for 2016.

Strategic Goal

The information contained in this report aligns with the Strategic Goal of Continuous Improvement and demonstrates the Leadership Commitment of Openness and Accountability.

Report

At its meeting of June 13, 2005, City Council resolved in part that, effective July 1, 2005, Councillors be reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the automobile allowance rates set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles. The rate for 2016 was \$.54/km for the first 5,000 kilometers driven and \$.48/km driven thereafter.

The following are the car allowance expenditures for 2016 for each Councillor.

Total Amount Budgeted	\$	15,000.00
Total Amount Spent	\$	10,624.00

Individual Councillor Expenditures

Former (Jan-Oct), Re-Elected (Jan-Dec), Newly-Elected (Nov, Dec)

C. Block	\$	180.36
C. Clark	\$	0.00
T. Davies	\$	1,147.50
R. Donauer	\$	1,411.02
B. Dubois	\$	288.36
S. Gersher	\$	0.00
H. Gough	\$	0.00
D. Hill	\$	2,678.07
A. Iwanchuk	\$	750.43
Z. Jeffries	\$	1,895.94
M. Loewen	\$	0.00
P. Lorje	\$	1,977.48
E. Olauson (Jan-Mar)	\$	294.84
T. Paulsen	\$	0.00

City Council Car Allowance - 2016

Also provided is the following summary from the Mayor's Office for 2016:

Total Amount Budgeted:	\$	20,500.00
Total Amount Spent:	\$	9,308.87

The above summaries will be posted on the City's website.

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

Report – City Council Car Allowance - 2016.docx

The Code of Ethics for Members of City Council Bylaw, 2017

Recommendation

That the Governance and Priorities Committee recommend to City Council that Bylaw No. 9424, *The Code of Ethics for Members of City Council Bylaw, 2017* be enacted.

Topic and Purpose

A new section of *The Cities Act* requires that City Council adopt a Code of Ethics by bylaw. *The Cities Act Regulations* provides a model Code of Ethics which is deemed to have been adopted by City Council if Council does not adopt a Code of Ethics by bylaw. The model Code of Ethics is deemed in effect after February 23, 2017. This report brings forward a bylaw which contains the model Code of Ethics modified to include specific references to Saskatoon for City Council's consideration and adoption by bylaw.

Strategic Goals

This report supports the Strategic Goals of Continuous Improvement and Quality of Life as it supports City Council in providing good governance to the citizens of Saskatoon.

Report

City Council has previously adopted a Code of Conduct for Members of City Council. The Code of Conduct was adopted by resolution of Council on March 12, 2012.

The Saskatoon Municipal Review Commission ("MRC") has reviewed the Code of Conduct and has recommended a complete rewrite of the Code of Conduct and the passage of a new Code of Conduct by bylaw.

The MRC report has been referred to the Governance and Priorities Committee for consideration and the City Clerk and City Solicitor have been instructed to report on the MRC's recommendations. Further consideration of this matter is expected to occur at the March 20, 2017 meeting of the Governance and Priorities Committee. After consideration of this by the Governance and Priorities Committee, it is anticipated that City Council will instruct the City Solicitor to draft an entirely new Code of Conduct for Members of City Council which will be enacted by bylaw. The model Code of Ethics which we are recommending passage of now would then be incorporated into any new Code of Conduct.

Therefore, passage of the model Code of Ethics by bylaw at this time is an interim step until a new Code of Conduct is drafted and considered by City Council for passage by bylaw.

Key Elements of the Model Code of Ethics

As can be seen, the purpose of the model Code of Ethics is to outline the basic ethical standards and values for members of City Council. The model Code of Ethics is not meant to be exhaustive and City Council is empowered to adopt additional rules of conduct to protect the public interest and enhance the public confidence and trust in local government.

The model Code of Ethics sets out the standards and values of honesty, objectivity, respect, transparency and accountability, confidentiality, leadership and the public interest and responsibility which each member of City Council is to uphold.

Options to the Recommendation

An option for City Council is to not enact proposed Bylaw No. 9424. This would simply mean that the model Code of Ethics is deemed to apply to the City of Saskatoon. This option is not recommended as the model Code of Ethics has been modified to include specific references to Saskatoon in proposed Bylaw No. 9424.

Public Notice

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

Attachment

1. Bylaw No. 9424, *The Code of Ethics for Members of City Council Bylaw, 2017*

Report Approval

Written & Approved by: Patricia Warwick, City Solicitor

Reviewed by: Joanne Sproule, City Clerk

Admin Report – CodeEthics.docx
110-0385-pjw-1.docx

BYLAW NO. 9424

The Code of Ethics for Members of City Council Bylaw, 2017

The Council of The City of Saskatoon enacts:

Short Title

1. This Bylaw may be cited as *The Code of Ethics for Members of City Council Bylaw, 2017*.

Purpose

2. This Bylaw is enacted to outline the basic ethical standards and values for members of City Council. The Bylaw sets out the standards and values of honesty, objectivity, respect, transparency and accountability, confidentiality, leadership and the public interest and responsibility which each member of City Council is to uphold.

Code of Ethics Adopted

3. The Code of Ethics for Members of City Council shall be as set out in Schedule “A”.

Coming into Force

4. This Bylaw shall come into force on the day of its final passing.

Read a first time this _____ day of _____, 2017.

Read a second time this _____ day of _____, 2017.

Read a third time and passed this _____ day of _____, 2017.

Mayor

City Clerk

Schedule “A” to Bylaw No. 9424

Code of Ethics for Members of City Council

Preamble

As members of City Council, we recognize that our actions have an impact on the lives of all residents and property owners in the City of Saskatoon. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the City of Saskatoon, as well as its reputation and integrity, depends on our conduct as elected officials.

Purpose and Interpretation

The purpose of this Code is to outline basic ethical standards and values for members of City Council. It is to be used to guide members of City Council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This Code is to be interpreted in accordance with the legislation applicable to the City of Saskatoon, the common law and the policies and bylaws of the City of Saskatoon.

Neither the law nor this Code is to be interpreted as exhaustive, and there will be occasions on which City Council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of Council to uphold the standards and values set out in this Code.

Standards and Values

A. *Honesty*

Members of Council shall be truthful and open in their roles as Council members and as members of the City of Saskatoon, the community they serve.

B. *Objectivity*

Members of Council shall make decisions carefully, fairly and impartially.

C. Respect

Members of Council shall treat every person, including other members of Council, City of Saskatoon employees and the public, with dignity, understanding and respect.

Members of Council shall not engage in discrimination, bullying or harassment in their roles as members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

D. Transparency and Accountability

Members of Council shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in a closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

E. Confidentiality

Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by City Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council for the City of Saskatoon.

F. Leadership and the Public Interest

Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the City of Saskatoon. A member shall strive, by focussing on issues important to the City of Saskatoon and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

G. Responsibility

Members of Council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, following policies and procedures of the City of Saskatoon, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of Council is individually responsible for preventing potential and actual conflicts of interest.

Outstanding Inquiries – Former Members of City Council

Recommendation

That the Governance and Priorities Committee recommend to City Council any further follow-up regarding outstanding inquiries made by former members of City Council.

Topic and Purpose

The purpose of this report is to provide the Governance and Priorities Committee with a summary of outstanding inquiries made by former members of City Council and to seek the Committee's direction with respect to a response from the Administration on any or all of the outstanding inquiries.

Strategic Goal

This report supports the Strategic Goal of Continuous Improvement. It is an opportunity to facilitate alignment with the requirements of City Council's *Procedures and Committees Bylaw* and to prioritize reports prepared by Administration for Council.

Report

City Council's *Procedures and Committees Bylaw, 2014*, No. 9170, provides for Inquiries to be made during its Regular Business meeting. An inquiry is defined in the Bylaw as "a request in writing made by a Council member at a Council meeting for a report providing information typically related to an operational matter or a matter of particular interest in a ward." The response to the inquiry is by way of a formal Administrative report to a meeting of City Council, usually through a Standing Policy Committee.

Attached is a list of outstanding inquiries made by former members of Council. Administration requests the Governance and Priorities Committee's direction in responding to the inquiries of former members of Council.

Public Notice

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

Attachment(s)

1. Outstanding Inquiries – Former Councillors

Report Approval

Written by: Joanne Sproule, City Clerk
Reviewed and approved by: Murray Totland, City Manager

Report – Outstanding Inquiries – Former Members of Council.docx

Attachment 1 - Outstanding Inquiry List - Former Councillors							
Inquiry No.	Department (TO)	Former Councillor	Meeting Date	Subject	Inquiry	File No. CK.	Admin Status (Matter being dealt with under alternative or supplementary review? If yes, describe; Should be notice of motion? Any additional comments?)
20/12	Community Services	P. Lorje	04-Sep-12	Maintenance of Trees in Back Lanes	"Will the Administration please review the current procedures, authority, funding and staffing with respect to the maintenance of trees that are growing into the back alleys? Bylaw No. 8175, The Property Maintenance Bylaw, speaks to dead or hazardous trees but there appears to be some disagreement about who bears the responsibility for general tree overgrowth into the City's alleys. Saskatoon Light and Power quite property deals with trees that grow into power lines but my concern is the more general tree growth that impedes traffic in the alleys. Therefore, will the Administration please report on what we would need to put in place in order to have property owners themselves trim their trees that encroach upon the alleys."	4139-4	In progress - will be incorporated into a service review; expect to report to SPC on EU&CS in the spring of 2017.
20/13	Community Services	P. Lorje	21-May-13	Procedures to Declare East Bank of South Saskatchewan River as a Special Designated Area for additions, new construction and special landscaping	"Will the Administration please report on procedures that could be put in place to declare the East bank of the South Saskatchewan River as a Special Designated Area so that additions to homes, new residential construction, and special landscaping would be subject to special approval prior to changes. Specifically, this enquiry is triggered by the unfortunate river bank slumps that occurred in the 200 block of 11th Street East, and at Spadina and 16th."	4110-1	In progress - will report to Committee in 2017 on general issue.
31/13	Transportation & Utilities	T. Paulsen	07-Oct-13	Posting Daily Report Card on Transit Reliability	"The Toronto Transit Commission posts a daily report card on its website showing transit riders how reliable their service is. The information provides a quick snapshot to transit users to evaluate how punctual or reliable the service was for that day in a way that is easy to read and understand. With the upgraded technology we are now using in our transit buses, could the Administration please report on whether it is possible to communicate with our clients in a similar fashion."	7300-1	In progress - The Administration has presented two reports over the past year: (1) Transit IT Plan - February 9, 2016-EUCS; February 29, 2016 Council; and (2) Transit IT Plan Update - June 13, 2016 EUCS, dealing with Transit data collection and reporting. By July of 2017, the Administration will provide a detailed update report that will specifically address these this inquiry and inquiry no. 12/14.
32/13	Transportation & Utilities	T. Paulsen	07-Oct-13	Street Sweeping by Third Parties	"Could the Administration please report on the level of service they expect from third parties who are responsible for sweeping city streets, particularly in areas where there is on-going construction (i.e. new areas, industrial zones, infill). Could the Administration please report on the enforcement plan that is undertaken when any of those third parties are not meeting the city-set standards."	6315-3	In progress - Since this inquiry, the Administration put in place a systematic hand-off process for transferring roadways into the City's responsibility, and heightened sweeping requirements for private developers. A report will be submitted summarizing the improvements made and expected by April of 2017.
35/13	Corporate Performance	T. Paulsen	21-Oct-13	Inclusion of Communications Sections in Reports to Council and Committee	"Could the Administration please consider adding a Communications Section to each report that comes to Council and Committees, similar to the most recent addition of Environmental Impact. Proper communication of City issues has reached a critical point in Saskatoon where there needs to be a more conscious and consistent effort to inform the public of City initiatives."	230-1	Flagged for removal - No formal report was written in response to this inquiry; however, a mandatory 'Communication Plan' section is included in all reports to Council, GPC and SPCs.
6/14	Community Services	P. Lorje	03-Mar-14	Time Restrictions for Parking Turnover in Residential Neighbourhoods	"Will the Administration please review the requirement for parking turnover of private vehicles in residential neighbourhoods. Currently cars have to be moved at least every 36 hours. This poses a difficulty for people who wish to park their car and go away for the weekend. Can consideration be given to lengthening the time restriction to 48, 60 or 72 hours."	6120-1	In progress - Will report to SPC on Transportation in November, 2017.

CITY CLERKS OFFICE OUTSTANDING LIST - MASTER COPY

Inquiry No.	Department (TO)	Former Councillor	Meeting Date	Subject	Inquiry	File No. CK.	Admin Status (Matter being dealt with under alternative or supplementary review? If yes, describe; Should be notice of motion? Any additional comments?)
12/14	Transportation & Utilities	T. Paulsen	05-May-14	Monthly Ridership Statistics – Saskatoon Transit	"It is my understanding that, through technology, Saskatoon Transit now has the ability to track ridership by neighbourhood. Could the Administration please report on the monthly ridership statistics on a neighbourhood-by-neighbourhood basis."	435-9	In progress - The Administration has presented two reports over the past year: (1) Transit IT Plan - February 9, 2016-EUCS; February 29, 2016 Council; and (2) Transit IT Plan Update - June 13, 2016 EUCS, dealing with Transit data collection and reporting. By July of 2017, the Administration will provide a detailed update report that will specifically address this inquiry and inquiry no. 31/13.
17/16	Community Services	P. Lorje	21-Mar-16	Expansion of Public Notification Process for Zoning Bylaw Matters to Include Business Improvement District	"Will the Administration please report on the possibility of expanding the public notification process for various Zoning Bylaw matters so that the appropriate Business Improvement District (BID) board and/or BID Executive Director is notified in a manner similar to the Community Associations when a Zoning Bylaw matter requiring public notification in the respective area is being considered (i.e. when zoning changes are contemplated in the Riversdale area, the Riversdale BID would be informed, etc.)"	255-2-1	In progress - will report to Committee in June, 2017.
19/16	Community Services	P. Lorje	25-Apr-16	Richard St. Barbe Afforestation Area	"That Richard St. Afforestation Area is an urban forest in the south-west section of the city. I believe it is all within the current boundaries of the City of Saskatoon, and that a portion of it may fall within the MVA jurisdiction. It is south of the CN Freight Yards, and near Ducks Unlimited Chappell Marsh, and Cedar Villa Estates. Unfortunately, it is also close to the City landfill. This naturalized forest was planted by the City's Parks and Recreation Department in the early 1970s. Several groups currently use it, including the Fat Bikers Club (the Flatlanders), as well as a group of BMX enthusiasts who were apparently given permission by the City some twenty years ago to use the area. There are also numerous on-leash dog walkers and other people who merely want to stroll in the nature on the edge of the city. It is also home to many animals. ...continued..."	4000-1	In progress - Will report to Committee in May, 2017.
20/16	Community Services	P. Lorje	25-Apr-16	Infill Development	"I am aware of at least two situations where there have been neighbour disputes over infill developments, specifically dealing with rooflines and snow load on the adjacent property's roof. These disputes generally occur when a building crosses over a property line at an upper storey, or the roofline of new infill buildings affects certain aspects of the roof integrity of an existing building. Other examples include the instance where the balcony of one building extends over the property line and overhangs the neighbouring property which may be vacant, or used as a storage yard. It becomes a huge problem when a building is constructed on the vacant site. There is a balcony in the way, and the developers may not find out about it until they are constructing the new building. Why is this not discovered at the building permit stage, or why would we issue a building permit when there is another building in the way? I have been told by Civic Administration that these are civil matters and the City can't or won't deal with the matter. ... continued ..."	4350-63	In progress - Will report to SPC on PDCS in April, 2017.
28/16	Community Services	P. Lorje	27-Jun-16	Establishment of an "Agrihood" - West of Montgomery Place	"Will the Administration please report on the possibility of implementing a so-called "agrihood" west of Montgomery Place. An agrihood is an area within a city that is for agricultural purposes. Current CN regulations regarding residential proximity to freight yards means that the land west of Montgomery Place cannot be developed for residential purposes. However, there is a desire amongst many Saskatoon residents for increased access to community gardens and to market gardens. Perhaps the establishment of an agrihood, or a green belt, in this area would be the best use of this otherwise stranded piece of land."	4110-1	Further direction requested - very low priority for Community Services.

CITY CLERKS OFFICE OUTSTANDING LIST - MASTER COPY

Inquiry No.	Department (TO)	Former Councillor	Meeting Date	Subject	Inquiry	File No. CK.	Admin Status (Matter being dealt with under alternative or supplementary review? If yes, describe; Should be notice of motion? Any additional comments?)
43/16	Corporate Performance	P. Lorje	19-Sep-16	Status of Recovery Park	"The City's Official Community Plan speaks to the implementation of an Environmental Industrial Park. What is the status of plans for this 'Recovery Park'? Are we ready to begin clean-up of the current site for construction waste near the landfill, which seems, by its very nature to invite illegal dumping in the area, including the Richard St. Barbe Baker Afforestation Area? Are we ready to start construction of Recovery Park or will further studies be required? When will Recovery Park be fully commissioned?"	7830-4-2	In progress - A report was tabled with City Council at the 2017 Business Plan & Budget meeting outlining the plans and timeframe for Recovery Park. The capital project for Recovery Park was approved for Phase One and construction will begin in 2017. City Council also approved that a Request for Proposal be issued for service providers to operate specific waste streams within Recovery Park, including Construction & Design waste, and Household Hazardous Waste. The Administration will provide a status report in mid 2017.
44/16	Corporate Performance	P. Lorje	19-Sep-16	Development of Environmental Protection Bylaw	"Will the Administration please report on what could be done to close this gap. Is it possible to adopt an Environmental Protection Bylaw that clarifies expectations in relation to industry, environmental and safety regulations set at the Federal or Provincial level? Finally, when applying for a license from the City, what more could businesses be required to provide to ensure sufficient safeguards and good management practices are in place?"	7554-1	Further direction requested - This inquiry falls within the parameters of a Notice of Motion.
45/16	Community Services	P. Lorje	19-Sep-16	Property Maintenance Inspections - Bylaw No. 8175	"As part of the ongoing work to ensure that there is the most efficient level of compliance and performance of Bylaw No. 8175 - The Property Maintenance & Nuisance Abatement Bylaw, 2003, please provide a breakdown of who actually does the inspections and complaint follow-ups, in other words, is Bylaw No. 8175 handled exclusively by the Saskatoon Fire Department, or are there certain functions and or complaints handled through the Community Services Department? In addition, please provide the number of Fire Inspectors who are assigned to fire inspections and to property maintenance functions. If all Inspectors do both fire and property maintenance functions, please provide the rationale for this and an indication of how that has improved efficiency of administration of Bylaw No. 8175. Do fire crews still assist in property maintenance inspections in each of the fire station districts? Finally, please report on alternatives for increasing the efficiency, effectiveness, and timeliness of dealing with tall grass and weeds complaints."	2500-1	In progress - Will report to Committee in October, 2017.

Full Text of Inquiries – Agenda Item 8.2.4

19/16 Councillor P. Lorje - Richard St. Barbe Afforestation Area (File No. CK. 4000-1)

The following inquiry was made by Councillor P. Lorje:

“The Richard St. Barbe Afforestation Area is an urban forest in the south west section of the city. I believe it is all within the current boundaries of the City of Saskatoon, and that a portion of it may fall within the MVA jurisdiction. It is south of the CN Freight Yards, and near Ducks Unlimited Chappell Marsh, and Cedar Villa Estates. Unfortunately, it is also close to the City landfill.

This naturalized forest was planted by the City's Parks and Recreation Department in the early 1970s. Several groups currently use it, including the Fat Bikers Club (the Fatlanders), as well as a group of BMX enthusiasts who were apparently given permission by the City some twenty years ago to use the area. There are also numerous on-leash dog walkers and other people who merely want to stroll in nature on the edge of the city. It is also home to many animals.

The Montgomery Community Association has tried to pick-up some of the garbage in the forest, but since there are at least 20 large truckloads of garbage that has been abandoned there by people who bypass the City landfill, this is an almost herculean task.

Will the Administration please report on the following matters with respect to the Richard St. Barbe Afforestation Area:

1. Can/will it be declared Municipal Reserve and added to the City's park space inventory?
2. What measures can be taken in both the short-term (since there is no current budget for this) and the long-term to enclose the area in order to prevent unlawful dumping of garbage and trespass by motorized vehicles, including snowmobiles and ATVs? This could include measures such as strategically-placed boulders, gates and fencing.
3. Can/will the City provide resources to pick-up the accumulated garbage in the area? This could be accomplished by either City crews picking-up this garbage, or by giving assistance for landfill tipping fees for community volunteers to start the clean-up of this significant urban asset.; and
4. What plans are there to consult with community groups, stakeholders and adjacent residents to develop a possible program for the area including the South West Concept Plan Development?"

Full Text of Inquiries – Agenda Item 8.2.4

20/16 Councillor P. Lorje - Infill Developments (File No. CK. 4350-63)

The following inquiry was made by Councillor P. Lorje:

“I am aware of at least two situations where there have been neighbour disputes over infill developments, specifically dealing with rooflines and snow load on the adjacent property’s roof. These disputes generally occur when a building crosses over a property line at an upper storey, or the roofline of new infill buildings affects certain aspects of the roof integrity of an existing building. Other examples include the instance where the balcony of one building extends over the property line and overhangs the neighbouring property which may be vacant, or used as a storage yard. It becomes a huge problem when a building is constructed on the vacant site. There is a balcony in the way, and the developers may not find out about it until they are constructing the new building. Why is this not discovered at the building permit stage, or why would we issue a building permit when there is another building in the way? I have been told by Civic Administration that these are civil matters and the City can’t or won’t deal with the matter. It seems as though the Administration treats the situation differently when a building crosses the property line at the ground level versus if a building crosses a property line up in the air. Since we are promoting infill development, we need to be more pro-active and get on top of these types of problems.

Therefore, will the Administration report back to City Council as to why these encroachments are not caught at the building permit stage and how we can be pro-active at the building permit stage to resolve these situations before a building permit is issued. As well, can the report include comments on how bylaw enforcement can play a role in identifying these issues or in helping to resolve these disputes before they delay construction or cause adjacent buildings to have to demolish part of their existing building or to dramatically alter their roof.”

44/16 Councillor P. Lorje - Development of an Environmental Protection Bylaw [File No. CK 7554-1]

Councillor Lorje made the following inquiry:

“A salvage yard fire in June 2016 highlighted that there may be a gap in our policies, bylaws or enforcement activities with respect to environmentally-sound business practices. As a result, some private properties may contain operations that are potentially hazardous to the community, the environment, and the safety of workers and emergency responders. Will the Administration please report on what could be done to close this gap.

Is it possible to adopt an Environmental Protection Bylaw that clarifies expectations in relation to industry, environmental and safety regulations set at the Federal or Provincial level? Finally, when applying for a license from the City, what more could businesses be required to provide to ensure sufficient safeguards and good management practices are in place?”