



**PUBLIC AGENDA
EXECUTIVE COMMITTEE**

**Monday, November 17, 2014, 1:00 p.m.
Council Chamber, City Hall**

Pages

1. **CALL TO ORDER**
2. **CONFIRMATION OF AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1 **Minutes of regular meeting of Executive Committee held on October 20, 2014.**
4. **UNFINISHED BUSINESS**
5. **COMMUNICATIONS (requiring the direction of the Committee)**
 - 5.1 **Annual Disclosure Report - Saskatoon Centennial Auditorium and Convention Centre - Year Ending December 31, 2013 (File No. CK. 175-28)** 3 - 8

Recommendation
That the information be received.
 - 5.2 **Canada-Europe Union Comprehensive Economic & Trade Agreement - Don Davis, MP, International Trade Critic for Canada's Official Opposition (File No. CK. 277-1)** 9 - 9

Recommendation
That the information be received.
 - 5.3 **Light the Night Against Violence December 6th - Barb Macpherson, Executive Director, YWCA Saskatoon (File No. CK. 200-1)** 10 - 11

Recommendation
That the information be received.
6. **REPORTS FROM ADMINISTRATION**

7. LEGISLATIVE REPORTS

7.1 Delegated Authority Matters

- 7.1.1 Independent Review Commission: Code of Conduct, Conduct of Municipal Elections, Total Compensation for Members of Council (File No. CK. 255-18)** 12 - 17

Recommendation

1. That the City Solicitor be instructed to prepare the appropriate bylaw for consideration by City Council; and
2. That direction be given by Executive Committee on the timing of the Committees to convene and report to City Council.

7.2 Matters Requiring Direction

8. URGENT BUSINESS

9. ADJOURNMENT

**Annual Disclosure Report
From
Saskatoon Centennial Auditorium and Convention Center
Year Ending December 31st 2013**

1. Introduction

This report is being prepared in accordance with Article 5.6 of The Board Governance Manual; City Council Disclosure Requirements, and is intended to provide the City of Saskatoon with salient information regarding the operation of TCU Place during 2013.

2. Board of Directors

a. Membership As at December 31st 2013

Peggie Koenig – President*
Paul Jaspar – Vice President*
Deborah Fortosky - Treasurer*
Kirk Cherry – Secretary*
Lorne Mysko – Past President*
Christine Hrudka – Director
Don Atchison – Mayor
Murray Totland – City Manager
Tiffany Paulsen – Councillor
Ann Iwanchuk - Councillor
Om Kochar – Director
Sultan Ali Sadat - Director

* Member, Executive Committee

b. Mandate

The Board is accountable to City Council and its mandate is to:

- provide stewardship of TCU Place on behalf of the City of Saskatoon
- to supervise and evaluate the management of the Auditorium's business and affairs
- to maintain the corporation's financial strength
- to oversee the Auditorium's strategic direction
- to oversee its organizational structure and the succession planning of senior management

The Board's key responsibilities are:

- Strategic Planning
- Risk Assessment/Management
- Internal Controls
- Management & Evaluation
- Stakeholder Strategies/Communications

The Board carries out its mandate through the Chief Executive Officer (CEO) using the following directives:

- Approving Board Policies
- Conducting an annual review of the Corporation's strategic plan
- Conducting an annual performance review of the CEO
- Approving the annual budget
- Monitoring the Organization's financial performance

c. Governance Structure, Policies and Practices

During the 2013 fiscal year, the Board used five Board Committees and four Working Groups to assist in fulfilling its mandate.

Board Committees

- **Executive Committee**
This is an advisory committee appointed by and accountable to the Board. It acts on important issues, if and when required between regular meetings.
- **Audit & Finance Committee**
The committee is appointed by the Board and is responsible for the policies and practices relating to internal controls and financial reporting. During the year, the Audit Committee reviewed both the monthly and audited financial statements with management and the external auditors. Based on these discussions, the Audit Committee agreed that the company's financial statements were fairly presented and conformed to Generally Accepted Accounting Principles. TCU Place also used Garman and Associates to review the payroll system.
- **Nomination Committee**
The Nominating Committee, chaired by the Past President, presented a slate of officers to the Board at the Annual General Meeting.
- **Chief Executive Officer Performance Evaluation Committee**
The committee consisting of four members was appointed by the Board to complete the annual performance review of the Chief Executive Officer. A 360 degree evaluation tool was used.
- **Governance Committee**
This committee consisted of four Board members and considered updates to the Governance Manual with respect to reporting procedures for the City of Saskatoon. A strong emphasis was placed on the governance of the Corporation to the point of moving this mandate from a Working Group to a Committee in 2013.

- **Board Working Groups**

- **TCU Place Futures Working Group - Co Chairs – Lorne Mysko and Bob Korol**

The Committee met with Mr. Randy Grauer and Ms. Jeanna South from the City of Saskatoon Planning Department to guide discussions relating to the many potential changes that will be occurring around the TCU Place property. TCU Place also met with City of Saskatoon Executive Committee to outline plans for the future expansion of the facility. Changes in transportation corridors, potential new private development in our neighbourhood, the opening of the Cactus Club Restaurant and the new hotel across the street will all impact on our future planning and operation.

The enhancement of the TCU experience remains high on the Futures Committee agenda with such initiatives as opening the existing link to Midtown Plaza.

Upgrades to the Jim and Lisa Yuel Green Room (\$30K) and Centennial Hall (\$1M) were completed in 2013. Funding for these projects was provided by both TCU Place and Infrastructure Services.

- **Board Self Evaluation Working Group - Chair – Kirk Cherry**

The working group administered a survey that was completed by all Board members. The comments from this process were positive.

- **Strategic Planning - Chair - Lorne Mysko**

The Board participated in a one day strategic planning event with Lisa Thibodeau acting as facilitator. Our discussions focused on TCU's strategic direction in the context of City of Saskatoon's new Cultural Plan and the City's wider Strategic Plan. It resulted in new core values and revisions to our strategic plan.

3. Senior Management

a. Management Team

Bob Korol – Chief Executive Officer

Pam Kilgour - Director of Finance

Rhonda Chelack – Director of Events

Donna Melnychuk - Director of Sales

Tammy Watt – Director of Operations

b. Departments (See Organization Chart – Appendix A)

○ **SALES**

The department consists of CEO, Director of Sales, Sales Manager, three Sales Coordinators, Communications Clerk and a Sales Clerk. This department is responsible for booking Theatre Events – Ballet/Dance, Concerts, Family Shows, Live Theatre, Movies/Film, and the Symphony, and Non Theatre Events – Banquets, Cabarets, Conventions, Graduations, Meetings, Trade Shows, Weddings, Self-Created Events, and Outside Events.

○ **EVENTS**

The events department consists of Director of Events and three Events Coordinators. The Events Department is responsible coordinating the details of booked events from start to finish including catering, AV, room setup and any other services required to stage the event.

○ **THEATRE**

The Theatre department consists of Stage Carpenter, Audio Technician, Lighting Technician and IATSE crews. This department is responsible for setting up and restoring the Stage for theatre events, and lighting and sound production.

○ **BOX OFFICE**

This department consists of a Box Office Supervisor, Client Services Sales Coordinator, Client Services Technician and Client Services attendants. This department is responsible for providing customer service and ticket sales utilizing TCU's new Audience View system.

○ **GUEST SERVICES/INVENTORY**

Guest Services: This department consists of Theatre Sales Manager, Event Captains, Head Hostess and Guest Services Attendants. This department is responsible for providing Bartender, Greeter, Coat Check and Ticket Taker services to guests.

Inventory: This department consists of Inventory Control Clerk and Inventory Control Clerk Assistant. This department is responsible for the inventory of liquor and bar services.

○ **TECHNICAL SERVICES**

This department consists of Technical Services Manager and Facility Technicians. Responsibility includes Audio Visual, lighting and technical requirements for events.

- **SECURITY SERVICES**
This department consists of the Security Services Supervisor and Stage Door Attendants. This service is responsible for security at events and stage door, shipping and receiving.
- **EVENT SERVICES**
This department consists of an Event Services Supervisor, Lead Event Attendants, and Event Attendants. Responsibility includes building cleaning and the setup of rooms for events.
- **BUILDING OPERATIONS**
This department consists of a Resident Building Operator and Building Operators. This department is responsible for building operations 24 hours per day 7 days per week - maintenance of building and equipment and building temperature control.
- **ADMINISTRATION**
This department consists of CEO, Director of Finance, Director of Operations, Accounting Clerks and a Receptionist. Responsibilities include the management, financial management and all office and computer systems maintained and operating for TCU Place. This area also produces financial and operational reports for/to staff and stakeholders, identify strengths and weaknesses in the operations, and maintain its assets and operations. It also implements the strategic plan and represents TCU Place as a key venue to the community and its members. This department ensures that TCU Place grows to its full potential in the direction identified by the Board.

4. Key Performance Indicators

Management has developed key indicators to measure the performance of the Corporation. Examples include the number of, attendance and the contribution from each type of event. The Audit and Finance Committee receives and reviews monthly financial statements that show the Corporation's budgeted and actual contribution for the current month, Balance Sheet as well as year to date and presents them to the Board. Also received is a monthly aged trial balance of all accounts receivable together with a report on collection initiatives.

5. Risk Management

The Audit & Finance Committee completed an annual review of our risk management matrix with numerous revisions approved by the Board. This process will continue to be reviewed on an annual basis.

6. Financial Performance and Market Conditions

- The nature of TCU's business goes in cycles and this past twelve months has been a banner year (Annual Surplus - \$1.0M) in our overall performance and financial picture. Credit goes to our Board, our CEO Mr. Bob Korol and his leadership team for increasing revenues and controlling overhead costs.
- TCU Place continues to see increased competition from facilities such as Prairieland Park, the Dakota Dunes Casino and Credit Union Center. TCU Place has benefited from other changes including an increased demand for more choice in entertainment, a growing population and the request for fine dining options in an upscale environment.

7. Infrastructure

- Fire suppression work, which began in 2012, saw the second phase of the project complete in 2013. Subsequent phases have been tendered and a successful bidder is now in place. Total cost of the first phase was \$1.8M with TCU Place contributing \$400K to the funding of the project.

8. Naming Rights

- Negotiation for the continued naming rights of the Centennial Auditorium was completed in 2013. The new agreement between the Centennial Auditorium and TCU Financial Group has now been extended to 2026 with revenues of \$2.1M over ten years, an increase of \$1M over the previous agreement.

9. Tim Horton's Coffee Shop

- The Tim Horton's franchise just off of our lobby area was opened in 2013.



DON DAVIES, M.P.

VANCOUVER KINGSWAY



October 28, 2014

Mayor Donald J. Atchison and Council
City Hall
222 3rd Ave North
Saskatoon S7K 0J5

Dear Mayor Atchison,

Re: Canada-Europe Union Comprehensive Economic & Trade Agreement

As you are no doubt aware, the Canadian Government recently concluded and released the final draft text of the Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union.

This followed some five years of negotiations between the two jurisdictions, and covers an unprecedented, broad spectrum of issues and sectors. Indeed, this trade agreement promises to be a "next generation" treaty that aims to make substantial changes not only to the Canadian business sector, but also to governmental practices and decision-making.

Unfortunately, the Canadian government has chosen to conduct these negotiations with a great deal of secrecy. It has also declined to involve the other parties in Parliament and chosen to restrict consultation to a narrow spectrum of stakeholders.

As the Official Opposition, it is our view that such an important agreement needs to be studied carefully and understood thoroughly prior to assessing its overall merits and weaknesses. We also believe that proper policy analysis requires wide consultation amongst a broad array of Canadian stakeholders.

Accordingly, we are contacting a wide number of organizations and sectors to invite their evaluation of CETA to determine its impacts, both positive and negative, in their area. We will use this information to assist us in understanding CETA's impact and to determine if it is of net comprehensive benefit to our country.

As such, we invite you to examine this agreement and provide us with your evaluation of its impact upon your organization, your sector and/or our nation. The agreement's text may be found here: <http://www.international.gc.ca/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/text-texte/toc-tdm.aspx?lang=eng>

We would be very grateful if you could provide us with your comments at your earliest convenience and at the latest by December 31, 2014. If you so indicate, we will keep your submissions in strict confidence.

Thank you for your assistance in this important policy area, and we look forward to hearing your views.

If you require any further assistance, please do not hesitate to contact me.

Sincerely,

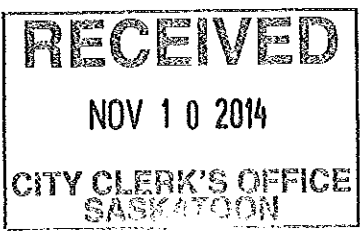
Don Davies, MP
International Trade Critic for Canada's Official Opposition

200-1



Working to eliminate poverty,
homelessness and violence
for women and their families.

November 6, 2014



His Worship Donald J. Atchison
Office of the Mayor
222 Third Avenue North
Saskatoon, SK S7K 0J5

RE: YWCA Saskatoon - Light the Night Against Violence December 6th

Dear Sir,

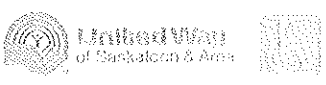
I am writing you today for two reasons—firstly, I would like to sincerely thank you, and each member of Council, for adding your considerable collective voice to the call for a national inquiry into missing and murdered aboriginal women. We applaud Councillor Loewen’s leadership in bringing this forward, and are delighted that there was unanimous support for her motion. This City Council decision was a proud moment that gives me great hope.

Secondly, I would like to invite the City of Saskatoon to participate this December in an upcoming national campaign to raise awareness about violence against all women: “Light the Night Against Violence.” On Saturday, December 6th, major cities across Canada will be publicly honouring the 25th anniversary of the L’Ecole Polytechnique massacre in Montreal. Right across Canada, cities are remembering this anniversary by illuminating landmarks and monuments in red lights. YWCA Saskatoon would like to invite our city to participate by lighting up a local municipal landmark such as City Hall, a bridge, a tower or other iconic building. This nationally significant date is our opportunity to raise awareness about the need for ongoing action related to violence against women, and to demonstrate the support and leadership of the City of Saskatoon.

To date, a number of municipalities have committed to participate in the “Light the Night Against Violence” initiative, including Vancouver, Toronto, Calgary, Edmonton, Hamilton, Montreal, and Ottawa. The Rose Campaign website has more information:
http://www.rosecampaign.ca/light_the_night.

We are expecting that this initiative will garner national media attention, and would very much like to see the City of Saskatoon represented in a meaningful way.

A TURNING POINT
FOR WOMEN



Lesley Washington, Director of Programs, will be contacting your office early next week to discuss our proposal to "Light the Night Against Violence" with you. If you require additional information, please feel welcome to reach her at 244-7034 ex 234 or lwashington@ywcaskatoon.com.

Thank you for your considerable support of this important issue.

Sincerely,

A handwritten signature in black ink, appearing to read 'B Macpherson', with a long horizontal flourish extending to the right.

Barb Macpherson
Executive Director

Cc Councillors Hill, Lorje, Iwanchuk, Davies, Donauer, Clark, Loewen, Olauson, Paulsen and Jeffries

Independent Review Commission: Code of Conduct, Conduct of Municipal Elections, Total Compensation for Members of Council

Recommendation:

- 1) That the City Solicitor be instructed to prepare the appropriate bylaw for consideration by City Council.
- 2) That direction be given by Executive Committee on the timing of the Committees to convene and report to City Council.

Topic and Purpose

This report introduces to Executive Committee the concept of establishing an Independent Commission by way of bylaw. There is precedent for establishing an Independent Commission in this way at the Provincial and Municipal level (Edmonton).

The report summarizes the proposed contents of such a bylaw.

Report Highlights

The report proposes that an Independent Commission be established by bylaw to inquire into and make recommendations to Council with respect to: the conduct of municipal elections including the disclosure of election expenses and contributions and campaign spending limits; the Code of Conduct for members of Council; and the remuneration and benefits and the reimbursement or allowances for expenses of members of Council.

The Independent Commission would establish Committees with specific mandates to complete their inquiries. The Committees would report to Council with their recommendations at least once every four years.

The bylaw would provide that Council may refer additional matters to the Independent Commission for review and recommendations at any time.

Strategic Goal

The establishment of an Independent Commission supports the strategic goal of Continuous Improvement.

Background

At its meeting held on June 24, 2013, Council resolved:

- “1) that City Council establish one independent commission for:
 - a) election rules;
 - b) total compensation;
 - c) code of conduct; and
- 2) that the Administration bring forward a mandate for an independent commission to Executive Committee for review.”

Report

Establishment of Commission

The bylaw would establish an Independent Commission to inquire into and make recommendations to Council on the conduct of all matters related to municipal elections including disclosure requirements for campaign contributions and expenses, campaign spending limits, the Code of Conduct for members of Council; and, the remuneration and benefits, allowances and expenses paid to members of Council. The Independent Commission would:

- be comprised of not less than five members with expertise and credentials in one or more of the following areas:
 - finance and/or accounting;
 - business and economics;
 - labour relations and/or human resources;
 - law; or
 - community or public service;
- be comprised of members appointed for four-year terms, with a chance for further re-appointment for further terms. Also, a member may be appointed to act for a limited term not exceeding six months;
- hold office under Council's pleasure;
- allow for members to be suspended, by Council, at any time and allow for another to be appointed in that person's place;
- not be permitted to contain any member of Council or any City employee;
- contain provisions should a vacancy occur;
- allow for the chairperson and vice-chairperson to be chosen within the membership of the Commission, by the membership of the Commission. The chairperson shall direct and supervise all actions of the Commission and shall preside at meetings;
- allow for quorum to be established by a majority of members;
- provide for remuneration for performance of their duties and the reimbursement for any applicable expenses as approved by Council; and
- provide for a secretary who shall be the City Clerk, or whoever the City Clerk delegates, to keep and care for all applicable records, call meetings, and any other applicable proceedings.

Committees

The bylaw would empower the Independent Commission to set up three committees: the Municipal Elections Committee, Code of Conduct Committee and the Remuneration Committee.

1. The draft mandate of the Municipal Elections Committee is set out on Attachment No. 1.
2. The draft mandate of the Code of Conduct Committee is set out on Attachment No. 2.

3. The draft mandate of the Remuneration Committee is set out on Attachment No. 3.

Report Back to Council

The Committees would be required to report back to Council with their recommendations for Council's consideration. The bylaw would set out when the first reports are to be submitted to Council. Thereafter, the Committees would be required to report at least once every four years.

The suggestion is that the Municipal Elections Committee would meet and do its work in the first part of 2015. The other two Committees could follow in 2015 and early 2016.

Once it receives a report, Council could accept the recommendations in whole or in part, modify the recommendations in whole or in part or reject the recommendations in whole or in part and remit the matter back to the Commission or Committee for further recommendations.

The bylaw would provide that the Commission could be asked to inquire into and make recommendations with respect to any matter of significance to Council.

Financial Implications

While a firm estimate of the cost to operate the Independent Commission is a bit elusive, it is estimated that each Committee may expend approximately 40 to 50-person days to examine and formulate its recommendations. The appropriate per diem rate for members of the Independent Commission is suggested to be approximately \$400. This rate would be similar to the per diem rate paid to members of the Saskatchewan Municipal Board and the Saskatchewan Labour Relations Board. It follows that each Committee would have a budget of approximately \$16,000 to \$20,000 for each four-year cycle, and the Independent Commission's total budget per four-year cycle would be \$48,000 to \$60,000.

For 2015, \$35,000 has been budgeted for the Committees/Advisory Boards Costing Centre in the City Clerk's Budget. This would allow for the Commission to run approximately two Committees in 2015.

Attachment

1. Municipal Elections Committee Draft Mandate.
2. Code of Conduct Committee Draft Mandate.
3. Remuneration Committee Draft Mandate.

Report Approval

Written by Patricia Warwick, City Solicitor
Reviewed by Joanne Sproule, City Clerk

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Attachment No. 1

Municipal Elections Committee Draft Mandate

The Municipal Elections Committee shall inquire into and make recommendations with respect to any or all of the following:

- disclosure requirements of campaign contributions and expenses;
- campaign spending limits;
- accounting records regarding campaign contributions and expenses;
- auditing of candidate's statement of campaign contributions and expenses;
- the retention of records regarding campaign contributions and expenses;
- the election contribution period;
- the rules for fund-raising events;
- the reporting of surplus campaign funds;
- the reporting of campaign expenses incurred outside the election expense period;
- the commencement and duration of the campaign period;
- the publication of a candidate's election expenses and contributions;
- the appointment of a returning officer other than the City Clerk;
- the proper use of a member of Council's communication allowance prior to an election in which the member is a candidate;
- the rules for deferring election expenses;
- the enumeration of the names of electors and the preparation of a voter's list;
- the offences and penalties for candidates in contravention of *The Campaign Disclosure and Spending Limits Bylaw, 2006*, including the role and duties of the Election Disclosure Complaints Officer;
- the public financing of municipal election campaigns including reimbursement of candidates expenses for specific forms of spending, tax benefits for contributors and allowances to candidates for expenses;
- any proposed amendments to *The Local Government Election Act*; and
- any matters relating to a municipal election.

It is proposed the first Municipal Elections Committee convene on or before March 1, 2015 and report to Council on or before May 31, 2015.

Attachment No. 2

Code of Conduct Committee Draft Mandate

The Code of Conduct Committee shall inquire into and make recommendations with respect to any or all of the following:

- the roles and obligations of members of Council;
- the standards of conduct for members of Council;
- the procedures for the investigation and enforcement of code of conduct standards;
- the disclosure, use and access to confidential information;
- the use of City assets and services;
- the receipt of gifts or benefits by members of Council;
- the conduct of members of Council during a general municipal election or by-election campaign, including the use of City assets and services; and
- the conduct of members of Council campaigning for election in a general federal or provincial election or by-election.

Council can direct proposed dates for the Code of Conduct Committee to do its work and report to Council.

Attachment No. 3

Remuneration Committee Draft Mandate

The Remuneration Committee shall inquire into and make recommendations with respect to any or all of the following:

- the salaries to be paid to the mayor and councillors;
- the remuneration to be paid to a councillor appointed as deputy mayor;
- professional allowances;
- vacation leave;
- health and disability benefits;
- pension benefits and additional retirement benefits;
- general, in-town and out-of-town expenses;
- the support staff, facilities and equipment for members of Council; and
- communication allowances.

Council can direct proposed dates for the Remuneration Committee to do its work and report to Council.