



**REVISED PUBLIC AGENDA
GOVERNANCE AND PRIORTIES
COMMITTEE**

**Monday, June 20, 2016, 1:00 p.m.
Council Chamber, City Hall**

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the letter submitting comments from Magel Sutherland, on behalf of the Lakeridge Playground Committee & Lakeridge Community Association, be considered during Item 7.2.1.1; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

4.1 Minutes of Regular Meeting - May 16, 2016

Recommendation

That the minutes of the Regular Meeting of the Governance and Priorities Committee held on May 16, 2016, be adopted.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.2 Matters Requiring Direction

- 6.2.1 Letter dated May 20, 2016 - Brent Penner, Executive Director, Downtown Saskatoon - Board of Management Appointment (File No. CK. 175-4-8) 10 - 10

Recommendation

That a report be forwarded to City Council recommending the confirmation of appointment of Mr. Devin Clark to the Board of Management, Downtown Saskatoon Business Improvement District.

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

7.2 Matters Requiring Direction

- 7.2.1 2017 Business Plan and Budget Process (File No. 430-72 x 1700-1)

- 7.2.1.1 Canada 150 Community Infrastructure Program Projects (File No. CK. 1860-1) 11 - 25

** Requests to speak:*

- Mr. Lloyd Isaak, CEO, Meewasin Valley Authority
- Ms. Toddi Steelman, Board Chair, Meewasin Valley Authority
- Ms. Joan Champ, CEO, Western Development Museum

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the Administration submit the following four project applications to the renewed Canada 150 Community Infrastructure Program:
 - a. Upgrades to the Entrance Road and Washrooms at the Saskatoon Forestry Farm Park and Zoo
 - b. Saskatoon Field House Track and Bleacher Replacement
 - c. City-Wide Play Structures
 - d. Western Development Museum Parking Lot Upgrade Project; and
2. That it endorse the following five projects for submission to the Canada 150 Community Infrastructure Program:
 - a. Upgrades to the MVA Trail
 - b. Upgrades and Renovations to the Saskatoon SPCA Building
 - c. Upgrades to the Sports Facilities at the Gordie Howe Sports Complex
 - d. Upgrades to the Optimist Hill Winter Recreation Park
 - e. Replacement of the Zoo Play Structure and Entrance Sign

7.2.1.2 Public Transit Infrastructure Fund - Proposed Phase 1 Projects (File No. CK. 1860-1)

26 - 33

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed Public Transit Infrastructure Fund strategy be approved in principle; and
2. That the City of Saskatoon submit projects to the Government of Canada that meet the following criteria (identified in Attachment 2 of the report of the City Manager dated June 20, 2016) for funding under Phase 1 of the PTIF:
 - a. Transit Related Infrastructure;
 - b. Fleet Renewal and Upgrades; and
 - c. Planning and Design to Expand and Improve the Transit System.

7.2.1.3 Clean Water and Wastewater Fund: Accelerated Water and Sewer Rehabilitation Program (File No. CK. 1860-1 x 7500-1)

34 - 38

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the Administration prepare and submit an application for funding under the Government of Canada's Clean Water and Wastewater Fund for an Accelerated Water and Sewer Rehabilitation Program; and
2. That the Administration proceed with an initial phase of \$10 million in water main capacity improvement and sewer rehabilitation projects in 2016, as outlined in this report.

8. LEGISLATIVE REPORTS

8.1 Delegated Authority Matters

- 8.1.1 **Communications Support to Councillors - Update (January 1, 2016 - May 31, 2016) (File No. CK. 255-1 x 1970-1)** 39 - 43

Included with the above report is a letter from the Mayor's Office dated June 14, 2016, submitting a Summary of Expenditures - Communications Allowance (Staff).

Recommendation

That the information be received.

- 8.1.2 **2016 Local Government Elections - Appointment of Returning Officer (File No. CK. 265-1)** 44 - 45

Recommendation

That the information be received.

8.2 Matters Requiring Direction

8.2.1 Comments - Report from the Saskatoon Municipal Review Commission Remuneration Committee (File No. CK. 4670-5)

46 - 120

On April 25, 2016, City Council received the above report and referred it to a meeting of the Governance and Priorities Committee for discussion, and to the Administration for review and written comment to the same meeting.

The following is attached:

- Saskatoon Municipal Review Commission: Remuneration Committee Report (Revised May 30, 2016 – pages 43-52 now include a correction missed on the original submission) (Note: The proposed version of the Communications Allowance submitted in the April 25 report did not replicate the deletions set out in the black line version of the Communications Allowance, as submitted)

- Report: Comments – Report from the Saskatoon Municipal Review Commission Remuneration Committee (Report prepared by the City Solicitor, June 20, 2016)

- Excerpt from the minutes of meeting of the Governance and Priorities Committee of February 22, 2016 in response to a communication from Mr. Henry Dayday, wherein Committee resolved, in part, that consideration of the matter of amending the communications policy so that members of Council would not have access to the communications allowance starting on August 1 of the election year with an exception made for communications staffing costs of the Office of the Mayor which the date of August 31, 2016, would apply, be deferred until receipt of the upcoming report of the Municipal Review Commission; and

- Communication dated May 18, 2016 from Henry Dayday.

Recommendation

1. That the Governance and Priorities Committee recommend to City Council to receive the report of the City Solicitor dated June 20, 2016 as information; and
2. That any resolutions of the Governance and Priorities Committee in response to the report of the Municipal Review Commission and the submitted correspondence be forwarded to City Council for consideration.

8.2.2 Scheduled Quarterly Meetings of the Governance and Priorities Committee (File No. CK. 225-80) 121 - 122

Recommendation

That a report be forwarded to City Council recommending:

1. That the annual Council and Committee meeting calendar to be brought forward at the Organizational meeting of City Council include extra quarterly meeting dates of the Governance and Priorities Committee, from 1:00 p.m. to 6:00 p.m. to deal with special or strategic priority matters or to meet with outside bodies or other orders of government; and
2. That if a quarterly meeting is not required, it be cancelled.

8.2.3 2016 Local Government Elections - Amendments to Bylaw No. 8191, The Election Bylaw, 2012 (File No. CK. 265-1) 123 - 124

Recommendation

That a report be forwarded to City Council recommending the City Solicitor be instructed to amend Bylaw No. 8191, *The Election Bylaw, 2012* as outlined in the report of the City Clerk dated June 20, 2016.

8.2.4 2016 Local Government Elections - Establishment of Special Polls (Hospitals and Personal Care Facilities) (File No. CK. 265-1)

125 - 132

Recommendation

That a report be forwarded to City Council recommending:

1. Approval of the establishment of Special Polls, conducted as Advance Polls on Tuesday, October 18, 2016, and Wednesday, October 19, 2016 and held during the operating hours as set out in Attachment 1 of the report of the City Clerk dated June 20, 2016;
2. Approval of the establishment of Special Polls conducted on Election Day, October 26, 2016 and held during the operating hours as set out in Attachment 2 of the report of the City Clerk dated June 20, 2016;
3. Authorization for the Returning Officer to make any changes or additions to the dates or times that may become necessary to accommodate the needs of the Special Polls; and
4. That a mail-in ballot provision be available to voters in hospitals, personal care facilities, or similar institutions in accordance with the established mail-in ballot voting system, and the use of mail-in ballots at these locations be facilitated by delivering the ballots to the facility.

8.2.5 Appointment of Bylaw Officer (File No. CK. 4510-1)

133 - 133

Recommendation

That the Governance and Priorities Committee recommend to City Council to direct the City Solicitor to amend Bylaw No. 7340, *The Bylaw Enforcement Officers Bylaw*.

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 Board Appointment (File No. CK. 175-21)

[In Camera - Personal Information]

13.2 Advisory Committee Resignation (File No. CK. 225-18)

[In Camera - Personal Information]

13.3 Advisory Committee Appointment (File No. CK. 225-9)

[In Camera - Personal Information]

13.4 Legal Report (File No. CK. 281-1)

[In Camera - Information from Other Governements]

13.5 Legal Report (File No. CK. 281-1)

[In Camera - Solicitor-Client Privilege]

13.6 Verbal Updates

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

13.6.1.1 His Worship the Mayor - Update

[In Camera - Personal Information]

13.6.2 Administration

13.6.2.1 City Manager

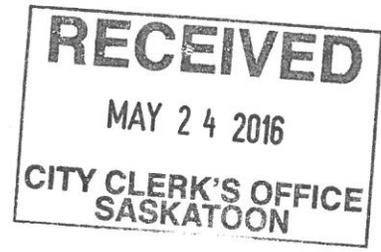
[Sections 13, 14(1), 15(1), 16(1), 17(1), 18(1), 19, 20, and 21 - LAFOIPP]

13.6.2.2 Labour/Personnel Matters (File No. CK. 4720-2)

[In Camera - Labour/Personnel Matters]

14. ADJOURNMENT

175-48



May 20, 2016

Office of the City Clerk
City of Saskatoon
222 Third Avenue North
Saskatoon, SK S7K 0J5

Attention: City Clerk

**Re: Board of Management Appointment
Mr. Devin Clarke - Stantec**

Please be advised that the Downtown Saskatoon Board of Management has made a motion to approve the appointment of Mr. Devin Clarke to the Board. Mr. Clarke meets the criteria for membership on the Board of Management and we ask City Council to confirm his appointment. The appointment of Mr. Clarke will fill a vacancy and take the Board to a total of eight members.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Penner'.

Brent Penner
Executive Director

cc: Mr. Chris Beavis - Chair

Canada 150 Community Infrastructure Program Projects

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the Administration submit the following four project applications to the renewed Canada 150 Community Infrastructure Program:
 - a. Upgrades to the Entrance Road and Washrooms at the Saskatoon Forestry Farm Park and Zoo
 - b. Saskatoon Field House Track and Bleacher Replacement
 - c. City-Wide Play Structures
 - d. Western Development Museum Parking Lot Upgrade Project
2. That it endorse the following five projects for submission to the Canada 150 Community Infrastructure Program:
 - a. Upgrades to the MVA Trail
 - b. Upgrades and Renovations to the Saskatoon SPCA Building
 - c. Upgrades to the Sports Facilities at the Gordie Howe Sports Complex
 - d. Upgrades to the Optimist Hill Winter Recreation Park
 - e. Replacement of the Zoo Play Structure and Entrance Sign

Topic and Purpose

The purpose of this report is twofold:

- (1) to provide an overview of the Canada 150 Community Infrastructure Program (CIP 150); and,
- (2) to provide a list of projects that the City of Saskatoon (the City) will submit to Western Economic Diversification Canada (WD) for funding from the CIP 150.

Report Highlights

1. The CIP 150 provides federal funding to rehabilitate existing community infrastructure facilities across Canada, up to a maximum of \$500,000 per project.
2. The City will submit or endorse eight projects for consideration. The projects have been assessed using objective criteria to ensure that they will meet the eligibility requirements of the program and provide public benefit to the community.

Strategic Goal

The information contained in this report aligns with the Strategic Goals of Asset & Financial Sustainability and Quality of Life. The projects proposed in this report will improve City-owned assets and increase access to, and the functionality of, community, recreation, and cultural facilities.

Background

- In Budget 2015, the Government of Canada (the Government) announced the CIP 150. Program details were released in May 2015, and the City directly submitted or endorsed five projects for funding under this version of the program.

- In August 2015, the Government announced that the City would receive total funding of \$810,000 for two projects: (1) \$310,000 for White Buffalo Youth Lodge (roof replacement); and (2) \$500,000 for the replacement of various play structures throughout the city.
- In Budget 2016, the Government announced that the program would be renewed, for a total of \$150 million over two years and delivered by Regional Economic Development Agencies. WD is responsible for administering the program in Western Canada (British Columbia, Alberta, Saskatchewan, and Manitoba).
- WD has received a total \$46.2 million to allocate for CIP 150 projects in the four provinces.
- On May 17, 2016, the Government released the eligibility details for the CIP 150. It also announced that the program intake would be open from May 24 to June 22, 2016.

Report

1. Overview of the Canada 150 Community Infrastructure Program:

The CIP 150 supports projects that rehabilitate, renovate, and expand existing community infrastructure, as part of the Government's coordinated approach to celebrate the 150th anniversary of Confederation in 2017. The program invests \$150 million to eligible projects that rehabilitate existing community facilities across Canada.

The funding is allocated on a regional basis, and is being delivered by the federal government's regional economic development agencies. As such, WD will deliver the program in Western Canada, including Saskatchewan. To support this role, WD has been allocated a total of \$46.2 million to provide funding for eligible projects in Western Canada (British Columbia, Alberta, Saskatchewan, and Manitoba).

The program provides 50% federal government funding for eligible projects, up to a maximum of \$500,000 per project. Federal funding from all sources (e.g. Gas Tax Fund) cannot exceed 50% of the total cost of the project.

The direction for the 2016 version of the program has changed to focus on the key priorities of the government: (1) recreation and sport; (2) climate change; and (3) support for indigenous communities and/or peoples. In other words, priority will be given to projects that can help advance these priorities. However, projects that meet the general criteria of the program may also be considered.

The City, and its wholly-owned corporations, are eligible to apply for funding. So are (a) a not-for-profit entity; (b) an entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis settlements); and (c) a First Nation government.

Eligible applicants must directly own the infrastructure assets, facility, or land which are being renovated or have a long-term lease in place with permission from the owner to undertake renovations.

In terms of eligible projects, WD will invest in projects undertaking renovations to existing community infrastructure. Examples of eligible projects include:

- recreational facilities including local arenas; gymnasias; swimming pools; sports fields; tennis, basketball, volleyball, or other sport-specific courts; or other types of recreational facilities;
- parks; recreational trails, such as fitness trails and bike paths;
- community centres (including legions);
- cultural centres and museums;
- campgrounds;
- tourism facilities;
- docks;
- libraries;
- cenotaphs; and
- other existing community infrastructure for public benefit.

The program does not apply to new infrastructure projects, and an applicant can submit more than one project. Projects must be substantially completed by March 31, 2018, in order to be eligible.

2. Projects for Submission:

Following the release of the 2016 CIP 150 criteria, the Administration undertook a process to evaluate potential projects that would be eligible for funding under the program. Specifically, the Administration reviewed the program application guidelines, and then developed its own internal criteria to evaluate potential projects. Some of the criteria considered by the Administration is that all potential projects should:

- have its own funding source (for the City's share of funding);
- where possible, maximize program funding;
- provide broad community appeal; and
- offer high visibility.

As a result of this review, the City is applying for, or endorsing, a total of nine projects – four internal and five external. In terms of the external projects, one submission, Lakeridge Community Association playground structure, did not make it on the list of endorsed projects because it would not maximize program funding. However, the Committee may decide to include this project.

Attachment 1 provides a list of four projects that the Administration recommends submitting directly to WD for consideration under the CIP 150. The attachment includes the name of the project, a brief description of the project, and estimated project costs.

The City of Saskatoon has included the Western Development Museum (WDM) Parking Lot Upgrade Project in its list because the WDM is ineligible to apply directly to the CIP 150, as it is considered an agency of the provincial government. The program does not allow projects to be submitted by facilities that are owned and operated by provincial ministries.

Attachment 2 provides a list of five projects that the City could also endorse for submission to the CIP 150. Like Attachment 1, it includes the name of the project, a brief description of the project, and estimated project costs.

The projects in Attachment 2 are located either on or in City-owned assets, but the City has entered into partnerships with not-for-profit community organizations to deliver programs or services, such as the MVA and the SPCA. These organizations will apply directly to WD for CIP 150 funding and provide their own project funding, should any or all of them be successful with their respective applications.

One reason why these projects are being included is because they are on City-owned land and/or within City-operated facilities. For example, the MVA Trail is on City-owned land, but is maintained by the MVA. As a result, the CIP 150 guidelines require that, to be eligible, these projects require permission from the owner – in this case, the City – to undertake renovations. This is why the City is being asked to endorse the project submissions.

Options to the Recommendation

Option 1:

The Governance and Priorities Committee may recommend that the Administration apply for other projects not included on the list in Attachment 1. However, given the very tight timelines to submit project applications, this option is not recommended, as it will delay the submission process, and the City would lose the opportunity to receive funding under the program.

Option 2:

The Governance and Priorities Committee may recommend that the Administration do not apply for funding under the program. If so, many of the projects that are in need of upgrades, but lack the funding to undertake the improvements, will be delayed until the City can fully fund the projects through its own revenue sources.

Public and/or Stakeholder Involvement

The City of Saskatoon has discussed the CIP 150 with its various community partner organizations such as the MVA, Zoo Foundation, the Saskatoon SPCA, the Friends of the Bowl Foundation, WDM, and the OSP Community Development Corporation. These organizations have submitted letters to the City requesting endorsement of their projects for application to CIP 150.

The City has reviewed these requests based on program eligibility requirements and the general criteria to assess the merits of each project. As a result of this review, all projects meet general criteria and CIP 150 eligibility requirements.

Communication Plan

A communication plan is not required at this point. However, if, and once, the project(s) are approved for funding, a communication plan will be developed in conjunction with

WD. There will likely be a public funding announcement for any of the successful projects.

Financial Implications

As noted, the CIP 150 provides up to 50% funding of eligible costs, for eligible projects, up to a maximum of \$500,000 per project. This means that the City can leverage 50% federal funding to make necessary improvements to community infrastructure. The provincial government is not a participant in this program.

All City-owned projects listed in Attachment 1 have a funding source to match any CIP 150 funding. The actual funding required by the City will be dependent upon which project(s) are approved and the eligible costs for the project(s).

Other Considerations/Implications

There is no policy, environmental, Privacy, or CPTED implications or considerations at this time.

Due Date for Follow-up and/or Project Completion

If any or all of the projects provided in Attachment 1 and 2 are successful in receiving CIP 150 funding, the Administration will report to the Governance and Priorities Committee on such an outcome and identify the next steps in the process.

Public Notice

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

Attachments

1. The City of Saskatoon’s Canada 150 Community Infrastructure Program Projects
2. Community-Based Canada 150 Community Infrastructure Projects Requiring the Endorsement of the City

Report Approval

Written by: Mike Jordan, Director, Government Relations

Reviewed by: Lynne Lacroix, Director, Recreation and Community Development

Approved by: Murray Totland, City Manager

Attachment 1

Canada 150 Community Infrastructure Program - City-Owned Projects (June 20, 2016)

Organization	Project Name	Project Description	Estimated Project Cost
City of Saskatoon	Field House Track and Bleacher Replacement	This project entails the replacement of the failed rubberized surface of the 5,559 square meters of main track area, as well as the adjacent bleacher seating at the Saskatoon Field House.	\$2.1M
City of Saskatoon	Play Structures Replacement	This project involves the repair and modification of the City's play structures located throughout the City's playgrounds to address safety concerns, and the phased rebuilding or replacement of the old structures that cannot be repaired.	\$1.0 M
City of Saskatoon	Forestry Farm Park and Zoo Entrance Road Repair and Washroom	This project consists of repairing approximately 1 km of roadway by milling out the existing asphalt roadway, building it back up, repaving, trimming hedges back from roadway, and installing drainage in appropriate locations. With the new zoo entrance, completion of the Potash Corp Ark Exhibit and the installation of the Lion's Event Pavilion, a year-round washroom block is required to accommodate needs of the guests.	\$1.11M
City of Saskatoon	Accessibility to Saskatchewan Inspired History – WDM Saskatoon Phase I Site Improvements	Accessibility to the Western Development Museum (WDM) is compromised by the poor state of repair of the entrance and foregrounds. Phase I includes tendering and completion of excavation; fill and backfill of the current outdoor space and parking lot.	\$1.2M

Attachment 2

Canada 150 Community Infrastructure Program - Community-Based Projects (June 20, 2016)			
Organization	Project Name	Project Description	Estimated Project Cost
Meewasin Valley Authority	Trail Upgrades: Mendel Building to Weir	This project will construct an upgrade to the primary trail between the Mendel site and the Weir. The proposal includes expanding the trail to 6 metres, new seating nodes, and vegetation management to improve views to the river. The proposed upgrade will also provide for full accessibility of this trail segment and increase capacity for use projected to 2043.	\$1.29 million
Friends of the Bowl Foundation	Upgrades to Gordie Howe Sports Complex	This is a multi-faceted project that will: (a) replace the spectator seating with bleachers and media boxes at Saskatoon Minor Football Field; (b) replace the backstop at Gordie Howe Field to bring it up to National standards; and (c) provide upgrades and additions to the Speedskating Oval, which includes grading to the track area, paving the apron adjacent to the track, new timing clock, and new event mats.	\$3.7 million
Saskatoon SPCA	Upgrades to SPCA Facilities	This is a multi-faceted project that: (a) fixes building deficiencies to addresses issues of public safety, Occupational Health & Safety, air quality, temperature control, and disease prevention; (b) installs low flow toilets and other water saving devices, and solar panels to augment conventional energy use, thus reducing monthly costs while promoting sustainability; and (c) provides land improvements that increase recreational opportunities for Saskatoon families and their pets, such as improvements to the three fenced dog parks and walking paths.	\$800,000
OSP Community Development Corporation	Upgrades to the Toboggan Hill at Optimist Hill Winter Recreation Park	This project will excavate and restructure the toboggan hill at Optimist Hill within Diefenbaker Park. It will include four or five groomed lanes for snow tubing, and create a snowboarding area.	\$1.5 million
Zoo Foundation	Play Structure & Entrance Sign Replacement	This project will replace the existing, old play structure at the Zoo with a full size accessible play structure. It will also replace the Zoo entrance gateway sign to demark the new Zoo entrance.	\$560,000

June 14, 2016

Office of the City Clerk
City of Saskatoon
222 Third Avenue N
Saskatoon, SK S7K 0J5

**RE: Request to Speak to Governance and Priorities Committee – June 20, 2016
Support for Meewasin Trail Infrastructure Upgrade and Application to Canada 150
Community Infrastructure Program**

Meewasin is preparing to submit an application to Canada 150 Community Infrastructure Program that will celebrate Canada's 150th anniversary of confederation by celebrating our achievements and building for the future. It is an opportunity to reflect on, and deepen, our sense of what it means to be Canadian, as well as to inspire a new era of optimism and hope across the country. The Canada 150 Community Infrastructure Program aims to support projects that celebrate our collective community spirit and recognizes the pride Canadians have for their communities.

Meewasin plans to request the maximum \$500,000 from the program to upgrade the infrastructure for one of the oldest, most popular, and dangerous sections of the Meewasin Trail. This .7 km section of the Meewasin Trail follows the South Saskatchewan River on the west bank from Kinsmen Park and the Mendel site (future Children's Discovery Museum) to Meewasin Riverworks (Weir). This infrastructure replacement will be a significant improvement to the existing primary trail of 43 km.

The proposed Meewasin Trail upgrade (map attached) is within the Saskatoon city limits and will ultimately be a 6 metre wide, accessible, paved asphalt trail that will also include the replacement of the high voltage 3 pole electrical structure at the intersection of Queen Street and Spadina Crescent E, in collaboration with Saskatoon Light & Power. This part of the Meewasin Trail has also been designated as part of the Trans Canada Trail. Detailed design has been done to determine where drainage structures, retaining walls, railings, signs, seating nodes, and other amenities are to be situated and has been approved by the Meewasin Valley Authority Board of Directors.

Meewasin's 2014 Trail Study identified this section of the Meewasin Trail, from the Mendel site (future Children's Discovery Museum) to Meewasin Riverworks (Weir), as the busiest and narrowest section of the Trail. It is expected that this area will become more congested as Saskatoon's population continues to grow. Using the data collected during this study, this section of Trail, during peak times, is expected to exceed 600 people per hour in 2023 (Alta Planning + Design 2014).

As a result, the recommendation for the Meewasin Trail, and particularly this section, is to build to accommodate future growth on one of North America's busiest trails (per capita) by:

- Building the Meewasin Trail to be accessible throughout the Meewasin Valley (e.g. all ramps have a maximum grade of 5%, cross slopes do not exceed 2%, and curb cuts are provided at entrances and exits. Upgrade the sites that do not meet these requirements; and
- Provide for projected carrying capacity by adopting recommended trail widths.

The current trail through this section of the valley is used by so many pedestrians and cyclists that it is dangerous at peak times. The trail upgrade will accommodate many activities - walking, running, and cycling and is integral to the city's active transportation network.

The estimated cost for this phase of infrastructure upgrade is \$1.2 million. Receipt of the Canada 150 grant will make proceeding to the construction phase much more viable.

We are requesting the City of Saskatoon provide a letter of support for Meewasin's application to the Canada 150 Community Infrastructure Program. Your letter, as the landowner, is required for the application to be considered. The deadline for applications is June 22, 2016.

Sincerely,



Lloyd Isaak
Chief Executive Officer
lisaak@meewasin.com

June 14, 2016

Office of the City Clerk
City of Saskatoon
222 Third Avenue N
Saskatoon, SK S7K 0J5

**RE: Request to Speak to Governance and Priorities Committee – June 20, 2016
Meewasin Trail Infrastructure Upgrade Funding**

Saskatoon's South Saskatchewan River corridor contains significant natural and cultural assets of local and regional significance. Since its inception, Meewasin has been active as the steward of these most valued resources. Meewasin's focus on our three core mandates of conservation, education and development help us to uphold the original ideals of health, balance and fit as described in our 100 year plan.

A part of Saskatchewan's Trans Canada Trail network, we have one of the most well used and successful urban trail networks in North America, contributing significantly to the quality of life for both residents and visitors. The development of a world class corridor with numerous trails and nodes has been one result of many years of commitment and collaboration between Meewasin and its partners. As the city continues to grow and expand, ongoing investment will be necessary to upgrade existing infrastructure and to address expansion as the city's boundaries change and we link the network to other regional nodes.

The City's Recreation and Parks Master Plan noted in their list of priorities for Outdoor Recreation Facility Spaces that the shared use trail network/system ranked #1, and passive parks (including natural areas) ranked #2 overall. The Meewasin Trail and node network forms a significant component of Saskatoon's shared use and park/natural area system. In terms of a funding strategy it suggests that *"facilities accessible by the entire community and within the City's base level of service (e.g. walking trails, park furniture) be funded solely through public taxes."*

The City's Active Transportation Plan (ATP) also points to the Meewasin Trail network as an important component. It states, *"The City will continue to work with Meewasin as a partner and support the implementation of the recommendations in the Meewasin Trail Study. New pathways identified in the Meewasin Trail Study are also identified as part of the ATP's proposed bicycle network."* Multi-use pathways are noted as one of the most effective bicycle facilities for increasing ridership as part of "A Network for All Ages and Abilities (AAA)". The purpose of a AAA network is to provide an interconnecting system of bicycle facilities that is comfortable and attractive for all users. The ATP proposes to increase all commuting mode share to 20% by 2023 and to double walking and cycling trips to 24% of all daily trips and 15% of all commute trips by 2045.

Meewasin's recently completed Trail Study provides a snapshot of the existing Meewasin Trail network within the City of Saskatoon and makes recommendations to address the condition of the trail, and to accommodate growth and increases in use as the City grows. Significant trail infrastructure upgrades are recommended that will address both trail condition and projected use for the next thirty years. Preliminary estimates total over 15 million dollars to address the top ten priority trail upgrades and another 8 million dollars to complete high priority gaps within the trail network.

It is apparent based on recent research and planning work completed by Meewasin and the City of Saskatoon that demands and expectations for the Meewasin Trail network is high and will continue to increase. Given the limited capital resources available to Meewasin, implementation of trail infrastructure upgrades would require phasing over multiple years which is not cost effective and is more disruptive. Economies of scale cannot be achieved, mobilization costs will be higher, inflationary factors could increase construction costs over time, and trail infrastructure will continue to deteriorate as work is deferred. Based on trail study projections there is over 23 million dollars of priority work to complete. Assuming a \$250,000 allocation annually, there is no possibility of achieving the upgrades recommended in the Trail Study within a reasonable timeframe.

Meewasin has begun planning and design work to implement trail infrastructure upgrades based on priorities outlined in the Trail Study. Phase one of design work is for the section of Meewasin Primary Trail from the Mendel site (future Children's Discovery Museum) to the south end of Meewasin Riverworks Weir (at Duke Street), currently our busiest section of trail. It is estimated that \$1.2 million dollars is needed to complete this initial phase. Currently funding in place is limited to \$250,000 of dedicated annual funding recently initiated by the City of Saskatoon. Grant applications such as 'Canada 150' can supplement these funds (\$500,000 will be requested), as well as ongoing fundraising requests

The present fiscal reality for Meewasin is one of relatively fixed statutory funding that does not adequately address the ongoing and growing needs of our three mandate areas of conservation, education and development. The recent Provincial Budget maintains only status quo funding for Meewasin and points to a review of their future commitment to this organization. This will result in impacts to our projects and programs such as the recent announcement of the closure of the Meewasin Valley Interpretive Centre and a reduction in funding for trail infrastructure upgrades. The City of Saskatoon has provided additional but conditional funding earmarked specifically for trail infrastructure upgrades. In order for upgrades to continue in any predictable manner, funding options need to be explored, including a revised funding formula, increases in funding, fundraising and ongoing collaboration with our partners at the City of Saskatoon.

We request the support and collaboration of the City of Saskatoon to explore options to settle our funding issues and to work with us through the Province's review process. We have learned that it will be important for the all partners to clearly articulate the benefits of the partnership.

Sincerely,



Todd Steelman
Board Chair, Meewasin Valley Authority

0465-1

From: Joan Champ <jchamp@wdm.ca>
Sent: Monday, June 13, 2016 1:16 PM
To: City Council
Subject: Form submission from: Write a Letter to Council

Submitted on Monday, June 13, 2016 - 13:15
Submitted by anonymous user: 69.11.119.88
Submitted values are:

Date: Monday, June 13, 2016
To: His Worship the Mayor and Members of City Council
First Name: Joan
Last Name: Champ
Address: Western Development Museum, Curatorial Centre, 2935 Lorne Avenue
City: Saskatoon
Province: Saskatchewan
Postal Code: S7J 0S5
Email: jchamp@wdm.ca
Comments:

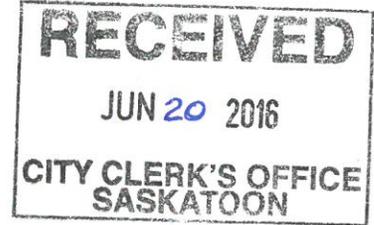
I am writing to request the opportunity to attend and speak at the Governance and Priorities Committee meeting at 1:00 p.m. on June 201, 2016. I would like to speak to the City Administration's report regarding application to the Canada 150 Community Infrastructure grant program for funding for WDM Saskatoon's parking lot improvement project.

There may be three or four of us from the Museum, including me, Board member Susan Lamb, WDM Manager Jason Wall, and Jen Pederson, WDM's Director of Development. I can confirm this prior to the meeting.

Thank you and best regards,
Joan Champ, CEO

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/101239>

From: Magel Sutherland <magel.sutherland@sasktel.net>
Sent: June 19, 2016 9:20 AM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Sunday, June 19, 2016 - 09:20
Submitted by anonymous user: 204.83.52.45
Submitted values are:

Date: Sunday, June 19, 2016
To: His Worship the Mayor and Members of City Council
First Name: Magel
Last Name: Sutherland
Address: 866 Delaronde Court
City: Saskatoon
Province: Saskatchewan
Postal Code: S7J 4A2
Email: magel.sutherland@sasktel.net
Comments:
To: Ms. Joanne Sproule, City Clerk
Re: Meeting of the Governance & Priorities Committee, Monday June 20th, 2016

Dear Ms. Sproule,
Per direction from Mr. Kevin Kitchen, Community Development Manager, City of Saskatoon we are writing to ask that City Council approve our request for a letter of support for a Canada 150 grant application for the Lakeridge Playground Project. Toward this end, we ask that this request for a letter of support be included at the same time that other Canada 150 projects are being considered at the meeting of the Governance and Priorities Committee on Monday June 20th.

The City of Saskatoon is partnering with the Lakeridge Community Association & the Lakeridge Playground Project Committee to replace the 27-year old community playground structure located in Crocus Park, Saskatoon, SK.

The current structure and the land upon which it is situated are owned by the City of Saskatoon. The new playground structure will be erected on the same site, and will also be owned and maintained by the City of Saskatoon.

The current playground structure has served as an important community focal point and gathering space since its installation in 1989. At that time, student enrolment at the adjacent Lakeridge Public School was just shy of 200 students. Enrolment at Lakeridge Public School is now at over 650 students.

The playground structure continues to serve as a focal point for the community and school, however it is no longer adequately serving the needs of the community in its present state. Due to age and heavy use, the structure is in poor shape, does not meet modern safety standards and lacks accessible features.

The Lakeridge Community Association (LCA), Lakeridge School Parent Council, Lakeridge Co-operative Preschool, Kids Time Child Care (school daycare), and the administration of Lakeridge Public School have all expressed the desire for a new playground at this site. In order to address this need, the Community Association has partnered with a group of volunteers to form the Lakeridge Playground Project (LPP) Committee.

The Community Association & Playground Committee have been fundraising in the community for this project since March 2014 with great success. We can confirm that \$55,000 in funding for this project is currently in place.

The City of Saskatoon is still in the process of budget planning for its parks projects in 2017. An application for a \$25,000 contribution via the Park Enhancement Program is currently under review by the City. This process is anticipated to be complete in early July. In the meantime, the Lakeridge Playground Project Committee will be continuing its fundraising efforts for the project.

The total cost for this project is estimated at \$160,000. A grant from the Canada 150 Community Infrastructure Program for 50% of the estimated project costs (\$80,000) would be transformative for our project. It will provide the balance of the funding we require in order to proceed with the renovation/rehabilitation of our playground infrastructure and allow us to do so by our goal date of fall 2017.

This project benefits from widespread support in our community. Our community members thank-you for your support and consideration of this request.

Sincerely,
Magel Sutherland
on behalf of the Lakeridge Playground Committee & Lakeridge Community Association

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/102571>

Public Transit Infrastructure Fund – Proposed Phase 1 Projects

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed Public Transit Infrastructure Fund strategy be approved in principle.
2. That the City of Saskatoon submit projects to the Government of Canada that meet the following criteria (identified in Attachment 2) for funding under Phase 1 of the PTIF:
 - a. Transit Related Infrastructure;
 - b. Fleet Renewal and Upgrades; and
 - c. Planning and Design to Expand and Improve the Transit System.

Topic and Purpose

The purpose of this report is to outline the proposed scope of work to be submitted for funding from Phase 1 of the new federal Public Transit Infrastructure Fund (PTIF).

Report Highlights

1. Phase 1 funding of the PTIF will cover projects that address the repair and maintenance of existing transit infrastructure, fleet renewal and upgrades, and planning and design for the expansion and improvement of existing transit systems.
2. The Administration has prepared a proposed scope of work for Phase 1 funding which will see immediate upgrades to the existing transit system, and prepare the city for the future through further development of the Bus Rapid Transit (BRT) system.
3. Once the City's application has been considered by the federal government, the Administration will develop further details with respect to the proposed projects and report back to City Council.

Strategic Goals

This report supports the strategic goal of Asset and Financial Sustainability by demonstrating that the City's planning is inspired by the idea that "we invest in what matters". The financial and physical resources under the City's care are used to address the needs of citizens today and tomorrow – focused on the long-term goal to manage the City in a smart, sustainable way.

This report also addresses the strategic goals of Moving Around and Sustainable Growth by focusing investments in support of effective and efficient transit service, which will in turn support the growth strategy outlined in the Growth Plan to Half a Million (Growth Plan).

Background

At its February 22, 2016, meeting, Governance and Priorities Committee considered a report that addressed both existing and emerging federal infrastructure funding programs.

Federal Budget

On March 22, 2016, the Government of Canada released its budget for the 2016/17 fiscal year, titled “Growing the Middle Class”. The budget announced a total of \$11.9 billion in new infrastructure funding over the next five years, largely for the repair and maintenance of existing infrastructure. On April 18, 2016, a report was brought to Governance and Priorities Committee outlining an overall strategy to address this new funding.

Growing the Middle Class Infrastructure Plan

Phase 1 of the Growing the Middle Class Infrastructure Plan (GMCIP) will focus on the rehabilitation of assets under the following three categories:

- Public Transit Infrastructure (\$3.4 billion over 3 years)
- Green Infrastructure (\$5.0 billion over 5 years)
- Social Infrastructure (\$3.4 billion over 5 years)

Under the PTIF portion of the plan, Administration anticipates the City will receive \$17 - \$18 million from the Federal Government. The City and/or the Province will need to provide matching funds, leading to \$34 - \$36 million in total project value.

Phase 1 funding will focus on asset rehabilitation in public transit. The focus under Phase 2 will be on ambitious projects that will reduce urban transportation congestion, improve and expand trade corridors, and reduce the carbon footprint of the national energy system.

Growth Plan to Half a Million

On April 25, 2016, City Council approved the Growth Plan to Half a Million (Growth Plan) in principle. The transportation component of the Growth Plan outlined major future investments in roadways, bridges, and interchanges. Also, as part of that project, future directions for Saskatoon Transit were developed, including a range of transit services and a BRT system, to meet the growing demands of the city.

Report

Phase 1 PTIF Funding

Further program details for Phase 1 of the PTIF have been received. Projects that will be eligible for funding include:

1. repair and maintenance of existing transit infrastructure;
2. fleet renewal and upgrades; and
3. planning and design for the expansion and improvement of existing transit systems.

This new source of funding is significant in that it allows funding for immediate infrastructure renewal, in addition to planning and design for major system enhancements such as BRT which will then receive funding under Phase 2 of the PTIF. As such, the initiatives approved in the Growth Plan can now be further developed using funding from Phase 1 of the new PTIF. Many of the proposed projects advance the goal of enhancing the customer experience of transit, as shown in Attachment 1.

Proposed Scope of Work for Phase 1

Administration has explored the actions required to further the directions of the Growth Plan, and has developed a preliminary scope of work for projects that will qualify under the PTIF (See Attachment 2). Projects are required to be complete by March 31, 2018, to meet the terms of Phase 1 funding. Although March of 2018 is the current deadline that eligible expenses must be incurred by, there is a possibility this deadline could be extended. However, even if it is extended, the City must begin work now, and aggressively, in order to accomplish this work within the expected timeframe.

The recommended projects include infrastructure investment, as well as the functional and detailed design work that will be required in order to construct a BRT system in Saskatoon. This includes dealing with at-grade rail crossings, which will be resolved by grade separations at crossings critical to transit, or possible relocation of railways. For all projects, public engagement and communications will be undertaken as part of the work program.

Further Details to be Developed

The preliminary scope of work outlines a range of projects that will begin to implement the Growth Plan, and advance Transit's Fleet Renewal Strategy. Once the City's application for the PTIF has been accepted for funding, the Administration will proceed to further detail the work program for each project and report back to Committee and Council for approval before advancing.

Options to the Recommendation

City Council can choose to support an alternative funding strategy which may include applying for different projects.

Public and/or Stakeholder Involvement

As this project focuses on implementing initiatives that have emerged from the Growth Plan, the public and stakeholder engagement conducted throughout the development of the Growth Plan is important to reference. For a summary of the engagement, please refer to the report "Growth Plan Summit: Growth Plan to Half a Million Engagement Process and Results", which was received at the March 14, 2016, Governance and Priorities Committee meeting. In June 2015, the Growth Plan team engaged Inshtrix Research Inc. to administer a representative online survey of 800 residents. The survey results showed that there was generally high levels of support for the initiatives contained in the Growth Plan.

Communication Plan

At the Growing Forward Summit held in March 2016, the Administration invited Jarret Walker, an international expert on transit systems, to present the options that are

available to Saskatoon when designing a new transit system. One of the key opportunities is to shift from a pure coverage model to a coverage and frequency model, and a considerable investment in transit infrastructure would be required to accommodate this shift. Since Mr. Walker's presentation, there has not been an opportunity to engage in a public discussion on what this might mean for Saskatoon, and whether there is a consensus on the balance of service between coverage and frequency – something that Mr. Walker suggested is a decision that typically reflects community values.

The Administration is recommending an opportunity for further public opinion on the philosophical matter of coverage and frequency given the capital investment that will be required; for example, to implement BRT. This opportunity for more public opinion would not impact the need to meet the funding plans and deadlines outlined in this report; rather, the two courses of action could occur simultaneously.

Subject to approval from City Council, the Administration would gather this input through the on-going project communications and engagement plan. A wide range of communication tools will be used as these projects advance in order to reach as many citizens as possible, as well as the affected stakeholders for each project. Public service announcements, media advisories, print/radio/online ads, videos, social media, portable billboards, handbills, posters, and utility bill inserts will all be considered. In addition, targeted flyers, invites and emails will also be used at different stages to raise awareness of events and input opportunities. Stakeholder meetings, website information, as well as formal reports to Committee and Council, will also form part of the communication and engagement approach.

Financial Implications

The Federal Government has allocated \$29 million to Saskatchewan under Phase 1 of the PTIF. The allocation is based on Saskatchewan's share of national transit ridership. Given that Saskatoon's share of provincial ridership is approximately 63%, it is estimated that the City of Saskatoon will receive approximately \$17 million for Phase 1 of the PTIF. Federal funding will provide up to 50% for eligible projects, and the City and/or the Province will be required to fund the remaining 50%.

The 2016/17 Provincial Budget, released on June 1, 2016, did not allocate any provincial funding to the PTIF, nor did it reveal the City's official funding allocation. As a result, the City's financial contribution for Phase 1 projects of the PTIF could be as low as \$5.7 million should the Province contribute 33%; or as high as \$17 million if the Province does not contribute any funding. If the provincial contribution is 25%, then the City's contribution is estimated at \$8.5 million.

As approved at the April 18, 2016, Governance and Priorities Committee meeting, the City's matching contribution will be from reallocated funding by using Building Canada Funds for water and wastewater projects and reallocating an equal dividend from the utilities to fund public transit.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The Administration will report back to the Governance and Priorities Committee once the City’s official allocation and the level of provincial participation under Phase 1 of the PTIF are known. This report will include further details on the work to be undertaken for this funding.

The Administration will bring forward specific reports on actions related to plan implementation, whether they be actions identified as the scope of work for the PTIF funding; actions contained within the first ten-year plan, 2017 to 2026; or new plans or studies related to significant actions that may be implemented beyond 2026.

The Administration will prepare and provide yearly implementation reports to identify upcoming projects and initiatives allowing for refinements. During the Annual Business Plan and Budget process, City Council will provide final direction via budget allocations.

Public Notice

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

Attachments

1. Growth Plan Initiatives to Enhance Transit Customer Experience (June 20, 2016)
2. Preliminary Scope of Work for PTIF Projects (June 20, 2016)

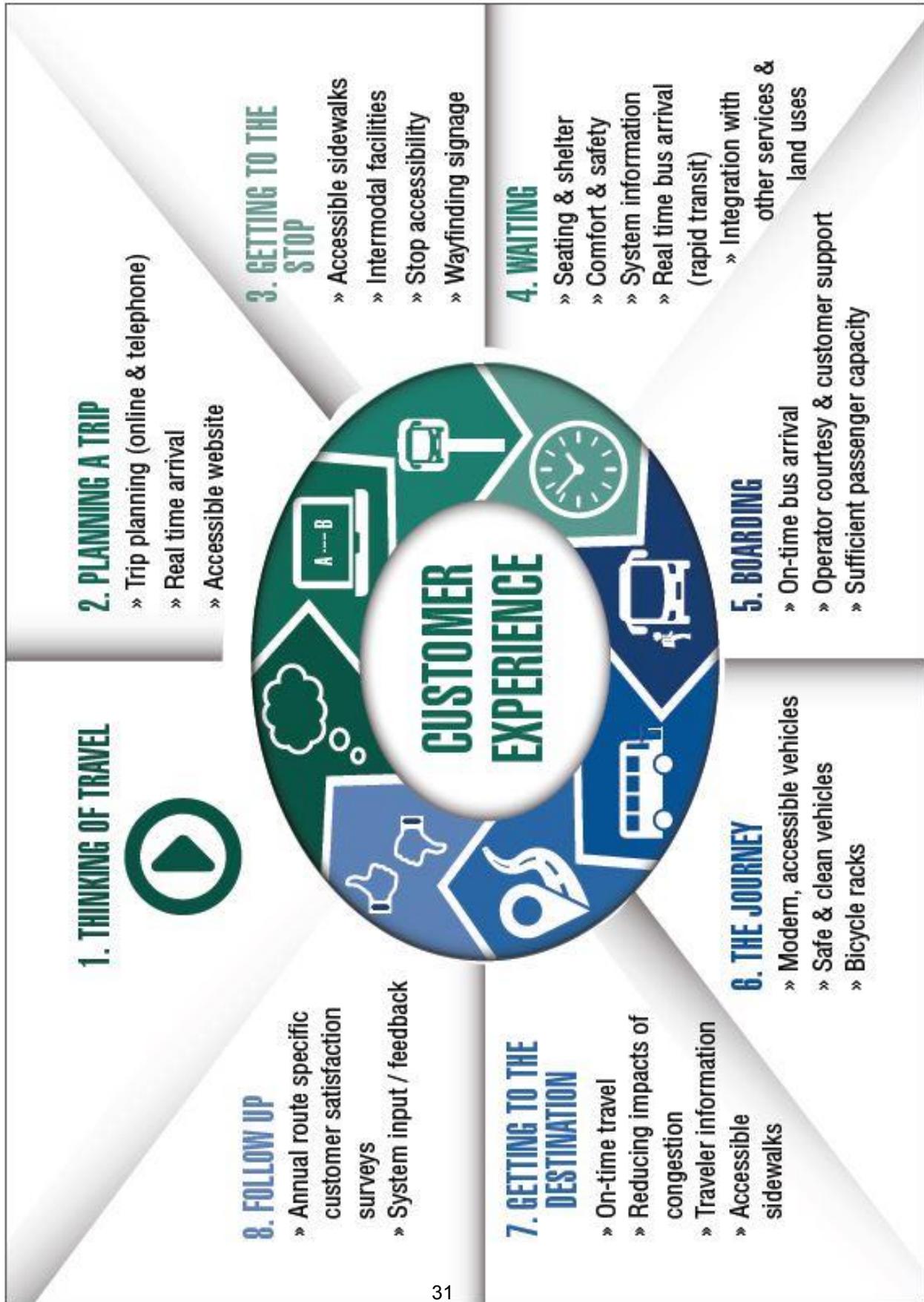
Report Approval

Written by: Lesley Anderson, Project Manager, Growing Forward!
Jim McDonald, Director, Saskatoon Transit
Angela Gardiner, Director, Transportation
Mike Jordan, Director, Government Relations

Reviewed by: Jeff Jorgenson, General Manager, Transportation and Utilities
Randy Grauer, General Manager, Community Services
Catherine Gryba, General Manager, Corporate Performance
Kerry Tarasoff, General Manager, Asset and Financial Management

Approved by: Murray Totland, City Manager

Growth Plan Initiatives to Enhance Transit Customer Experience
(June 20, 2016)



Preliminary Scope of Work for PTIF Projects

(June 20, 2016)

Transit Related Infrastructure**Estimated Cost: \$6 Million**

- Shelter Improvements and Network Accessibility:
 - Install new shelters and refurbish current shelters, including the potential installation of stations at locations to be determined.
 - Complete installation of sidewalks, sidewalk ramps, and crosswalks at locations along, and accessing, transit corridors with installations aimed at improving accessibility.
- BRT Customer Infrastructure:
 - Station design and requirements
 - Park and Ride facility design and requirements
- Intelligent Transportation and Data Requirements:
 - Develop a comprehensive intelligent transportation system strategy.
 - Purchase and install automatic passenger counters in conventional fleet.
 - Complete outfitting of conventional and Access fleets with transit signal priority equipment.
 - Complete outfitting of conventional and Access fleets with audio visual recording equipment.
 - Upgrade the transit computer aided dispatch system as part of the new control centre in the Civic Operations Centre.

Fleet Renewal and Upgrades**Estimated Cost: \$22 Million**

Purchase up to 40 conventional buses and up to 12 Access buses over the period 2016 to 2018, to improve the accessibility of the fleet, reduce the average age of the fleet, and increase passenger comfort.

Planning and Design to Expand and Improve the Transit System**Estimated Cost: \$7 Million**

- Bus Rapid Transit (BRT) Indicative Detailed Design:
 - BRT corridor functional plan and preliminary roadway design
 - Transit corridor zoning analysis and strategy

- Transit corridor water and wastewater servicing and implementation strategy
- Feasibility study and functional design of rail grade separations throughout system
- Feasibility study of rail relocation to reduce impacts to transit operations and overall congestion
- Public engagement and communications

Project Summary

	Total Cost*
Transit Related Infrastructure	\$6,000,000
• Shelter Improvements and Network Accessibility	
• BRT Customer Infrastructure	
• Intelligent Transportation and Data Requirements	
Fleet Renewal and Upgrades	\$22,000,000
• Conventional Buses	
• Access Buses	
Planning and Design to Expand and Improve Transit System	\$7,000,000
• BRT Indicative Design and Detailed Functional Plan	
TOTAL ESTIMATED COST	\$35,000,000

*The respective allocations between categories are estimates, and subject to further refinement.

Clean Water and Waste Water Fund: Accelerated Water and Sewer Rehabilitation Program

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the Administration prepare and submit an application for funding under the Government of Canada's Clean Water and Wastewater Fund for an Accelerated Water and Sewer Rehabilitation Program; and
2. That the Administration proceed with an initial phase of \$10 million in water main capacity improvement and sewer rehabilitation projects in 2016, as outlined in this report.

Topic and Purpose

The purpose of this report is twofold:

- (1) To provide the Committee with background information on the Government of Canada's new Clean Water and Wastewater Fund (CWWF); and
- (2) To seek Committee approval to utilize the CWWF for an Accelerated Water and Sewer Rehabilitation Program.

Report Highlights

1. In Budget 2016, the Government of Canada announced a \$2 billion CWWF which generally provides funding for the rehabilitation of water distribution and wastewater and storm water collection systems.
2. CWWF allocations to municipalities have not been determined yet and will be negotiated with the provincial government. It is possible that the City of Saskatoon may receive between \$12-20 million from the federal share of the CWWF to invest in water and sewer upgrades.
3. In order to take advantage of the CWWF, the Administration is recommending a strategy of proceeding with \$10 million of additional water and sewer rehabilitation work beginning in 2016.

Strategic Goals

This report supports the Strategic Goals of Quality of Life and of Asset and Financial Sustainability by improving water main capacity and reliability, removing lead service lines (LSLs), and rehabilitating sanitary sewer mains. Water main capacity upgrades will help ensure that minimum water flows are being met and improving quality of life. Renewing water and sewer mains will increase asset sustainability. Removing LSLs from Saskatoon's inventory improves quality of life by virtually eliminating the need for affected property owners to take daily action to reduce their exposure to lead in their drinking water.

Background

At its meeting held on May 9, 2016, the Standing Policy Committee on Environment, Utilities and Corporate Services received a report from Administration outlining plans to prepare the preliminary 2017 Business Plan and Budget based on the recommended lead service line replacement and water main capacity improvement strategy provided by Administration.

Report

Government of Canada Clean Water and Wastewater Fund

On March 22, 2016, the Government of Canada released its budget for the 2016/17 fiscal year. The 2016 budget announced a total of \$11.9 billion in new infrastructure funding over the next five years, largely for the repair and maintenance of existing infrastructure and divided among three general categories: 1) Public Transit Infrastructure, 2) Social Infrastructure, and 3) Green Infrastructure.

One of the programs announced within this framework—under the green infrastructure category—is the \$2 billion Clean Water and Wastewater Fund (CWWF). The intent of the CWWF is to accelerate short-term municipal investments, while supporting the rehabilitation of water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

The CWWF also focuses on meeting immediate priorities for clean water and wastewater to support a cleaner and healthier environment for communities. The CWWF will provide funding to the following general types of projects:

- Capital projects for the rehabilitation of water treatment and distribution systems, and wastewater and storm water collection, conveyance and treatment systems;
- Separation of existing combined sewers and/or combined sewer overflow control;
- Initiatives that support system optimization and improved asset management including studies and pilot projects related to innovative and transformative technologies;
- Design and planning for upgrades to wastewater treatment infrastructure to meet federal regulatory requirements; and
- New construction projects, including the construction of naturalized systems for management and treatment of wastewater and storm water, if the projects will be completed within the program timeframe.

Costs are permitted to be incurred from April 1, 2016, to March 31, 2018. For additional clarity, the CWWF funding must be incremental; it cannot replace funds that the City had already planned to spend during this funding period.

The Province of Saskatchewan has been allocated \$89.3 million under the CWWF, but there is no direct allocation to municipalities to date. Funding allocations to municipalities will be negotiated with the provincial government. The province is also expected to participate financially in eligible municipal projects under the CWWF. The federal government will fund up to 50% of eligible costs and it is expected that the

province and municipalities will fund the remaining 50% of eligible costs. However, the funding split between the province and municipalities still needs to be determined.

Recommended Strategy to Accelerate the Water and Sewer Rehabilitation Program

The May 9, 2016, report to the Standing Policy Committee on Environment, Utilities & Corporate Services outlined the need to rehabilitate 28 kilometers of low-capacity water mains. In order to help accomplish this, it is estimated that the City of Saskatoon could see funding contributions under the CWWF that would allow it to invest a total of approximately \$30 million in water and sewer projects by March 31, 2018. This would allow the City to dramatically accelerate the recommended water main capacity improvement and LSL replacement program.

CWWF funding will also be utilized to accelerate water main replacements in locations where water mains are not meeting desired service levels due to water main breaks. Additionally, it will be used for the rehabilitation of sanitary mains that have been identified as requiring rehabilitation in order to maintain structural integrity.

As noted earlier, the CWWF guidelines indicate that project costs can be incurred as of April 1, 2016. In other words, even if formal approval of City related CWWF projects is not explicitly granted once the project starts, the City is still able to incur eligible costs, retroactive to April 1, 2016. Subsequently, 50% of the incurred eligible costs would be submitted to be covered under the CWWF.

Given the retroactivity of the CWWF, the recommended strategy is to proceed immediately with \$10 million in additional water and sewer improvement projects, to start in the 2016 construction season. Proceeding in this manner will prevent overloading the 2017 construction season with too many projects in any given area of the city. Based on the current backlog of water and sewer improvement projects, the overall program would include work in neighbourhoods developed prior to 1970, generally inside Circle Drive.

The program will be developed by the Administration to mitigate the overall impact to citizens by thorough consideration of traffic management, property access, temporary water supply, and other considerations. The program will also be designed to optimize the replacement of lead service lines and replacement of pavement surfaces that are nearing the end of their service life.

Proceeding immediately with this program would allow the City to benefit from the CWWF and reduce the impact that the recommended water main capacity improvement strategy will have on utility rates in the pending 2017–2019 Utility Rate approval report.

Options to the Recommendation

As an alternative to the recommendations provided in the preceding, there is the option to review and proceed with the strategy recommended in the May 9, 2016, report to the Standing Policy Committee on Environment, Utilities and Corporate Services.

Public and/or Stakeholder Involvement

This report is based on past reports that include data and initiatives that were developed in conjunction with the Saskatoon Fire Department, Public Works, Construction & Design, and Saskatoon Water divisions.

Public input was also taken into account when developing service levels for water main replacement programs and lead connection replacement programs.

Communication Plan

Communications plans will be developed for all projects that are developed as part of the recommended accelerated water main capacity improvement program.

Financial Implications

Capital Project #1615 is used for the preservation of the water distribution system and Capital Project #1616 is used for the preservation of the sanitary collection system. These capital projects are funded through the Infrastructure Levy of the Water Utility Rate.

Preservation projects are planned capital work, such as water main replacements, service line replacements, and water and sewer main lining. For 2016, funding is approved to upgrade the City's water and wastewater system as follows:

- \$1.6 million for LSL replacements;
- \$5.4 million for water main replacements;
- \$3.7 million for sanitary main preservation.

Through the CWWF funding program, this will allow for double the amount of work to be undertaken in 2016. The \$10 million cost of this incremental work requires a source of funding in order to commence the work as soon as possible. The strategy is to cash flow this amount from the City's cash balances (with interest) until the federal and/or provincial funding is confirmed and received. The senior government funding as well as the City's contributing share (funded through the utility reserves) will be used to repay the advancement of the required project funding in 2017 and 2018.

In the event CWWF funding is not approved for these projects, the Administration would re-evaluate the allocation to the 2017 capital program to compensate for the 2016 expenditure and repayment of the cash flow advancement.

Environmental Implications

The activities associated with water and sewer preservation programs require the use of energy, equipment and materials, and the resulting generation of greenhouse gas emissions. However, effective delivery of the program will maximize the functional lifespan and prolong the replacement date of these assets. The overall impact on greenhouse gas emissions is not known at this time.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

More information on Utility Rate impacts will be presented in the 2017 – 2019 Utility Rate approval report.

Public Notice

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

Report Approval

Written by: Stephen Wood, Manager, Water & Sewer Preservation
Reviewed by: Rob Frank, Manager, Asset Preservation Section
Reviewed by: Dan Willems, Director of Major Projects
Reviewed by: Reid Corbett, Director of Saskatoon Water
Reviewed by: Mike Jordan, Director of Government Relations
Reviewed by: Kerry Tarasoff, General Manager, Asset & Financial Management Dept.
Reviewed by: Jeff Jorgenson, General Manager, Transportation & Utilities Dept.
Approved by: Murray Totland, City Manager

GP SW – Clean Water and Waste Water Fund: Accelerated Water and Sewer Rehabilitation Program

Communications Support to Councillors – Update (January 1, 2016 – May 31, 2016)

Recommendation

That the information be received.

Topic and Purpose

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

Strategic Goal(s)

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

Report

City Council, at its meeting held on June 10, 2013, approved the preliminary parameters and guidelines for communications support to Councillors, which included providing the Governance and Priorities (formerly Executive) Committee with usage updates.

In this regard, attached is a report update for the period January 1, 2016 to May 31, 2016.

Due Date for Follow-up and/or Project Completion

A further update will be provided to the Committee in September, 2016.

Public Notice

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

Attachment

1. Update as of May 31, 2016

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Communications Support to Councillors – June 2016 Update.docx

Process Date	Document	Description	Debit	Clr	Credit	Cost	Ind. Balance
CLARK, Charlie							
						\$0.00	
						\$0.00	
						\$0.00	\$0.00
DAVIES, Troy							
09-Feb	R560174	WHCA Volunteer Appreciation - Advertising/Sponsorship	\$500.00	x		\$500.00	
09-Feb	R560173	Saskatoon City Hospital Foundation - Black Tie Bingo (2 tickets)	\$700.00	x		\$700.00	
12-Feb	R560182	Mount Royal Community Association Newsletter Advertising	\$200.00	x		\$200.00	
23-Feb	R560198	Swinging with the Stars fundraising event (2 tickets)	\$370.00	x		\$370.00	
29-Apr	R560291	Chamber Luncheon for Mayor Atchison (1 ticket)	\$31.50	x	1.50	\$30.00	
						\$0.00	
						\$0.00	
						\$0.00	\$1,800.00
DONAUER, Randy							
11-Feb	R560177	Fundraiser for Persecuted Christians (2 tickets)	\$50.00	x		\$50.00	
10-Mar	R560226	Hindu Society of Saskatchewan - Annual Vegetarian Banquet (2 tickets)	\$130.00	x		\$130.00	
24-Mar	R560261	NSBA Luncheon ft. Paul Martin (2 tickets)	\$63.00	x	3.00	\$60.00	
29-Apr	R560272	Chamber Luncheon for Mayor Atchison (1 ticket)	\$42.00	x	2.00	\$40.00	
25-May	R566331	Saskatoon Leader Impact Forum w/Sonja Salmon (1 ticket)	\$40.00			\$40.00	
25-May	R566331	SHCA steak night fundraiser (2 tickets)	\$40.00			\$40.00	
						\$0.00	
						\$0.00	
						\$0.00	\$360.00
HILL, Darren							
29-Jan	R560155	HBPMKW Community Association - Newsletter Advertising	\$225.00	x		\$225.00	
14-Mar	R560229	CHEP good food inc. Fundraiser - Art Auction (1 ticket)	\$100.00	x		\$100.00	
05-Apr	R560233	Glass Slipper event in support of The Princess Shop (1 ticket)	\$85.00	x		\$85.00	
						\$0.00	
						\$0.00	
						\$0.00	\$410.00
IWANCHUK, Ann							
02-Feb	R560146	Bus Stop sign rental @ McCormack & Fairlight - Dec/Jan	\$145.95	x	6.95	\$139.00	
23-Feb	R560193	Bus Stop sign rental @ McCormack & Fairlight - Jan/Feb	\$145.95	x	6.95	\$139.00	
24-Mar	R560262	Pacific Heights Community Association - Newsletter Ad	\$100.00	x		\$100.00	
29-Mar	R560260	Bus Stop sign rental @ McCormack & Fairlight - Feb/Mar	\$145.95	x	6.95	\$139.00	
10-May	R560294	Bus Stop sign rental @ McCormack & Fairlight - Mar/Apr	\$145.95	x	6.95	\$139.00	
						\$0.00	
						\$0.00	
						\$0.00	\$656.00
JEFFRIES, Zach							
08-Feb	R559857	Canada Post - Mailing Services - Charged to Printing Services	\$1,124.60	x	53.55	\$1,071.05	
						\$0.00	
						\$0.00	
						\$0.00	\$1,071.05

LOEWEN, Mairin						
01-Jan	R553796	Glass Slipper event in Support of The Princess Shop (1 ticket)	\$75.00	x		\$75.00
21-Jan	R560139	Distribution - ward brochures	\$2,128.32	x	96.74	\$2,031.58
02-Feb	R560146	Read Saskatoon - LIT UP! 2016	\$65.00	x		\$65.00
21-Jan	R560140	Pennco Portables - Sign rental (Jan.6 - Feb.6)	\$217.75	x	10.25	\$207.50
15-Feb	R560190	Pennco Portables - Sign rental (Feb.6 - Mar.6)	\$217.75	x	10.25	\$207.50
29-Mar	R560260	GTNT Indigenous Art Auction Fundraiser (1 ticket)	\$100.00	x		\$100.00
07-Apr	R560256	SDLC - Labour Community Service Award Dinner (1 ticket)	\$40.00	x		\$40.00
29-Apr	R560271	Chamber Luncheon for Mayor Atchison (1 ticket)	\$42.00	x	2.00	\$40.00
13-May	R560298	Graphic design - town hall postcard	\$200.00			\$200.00
26-May	R566333	Printing & distribution - town hall postcards	\$3,563.37		161.97	\$3,401.40
						\$0.00
						\$0.00
						\$0.00
						\$6,367.98

LORJE, Pat						
07-Apr	R560257	Guadalupe Parish Fundraiser - Don Burnstick (1 ticket)	\$25.00	x		\$25.00
07-Apr	R560257	Hindu Society of Saskatchewan - Annual Vegetarian Banquet (1 Ticket)	\$55.00	x		\$55.00
29-Apr	R560293	Musee Ukraina Museum Fundraising Gala (2 tickets)	\$160.00	x		\$160.00
10-May	R560297	Newsletter Ad - King George Community Association	\$45.00	x		\$45.00
10-May	R560296	Memorial gift (flowers) - Sister Theodosia	\$103.84		4.72	\$99.12
18-May	R566324	St. David's Trinity United Church - Ham Supper (2 tickets)	\$30.00			\$30.00
						\$0.00
						\$0.00
						\$0.00
						\$414.12

OLAUSON, Eric						
03-Feb	Rec#1849331	Bulk Family Leisure Tickets (2 pkgs) - Prizes for Community Association	\$300.00	x	14.28	\$285.72
23-Feb	R560195	Promotional items - four football jerseys	\$440.00	x	20.00	\$420.00
						\$0.00
						\$0.00
						\$0.00
						\$705.72

PAULSEN, Tiffany						
02-Feb	R560146	Bus stop sign rental @ McKercher & Tait - Dec/Jan	\$141.75	x	6.75	\$135.00
02-Feb	R560146	Bus stop sign rental @ 8th & McKercher - Dec/Jan	\$141.75	x	6.75	\$135.00
23-Feb	R560193	Bus stop sign rental @ McKercher & Tait - Jan/Feb	\$141.75	x	6.75	\$135.00
23-Feb	R560193	Bus stop sign rental @ 8th & McKercher - Jan/Feb	\$141.75	x	6.75	\$135.00
04-Mar	R560216	Rosewood Community Association - Spring Newsletter Ad	\$75.00	x		\$75.00
29-Mar	R560260	Bus stop sign rental @ McKercher & Tait - Feb/Mar	\$141.75	x	6.75	\$135.00
29-Mar	R560260	Bus stop sign rental @ 8th & McKercher - Feb/Mar	\$141.75	x	6.75	\$135.00
08-Apr	R560259	LUGO (Remai Modern fundraiser) preparty (1 ticket)	\$150.00	x		\$150.00
10-May	R560294	Bus stop sign rental @ McKercher & Tait - Mar/Apr	\$141.75	x	6.75	\$135.00
10-May	R560294	Bus stop sign rental @ 8th & McKercher - Mar/Apr	\$141.75	x	6.75	\$135.00
		Bus stop sign rental @ McKercher & Tait - Apr/May	\$141.75		6.75	\$135.00
		Bus stop sign rental @ 8th & McKercher - Apr/May	\$141.75		6.75	\$135.00
						\$0.00
						\$0.00
						\$0.00
						\$1,575.00



— City of —
Saskatoon

OFFICE OF THE MAYOR
DONALD J. ATCHISON
MAYOR

June 14, 2016

Ms. Joanne Sproule, City Clerk
(Governance and Priorities Committee)

Dear Ms. Sproule:

RE: Summary of Expenditures – Communications Allowance, Mayor’s Office

For the information of the Governance and Priorities Committee, please find attached a summary of the expenditures of the communications allowance for the Mayor’s Office for the period January 1, 2016 to May 31, 2016.

Sincerely,

A handwritten signature in black ink that reads "Donald J. Atchison".

Donald J. Atchison
Mayor

Attachment

**Communications Allowance - Mayor's Office (Staff)
January 1 - May 31, 2016**

Travel Expenses for Conferences and Meetings		
Within Canada	\$	1,538.42
International		0
Travel Total	\$	1,538.42
Miscellaneous Expenses		
	\$	121.40
Advertising		
Saskatoon Express	\$	960.00
Star Phoenix	\$	818.80
Advertising Total	\$	1,778.80
Car Allowance		
	\$	2,405.90
Salary / Payroll Costs		
	\$	38,688.08
Grand Total	\$	44,532.60

2016 Budget: \$ 125,000.00
Total Spent: \$ 44,532.60

2016 Local Government Elections - Appointment of Returning Officer

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to inform the Governance & Priorities Committee of the appointment of a Returning Officer for the 2016 Local Government Elections.

Strategic Goal

The information contained in this report aligns with the Strategic Goal of Continuous Improvement and the four-year priority to pursue opportunities to “modernize” civic government to reflect best practices, changing demands, etc.

Background

City Council passed Bylaw No. 9370, *The Returning Officer Appointment Bylaw, 2016*, at its meeting held on April 25, 2016. The Returning Officer is to perform all duties and functions prescribed under *The Local Government Election Act, 2015* as well as related administrative duties in accordance with the *Act*, bylaws and policies of the City. The City Clerk is to set the remuneration and term of office of the Returning Officer, supervise the Returning Officer with respect to non-statutory duties and provide administrative support as required.

The position was posted on the City’s website, advertised in the local press and circulated to the City Clerks’ Associations of Saskatchewan and Alberta and to the Office of the Saskatchewan Chief Electoral Officer.

Report

In accordance with Bylaw No. 9370, *The Returning Officer Appointment Bylaw, 2016*, I am pleased to advise that Ms. Catherine Folkersen has been appointed Returning Officer effective May 26, 2016, for the 2016 Local Government Elections.

Ms. Folkersen has worked in the Saskatoon community for over 30 years, with over 12 years in management and senior management roles. She has experience in election management and operations federally, provincially and with outside boards of directors.

Key staff in the City Clerk’s Office will be performing administrative functions related to the 2016 Local Government Elections and assisting the Returning Officer in carrying out her duties. The office of the Returning Officer is located on the second floor, north wing of City Hall.

Communication Plan

A copy of this report will be provided to the Public and Separate School Boards for information.

Policy Implications

There are no policy implications at this time.

Public Notice

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

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Admin Report – Appt of RO.docx

Saskatoon Municipal Review Commission:
Remuneration Committee Report



Saskatoon, Saskatchewan
Originally Submitted April 18, 2016

Revised May 30, 2016 – Note Pages 43 – 52 include a correction missed on the original submission

Saskatoon Municipal Review Commission Membership:

Paul Jaspar (Chair)

Linda Moulin (Vice-Chair)

Jennifer Lester

Charles Smith

Joan White

Merri-Ellen Wright

Researcher:

Yuzhu Liu

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Preface

On February 29, 2016, City Council approved a process for dealing with reports of the Saskatoon Municipal Review Commission (SMRC).

- The SMRC tables the report with City Council at a regular business meeting.
- Council receives the information and refers the report to a meeting of its Governance and Priorities Committee for discussion and, at the same time, refers the report of the SMRC to the Administration for review and written comment to the same meeting of the Governance and Priorities Committee.
- The report of the SMRC, along with comments of the Administration, are considered together at a meeting of the Governance and Priorities Committee. The chair of the SMRC should be in attendance and review the recommendations in detail with the Committee. Likewise, Administration would present its comments or feedback to the Committee.
- The Governance and Priorities Committee may defer and refer any aspect of the report to seek further clarification from either the SMRC and/or the Administration.

Executive Summary

The guiding principles of the SMRC are accountability, transparency, fairness, and predictability. Bearing in mind these guidelines, the SMRC has identified several areas of Council remuneration and benefits that will be addressed in the following recommendations:

Tax Treatment of Salaries

Recommendation 1: Request the Government of Saskatchewan to change *The Cities Act* in order to permit municipalities to adopt fully taxable remuneration for mayors and councillors.

Remuneration Policy (C-006)

Recommendation 2: No change should be made in the current linkage and adjustment formulas for the Mayor's salary.

Recommendation 3: Change the Deputy Mayor section of the Council Remuneration Policy document to state that all Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.

Recommendation 4: Maintain the current method of determining Councillors' salaries but increase percentage to 46% of the Mayor's salary in recognition that compensation for Deputy Mayor duties would now be incorporated in the Councillor's base salary.

Communications Allowance

- Recommendation 5: Change the name of Communications Allowance to Communications and Constituency Relations Allowance (CCRA).
- Recommendation 6: Eliminate (1) the General Entertainment section from the Guidelines and Parameters of the allowance, (2) the “gift baskets and flowers for constituents for special occasions” from the Gifts and Promotions section, and (3) “business contacts” from the list of groups hosted by Councillors that are eligible for reimbursement.
- Recommendation 7: Combine the Gifts and Promotions section of the guidelines with the Hospitality Expenses section and rename *Constituency Relations*.
- Recommendation 8: Change the Responsibility of City Clerk’s Office section to indicate all expenses will be posted quarterly within 60 days of the end of the quarter.
- Recommendation 9: Add to the General Guidelines section a statement that in the year of a civic election the allowance cannot be used from September 1 through October 31.
- Recommendation 10: Add to the General Guidelines section a statement that, in the year of an election, 8/12 of the allowance will be allocated to the sitting Council, and 2/12 of the allowance will be allocated to the newly elected Council.
- Recommendation 11: Add to the General Guidelines section a statement that no goods or services purchased with the allowance (including such purchases as a website annual domain registration or billboard signage) may be used during an election period.
- Recommendation 12: Change the wording to indicate that all of the guidelines and policies are applicable to Council as a whole--that is, to the Mayor as well as Councillors.
- Recommendation 13: Approve additional housekeeping changes:
- Clarify under the General Guidelines section that funds cannot be carried forward to the next fiscal year.
 - Add to the Reimbursements section that invoices/receipts must be dated.
 - Change references to the Executive Committee to the Governance and Priorities Committee or the Integrity Commissioner, as appropriate.
- Recommendation 14: Adopt revised guidelines as set out in Appendix III and establish them as Council policy with the understanding that a violation of the policy would be a violation of the Code of Conduct and any irregularities would be subject to investigation by the Integrity Commissioner.
- Recommendation 15: Once the revised guidelines are established as policy, require that a third party review of the allowance be conducted at least every two years in order to provide

additional guidance and perspective on the appropriate use of this fund. The review should include:

- usage of funds – by whom, where, and types of expense claims submitted;
- summary of impacts – in an attempt to measure community engagement through the fund;
- validation of expenditure appropriateness based on policy; and
- validation that the current policy reflects the needs of Council members and their constituents.

Following each review, Council should be provided the opportunity to revise the policy as appropriate.

Recommendation 16: Add to the Responsibility of the City Clerk’s Office section of the guidelines the responsibility for facilitating and coordinating with the Integrity Commissioner the bi-annual reviews of the fund. This can occur through the engagement of a third party committee or the issuance of a formal request for proposals from external vendors as determined by the Integrity Commissioner.

Support for Members of Council

Recommendation 17: That City Council consider adding an additional staff member (1 FTE) to the City Clerk’s Office. This position would be dedicated to providing support for Councillors.

Benefit Plan Provisions

Recommendation 18: If a member of Council who is enrolled in the SUMA Extended Health Plan is no longer eligible to receive benefits because of the benefit limitation placed on older plan members, that person shall be provided additional compensation equal to the employer’s premium cost for single coverage in the plan.

Background

In Saskatchewan *The Cities Act* (s.56.1) specifies that members of city councils are expected to set their own compensation, benefits, and allowances. Over the years, Saskatoon City Council has requested and received assistance in this task—notably, in 1980, from an independent commission headed by Judge J.B.J. Nutting and again, in 2005, from the City Administration as set out in a report to Council from Mr. B. Veltkamp. The process currently followed allows for orderly salary progression for both the Mayor and Councillors without requiring the direct involvement of the members of Council on an annual basis.

In 2014, Council passed Bylaw No. 9242 establishing the Saskatoon Municipal Review Commission (SMRC) as an independent commission with a mandate to review periodically certain areas of municipal governance, including matters relating to “the remuneration and benefits and any reimbursement or allowances for expenses to be paid to members of Council.”

The mandate of the SMRC's Remuneration Committee is set out as follows:

14. (1) The Remuneration Committee shall inquire into and make recommendations with respect to any or all of the following:
 - (a) the salaries to be paid to the Mayor and Councillors;
 - (b) the remuneration to be paid to a Councillor appointed as deputy mayor;
 - (c) professional allowances;
 - (d) vacation leave;
 - (e) health and disability benefits;
 - (f) pension benefits and additional retirement benefits;
 - (g) general in-town and out-of-town expenses;

- (2) The Remuneration Committee may inquire into and make recommendations with respect to the following:
 - (a) the support staff, facilities and equipment for members of Council;
 - (b) communications allowances.

Methodology

Information about municipal compensation practices for elected officials was gathered and assessed:

- The current compensation provisions for members of Council were posted on the SMRC website, and public hearings were held on June 16, 2015 at the Cosmo Civic Centre and on June 24, 2015 at the Lakewood Civic Centre. Citizens were encouraged to provide feedback through an online survey and through social media.
- The SMRC reviewed the current Council policy on remuneration of members of City Council (No. C01-006), the provincial legislative framework set out in *The Cities Act*, and Canada Revenue Agency's provisions for taxation of elected municipal officials (IT-292).
- An historical review was conducted using primarily the Nutting and Veltkamp reports to Saskatoon Council in 1980 and 2005, respectively, and a 2006 Province of Saskatchewan report on MLA indemnity prepared by an independent review committee chaired by Mr. A. Wakabayashi.
- The SMRC undertook an extensive review of the compensation provisions followed by other Canadian cities. The decision was made to focus on a sample of sixteen cities, concentrating on larger cities in western Canada (Calgary, Edmonton, and Winnipeg) and a sample of smaller, non-suburban cities across Canada. Two were eliminated from the

sample because current data were not available or not readily comparable. Components of remuneration reviewed included: compensation models, bases for setting salaries, and adjustment mechanisms; salary levels for mayors, councillors, and deputy mayors; travel, communications, and other allowances available to councillors; health, disability, pension/retirement, life insurance, death benefits, and vacation provisions; staff, facilities, equipment, and other support for councillors.

- The City Clerk’s Office very generously compiled and forwarded information it had available, made enquires requesting additional information, and made the administrative arrangements for two surveys—one to the cities in the comparison sample and one to city councillors.
- Mr. Yuzhu Liu, a doctoral student at the Johnson-Shoyama School of Public Policy, was contracted to provide research services, analyze the data, and assist the Remuneration Committee in preparing the information for decision-making purposes and for presentation in this report.

Findings

Public sector compensation can be a controversial subject, and this is especially true for the members of city councils in Saskatchewan who are expected to set their own remuneration in accordance with *The Cities Act*, which states: “56(1) Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council.” To many observers it presents a “no-win” situation for councils.

Salary Model. Over the years, Saskatoon City Council has avoided a measure of contentiousness by adopting a process recommended in 1980 by an independent commission headed by Judge J.B.J. Nutting. That process allows for orderly salary progression without requiring the direct involvement of Council on an annual basis (Nutting Report, Appendix VII).

The Nutting Commission articulated the general principle that “compensation payable should be sufficient to attract competent and well qualified community-minded persons to the offices of Mayor and Councillor.” The commission went on to say that the salaries paid to elected officials need to be balanced with “the fact that other forms of community service within the city are, for the most part, extended as a matter of civic concern and public duty without any recompense.” Because considerable time is normally required to carry out the duties of the Mayor of Saskatoon or a City Councillor, it becomes important to provide realistic compensation in order to allow citizens to make sufficient time available to perform the duties of these elected offices.

The Nutting Commission report recommended that the compensation of the Mayor and City Councillors be linked to the compensation of a Provincial Cabinet Minister, which is determined annually by the Provincial Government following careful consideration of comparable market data. Over the years, the level of the linkage has been adjusted several times. In 2005 the Mayor's salary was set at 85% of a Cabinet Minister's salary following a review and recommendations to Council by the City Administration. In this review, the office of Mayor was found to require at least a full-time commitment, but a differential of 15% was established to account for the difference between the Cabinet Minister's fully taxable salary and the Mayor's partially tax exempt salary. At the same time the salary formula for a City Councillor was raised from 30% to 45% of the Mayor's salary in recognition of the increased time commitment required of Councillors (Veltkamp Report, Appendix VIII).

The SMRC believes that, in general, the current remuneration levels for the Mayor and Councillors are commensurate with those of other cities of similar size. It is important to note, however, that there is considerable variation in the compensation profiles of Canadian municipalities: Variation occurs in the way cities are organized and their scope of responsibility, what council members are compensated for, how their salaries are taxed, whether members of council are expected to work full time or part time, what benefits and office support they are provided, and many other compensation factors. Given the challenges of gathering comparable data, the SMRC chose to focus on comparisons of base salaries (both actual salaries and their fully taxable equivalents) and, in the case of councillors, the ward density or average number of constituents per ward. The table and charts in Appendix I support the observation that the salary levels for both Mayor and Councillor are appropriate when compared with those of other similar-sized cities.

Annual Compensation Adjustment. The SMRC believes that the basic architecture of the Nutting commission formula has provided an adjustment mechanism that is transparent and simple, and over time it has been fair both to the members of Council and to the citizens of Saskatoon. It has the additional advantage of avoiding the direct involvement of Council with comparison issues that can be both complex and contentious.

Other cities use different mechanisms for adjusting salaries. Some of these include averaging the salaries of a comparison group of cities, incrementing salary levels by changes in the Consumer Price Index, linking salary increases in some way to the increases received by municipal workers, and directly tying elected officials' salaries to the average weekly earnings of a city or region. Each has merits and weaknesses.

While the Nutting model has served the City well, concern has been expressed that it is too reliant on the decisions of the Province. In the event of a reduction in the salaries of Cabinet

Ministers, for example, the salaries of the Mayor and Councillors would also be adversely affected. The SMRC acknowledges this could be the case but believes that an extraordinary event of this kind would warrant special consideration by Council. On balance, the advantages of the linkage with the salary of a Cabinet Minister outweigh possible disadvantages.

Tax Treatment of Salaries. Another significant feature arising from *The Cities Act* is set out in section 56(2), which states: “One-third of the total remuneration paid to a member of council is deemed to be paid with respect to general expenses incurred that are incidental to the discharge of the duties of a member of council.” When read in conjunction with a special provision for elected municipal officials in the federal *Income Tax Act* (see CRA Interpretation Bulletin IT-292), this statement is interpreted to mean that one-third of the salary for a member of a municipal council is considered to be a tax-free, non-accountable expense allowance.

In other words, the salaries of the Mayor and Councillors are one-third tax exempt, as allowed by the federal *Income Tax Act* and as required by the provincial *Cities Act*. The tax exemption option was introduced federally in 1947 for the purpose of helping to defray incidental expenses incurred by elected officials in the performance of their duties. In effect, this is a non-accountable general expense allowance that requires no receipts or other evidence of expenditure. The rationale for maintaining this tax exemption is to reimburse elected officials who are asked to support events and organizations by making donations or purchasing tickets that are not claimable expenses. In effect, the Mayor received \$40,475 in 2015 in the form of a tax-exempt allowance, and each Councillor received \$18,214.

	Mayor	Councillor
Salary (2015)	\$121,436.10	\$54,646.25
1/3 tax-exempt expense allowance	\$40,474.65	\$18,213.60
Net taxable earnings	\$80,961.45	\$36,432.65

Provincial MLAs had a similar arrangement until about ten years ago when the Government of Saskatchewan eliminated the tax-free allowances for MLAs in order to improve transparency, accountability, public understanding, and allow for meaningful comparisons of their salaries with those of other public and private jobs and occupational groups (Wakabayashi Report, 2006).

Part-Time vs. Full-Time Status of Councillors. The SMRC looked at the question of whether a Councillor in Saskatoon should be considered full time or part time. The SMRC noted that large cities are more likely to have full-time councillors than medium-sized cities. Among the cities in our sample, only Calgary, Edmonton, Winnipeg, and Halifax have full-time councillors.

Importantly, Calgary, Edmonton, and Winnipeg have significantly higher ward densities, and in these cities we also see higher level organizational features such as personal office staff for councillors, one or more offices for each councillor, and ward budgets of significant size.

The SMRC reviewed data from several sources, including responses to a survey, in order to estimate the amount of time Councillors spend on Council and Council-related duties (See Appendix V.) . Estimates of the average time spent by each Councillor to prepare for and attend Council and standing committee meetings, as well as to represent the City or Council on external bodies, ranged from 585 hours to 768 hours annually. Using the standard of 2,080 hours for annual, full-time employment, this amounts to a range from 28% to 37% of full time. These estimates probably represent the minimal time required for a Councillor to have a general understanding of the matters requiring consideration.

In addition to Councillors' required duties of office, there are a significant number of hours spent working with and for their constituents: Councillors' self-reported range for constituency work was from 240 to 900 hours annually, which is 12% to 42% of full time; the median was 360 hours per councillor or 17% of full time. Most Councillors acknowledge they manage their time in different ways, which makes it difficult to specify a standard number of hours required to perform the job or even what the parameters of the job are. Based on this review, the SMRC concluded that the office of Councillor in Saskatoon should continue to be characterized as a part-time commitment.

That said, the committee noted that some Councillors spend considerably more time than the reported median number of hours attending meetings and functions in their constituencies and responding to citizen enquiries. This is important work, valued by the community, and citizens are grateful for this service.

Communications Allowance. In 2013 Council allocated funds to provide communications support for members of Council. The Mayor was given an annual accountable allowance of \$100,000, each Councillor was allotted \$10,000, and another \$10,000 was provided to the City Clerk's Office to administer the funds.

Minutes of the June 10, 2013 Council meeting record approval of the preliminary parameters and guidelines for communications support to Councillors, with a further recommendation that this document "be reviewed after the first year, including a review of allocations in an election year." This planned review was deferred in order to include it in the mandate of the SMRC.

The purpose of the Communications Allowance is vague, and the enumerated allowable expenditures are not, strictly speaking, always related to communications. The preliminary parameters and guidelines suggest permissible expenditures in diverse areas: advertising and

promotion; books and magazines; general entertainment; general office supplies; gifts and promotions; hospitality expenses; newsletters and flyers; professional and contract services; and websites, social media tools, software and accessories. (See Appendix II, pp. 36-41.) All Councillors' expenses charged to the fund for 2013 and 2014 have been posted in some detail on the City's website. The SMRC was impressed with this transparency and the accountability built into the fund's purchasing and reimbursement procedures.

The SMRC sees considerable potential for this fund as a resource for Councillors to help them effectively and efficiently perform the duties of their office. It complements office and travel supports already provided by the City. (See Appendix II, pp. 32-36.) In addition, it can be drawn upon to provide additional assistance for constituency services in the form of preparing newsletters, answering and directing enquiries, coordinating events, and performing basic research into issues of interest to ward members. That said, the SMRC questioned whether the fund might be used in some situations to provide an unfair advantage to incumbents seeking re-election and whether taxpayers should be asked to fund Councillors' activities that may be viewed to represent more self-interest than public service.

The SMRC sees a value in renaming the fund and reshaping its use to increase support for the formal duties of the office and constituency services and provide less support for social and promotional activities.

According to Council policy, the other significant source of funds available to members of Council is the non-accountable, general expense allowance arising from one-third of their salary being "designated as having been paid in respect of general expenses incurred incidental to the discharge of the duties of the respective office." (See Appendix IV.) This general expense allowance is a totally discretionary allowance for which there are no guidelines, no receipts are required, and no expenses are reported. The SMRC noted there may be considerable overlap between the areas of support funded by the Communications Allowance and the intended purpose of the non-accountable, general expense allowance granted to elected officials.

With these observations in mind and in the interest of promoting accountability, transparency, and fairness for Council members and the citizens of Saskatoon, the SMRC has prepared recommendations, including a revised name for the fund and revised guidelines and parameters, for the consideration of Council.

Remuneration of Deputy Mayor. The office of Deputy Mayor rotates among the Councillors on a monthly schedule, and the current practice is to compensate all Councillors \$20 each month, with an additional \$20 per half day for those occasions when a Councillor is required to fulfill the

Mayor's duties in the Mayor's absence. This particular remuneration practice has been criticized by Councillors who consider it cumbersome and not very meaningful.

Other Components of Compensation. Other elements of compensation including vacation leave, professional allowances, health and disability benefits, pension benefits and additional retirement benefits, general in-town and out-of-town expenses, support staff, facilities, and equipment for members of Council were considered, and two areas were suggested for additional review.

First, there is a concern that the support for Councillors' administrative needs cannot be met with current resources available through the City Clerk's Office. While the Communications Allowance provides a resource for Councillors to arrange for part-time, contract assistance, it generally has not been used for this purpose. The SMRC notes that this mode of support may be most suitable for certain types of tasks such as conducting research, writing newsletters, arranging events, and performing other types of constituency work. Certain routine administrative tasks can often be discharged more efficiently and effectively by a person who is familiar with the procedures and systems of the City such as a person employed in the City Clerk's Office. To meet these administrative needs, additional resources may be required for the City Clerk's Office.

The second area relates to an equity concern raised about a restriction applying to older persons enrolled in the SUMA Extended Health Plan. This is a cost-shared group benefit plan that is offered to all members of Council. The plan contains no restrictions on the overall amount of benefits that will be paid out, except that plan members who are 65 or older are limited to a total benefit payment of \$10,000. Once that limit has been reached, no more extended health care benefits will be paid. This type of limitation is not considered to be age discrimination in health insurance plans because the Saskatchewan Human Rights Code still authorizes such plans to treat persons over 65 years old differently "for reasonable and bona fide reasons."

Recommendations

Tax Treatment of Salaries

Recommendation 1: Request the Government of Saskatchewan to change *The Cities Act* in order to permit municipalities to adopt fully taxable remuneration for mayors and councillors.

Current practice:

The salaries of the Mayor and Councillors are currently one-third tax exempt as required by *The Cities Act*.

Rationale:

Over the years, many cities in Canada have chosen to use formal expense allowances to pay for expenses incurred by elected officials, and at the same time municipalities have increasingly adopted fully taxable salaries in the interest of fairness, accountability, and transparency. The practical consequences of this policy reform are the elimination of a “hidden” allowance which potentially can generate suspicion and unnecessary confusion about who should pay for what and what should be considered to be legitimate expenses of the office.

Calgary, Winnipeg, Sherbrooke, Guelph, and Victoria are the cities in the SMRC’s comparison sample that have eliminated the tax free allowance. Other Canadian cities that have made this change include Toronto, Vancouver, Ottawa, and Hamilton. The SMRC endorses a change to a fully taxable salary model as a means of improving the accountability, transparency, and fairness of the Mayor’s and Councillors’ salaries, as well as improving the comparability of salaries and public understanding. Unfortunately, in Saskatchewan, this option is not available. *The Cities Act* does not currently permit municipalities in the province to convert elected officials’ salaries to the fully taxable model. Following the 2006 Wakabayashi Report, the Saskatchewan government changed the salaries of its MLAs to a fully taxable model.

Amendments to *The Cities Act* may not be considered for some time, but the SMRC recommends that Council request an amendment that would allow municipalities in Saskatchewan the choice of fully taxable or partially tax exempt salaries. The question of whether Saskatoon City Council would choose to move to fully taxable salaries could then be considered by Council at a future date.

Remuneration Policy (C01-006)

Recommendation 2: No change should be made in the current linkage and adjustment formulas for the Mayor’s salary.

Current practice:

The Mayor’s salary is set at 85% of a provincial Cabinet Minister’s salary. (See Appendix IV.)

Rationale:

The Mayor’s current remuneration is commensurate with that of mayors of other cities of similar size. It is important to note, however, that there is considerable variation in compensation profiles among Canadian municipalities: Variation occurs in the way cities are organized, how they choose to pay for meeting attendance, how salaries are taxed, what office support and benefits are provided, and many other compensation factors. Because of the challenges involved in gathering comparable data, the SMRC has chosen to rely in large part on comparisons of base salaries (both actual salaries and fully taxable equivalents), city size, and ward density for an indication of how Saskatoon compares with

other cities. The table and charts in Appendix I support the observation that the salary level of the Mayor is appropriate when compared with the mayors' salaries of other similar-sized cities. That said, the SMRC acknowledges that the Mayor and Councillors did not receive a salary increase in 2015 because of a wage freeze imposed on Saskatchewan government ministers and senior officials; none the less the salary of the Mayor appears to be at an appropriate level in comparison with other benchmarked cities. The current mechanism for determining the Mayor's salary allows for an understandable and orderly salary progression without directly involving City Council on an annual basis.

Recommendation 3: Change the Deputy Mayor section of the Council Remuneration Policy document to state that all Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.

Current practice:

The office of Deputy Mayor rotates among the Councillors on a monthly schedule. In recognition of this, each Councillor receives \$20 each month and is eligible for an additional \$20 per half day for those occasions when the Councillor is fulfilling the Mayor's duties in the Mayor's absence.

Rationale:

The SMRC heard suggestions that the current remuneration practice for Deputy Mayor is not very meaningful. The role of Deputy Mayor is more or less shared by all Councillors. Each Councillor serves as Deputy Mayor in a monthly rotation schedule. Incorporation of the compensation for Deputy Mayor duties into Councillors' base salaries would be equitable and would simplify the payments.

Recommendation 4: Maintain the current method of determining Councillors' salaries but increase percentage to 46% of the Mayor's salary in recognition that compensation for Deputy Mayor duties would now be incorporated in the Councillor's base salary.

Current practice:

Councillors' salaries are set at 45% of the Mayor's salary.

Rationale:

The table and charts in Appendix I support the observation that the salary level of the Councillors is appropriate when compared with those of other similar-sized cities. Increasing the formula for Councillors' salaries from 45% of the Mayor's salary to 46% would compensate Councillors for Deputy Mayor duties, streamline the payments to Councillors, increase Councillors' base salaries by a small amount, and reduce unnecessary administrative detail. The total cost of this increase, based on 2015 salary levels, is estimated to be \$9,400 to \$9,600 annually.

The basic compensation framework for Saskatoon Councillors' salaries is sound. As in the case with mayors, there is no standardized compensation profile for municipal councillors. In the public forums, some members of Council indicated they were comfortable with this type of formula because it is both transparent and predictable.

Communications Allowance

If *The Cities Act* is changed and Council chooses to adopt fully taxable salaries, there will be an opportunity to rationalize the various expenditures and needs of both Council members and their constituents. Until that time, however, the SMRC is recommending a number of interim changes to the Communications Allowance in the interest of encouraging good governance, improving the oversight of the fund, and providing better support for Council members so they, in turn, can provide better services for their constituents. This might involve redirecting a portion of resources away from strictly promotional activities in order to hire contract assistants who can perform services needed to support the constituency. Appendix III sets out the proposed changes to the 2013 "Preliminary Parameters and Guidelines – Councillor Communications" as well as a draft of the revised parameters and guidelines incorporating the proposals contained in this report.

Recommendation 5: Change the name of the Communications Allowance to Communications and Constituency Relations Allowance (CCRA).

Current practice:

It is currently named the Communications Allowance.

Rationale:

The name change reflects the spirit and purpose for which the allowance should be used.

Recommendation 6: Eliminate (1) the General Entertainment section from the Guidelines and Parameters, (2) the "gift baskets and flowers for constituents for special occasions" from the Gifts and Promotions section, and (3) "business contacts" from the list of groups hosted by Councillors that are eligible for reimbursement.

Current practice:

The current guidelines provide for reimbursement of these expenses.

Rationale:

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

Recommendation 7: Combine the Gifts and Promotions section of the guidelines with the Hospitality Expenses section and rename *Constituency Relations*.

Rationale:

The general purpose of both categories of expenses should be to support good constituency relations. Combining these sections would simplify the document.

Recommendation 8: Change the Responsibility of City Clerk's Office section to indicate all expenses will be posted quarterly within 60 days of the end of the quarter.

Current practice:

The guidelines require annual posting.

Rationale:

More frequent expense postings would allow for better oversight and improved transparency.

Recommendation 9: Add to the General Guidelines section a statement that in the year of a civic election the allowance cannot be used from September 1 through October 31.

Current practice:

There are currently no stipulations with respect to the use of the fund during an election year.

Rationale:

In the interest of fairness, Council should prohibit any use of the allowance that would provide an advantage to sitting members of Council.

Recommendation 10: Add to the General Guidelines section a statement that, in the year of an election, 8/12 of the allowance will be allocated to the sitting Council, and 2/12 of the allowance will be allocated to the newly elected Council.

Current practice:

There are currently no stipulations with respect to the use of the fund during an election year.

Rationale:

Proration of the funds for the period from January through August and then from November through December will allow fair distribution among the pre-election period, the election period (during which the fund may not be used), and the post-election portion of the year.

Recommendation 11: Add to the General Guidelines section a statement that no goods or services purchased with the allowance (including such purchases as a website annual domain registration or billboard signage) may be used during an election period.

Current practice:

There are currently no stipulations with respect to the use during an election of goods and services purchased with the allowance.

Rationale:

In the interest of fairness, Council should prohibit any use of the allowance that would provide an advantage to sitting members of Council.

Recommendation 12: Change the wording to indicate that all of the guidelines and policies are applicable to Council as a whole--that is, to the Mayor as well as Councillors.

Current practice:

The current document specifies that the parameters and guidelines pertain to Councillors' use of the Communications Allowance. It is silent with respect to the parameters and guidelines expected of the Mayor.

Rationale:

There is a need to ensure that these funds are used for the purpose of supporting members of Council in the performance of their duties. The Mayor is a member of Council, and it would be unfair and inappropriate to permit the funds to be used to provide an advantage to any incumbent member of Council over other candidates for office.

Recommendation 13: Approve additional housekeeping changes:

- **Clarify under the General Guidelines section that funds cannot be carried forward to the next fiscal year.**
- **Add to the Reimbursements section that invoices/receipts must be dated.**
- **Change references to the Executive Committee to the Governance and Priorities Committee or the Integrity Commissioner, as appropriate.**

Recommendation 14: Adopt revised guidelines as set out in Appendix III and establish them as Council policy with the understanding that a violation of the policy would be a violation of the Code of Conduct and any irregularities would be subject to investigation by the Integrity Commissioner.

Current practice:

The current guidelines are only preliminary and have not yet been adopted as policy.

Rationale:

A policy linked to the Code of Conduct would provide a clear process for addressing any concerns about inappropriate use of the allowance. This would enhance fairness and accountability.

Recommendation 15: Once the revised guidelines are established as policy, require that a third party review of the allowance be conducted at least every two years in order to provide additional guidance and perspective on the appropriate use of this fund. The review should include:

- usage of funds – by whom, where, and types of expense claims submitted;
- summary of impacts – in an attempt to measure community engagement through the fund;
- validation of expenditure appropriateness based on policy; and
- validation that the current policy reflects the needs of Council members and their constituents.

Following each review, Council should be provided the opportunity to revise the policy as appropriate.

Current practice:

The current guidelines do not specify periodic reviews.

Rationale:

The SMRC has not had the opportunity to perform a full review of the usage of the allowance and the adequacy of the guidelines. Periodic reviews will ensure adequate oversight of the allowance and provide opportunities for continuous improvement based on experience.

Recommendation 16: Add to the Responsibility of the City Clerk's Office section of the guidelines the responsibility for facilitating and coordinating with the Integrity Commissioner the bi-annual reviews of the fund. This can occur through the engagement of a third party committee or the issuance of a formal request for proposals from external vendors as determined by the Integrity Commissioner.

Current practice:

The current guidelines do not specify periodic reviews.

Rationale:

In the interest of accountability and role clarification, it is important to identify the administrative office responsible for facilitating and coordinating the periodic reviews. The City Clerk's Office is in the best position to perform these tasks.

Support for Members of Council

Recommendation 17: That City Council consider adding an additional staff member (1 FTE) to the City Clerk’s Office. This position would be dedicated to providing support for Councillors.

Current practice:

Staff support for Councillors in the City Clerk’s office is nominally set at 0.25 FTE, but the actual time spent on Councillor support is estimated to be 0.50 FTE or more.

Rationale:

The SMRC heard at the public forums that Councillors need additional administrative support and that many of the tasks required can best be provided by an employee familiar the systems and procedures of the City. To help meet Councillors’ administrative needs and address the current shortfall in resources, the SMRC recommends increasing the staff complement of the City Clerk’s Office by one full-time position with the understanding that this position would be dedicated to Councillor support.

Benefit Plan Provisions

Recommendation 18: If a member of Council who is enrolled in the SUMA Extended Health Plan is no longer eligible to receive benefits because of the benefit limitation placed on older plan members, that person shall be provided additional compensation equal to the employer’s premium cost for single coverage in the plan.

Current practice:

A person who is age 65 or older and has reached the \$10,000 limit on benefits will receive no further benefits from the plan. The premium deduction for single coverage amounts to \$22.86 per month per elected official.

Rationale:

Payments made to the Council member could be used to pay for health costs or to mitigate the cost of private health insurance.

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Appendix I.

Municipal Salary Comparison

2016.04.15

Table

Market Comparison of Municipal Salary Levels

City	City Population ¹ (2011)	Year	Mayor's Salary	Tax exempt	Fully Taxable Salary Equivalent ²	Councillor's Salary	Tax exempt	Fully Taxable Salary Equivalent ²	Ward Density ³⁴ (2011)	Full-time or Part-time
Calgary	1096833	2015	\$216,402.00	All taxable	\$216,402.00	\$115,298.00	All taxable	\$115,298.00	76731	Full-time
Edmonton	812201	2015	\$176,145.00	1/3 tax exempt	\$198,515.00	\$99,994.00	1/3 tax exempt	\$111,083.00	66431	Full-time
Winnipeg	663617	2015	\$166,304.00	All taxable	\$166,304.00	\$95,040.00	All taxable	\$95,040.00	45187	Full-time
Halifax	390096	2014	\$168,449.50	1/3 tax exempt	\$194485.50	\$80,849.80	1/3 tax exempt	\$91180.80	24395	Full-time
London	366151	2013	\$104,258.00	1/3 tax exempt	\$117,927.00	\$32,969.76	1/3 tax exempt	\$35,353.76	26154	Part-time
Saskatoon	222189	2015	\$121,436.00	1/3 tax exempt	\$136,885.00	\$54,646.00	1/3 tax exempt	\$60,291.00	22928	Part-time
Kitchener	219153	2014	\$84,976.00	1/3 tax exempt	\$94,396.00	\$49,652.00	1/3 tax exempt	\$54,060.00	21915	Part-time
Windsor	210891	2015	\$86,895.23	1/3 tax exempt	\$96,390.00	\$28,770.48	1/3 tax exempt	\$30,992.48	20536	Part-time
Regina	193100	2015	\$110,435.00	1/3 tax exempt	\$124,161.00	\$36,812.00	1/3 tax exempt	\$40,003.00	19310	Part-time
Sherbrooke	154601	2010	\$139,081.00	All taxable	\$139,081.00	\$30,200.00	All taxable	\$30,200.00	25767	Part-time
Guelph	121688	2015	\$109,004.00	All taxable	\$109,004.00	\$33,433.00	All taxable	\$33,433.00	20281	Part-time
St. John's	106172	2013	\$108,743.00	1/3 tax exempt	\$122,404.00	\$50,411.00	1/3 tax exempt	\$55,505.00	10617	Part-time
Victoria	80017	2013	\$99,715.00	All taxable	\$99,715.00	\$39,886.00	All taxable	\$39,886.00	10002	Part-time
Saint John	70063	2012	\$38,000.00	1/3 tax exempt	\$41,124.00	\$12,666.67	1/3 tax exempt	\$13,242.67	17516	Part-time

¹ City populations similar to Saskatoon's are highlighted

² All calculations for fully taxable salary equivalents are generated with the Thompson Reuters tax calculator at <http://support.drta.ca/dtmax/eng/calculator>

using the salary year and province applicable in each case: The difference between the calculated tax payable for the full nominal salary and the tax payable for 2/3 of the nominal salary is added to the nominal salary to provide a grossed-up salary. The assumptions used include: no income from other sources; no allowable deductions; no CPP or EI contributions; and only the basic personal exemption tax credit

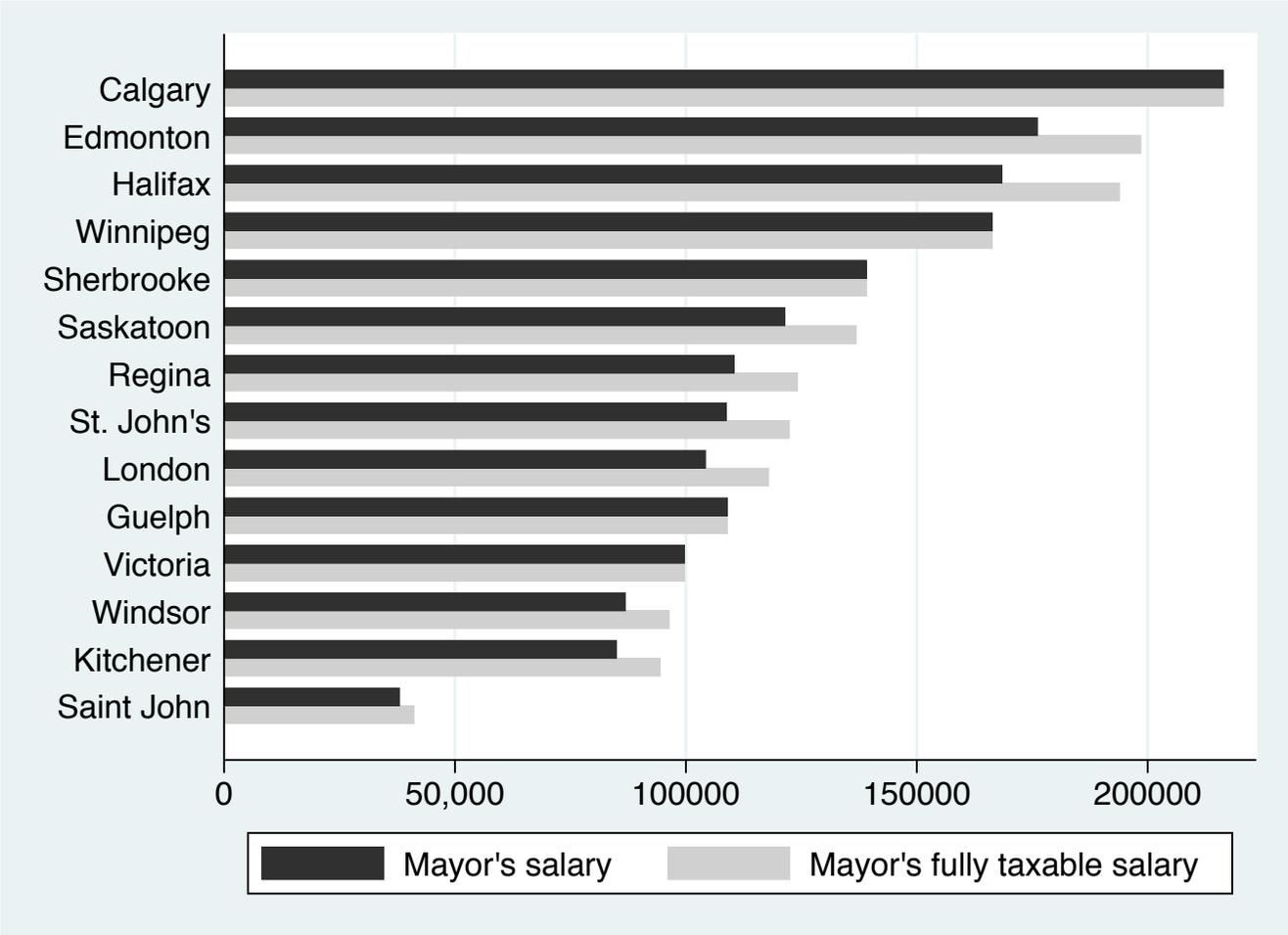
³ Ward density is defined as average number of residents per councillor

⁴ Ward densities similar to Saskatoon's are highlighted

Market Comparison Among Selected Municipalities Graphs

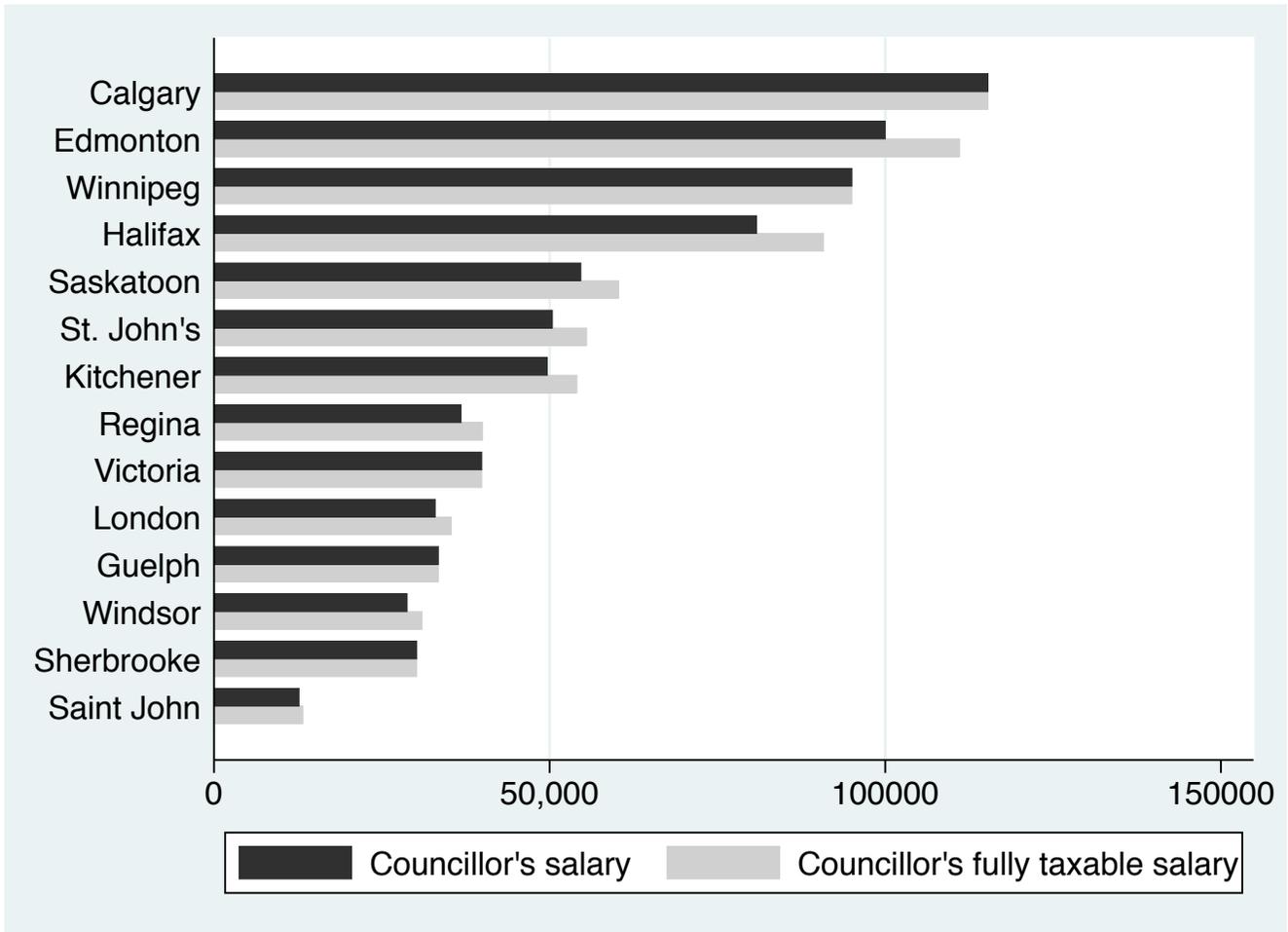
1. Bar chart: Nominal income and fully taxable income

1.1 Mayor's nominal salary and fully taxable salary (sort on mayor's fully taxable salary)



When sorting on nominal salary, the descending order among St. John's, London and Guelph is Guelph, St. John's and London. However, St. John's and London both rank higher than Guelph (fully taxable) when sorting on Mayor's fully taxable salary. Saskatoon's rank among the municipalities sampled does not change with this conversion.

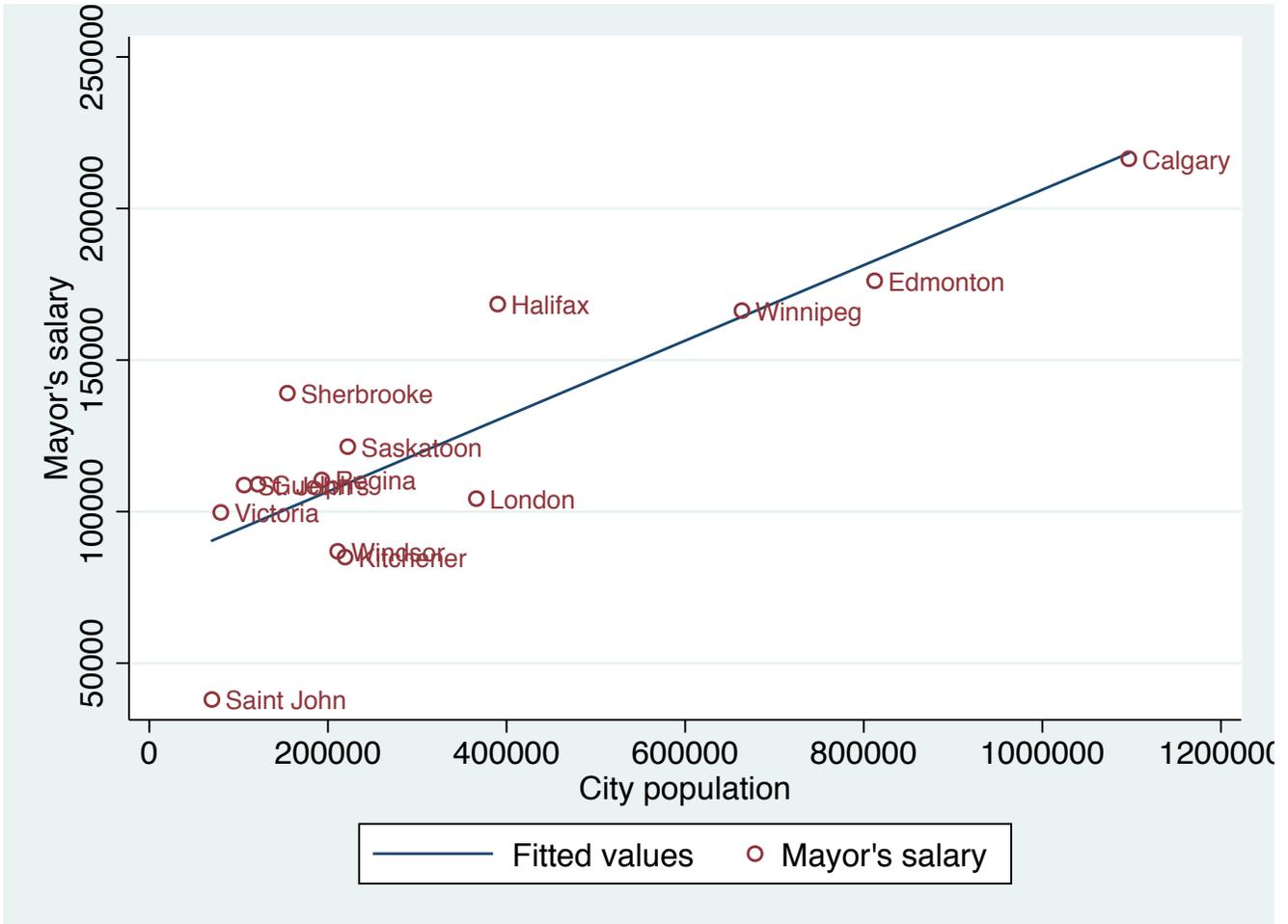
1.2 Councillor’s nominal salary and fully taxable salary (sort on council’s fully taxable salary)



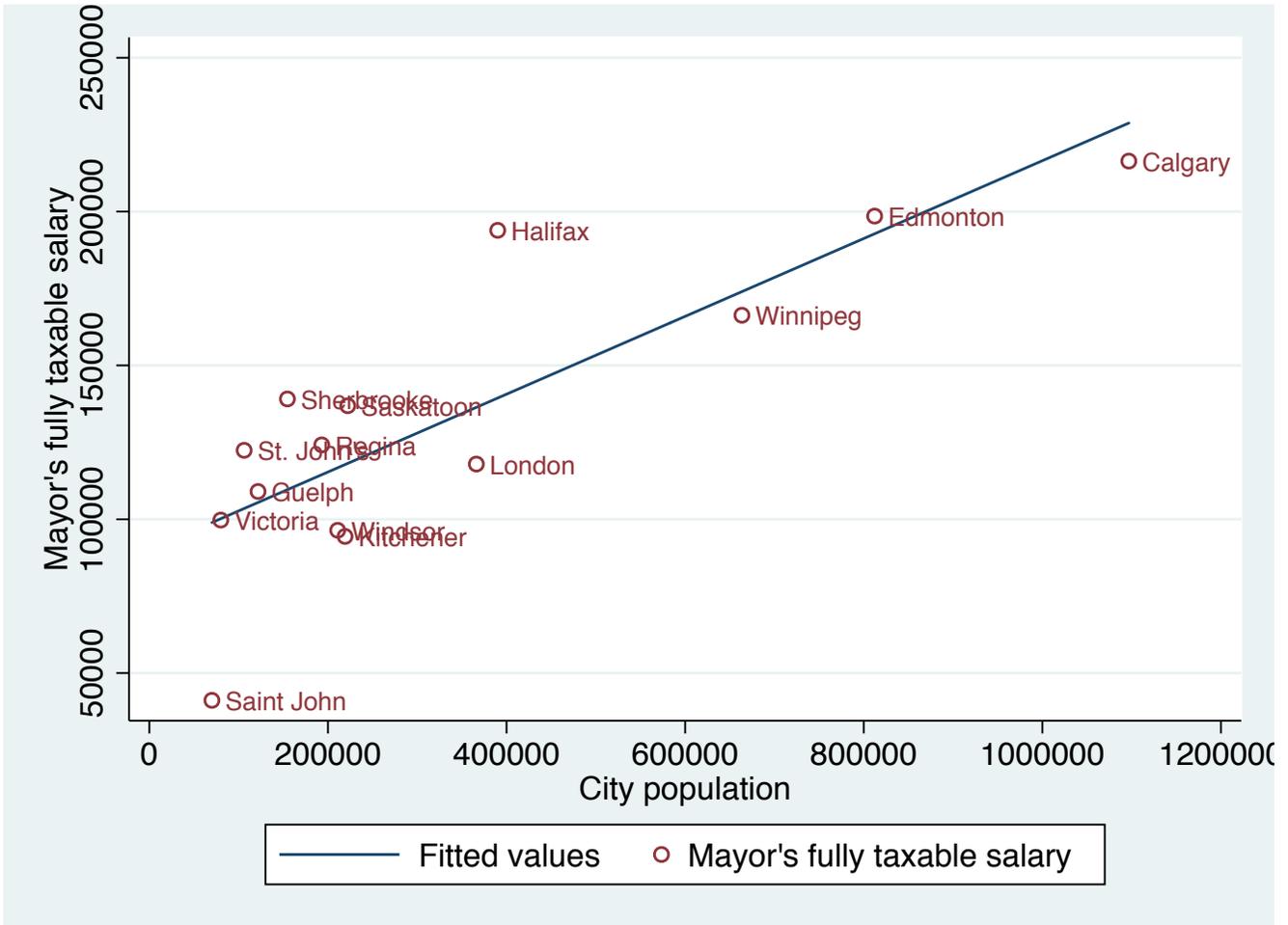
When sorting on councillor's fully taxable salary, only the order among Regina, Victoria, London, Guelph, Windsor and Sherbrooke changes. Notably, in the first group the salary for councillors in Victoria and Guelph is always fully taxable, whereas councillors' salary is one third tax exempt in Regina and London. Thus, when converting tax exempt to all taxable, the ranks of Regina, London, and Windsor increase. Saskatoon’s rank among the municipalities sampled does not change with this conversion.

2. Scatterplots: Mayor's salary and city population

2.1 Mayor's nominal salary and city population



2.2 Mayor's fully taxable salary and city population



3. Scatterplot: Councillor income and city population

3.1 Councillor's nominal salary and city population



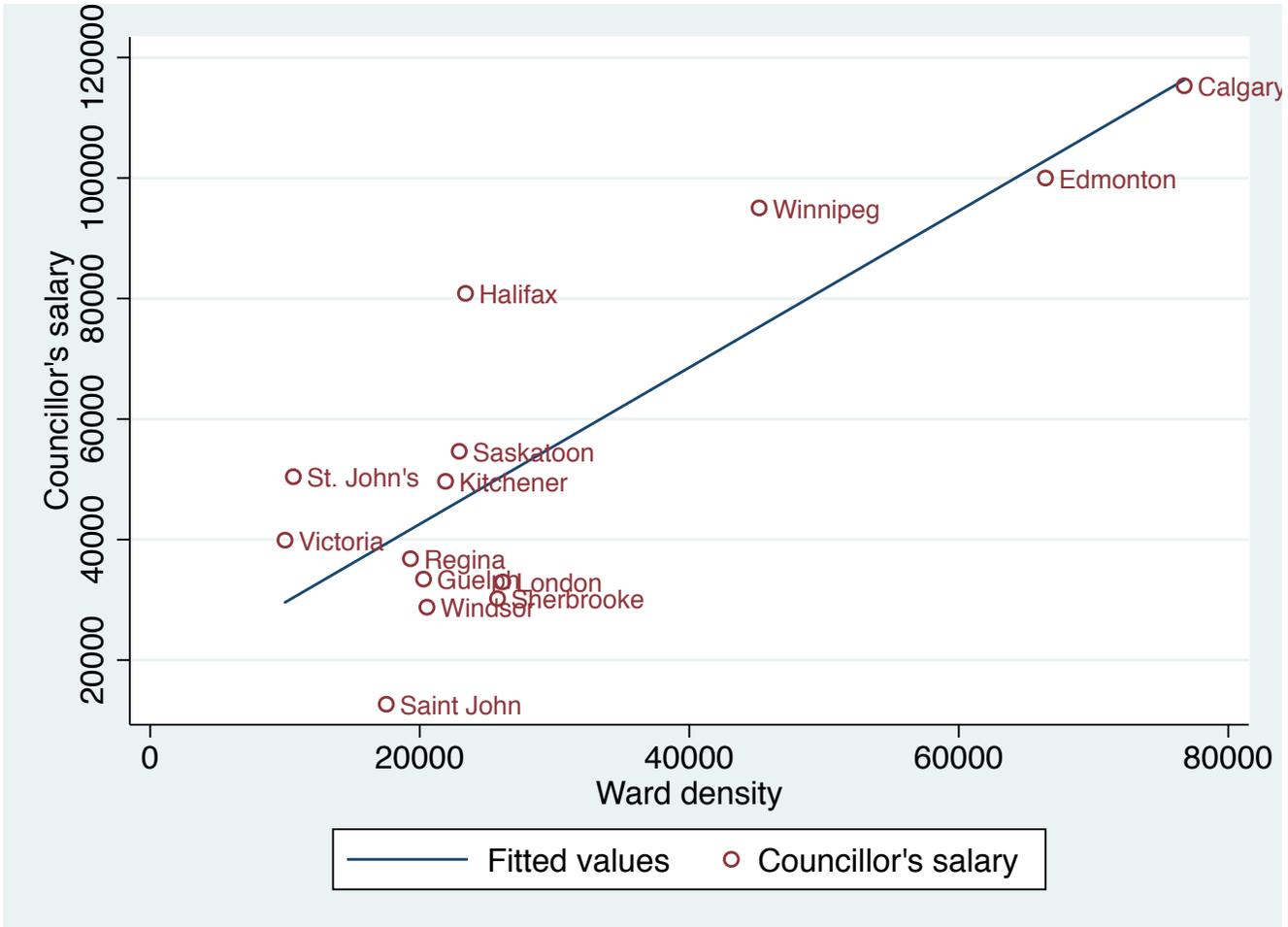
3.2 Councillors' fully taxable salary and city population



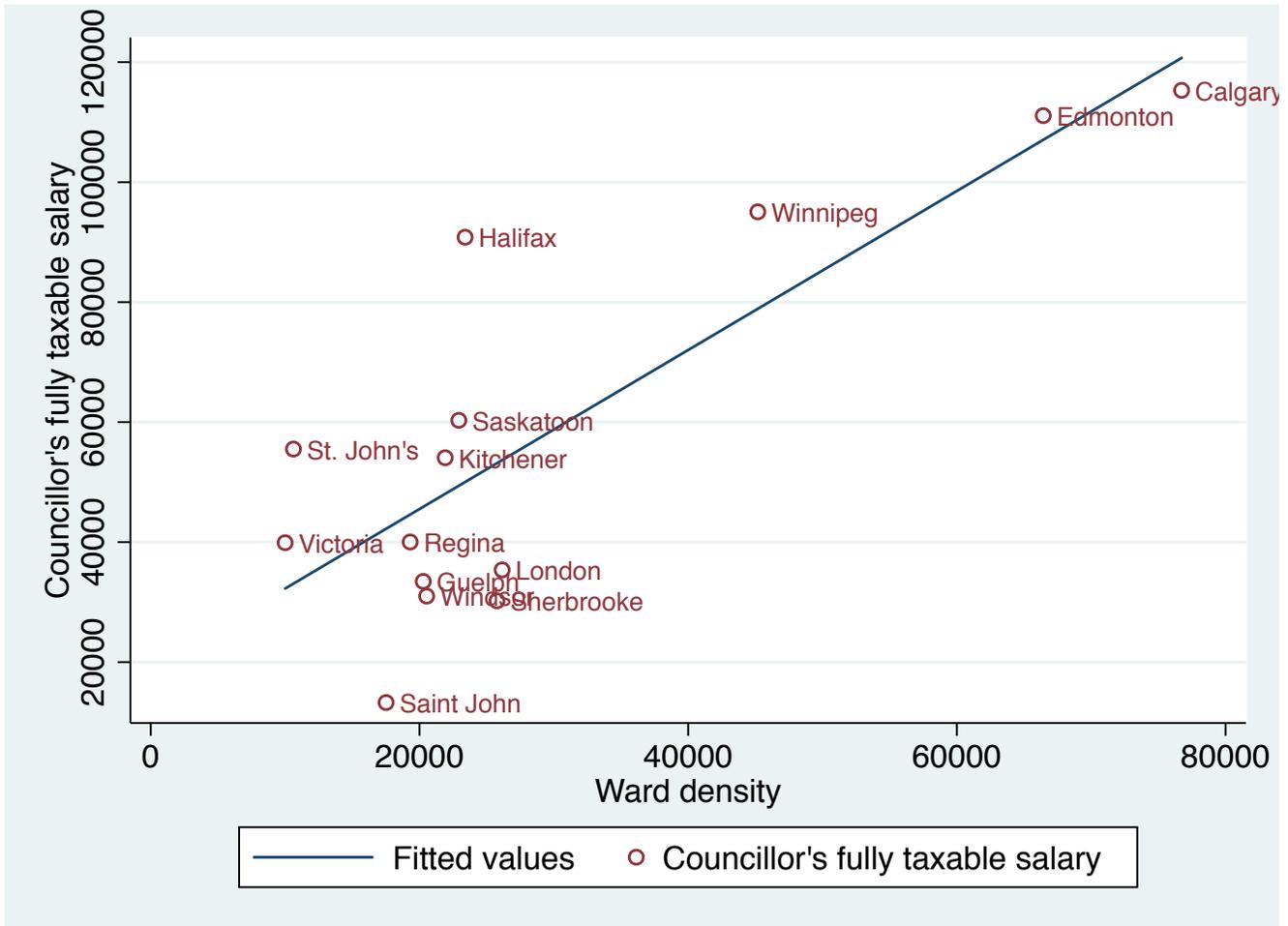
4. Scatterplot: Councillor’s salary and ward density

4.1 Councillor’s nominal salary and ward density

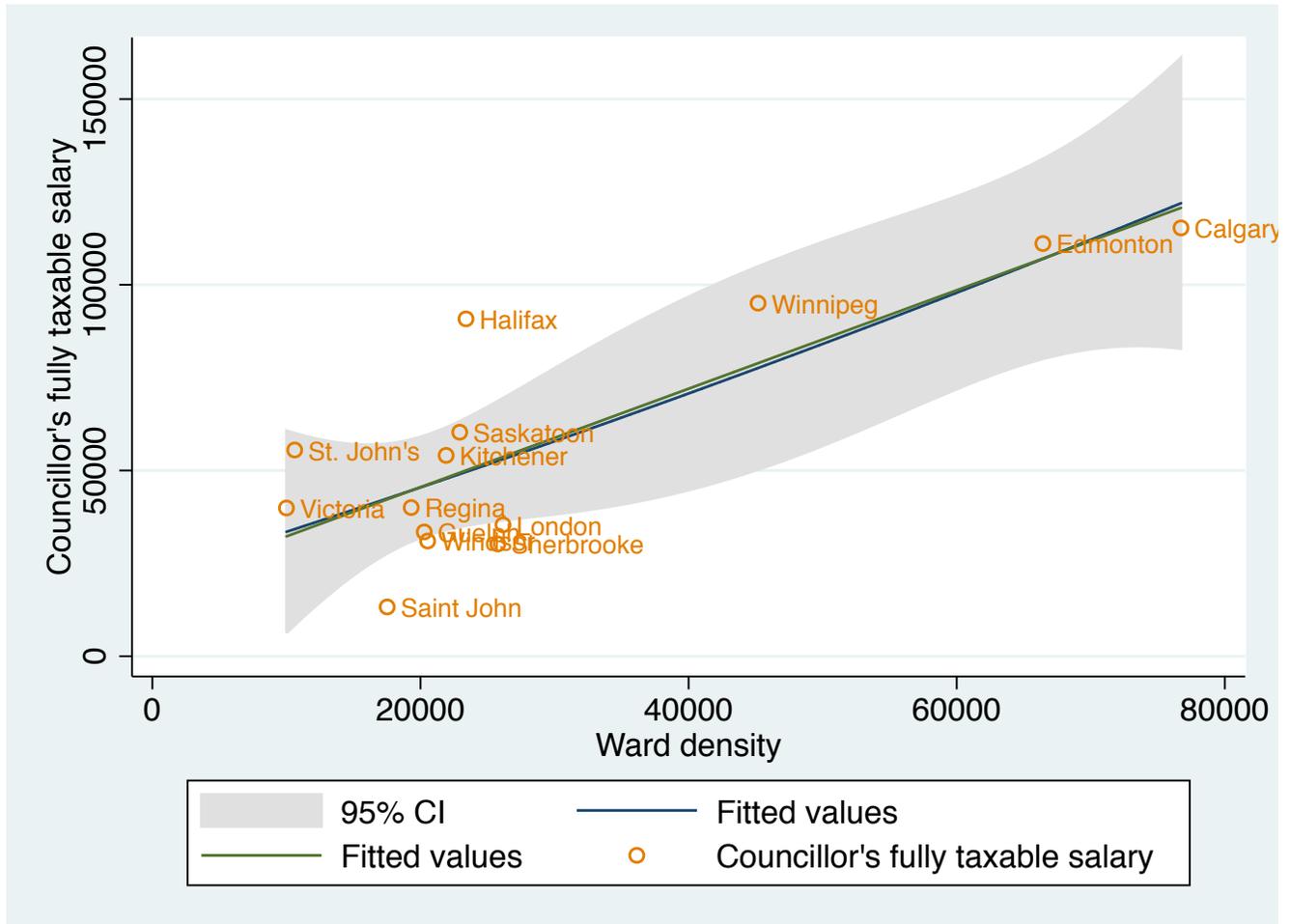
Ward density is referred as average number of residents per ward (councillor).



4.2 Councillor fully taxable salary and ward density



4.3 Councillor fully taxable salary and ward density with 95% confidence interval



Conclusion and policy implications:

For most municipalities, tax-exemption tends to increase both mayor and councillor’s actual income substantially when converting their nominal salary to a fully taxable salary. However, this policy does not have substantial impact on Saskatoon’s remuneration ranking. No matter what measure is adopted, Saskatoon’s ranking of both the mayor’s and councillor’s nominal and fully taxable salaries remains the same among the municipalities sampled. When comparing Saskatoon to cities such as Regina, Kitchener, and Windsor with similar city populations and ward densities, Saskatoon’s remuneration level always ranks higher than the others. This suggests that the remuneration level for both mayor and councillors is relatively higher than comparable cities.

Appendix II.

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

Administrative Support

The City Clerk's Office provides limited administrative and confidential secretarial support to Councillors only. There is approximately .25 of an FTE dedicated to this.

Work Areas

An office at City Hall is provided for the Mayor, as well as the services of an Executive Assistant, Secretarial support and a Communications Officer.

All Councillors are provided with an individual work area (with a telephone) at City Hall. A small meeting/interview room (with a telephone, computer and printer) is also available for use by Councillors.

Equipment Supplied

The following equipment is provided to members of City Council in order to expedite communication between the Administration and City Council, and to assist Councillors in carrying out their civic responsibilities.

- Laptop
- Tablet
- Printer
- Fax (for home office)
- Home phone
- Cell phone

Support and maintenance for the above equipment is provided by the City.

Councillors may choose not to have a home office and/or not use a laptop/tablet provided by the City.

REMUNERATION AND BENEFITS

Remuneration

City Council has adopted Policy C01-006, *Remuneration – Members of City Council*, in order to provide compensation sufficient to attract and retain competent and well-qualified community-minded persons for the offices of Mayor and Councillor. The

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

details are as follows:

“2. POLICY

2.1 General

- a) The Mayor and Councillors shall be compensated for services rendered on behalf of the City of Saskatoon.
- b) The remuneration shall be consistent with provisions of The Cities Act and shall be subject to approval of City Council.

2.2 Annual Remuneration

- a) Mayor – Effective July 1, 2005, the Mayor’s annual remuneration shall be 85% of a Cabinet Minister’s salary and adjusted annually based on increments made to a Cabinet Minister’s salary.
- b) Councillors – Councillors’ annual remuneration shall be increased by \$3,000 effective July 1, 2005, and increased by \$3,500 on November 1 of each year, starting in 2006, until such time that the annual remuneration equals 45% of the Mayor’s salary.
- c) Deputy Mayor - All Councillors shall, in addition to the annual remuneration for Councillor, received \$20 each month in recognition of Deputy Mayor duties plus \$20.00 for each half day that he/she is required to fulfill the duties of Mayor in the Mayor’s absence.
- d) Effective July 1, 1980, no remuneration shall be paid to a member of Council appointed to a Board that is under the jurisdiction of Council.
- e) Upon the death of a member of Council while in office, a payment will be made to the member’s designated beneficiary of an amount equal to one month’s salary for each period of twelve months of service to a cumulative lifetime maximum of twelve months.

2.3 Expenses

- a) General Expenses - One-third of the annual remuneration paid to a member of Council shall be

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

designated as having been paid in respect of general expenses incurred incidental to the discharge of the duties of the respective office.

- b) Out-of-town Expenses - A member of Council, absent from the City on business of Council or attending a convention, shall, pursuant to authorization of Council, receive \$100.00 per day plus reimbursement for actual expenses incurred.
- c) In-town Expenses - A member of Council attending in-town business on behalf of Council, shall be reimbursed for all actual expenses incidental to such business, to a maximum of \$100.00 per day.
- d) Effective July 1, 2005, Councillors shall be reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.
- e) All Councillors' expenses require authorization by His Worship the Mayor."

Effective April 1, 2014, the annual remuneration is as follows:

Mayor	\$121,436.10 per annum (1/3 tax exempt)
Councillor	\$54,646.25 per annum (1/3 tax exempt)

BENEFITS

Group Insurance

Group Insurance coverage is available.

Pension

All Members of Saskatoon City Council also have the option of participating in the SUMA Group Registered Retirement Savings Plan. Members can contribute up to 6% of their base remuneration which is matched by the City and deposited monthly to the member's RRSP account.

In addition, SUMA provides Life Insurance, Extended Health Care and Dental Care for elected officials of the City of Saskatoon:

- Elected officials are covered all day, every day, during their term of office.

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

- No medical questions are asked.
- Life insurance coverage is in addition to any other life insurance coverage they may have.
- Benefits end when term of office ends or age 70 (age 80 for Accidental Death, Disease & Dismemberment Insurance), whichever comes first.
- All benefits are equally cost shared with the Elected Official

All elected officials must be covered for benefits. However, an elected official may choose to opt out of the Dental Care, Extended Health Care or Vision Care Plan if they already have similar coverage through their own or their spouse's employer plan.

Life Insurance

Compulsory benefit of \$10,000 for all members of City Council.

Extended Health Care (some restrictions apply after age 65)

All members of Council are covered for a wide range of medical services and drugs which are not covered under Saskatchewan Health Care, as well as provides unlimited emergency out-of-country travel insurance.

TRAVEL, CAR ALLOWANCE AND PARKING

TRAVEL

The Mayor has a budget for training and travel, the amount to be determined annually through the budget review process. In 2015, \$35,000 for travel and \$3,500 for training was allocated.

Each Councillor is allocated funds for travel and training, the amount to be determined annually through the budget process. Currently, the amount is \$3,500 each per year. No partner expenses are paid. The amount in this budget will be prorated during an election year in order to ensure that sufficient funds remain for newly-elected Councillors.

In addition to the individual travel budgets for Councillors, a Common Travel and Training Budget is also allocated, the amount to be determined annually through the budget process. Currently the amount is \$24,000. Councillors are entitled to use this fund in order to attend annual conferences or board meetings of any organization on which he or she sits as an official representative of the City of Saskatoon, or conferences where the City of Saskatoon is entitled to voting delegates through its membership (eg. Trans Canada Yellowhead Highway Association). No partner expenses are paid. The amount of the budget will be pro-rated during an election year in order to ensure sufficient funds remain for newly-elected Councillors.

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

Out-of-town events attended by a Councillor on behalf of the Mayor are at the Mayor's expense.

A summary of allowable expenses follows:

Out-of-Province Travel - actual costs equivalent to the least cost suitable option and not to exceed economy air fare.

Within Province Travel - encouraged to seek an economical alternative to car travel; however, when a car is used, car allowance is based on Canada Revenue Agency rates.

Accommodation - encouraged to seek accommodation at hotels which offer discounts. Receipts must be provided.

Meals and Incidentals - actual and reasonable, up to a maximum according to a schedule established by the City Manager's Office. Currently the per diem amounts are: Breakfast - \$11.00; Lunch - \$16.00; Dinner - \$25.00; Incidentals - \$7.00.

CAR ALLOWANCE

The Mayor and Councillors are reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles. The rate for 2015 is \$.55/km for the first 5,000 km in a year then it drops to \$.49/km.

PARKING

Parking permits are provided to elected civic officials for use while on official City business.

Additionally, a limited number of marked parking stalls for use by Councillors only, while at City Hall, are available in the City Hall Parking lot and there are two designated stalls in the underground garage. The Mayor has a designated parking stall in the underground garage.

COMMUNICATIONS ALLOWANCE

The Mayor's Office is provided an annual Communications budget, determined through the annual budget review process. The budget includes salary and travel for a Communications Officer as well as communication tools. In 2015, \$120,000 was allocated.

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

Each Councillor is allotted \$10,000 for a Communications Allowance. The following are the parameters:

Preliminary Parameters and Guidelines – Councillor Communications

1. General Guidelines

- Funding must be used within the fiscal year.
- Councillors must adhere to the requirements of the Code of Conduct dealing with “Actions During Civic Election Periods”.
- No councillor may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act*.
- Nothing in the guidelines and parameters should be used for the purposes of fundraising for a Councillor or for raising election funds.
- 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 enquiries or for preparing speeches as a Member of Council or as Deputy Mayor.

2. Allowable Expenses

This section summarizes alphabetically the categories and examples of the types of allowable expenses that could be charged to the communications allowance for Councillors.

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, publications such as Planet S Magazine (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

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

- 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 which are not already 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
- Courier delivery costs

Gifts and Promotions

- Promotional items such as fridge magnets, t-shirts, pens.
- Gift baskets/flowers for constituents for special occasions
- Table prizes for local community groups

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.
- Council member must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Reimbursement for flowers and gifts to specific constituents must include an explanation.

Hospitality Expenses

- Facility rental for hosting an event

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

- Council members' expenses for food and non-alcoholic beverages related to community events, meals or receptions when hosting constituents, business contacts, representatives of other levels of government

Conditions

- Council member 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.

Meeting Expenses

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

Conditions

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

Newsletters and Flyers

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

Conditions

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

Professional and Contract Services

- Firms or individuals whom councillors retain for specific business purposes with clear deliverables, fee structures and timelines.
- 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.

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

- The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

Websites, Social Media Tools, Software & Accessories

- Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.
- 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's systems or connected to the corporate network are not supported by the City's Corporate Information Services Branch.
- Councillors are responsible for the protection of any personal information collected or used for City Council business in accordance with LAFOIPP.
- Councillors 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. 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 Manager of the Materials Management Branch.

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

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

City of Saskatoon – Mayor and Councillors – Benefits & Entitlements

4. Reimbursements

Councillors 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 on-line purchases, a copy of the confirmation must be attached to the claim.

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 Councillors and/or services from the vendor before December 31st of that year.

5. Responsibility of City Clerk's Office

The responsibility of the City Clerk's Office in administering communications support to Councillors includes, but is not limited to:

- Reviewing usage requirements and parameters with a view to bringing forward recommendations to Executive Committee for amendments;
- Providing support to Councillors by processing payments for expenditures;
- Ensuring that supporting documentation for expenditures is in place, and to bring forward to Executive Committee any expenditures where supporting documentation is not in place, and expenditures which may not fit within the parameters and guidelines of the support for Councillor Communications document;
- Advising Councillors on the status of their communications allowance and expenditures;
- Annually posting all expenses, individually and in detail, on the City's website and providing Executive Committee with monthly usage updates.
- 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.

Appendix III

**Communications and Constituency Relations Allowance
(CCRA)**

Part I: Proposed Communications and Constituency Relations Allowance (CCRA)

**Part II: Proposed Communications and Constituency Relations Allowance (CCRA)
Indicating Additions, Deletions and Amendments**

Part I: Proposed Communications and Constituency Relations Allowance (CCRA)

The recommended changes to the “Communications Allowance” have been developed to maintain and promote accountability, transparency, fairness and predictability for Council and the citizens of Saskatoon. The recommendations are based on the spirit and intention that the allowance was first established to reflect. The recommended changes also considered the appropriateness of a civic fund compensating Council for expenses that previously would have been expended by Council’s 1/3 portion of remuneration.

The SMRC recommends that Council adopt the revised guidelines into policy and that it is understood that a violation of the policy would be a violation of the Code of Conduct and any irregularities would be reported to the Integrity Commissioner for investigation.

Following the entrenchment of these guidelines into policy a third party review of the allowance should occur at a minimum every term. The review is not intended to imply that wrongdoing or incorrect usage of funds would be allowed by the City Clerk’s office who approves the funds, but rather to provide additional guidance and perspective on future requests. This review should include:

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

Renamed “Communications and Constituency Relations Allowance (CCRA)”

1. General Guidelines

- The guidelines and policies contained here are applicable to Council as a whole, including Mayor and Council members.
- In the year of an election 8/12th of the allowance will be allocated to the sitting Council, 2/12th of the allowance will be allocated to the newly elected Council
- In the year of a civic election, the allowance cannot be used from September 1 through October 31.
- No goods or services purchased by the Mayor or Councillors that have be reimbursed by this fund may be used during the election period. This would include items such as a website’s annual domain registration or billboard signage.
- Funding must be used within the fiscal year and cannot be carried forward.
- Council must adhere to the requirements of the Code of Conduct dealing with “Actions During Civic Election Periods”.
- No councillor may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act*.
- Nothing in the guidelines and parameters should be used for the purposes of fundraising for a Councillor or for raising election funds.
- 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 enquiries or for preparing speeches as a Member of Council or as Deputy Mayor.

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 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
- Courier delivery costs

Constituency Relations (Combined Gifts and Promotions and Hospitality Expense)

- Promotional items such as fridge magnets, t-shirts, pens.
- Table prizes for local community groups
- Facility rental for hosting an event
- 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.
- Council member must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Council member 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.

Meeting Expenses

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

Conditions

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

Newsletters and Flyers

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

Conditions

- Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.
- All CCRA funded communications must cease from September 1 through October 31 in the year of a civic election.

Professional and Contract Services

- Firms or individuals whom Council retain for specific business purposes with clear deliverables, fee structures and timelines.
- 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.
- The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

Websites, Social Media Tools, Software & Accessories

- Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.
- 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 Corporate Information Services Branch.
 - 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 (LAFOIPP).
- 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. 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 Manager of the Materials Management Branch.

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

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

4. Reimbursements

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 on-line 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 Council and/or services from the vendor before December 31st of that year.

5. Responsibility of City Clerk's Office

The responsibility of the City Clerk's Office in administering CCRA support to Council includes, but is not limited to:

- Reviewing usage requirements and parameters with a view to bringing forward recommendations to Governance and Priorities for amendments;
- Providing support to Council by processing payments for expenditures;

- Ensuring that Review supporting documentation for expenditures is in place, and to bring forward to Integrity Commissioner any expenditures where supporting documentation is not place, and expenditures which may not fit within the parameters and guidelines of the support for CCRA expenditures;
- Advising Council on the status of their communications allowance and expenditures;
- Within 60 days of the end of the quarter, post all expenses, individually and in detail, on the City's website and provide Governance and Priorities with monthly usage updates.
- 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.
- Facilitating / coordinate with the Integrity Commissioner the review of the CCRA. This can occur through an independent body or through a third party, to be determined by the Integrity Commissioner.

Part II: Proposed Communications and Constituency Relations Allowance (CCRA) Indicating Additions, Deletions, and Amendments

The recommended changes to the “Communications Allowance” have been developed to maintain and promote accountability, transparency, fairness and predictability for Council and the citizens of Saskatoon. The recommendations are based on the spirit and intention that the allowance was first established to reflect. The recommended changes also considered the appropriateness of a civic fund compensating Council for expenses that previously would have been expended by Council’s 1/3 portion of remuneration.

The SMRC recommends that Council adopt the revised guidelines into policy and that it is understood that a violation of the policy would be a violation of the Code of Conduct and any irregularities would be reported to the Integrity Commissioner for investigation.

Following the entrenchment of these guidelines into policy a third party review of the allowance should occur at a minimum every term. The review is not intended to imply that wrongdoing or incorrect usage of funds would be allowed by the City Clerk’s office who approves the funds, but rather to provide additional guidance and perspective on future requests. This review should include:

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

Renamed “Communications and Constituency Relations Allowance (CCRA)”

1. General Guidelines

- The guidelines and policies contained here are applicable to Council as a whole, including Mayor and Council members.
- In the year of an election 8/12th of the allowance will be allocated to the sitting Council, 2/12th of the allowance will be allocated to the newly elected Council
- In the year of a civic election, the allowance cannot be used from September 1 through October 31
- No goods or services purchased by the Mayor or Councillors that have been reimbursed by this fund may be used during the election period. This would include items such as a website’s annual domain registration or billboard signage.
- Funding must be used within the fiscal year and cannot be carried forward.
- Council must adhere to the requirements of the Code of Conduct dealing with “Actions During Civic Election Periods”.
- No councillor may use funds allocated to engage the services of a member of their family, as defined in Section 114 (c) of *The Cities Act*.
- Nothing in the guidelines and parameters should be used for the purposes of fundraising for a Councillor or for raising election funds.
- 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 enquiries or for preparing speeches as a Member of Council or as Deputy Mayor.

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

- Courier delivery costs

Constituency Relations (Combined Gifts and Promotions and Hospitality Expense)

- Promotional items such as fridge magnets, t-shirts, pens.
- ~~Gift baskets/flowers for constituents for special occasions~~
- Table prizes for local community groups
- Facility rental for hosting an event
- Council members' expenses for food and non-alcoholic beverages related to community events, meals or receptions when hosting constituents or ~~business contacts~~ representatives of other levels of government

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.
- Council member must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- ~~Reimbursement for flowers and gifts to specific constituents must include an explanation.~~
- Council member 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.

Meeting Expenses

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

Conditions

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

Newsletters and Flyers

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

Conditions

- Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.
- All CCRA funded communications must cease from September 1 through October 31 in the year of a civic election

Professional and Contract Services

- Firms or individuals whom Council retain for specific business purposes with clear deliverables, fee structures and timelines.
- 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.
- The engagement of a professional or consulting service for the purposes of preparing speeches, conducting research, etc.

Websites, Social Media Tools, Software & Accessories

- Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.
- 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 Corporate Information Services Branch.
 - 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 (LAFOIPP)**.
- 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. 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 Manager of the Materials Management Branch.

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

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

4. Reimbursements

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 on-line 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 Council and/or services from the vendor before December 31st of that year.

5. Responsibility of City Clerk's Office

The responsibility of the City Clerk's Office in administering ~~communications~~ **CCRA** support to Council includes, but is not limited to:

- Reviewing usage requirements and parameters with a view to bringing forward recommendations to **Governance and Priorities** for amendments;
- Providing support to Council by processing payments for expenditures;
- ~~Ensuring that~~ Review supporting documentation for expenditures ~~is in place~~, and to bring forward to ~~Executive Committee~~ **Integrity Commissioner** any expenditures where supporting documentation is not place, and expenditures which may not fit within the parameters and guidelines of the support for ~~Councillor Communications document~~ **CCRA expenditures**;
- Advising Council on the status of their communications allowance and expenditures;
- ~~Annually~~ **Within 60 days of the end of the quarterly** posting all expenses, individually and in detail, on the City's website and providing **Governance and Priorities** with monthly usage updates.
- 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.
- **Facilitating / coordinate with the Integrity Commissioner the review of the CCRA. This can occur through an independent body or through a third party, to be determined by the Integrity Commissioner.**

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C01-006

POLICY TITLE <i>Remuneration – Members of City Council</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>January 1, 1980</i>
		UPDATED TO <i>September 12, 2011</i>
ORIGIN/AUTHORITY <i>Personnel and Organization Committee Reports 6-1980, 6-1992 and 7-1985; City Commissioner Reports 38-1985 and 4-1987; A Committee of the Whole Council Report No. 4-1986; Executive Committee Reports 12-1996, and 14-2005 and City Council Resolutions of June 13, 2005 and September 12, 2011</i>	CITY FILE NO. <i>CK. 4670-5</i>	PAGE NUMBER <i>1 of 2</i>

1. PURPOSE

To provide compensation sufficient to attract and retain competent and well qualified community-minded persons for the offices of Mayor and Councillor and to provide for a death benefit to assist the family of a member of Council who dies while in office.

2. POLICY

2.1 General

- a) The Mayor and Councillors shall be compensated for services rendered on behalf of the City of Saskatoon.
- b) The remuneration shall be consistent with provisions of The Cities Act and shall be subject to approval of City Council.

2.2 Annual Remuneration

- a) Mayor – Effective July 1, 2005, the Mayor’s annual remuneration shall be 85% of a Cabinet Minister’s salary and adjusted annually based on increments made to a Cabinet Minister’s salary.
- b) Councillors – Councillors’ annual remuneration shall be increased by \$3,000 effective July 1, 2005, and increased by \$3,500 on November 1 of each year, starting in 2006, until such time that the annual remuneration equals 45% of the Mayor’s salary.

- c) Deputy Mayor - All Councillors shall, in addition to the annual remuneration for Councillor, received \$20 each month in recognition of Deputy Mayor duties plus \$20.00 for each half day that he/she is required to fulfill the duties of Mayor in the Mayor's absence.
- d) Effective July 1, 1980, no remuneration shall be paid to a member of Council appointed to a Board that is under the jurisdiction of Council.
- e) Upon the death of a member of Council while in office, a payment will be made to the member's designated beneficiary of an amount equal to one month's salary for each period of twelve months of service to a cumulative lifetime maximum of twelve months.

2.3 Expenses

- a) General Expenses - One-third of the annual remuneration paid to a member of Council shall be designated as having been paid in respect of general expenses incurred incidental to the discharge of the duties of the respective office.
- b) Out-of-town Expenses - A member of Council, absent from the City on business of Council or attending a convention, shall, pursuant to authorization of Council, receive \$100.00 per day plus reimbursement for actual expenses incurred.
- c) In-town Expenses - A member of Council attending in-town business on behalf of Council, shall be reimbursed for all actual expenses incidental to such business, to a maximum of \$100.00 per day.
- d) Effective July 1, 2005, Councillors shall be reimbursed for use of their personal vehicle for City business, based on a per kilometre reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles.
- e) All Councillors' expenses require authorization by His Worship the Mayor.

3. RESPONSIBILITY

- 3.1 Executive Committee - shall be responsible for any updates to this policy.

Appendix V.

2016 Survey of Saskatoon City Councillors

Compilation of Councillors' Estimates: Hours Spent in an Average Month

		<u>Range</u>	<u>Number Responding</u>	<u>Median</u>
Q1	All councillor duties	100 - 193	7	120
Q2	Council and standing policy cttes (meetings and preparation)	30 - 60	7	40
Q3	Other Council business	14 - 96	7	33
Q4	Representing City or Council on external boards, assns., etc.	12 - 36	7	24
Q5	Constituency business	20 - 75	7	30
Q6	Other duties not included above	?	4	?
Q7	Comments and suggestions	---	3	---

2016.04.15

Appendix VI.

Council Members: Benefit Plan Entitlements

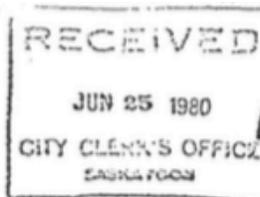
Group Plan Benefit	Councillors	Mayor
Pension: SUMA Group RRSP (6% contribution Matched by City)*	✓	✓
Life Insurance: \$10,000 policy*	✓	✓
Extended Health Care Insurance*	✓	✓
Dental Care Insurance*	✓	✓
Vision Care Insurance*	✓	✓
Accidental Death and Dismemberment Insurance*	✓	✓
Short-term Disability Insurance		✓
Long-term Disability Insurance		✓
Other Benefit**		
Death Benefit	✓	✓

*SUMA benefit plans effective July 1, 2015.

** Provided by the City of Saskatoon effective July 1, 2011.

Appendix VII.

JUNE 1980



TO HIS WORSHIP THE MAYOR
AND CITY COUNCIL:

CONFIDENTIAL UNTIL
TABLED BEFORE COUNCIL

RE: COMMITTEE TO REVIEW
REMUNERATION OF THE
MAYOR AND COUNCILLORS

Further to the general provisions of Bylaw No. 5960 of The City of Saskatoon, which provides for the establishment of an Advisory Committee to review the salary of the Mayor and Councillors, with a mandate to consider and recommend to the Council each year such increases, modifications or adjustments to these aforesaid salaries as it deems appropriate; and further to Clause 1, Report No. 5-1980 of the Committee on Committees which was adopted by City Council at its meeting held on April 8th, 1980, which provided as follows:

"(a) that Council approve of the following appointments to the Committee for the year 1980:

HIS HONOUR JUDGE J.B.J. NUTTING
of the Provincial Court for
Saskatchewan;

MR. PETER ZAKRESKI, former
member of Council;

MR. RNOID SMITH, representing
the Saskatoon Board of Trade; and

MR. ED LOCHRIE, nominated by the
Saskatoon District and Labour
Council."

this Committee has reviewed the matter of salary compensation for the Mayor and Councillors and hereby submits the following report:

Firstly, in its consideration of this matter, the Committee took it as a general principle that any compensation payable should be sufficient to attract

- 2 -

competent and well qualified community-minded persons to the offices of Mayor and Councillor. That is to say, that the salaries should be adequate to make it possible for such citizens to participate in elected office without the sacrifice being financially prohibitive for them. Also, the salaries paid must be balanced between the fact that other forms of community service within the City are, for the most part, extended as a matter of civic concern and public duty without any recompense; but that in connection with elected office, a measure of realistic compensation is required to enable citizens to make the time available to fully function within the increasing demands of such office normally associated with the position of Mayor or Councillor. It is, of course, difficult to assess how much compensation is adequate, and on the contrary, how much would be excessive to the public purse and would thereby also promote professional office-holders by reason thereof.

While such a balance of compensation is difficult, in the view of the Committee, it is still reasonably attainable.

Also, the Committee considered the salaries payable in most of the major cities across Canada, and found that comparisons between cities, while helpful in showing certain basic highs and lows, did not afford a concise or clear pattern for comparison. By way of illustration only, the following shows the salaries paid in several Western Canadian cities with populations over 100,000 persons, and some Eastern cities in the population range 100,000 - 250,000 persons:

- 3 -

ILLUSTRATION:WESTERN CANADA - 1980 RATES

	<u>MAYOR</u>	<u>ALDERMAN</u>
REGINA	\$ 40,000.00	\$ 12,000.00
BURNABY, B. C.	\$ 37,625.00	\$ 9,675.00
EDMONTON	\$ 47,000.00	\$ 19,750.00
WINNIPEG	\$ 38,066.66	\$ 12,621.60 *(Chair- persons of stand- ing committees receive \$16,641.00)
CALGARY	\$ 49,000.00	\$ 17,500.00 *(under Court Review)

EASTERN CANADA - * 1979 RATES

(100,000 - 250,000)

	<u>MAYOR</u>	<u>ALDERMAN</u>
HALIFAX, N.S.	\$ 30,910.00	\$ 11,448.00
KITCHENER, ONT.	\$ 28,298.00	\$ 8,114.00
LONGUEUIL, QUE.	\$ 32,042.00	\$ 10,680.00
SUDBURY, ONT.	\$ 42,790.00	\$ 5,724.00
EAST YORK, ONT.	\$ 35,041.00	\$ 11,041.00
YORK, ONT.	\$ 41,048.00	\$ 10,509.00

As stated above, this is merely illustrative of some of the other Canadian cities considered by the Committee.

The Committee considered the question of the time spent by the Mayor and Councillors in the general discharge of their respective duties and was reliably informed that the Office of the Mayor requires some 35 to 55 hours per week on the average, and that Councillors spend anywhere from 12 to 40 hours per week in the discharge of their office depending on the circumstances.

- 4 -

In general, the Committee was of the opinion that the time spent in the discharge of these public duties has increased yearly with the continued rapid growth of this city and the ever-increasing demand for attention to the more sophisticated and urgent problems facing this urban community.

The Committee also considered the matter of indemnities paid to members of the Provincial Government, particularly on the Cabinet level. The reason for this was because the cabinet salaries are established annually after careful consideration and based on a rationalized formula. Also, the Committee was of the view that if the salary of the Mayor could be set at a percentage of a provincial cabinet minister's annual compensation, then in turn, a councillor's salary could be set at a percentage of that payable to the Mayor. Hence, an ordered and progressive salary package could be arrived at on a continued annual basis without the hit and miss assessment of compensation depending on any uncertain comparisons between various cities, or in the extreme, upon the whim or fancy of any particular council. In this regard, it is to be noted that the Mayor's duties are certainly no less onerous than that of a cabinet officer. Indeed, no average department of government assumes any more financial responsibility or has any more employees than that of this City. The Mayor, as chief executive officer of the City, discharges responsibilities and duties at least comparable to that of a cabinet function.

After consideration and deliberation, this Committee formed the view that the Mayor's salary should be staggered over a three-year period to bring it up to 90% of the indemnities paid to a cabinet minister, in the following manner:

- 5 -

- 1) 1980 - 80% of the indemnity paid to a cabinet minister * - OR - \$37,049.00*
 (*which this year totals an indemnity of \$46,311) (*taken to nearest decimal point).
- 2) 1981 - 85% of the indemnity paid to a cabinet minister in the year 1981.
- 3) 1982 - 90% of the indemnity paid to a cabinet minister in the year 1982.

In regard to the Councillors (who now, incidentally, receive a salary of \$6,480.00 per annum, or 22.73% of the Mayor's annual salary of \$28,500.00), it was considered advisable that the salaries be also staggered over a three-year period to bring it up to 25% of the Mayor's salary, in the following manner:

- 1) 1980 - 22% of the Mayor's 1980 salary of \$37,049.00 - OR - \$8,151.00.
- 2) 1981 - 23.5% of the Mayor's 1981 salary.
- 3) 1982 - 25% of the Mayor's 1982 salary.

In regard to other benefits, the Committee is of the view that the present Deputy Mayor's salary should be increased from \$150.00 to \$200.00 per month and the present allowance for a Councillor being out of town on civic business pursuant to Council authorization, or attending a convention or the Court of Revision pursuant to Council authorization, be increased from \$50.00 to \$75.00 per day. The Committee considered such other benefits as a pension plan for Councillors (enacted by the City of Regina) but was of the view that such was not desirable nor necessary under the circumstances. Also, the Committee was of the view that payment of remuneration to members of Council for sitting

- 6 -

on a Board that is under the jurisdiction of Council was not necessary at this time.

As to the timing of the above matters, the Committee was of the view that the effective date for implementation should be on January 1st, 1980, and thereafter on the 1st day of January of each year.

RECOMMENDATION:

Effective January 1st, 1980:

- 1) That the remuneration of His Worship the Mayor be increased from \$28,500.00 per annum to \$37,049.00 per annum;
- 2) That the remuneration payable to each member of City Council, other than the Mayor, be increased from \$6,480.00 per annum to \$8,151.00 per annum;
- 3) That the Deputy Mayor be paid a per diem allowance of \$40.00 per day* for any day that the Deputy Mayor is called upon to fulfill the duties of the Mayor in his absence, in addition to the payment of the sum of \$200.00 per month being paid to a member of Council acting as Deputy Mayor; (*An increase from the \$25.00 per day adopted by Council in 1977.)
- 4) That one-third of such amounts to be paid aforesaid be designated as having been paid in respect of general expenses incurred incidental to the discharge of the duties of the respective offices;
- 5) That members of Council absent from the City on business of Council, attending a convention or the Court of Revision, pursuant to authorization of Council, be paid the sum of \$75.00 per day and actual expenses, subject to any other conditions contained in The Urban Municipality Act; and

- 7 -

6) That no remuneration be paid to a member of Council appointed to a Board that is under the jurisdiction of Council.

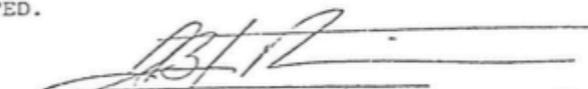
In making the above recommendations, the Committee is aware that its particular mandate is for advising Council of any salary increases for the year 1980; however, in keeping with the precedent established by the last committee which reviewed this matter in 1977, and which made a three-year recommendation, and having regard to the desirable three-year phasing-in period suggested above in this Committee Report, the Committee also makes this final recommendation:

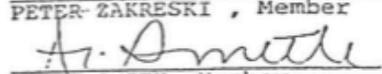
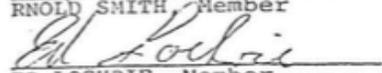
7) That effective January 1st, in the years 1981 and 1982 respectively, the remuneration of the Mayor and Councillors be increased in accordance with the guidelines and formula set out in this Committee Report.

This Committee wishes to express its appreciation to the City Clerk and to the City Solicitor for their co-operation and that of their staff for providing support facilities and secretarial assistance.

DATED at the City of Saskatoon, in the Province of Saskatchewan, this 26th day of June, A. D. 1980.

RESPECTFULLY SUBMITTED.


 J. B. J. NUTTING, Chairman

 PETER ZAKRESKI, Member

 ARNOLD SMITH, Member

 ED LOCHRIE, Member

Appendix VIII.

B) Remuneration – Members of City Council
Policy No. C01-006
(File No. 4670-5)

- RECOMMENDATION:**
- 1) that the information be received; and,
 - 2) that, should Council wish to consider changes to the compensation for the Mayor and City Councillors, the appropriate Public Notice under *The Cities Act* must be given.

REPORT

Your Administration has had a considerable amount of discussion regarding the appropriateness of the level of compensation that is provided to members of City Council. An independent Commission, headed by Judge Nutting, in 1980, established the current compensation levels. In their report, Judge Nutting noted that the Commission *“took it as a general principle that any compensation payable should be sufficient to attract competent and well qualified community-minded persons to the offices of Mayor and Councillor. Salaries should be adequate to make it possible for such citizens to participate in elected offices without the sacrifices being financially prohibitive.”* However, the Commission also recognized that *“the salaries paid must be balanced (by) the fact that other forms of community service areextended as a matter of civic concern and public duty without any recompense”*.

During the past eighteen months (the accumulated term of the existing Council), your Administration has received comments from a number of Councillors about the amount of time that needs to be committed to City work, time that was not clearly understood before these members first chose to seek a seat on Council. These Councillors have adjusted their employment commitments, as well as their personal lives, to accommodate the requirements of being a Council member. However, it is your Administration’s opinion that “post election” is not the time for the City to reveal to candidates for the Office of City Councillor of the actual time commitment that is required.

To prepare a somewhat unbiased account of the time required by a Councillor, an analysis was prepared (Appendix 1) using data comprised from actual meetings that took place in 2004 (Council, Executive, Budget, Planning and Operations, and Administration and Finance). Times spent at the P & O and A & F meetings were averaged since Councillors only sit on one of these committees. The attachment also includes an estimate of the time spent on Advisory Committees and Boards, with some (e.g. Police Commission) having spent eighty-four hours in meetings in 2004, and others with differing levels of time commitment. An average of fifty hours was applied. For each actual hour of meeting time, it has been estimated that a minimum of one hour of time would be required to adequately prepare for participation in the meeting. Finally, an annual estimate of 250 hours has been added to account for work that each Councillor does within their constituency by attending various meetings, functions, and responding to citizen enquiries.

The accumulated time, based on the above, is 936 hours per year. It is your Administration’s opinion that this is the very minimum time required for a Councillor to have a general understanding of the issues that are brought to their attention. However, in order to have an in-depth knowledge of the issues impacting the City and each Ward, and respond to all of the enquiries made by citizens, it is estimated that Councillors, in fact, spend in the range of 1,200 to 1,400 hours on City business. However, the purpose of

this report is not to acknowledge the work done by the present Council, but to prepare future candidates for the challenges they may face, and to ensure that an appropriate remuneration is in place. As quoted previously from the 1980 Commission, there is a certain expectation that Councillors participate, to some level, in this form of community service, along with other civic-minded citizens, “*without any recompense*”. Administratively, we believe that the time spent by Councillors, in excess of the minimum of 936 hours calculated as being required, follows the spirit of that statement.

In order to ensure that future candidates for Council have an awareness of the commitment that they are making when they seek public support to be elected as a Ward representative, it would be beneficial if the City Clerk’s information summary (provided to prospective Councillors prior to each election) includes an estimate of the time that could be expended as a member of Council. This summary would provide information on Council and standing Committee meetings (meeting times, expectation of special meetings, etc.), as well as the expectation of participation on a number of Advisory Committees, Boards and Associations. This summary would also clearly identify any remuneration that is in place at the time of an election. All citizens registering as a candidate could automatically be provided with a copy of this statement, as could anyone seeking information prior to considering running for office.

Based on our research, it is your Administration’s opinion that the compensation level is not commensurate with the minimum time commitment that needs to be given to this position. The Commission’s recommendations were made twenty-five years ago. Since that time, Saskatoon’s population has increased from 148,450 to 205,000, without increasing the number of Wards that represent these citizens. That means that each Councillor is now responsible to address the concerns of approximately 20,000 citizens. In addition to the increase in the number of citizens needing representation, a growing City brings with it increasingly complex decision requirements, whether that be in planning, protection of persons and property, infrastructure requirements or the provision of recreational and cultural opportunities. The City needs Councillors that have the combined expertise, energy, and time commitment to ensure that appropriate decisions are being made. To ensure that we continue to attract those individuals, the level of compensation must be appropriate.

Your Administration continues to support the basis of conclusion of the Nutting Commission. For that reason, it is not being recommended that a new commission be created. The relationship for compensation to that of a Cabinet Minister is not wrong, but the recognition of the time required to be an effective City Councillor needs to be updated. That is the premise of this report.

The 1980 Commission recommended, and City Council of the day adopted, a compensation package that related directly to that of a Provincial Cabinet Minister. It was acknowledged at that time that “*the Mayor’s duties are certainly no less onerous than that of a cabinet officer*”. As a result, the Commission set the Mayor’s salary at 90% of a Cabinet Minister. Certainly, the role of the Mayor has changed significantly since 1980. Undoubtedly, the demands of this position far exceed that of what would normally be considered a full time position and, very likely, the demands and responsibilities of most Cabinet Minister positions.

Councillors’ salaries were set, by the 1980 Commission, at 25% of the Mayor’s salary. In 1981, this was amended to 30%. Even if the time credited to the Mayor’s position was limited to the recognition of a forty-hour workweek (in fact, his appointment calendar supports a weekly schedule exceeding sixty hours), our analysis of minimum required hours would suggest that a Councillor’s compensation should be closer to 45% of the Mayor’s salary. Again, it should be reiterated that this represents the absolute minimum required commitment, with actual time, much like that of the Mayor, far exceeding those estimates.

Historically, the Mayor’s salary has been derived as a percentage of three provincially-recognized areas of compensation for Cabinet Ministers. For 2005, the following compensation has been approved:

MLA salary	\$ 64,175
Cabinet Minister – additional compensation	40,578
Expense Allowance	<u>5,372</u>
 Total	 \$110,125

The Commission's recommendations were applied to all three levels of compensation. In addition, the Mayor was provided with a car allowance based on actual travel done on city business. In 1996, the Commission's recommended compensation of 90% of a Cabinet Minister's salary was adjusted to 77.27% to recognize the different income tax treatment between the salaries of a Mayor and/or Councillor (1/3 of their compensation is tax exempt), and the change in tax treatment applied after 1996 for Cabinet Ministers (where only the expense allowance is not subject to income tax).

In the spirit of the Nutting Commission report, and acknowledging that the position of Mayor is full time (without acknowledging that full time exceeds a normal work week), it would be appropriate that the Mayor's salary be based on 85% of a Cabinet Minister's salary (but excluding the expense allowance). This would equate, after taking into account the difference in income tax treatment, to the Mayor receiving recognition equal to that of a Cabinet Minister (i.e. 100%). It would follow, using the estimated minimum hours of annual service, but not acknowledging any time in excess of that service, that a Councillor's salary be 45% of the Mayor's salary and that Councillor's be reimbursed for their travel on City business in the same manner as the Mayor (based on a per kilometer reimbursement equal to the limits set by the Canada Revenue Agency for tax-exempt allowances for the use of personal vehicles). This would mean that the Mayor's salary would increase to \$89,040 (from \$85,000), and a Councillor's salary would increase to \$40,068 (from \$25,500). The cost of added car allowances for all Councillors is estimated to total \$24,000 annually. In light of the narrowing of the gap between the Mayor's salary and that of each Councillor, changes to the monthly compensation or the per diem rate (for acting as Mayor in the Mayor's absence) would not be a major issue, so this has not been addressed in this report.

Information was obtained in order to compare the proposed remuneration to that provided by other municipal governments. Direct comparisons became difficult because population figures could not be used to confirm that the comparisons were appropriate (e.g. cities with larger populations may have more wards, thereby reducing the number of residences represented by each Councillor). Recent independent studies in Oshawa (prepared by AON) and Halifax Regional Municipality (report from a Citizens' Advisory Committee) were influenced by the impact of the regional governments for each municipality. However, with few exceptions, the compensation in these municipalities exceeded those being proposed in this report. Regina's compensation is similar to that currently paid by the City of Saskatoon, whereas Councillors in Calgary and Edmonton are paid 50% more than the proposed rates in this report.

If Council wished to consider a change in compensation, a number of options could be chosen. The following demonstrates the impact of several options:

a)	Implement effective June 1:		
	- 2005 Budget Impact	- Salaries	\$ 96,000
		- Car Allowance	\$ 14,000
	- 2006 End-load	- Salaries	\$ 54,000
		- Car Allowance	\$ 10,000
b)	Implement for last year of current 3 year term:		

- 2005 Budget Impact	-Salaries	\$ 25,000
	-Car Allowance	\$ 4,000
- 2006 End-load	-Salaries	\$125,000
	-Car Allowance	\$ 20,000
c) Phase-in over last year of current term and next 3 year term (but initiate car allowance immediately at the start of the last year of current term):		
- 2005 Budget Impact	-Salaries	\$ 6,250
	-Car Allowance	\$ 4,000
-2006 End-load	-Salaries	\$ 37,500
	-Car Allowance	\$ 20,000
-2007 End-load	-Salaries	\$ 37,500
-2008 End-load	-Salaries	\$ 37,500
-2009 End-load	-Salaries	\$ 31,250

PUBLIC NOTICE

Public Notice for a change in Councillors' or Mayor's compensation is required pursuant to Section 3 of Policy No. C01-021, Public Notice Policy.

ATTACHMENTS

1. Appendix 1 – Councillors - Estimate of Minimum Hours Required.

Written and
approved by: _____

Bernie Veltkamp, General Manager
Corporate Services Department

Dated: _____

Remuneration-members of City Council
copy: City Manager

Appendix IX

Other Sources

Part I: 2006 Wakabayashi Report, Independent Review Committee on MLA Indemnity (Province of Saskatchewan)

Retrieved from <http://www.legassembly.sk.ca/mlas/board-of-internal-economy/reports/report-of-the-mla-indemnity-committee>

Part II: CRA Information Bulletin (IT-292)

Retrieved from <http://www.cra-arc.gc.ca/E/pub/tp/it292/it292-e.html>

Comments - Report from the Saskatoon Municipal Review Commission Remuneration Committee

Recommendation

That the Governance and Priorities Committee receive this report as information and forward it to City Council for information.

Topic and Purpose

City Council considered a report from the Saskatoon Municipal Review Commission Remuneration Committee (the “Remuneration Committee”) at its Public Hearing Meeting held on April 25, 2016. The report contained various recommendations regarding the remuneration of members of City Council.

City Council resolved that the report from the Remuneration Committee be “received and referred to a meeting of the Governance and Priorities Committee for discussion, and to the Administration for review and written comment to the same meeting of the Governance and Priorities Committee”.

This report provides comments for consideration of the Governance and Priorities Committee with respect to each of the various recommendations made to City Council by the Remuneration Committee

Strategic Goals

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

Report

The Remuneration Committee made 18 recommendations to City Council. The City Clerk and City Solicitor have reviewed the report and recommendations for any potential required legislative changes, staffing implications and for consistency with other City policies or recommendations of the Saskatoon Municipal Review Commission. The following are brief comments for consideration:

“1. 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 order for the salaries of members of City Council to be fully taxable, an amendment to *The Cities Act* would be required. This is because section 56(2) of *The Cities Act* makes it mandatory that one-third of the total remuneration paid to a member of City Council is deemed to be general expenses incidental to the discharge of their duties.

- “2. No change should be made in the current linkage and adjustment formulas for the Mayor’s salary.”**
- This is a policy decision for City Council.
- “3. Change the Deputy Mayor section of the Council Remuneration Policy document to state that all Councillors shall be deemed to have received remuneration in recognition of Deputy Mayor duties as part of their annual remuneration as Councillors.”**
- Implementation of this Recommendation is possible.
- “4. Maintain the current method of determining Councillors’ salaries but increase percentage to 46% of the Mayor’s salary in recognition that compensation for Deputy Mayor duties would now be incorporated in the Councillor’s base salary.”**
- This is a policy decision for City Council.
 - Implementation of this Recommendation is possible.
- “5. Change the name of “Communications Allowance” to “Communications and Constituency Relations Allowance (CCRA).”**
- The “Communications Allowance” is a policy adopted by City Council and therefore City Council has the authority to change its name and make the changes outlined in Recommendations 6 to 16 by way of a Council Resolution.
- “6. Eliminate (1) the General Entertainment section from the Guidelines and Parameters of the allowance, (2) the “gift baskets and flowers for constituents for special occasions” from the Gifts and Promotions section, and (3) “business contacts” from the list of groups hosted by Councillors that are eligible for reimbursement.”**
- This is a policy decision for City Council.
 - Implementation of this Recommendation is possible.
- “7. Combine the Gifts and Promotions section of the guidelines with the Hospitality Expenses section and rename *Constituency Relations*.”**
- This is a policy decision for City Council.
 - Implementation of this Recommendation is possible.
- “8. Change the Responsibility of City Clerk’s Office section to indicate all expenses will be posted quarterly within 60 days of the end of the quarter.”**
- This is a policy decision for City Council.
 - Implementation of this Recommendation is possible.

- “9. Add to the General Guidelines section a statement that in the year of a civic election the allowance cannot be used from September 1 through October 31.”**
- Committee may wish to consider whether this would be applicable to members of Council not intending to seek re-election.
- “10. Add to the General Guidelines section a statement that, in the year of an election, 8/12 of the allowance will be allocated to the sitting Council, and 2/12 of the allowance will be allocated to the newly elected Council.”**
- Again, Committee may wish to consider whether this would be applicable to members of Council not intending to seek re-election.
- “11. Add to the General Guidelines section a statement that no goods or services purchased with the allowance (including such purchases as a website annual domain registration or billboard signage) may be used during an election period.”**
- Again, Committee may wish to consider whether this would be applicable to members of Council not intending to seek re-election.
- “12. Change the wording to indicate that all of the guidelines and policies are applicable to Council as a whole - - that is, to the Mayor as well as Councillors.”**
- This is a policy decision for City Council.
 - Implementation of this Recommendation is possible.
- “13. Approve additional housekeeping changes:**
- **Clarify under the General Guidelines section that funds cannot be carried forward to the next fiscal year.**
 - **Add to the Reimbursements section that invoices/receipts must be dated.**
 - **Change references to the Executive Committee to the Governance and Priorities Committee or the Integrity Commissioner, as appropriate.”**
 - With respect to the first two bullets, this is a policy decision for City Council and implementation of these Recommendations is possible.
 - Agree with the third bullet.
- “14. Adopt revised guidelines as set out in Appendix III and establish them as Council policy with the understanding that a violation of the policy would be a violation of the Code of Conduct and any irregularities would be subject to investigation by the Integrity Commissioner.”**
- It appears the concept here is to link the “Communications Guidelines” to the Code of Conduct in some way. This is possible and within City Council’s authority. Also, should City Council adopt the creation of an Integrity Commissioner position at the time City Council considers the Code of Conduct Committee’s report, the recommendation to have the Integrity

Commissioner investigate irregularities in spending under the “Communications Guidelines” could be incorporated.

- “15. Once the revised guidelines are established as policy, require that a third party review of the allowance be conducted at least every two years in order to provide additional guidance and perspective on the appropriate use of this fund. The review should include:**
- **usage of funds – by whom, where, and types of expense claims submitted;**
 - **summary of impacts – in an attempt to measure community engagement through the fund;**
 - **validation of expenditure appropriateness based on policy; and**
 - **validation that the current policy reflects the needs of Council members and their constituents.**
- Following each review, Council should be provided the opportunity to revise the policy as appropriate.”**
- It appears the concept is to have a scheduled, independent review of communications issues. Committee may wish to consider whether it would be necessary to engage an additional third-party for such a review when the requirements of the Remuneration Committee contained in *The Municipal Review Commission Bylaw* include a review of similar issues to be completed again by June 30, 2018 and every four years thereafter. Should City Council require a more frequent review, with more specific mandate items, these aspects could be included in *The Municipal Review Commission Bylaw*.
- “16. Add to the Responsibility of the City Clerk’s Office section of the guidelines the responsibility for facilitating and coordinating with the Integrity Commissioner the bi-annual reviews of the fund. This can occur through the engagement of a third party committee or the issuance of a formal request for proposals from external vendors as determined by the Integrity Commissioner.”**
- Please see comments under Recommendation 15.
- “17. That City Council consider adding an additional staff member (1 FTE) to the City Clerk’s Office. This position would be dedicated to providing support for Councillors.”**
- This is a policy decision for City Council.
 - Implementation is possible and would require an increase to the City Clerk’s Office Annual Budget of approximately \$85,000.

“18. If a member of Council who is enrolled in the SUMA Extended Health Plan is no longer eligible to receive benefits because of the benefit limitation placed on older plan members, that person shall be provided additional compensation equal to the employer’s premium cost for single coverage in the plan.”

- This is a policy decision for City Council.
- Implementation of this Recommendation is possible.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy was provided on April 15 and 16, 2016 when City Council first considered the report of the Saskatoon Municipal Review Commission Remuneration Committee.

Report Approval

Written and Approved by: Patricia Warwick, City Solicitor
Reviewed by: Joanne Sproule, City Clerk

Admin Report – Comments-Remuneration.docx
102-0473-pjw-1.docx

**PUBLIC RESOLUTION
GOVERNANCE AND PRIORITIES COMMITTEE**

Main Category: 6. COMMUNICATIONS
Sub-Category: 6.2 Matters Requiring Direction
Item: 6.2.2 Communication - Council Communication Allowance - Henry Dayday, January 26, 2016 [File No. CK. 255-1]
Date: February 22, 2016

Any material considered at the meeting regarding this item is appended to this resolution package.

Councillor Davies entered the meeting at 2:30 p.m.

Moved By: Councillor Olauson

That the information be received and referred to administration for a response and to the Municipal Review Commission for information.

In Favour His Worship the Mayor, Councillor Clark, Councillor Davies, Councillor Hill, Councillor Jeffries, Councillor Loewen, Councillor Lorje, Councillor Olauson and Councillor Paulsen

CARRIED UNANIMOUSLY

Moved By: Councillor Jeffries

That consideration of the matter of amending the communications policy so that members of Council would not have access to the communications allowance starting on August 1 of the election year with an exception made for the communications staffing cost of the office of the Mayor which the date of August 31, 2016 would apply, be deferred until receipt of the upcoming report of the Municipal Review Commission (April 2016).

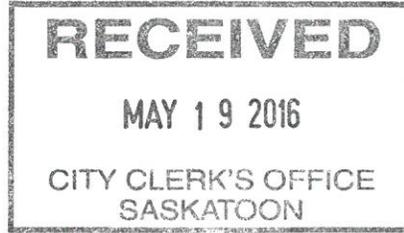
In Favour His Worship the Mayor, Councillor Clark, Councillor Davies, Councillor Hill, Councillor Jeffries, Councillor Loewen, Councillor Lorje and Councillor Paulsen

Against Councillor Olauson

CARRIED

255-1
x 265-1

City Clerk's Office, City Hall
222-3rd Ave. North
Saskatoon, Sask.



May 18, 2016

S7K 0J5

Your Worship and City Council:

On January 26, 2016, I wrote you a letter to express my concern about the communication allowance that you gave yourselves retroactive to January 01, 2013. Each year since, including 2016 which is an election year each councillor and the Mayor has access to the communication allowance, while other candidates that may run have no taxpayer's money to pay for the election.

The reason I wrote the letter in January was so that City Council could take action and repeal the bylaw before any expenses were claimed. This would make the election fair and transparent as it has over the past in the history of our city.

This is the beginning of very serious injustice in our electoral process which is undemocratic, unfair, non-transparent and legally if not morally questionable. Elected officials are to be the trustees of taxpayer's money and resources and not take taxpayer's money to pay themselves twice with an allowance after they are compensated by having one-third of their total remuneration deemed to be paid with respect to general expenses.

Cities Act-Remuneration, etc., of members of council, Section 56(1) Each member of council is to be paid any remuneration and benefits and any reimbursement or allowances for expenses that may be fixed by the council and section 56(2) One-third of the total remuneration paid to a member of council is deemed to be paid with respect to general expenses incurred that are incidental to the discharge of the duties of a member of council.

The cost to the taxpayer's for one year can be as high as \$230,000. Since City Council members are already compensated for the expenses in carrying out their duties, the communication allowance needs to be repealed. This will be a saving to the taxpayer's of up to \$920,000 over the next four years. I will do whatever will be required to get any member of city council to repay any money they have taken to pay any expenses in 2016 with the exception of the communication staffer's salary for the nine months.

This will certainly be a time for a new elected council to show leadership and work for the taxpayer's.

Sincerely

Henry Dayday

E-mail: henryday@hotmail.com

Scheduled Quarterly Meetings of the Governance and Priorities Committee

Recommendation

That a report be forwarded to City Council recommending:

1. That the annual Council and Committee meeting calendar to be brought forward at the Organizational meeting of City Council include extra quarterly meeting dates of the Governance and Priorities Committee, from 1:00 p.m. to 6:00 p.m. to deal with special or strategic priority matters or to meet with outside bodies or other orders of government; and
2. That if a quarterly meeting is not required, it be cancelled.

Topic and Purpose

The purpose of this report is to propose the implementation of scheduled quarterly meetings in addition to the regular meetings of the Governance and Priorities Committee to deal with special or strategic priority matters or to meet with outside bodies or other orders of government.

Strategic Goals

This report supports the strategic goal of Continuous Improvement. It is an opportunity to address changing demands for civic government and to promote openness and transparency.

Background

Bylaw No. 9170, *The Procedures and Committees Bylaw, 2014* provides for regularly scheduled Council Committee meetings to be held on the dates and times established by Council at an organizational meeting, and except where otherwise determined by Council, regularly scheduled Council Committee meetings shall be held on Mondays. The bylaw also provides for calling a special meeting of a Council Committee whenever requested to do so by the Chair or by a majority of the members of the Committee. The request for a special meeting of a Council Committee shall be in writing.

Report

The Governance and Priorities Committee recently set aside its scheduled meeting on March 14, 2016 (with the exception of the first hour) to hold a Growing Forward information session together with a non-statutory public hearing. This session proved to be very successful. The time allotted and the thoroughness of the presentations and discussion was informative and beneficial to members of Council and the community. Utilizing a regularly scheduled business meeting for this event, however, delayed the regular normal business of the Governance and Priorities Committee to the next meeting.

Scheduled Quarterly Meetings of the Governance and Priorities Committee

Similarly, other bodies, such as school boards or other orders of government, regularly request to meet with members of Council. These meetings are often difficult to arrange and coordinate due to competing schedules and commitments of members. The scheduling of quarterly meeting dates with the establishment of the annual Council and Committee meeting calendar at the organizational meeting would provide for pre-determined dates and times to hold non-regular meetings with outside bodies or to deal with special projects. Examples of where a non-regular meeting could be used include meetings with the school boards or other orders of government, to deal with strategic projects or to seek budget input. It is expected setting aside a time frame of 1:00 p.m. to 6:00 p.m. would be adequate and if the meeting date was not required, it would be cancelled.

Communication Plan

The quarterly meeting dates would be incorporated into the annual Council and Committee meeting calendar and posted on the City's website.

Policy Implications

There are no policy implications at this time.

Public Notice

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

Report Approval

Written by: Joanne Sproule, City Clerk
Reviewed by: Patricia Warwick, City Solicitor
Mike Jordan, Director of Government Relations
Approved by: Joanne Sproule, City Clerk
Patricia Warwick, City Solicitor
Mike Jordan, Director of Government Relations

Admin Report – Scheduled Quarterly Meetings of GPC.docx

2016 Local Government Elections – Amendments to Bylaw No. 8191, The Election Bylaw, 2012

Recommendation

That a report be forwarded to City Council recommending the City Solicitor be instructed to amend Bylaw No. 8191, *The Election Bylaw, 2012* as outlined in this report.

Topic and Purpose

The purpose of this report is to request approval for amendments to *The Election Bylaw, 2012*.

Background

On January 1, 2016, the Government of Saskatchewan proclaimed the new *Local Government Election Act, 2015* and passed *The Local Government Election Regulations, 2015*. It is necessary to amend Bylaw No. 8191, *The Election Bylaw, 2012* to reflect the legislative changes.

Report

Housekeeping amendments to Bylaw No. 8191, *The Election Bylaw, 2012* are required to update references to the new legislation and to new section numbers.

In addition, further amendments to the Bylaw with respect to vote counting machines, in particular, are necessary as a result of the passage of *The Local Government Election Regulations, 2015*. Bylaw No. 8191, passed by City Council on February 24, 2003, sets out voting procedures including the use of vote counting equipment. Automated vote counting machines will once again be used for the 2016 Local Government Elections. The Regulations necessitate that the Bylaw include provisions that require:

- the counting of all ballots to be done by voting machine where voting machines are used in an election; and
- the programming of machines to accept ballots for which no vote is recorded without requiring an override function.

Other required Bylaw amendments include procedures for:

- programming, pre-poll logic and accuracy testing of voting machines;
- the secure storage and transport of machines and other hardware, including memory cards, before, during and after the election;
- the recounting of votes; and
- reconciling voting machine count.

Finally, *The Cities Act* provides for Council to require that every candidate submit a criminal record check in addition to the required nomination paper. If Council wanted to implement this provision, it would be required to pass the necessary bylaw.

Communication Plan

A comprehensive communication plan for all aspects of the 2016 Municipal and School Board Elections is being developed with Communications Staff.

Policy Implications

There are no policy implications at this time.

Public Notice

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

Report Approval

Written and Approved by: Joanne Sproule, City Clerk
Reviewed by: Christine Bogad, Solicitor

Admin Report – Amendments to The Election Bylaw.docx

2016 Local Government Elections - Establishment of Special Polls (Hospitals and Personal Care Facilities)

Recommendation

That a report be forwarded to City Council recommending:

1. Approval of the establishment of Special Polls, conducted as Advance Polls on Tuesday, October 18, 2016, and Wednesday, October 19, 2016 and held during the operating hours as set out in Attachment 1;
2. Approval of the establishment of Special Polls conducted on Election Day, October 26, 2016 and held during the operating hours as set out in Attachment 2;
3. Authorization for the Returning Officer to make any changes or additions to the dates or times that may become necessary to accommodate the needs of the Special Polls; and
4. That a mail-in ballot provision be available to voters in hospitals, personal care facilities, or similar institutions in accordance with the established mail-in ballot voting system, and the use of mail-in ballots at these locations be facilitated by delivering the ballots to the facility.

Topic and Purpose

The purpose of this report is to obtain the required approval of recommendations related to establishing Special Polls during the 2016 Municipal and School Board Elections.

Strategic Goal

The information contained in this report aligns with the Strategic Goal of Continuous Improvement and the four-year priority to pursue opportunities to “modernize” civic government to reflect best practices, changing demands, etc.

Background

The Local Government Election Act, 2015 (the “Act”) and *The Local Government Election Act Regulations, 2015* came into effect January 1, 2016. In accordance with the legislation, a number of decisions are required by City Council related to the holding of a municipal election. This report seeks approval for establishment of Special Polls, in hospitals, personal care facilities and other similar institutions for the 2016 Municipal and School Board Elections.

Report

Section 29 of the Act states that Council may establish a polling place in a hospital, personal care facility or similar institution at which a voter who is receiving care in that institution may vote. The polling place may be held on Election Day or on a day in advance of Election Day.

It is recommended that Special Polls be established as Advance Polls, to be held on October 18 and 19, 2016, at the locations and times as set out in Attachment 1 and that Special Polls also be conducted on Election Day, October 26, 2016 at the locations and times set out in Attachment 2.

The Act defines a “personal care facility” as a personal care home licensed pursuant to *The Personal Care Homes Act*, a special-care home designated pursuant to *The Regional Health Services Act*, a residential-service facility licensed pursuant to *The Residential Services Act* or an approved home as defined in *The Mental Health Services Act*, but only if the home or facility accommodates or cares for at least five individuals. Special polling places are being provided in accordance with this definition.

The following criteria was applied to institutions included on the list of special polling places falling outside the definition of “personal care facility” but eligible as “similar institutions” under the legislation:

- A “special care home” as defined in the City’s Zoning Bylaw – means a nursing home, supervisory care home, sheltered care home or other facility used for the purpose of providing supervisory care, personal care and nursing care (does not need to be licensed by the Province).
- A residential development associated with or connected to a Special Care Home or Residential Care Home where the facility provides for residents to age in place.
- Any institution previously approved as a special polling place for the 2012 Local Government Elections, as well as those developments previously defined in the Zoning Bylaw as “housing for the elderly”.
- Any other institution where it can be reasonably demonstrated that occupants have limited mobility to attend a regular poll, are in need of personal services, supervision, or assistance essential for sustaining the activities of daily living.
- A suitable space to conduct a poll within the institution is available and the permission of the building manager or administrator has been obtained.

The Act also provides for these voters to vote by mail-in ballot. City Council has established a mail-in ballot voting system for voters. In accordance with Section 29 of the Act, it is being recommended that, if requested, voters in hospitals, personal care facilities, or similar institutions, as set out in Attachments 1 and 2, be permitted to vote by mail-in ballot in accordance with the established mail-in ballot voting system, and the use of mail-in ballots at these locations be facilitated by delivering the ballots to the facility.

Public and Stakeholder Involvement

A copy of this report will be provided to the Public and Separate School Boards for information.

Communication Plan

A comprehensive communication plan for all aspects of the 2016 Municipal and School Board Elections is being developed with Communications Staff.

Policy Implications

There are no policy implications at this time.

Public Notice

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

Attachments

1. List of Advance Special Polls
2. List of Special Polls on Election Day

Report Approval

Written and Approved by: Joanne Sproule, City Clerk

Admin Report – Establishment of Special Polls.docx

List of Advance Special Polls

Tuesday, October 18, 2016

Ward 1	Luther Heights/Intermediate Care Home 1802 Alexandra Avenue	8:30 a.m. – 11:30 a.m.
Ward 1	Oliver Lodge/Oliver Place 1405 Faulkner Crescent	9:00 a.m. – 12:00 p.m.
Ward 1	King Edward Place 530 25 th Street East	12:30 p.m. – 2:30 p.m.
Ward 1	St. Joseph's Home 33 Valens Drive	1:00 p.m. – 2:00 p.m.
Ward 1	Sutherland House 201 108 th Street	1:00 p.m. – 3:00 p.m.
Ward 1	Villa Royale 1817 Edmonton Avenue	3:00 p.m. – 5:00 p.m.
Ward 1	Central Haven/Central Place 1020 Avenue I North	3:30 p.m. – 4:30 p.m.
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Ward 2	Saskatoon Convalescent Home 101 31 st Street West	9:00 a.m. – 10:00 a.m.
Ward 2	Kiwanis Manor 125 Avenue B North	11:00 a.m. – 12:00 p.m.
Ward 2	St. George's Senior Citizens Residence 201 Ave. M N	1:00 p.m. – 2:00 p.m.
Ward 2	Clinkskill Manor 115 19 th Street East	1:00 p.m. – 3:00 p.m.

Ward 4	Porteous Lodge (Harry Landa Court/ Fairview Court/Mount Royal Court) 833 Avenue P North	3:00 p.m. – 5:00 p.m.
Ward 5	Primrose Chateau 310 Cree Crescent	9:00 a.m. – 12:00 p.m.
Ward 5	Bethany Manor/Court/Place/Tower/Villa 110 LaRonge Road	1:00 p.m. – 4:00 p.m.
Ward 6	The Palisades 514 23 rd Street East	9:00 a.m. – 12:00 p.m.
Ward 6	Shepherd Apartments (McNaughton Place) 535 24 th Street East	9:00 a.m. – 12:00 p.m.
Ward 6	The Franklin 220 24 th Street East	1:00 p.m. – 4:00 p.m.
Ward 8	Sherbrooke Community Centre (Veterans Village) 401 Acadia Drive	10:00 a.m. – 12:00 p.m.
Wednesday, October 19, 2016		
Ward 6	Luther Special Care Home (Luther Tower/ Luther Tower Intermediate Care Home) 1212 Osler Street	9:00 a.m. – 12:00 p.m.
Ward 6	Luther Riverside Terrace 915 Saskatchewan Cres. W	1:00 p.m. – 4:00 p.m.
Ward 7	Brightwater Senior Living of Stonebridge 102 Wellman Crescent	8:30 a.m. – 11:30 a.m.

Ward 7	Samaritan Place 375 Cornish Road	12:30 p.m. – 2:00 p.m.
Ward 7	Circle Drive Care Home/Place 3065 Preston Ave. S	12:30 p.m. – 3:30 p.m.
Ward 7	Trinity Manor 331 Cornish Road	3:00 p.m. – 4:30 p.m.
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Ward 9	Legion Manor 2101 Preston Avenue	8:30 a.m. – 9:30 a.m.
Ward 9	The Bentley 1622 Acadia Drive	8:30 a.m. – 11:30 a.m.
Ward 9	St. Ann's Senior Citizens Village 2910 Louise Street	9:00 a.m. – 12:00 p.m.
Ward 9	Scott Tower/Forget Tower 2501 Louise Street	9:00 a.m. – 12:00 p.m.
Ward 9	Stensrud Lodge (Eamer Court/ Cosmopolitan Court) 2202 McEown Avenue	9:00 a.m. – 12:00 p.m.
Ward 9	Extendicare 2225 Preston Avenue	10:30 a.m. – 11:30 a.m.
Ward 9	Amy McClure House/McClure Place 4025 Taylor Street East	12:30 p.m. – 2:30 p.m.
Ward 9	St. Volodymyr Villa/Chateau/Courts/ Manor/Terrace 3102 Louise Street	1:00 p.m. – 4:00 p.m.
Ward 9	Columbian Manor 2940 Louise Street	1:00 p.m. – 4:00 p.m.
Ward 9	Ilarion Residence 2509 Louise Street	1:30 p.m. – 3:30 p.m.

Ward 9	Elmwood Residences 2012 Arlington Avenue	3:30 p.m. – 4:30 p.m.
Ward 9	Cheshire Homes 2901 Louise Street	4:30 p.m. – 5:30 p.m.

List of Special Polls on Election Day

<u>Place</u>	<u>Location</u>	<u>Time</u>
City Hospital	Stationary Poll – 3 rd floor Atrium Bridge Bedside Voting	9:00 a.m. – 11:00 a.m. 11:00 a.m. – 4:00 p.m.
Royal University Hospital	Stationary Poll – 5 th floor North Atrium Bedside Voting	9:00 a.m. – 11:00 a.m. 11:00 a.m. – 4:00 p.m.
St. Paul's Hospital	Stationary Poll – 5 th floor Hub Bedside Voting	9:00 a.m. – 11:00 a.m. 11:00 a.m. – 4:00 p.m.
Parkridge Centre	Bedside Voting Bedside Voting Stationary Poll – Community Day Program Room	9:00 a.m. – 11:30 a.m. 1:00 p.m. – 2:50 p.m. 3:00 p.m. – 4:30 p.m.

Appointment of Bylaw Enforcement Officer

Recommendation

That the Governance and Priorities Committee recommend to City Council to direct the City Solicitor to amend Bylaw No. 7340, *The Bylaw Enforcement Officers Bylaw*.

Topic and Purpose

To facilitate the appointment of a new bylaw enforcement officer responsible for prosecuting municipal bylaw offences and representing the City of Saskatoon before a justice of the peace or a judge of the Provincial Court of Saskatchewan in the prosecution of anyone charged with a contravention of a bylaw.

Report

The Summary Offences Procedures Act allows non-lawyer agents to appear on matters falling under the authority of that Act. Under section 337 of *The Cities Act*, City Council may appoint bylaw enforcement officers to prosecute bylaw offences before a justice of the peace or a judge of the Provincial Court of Saskatchewan. Due to retirement, Bylaw No. 7340, *The Bylaw Enforcement Officers Bylaw* requires an amendment to appoint a new bylaw enforcement officer to perform these functions.

Public Notice

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

Report Approval

Written by: Kim M.K. Bodnarchuk, Solicitor
Approved by: Patricia Warwick, City Solicitor

Admin Report – Appoint Bylaw Officer.docx
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