



**REVISED PUBLIC AGENDA  
GOVERNANCE AND PRIORTIES  
COMMITTEE**

**Monday, January 16, 2017, 1:00 p.m.  
Council Chamber, City Hall**

**Pages**

**1. CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

***Recommendation***

1. That the letter from Mr. Alain Gaucher, Chair, Remai Modern Art Gallery received January 12, 2017, be added to item 5.1;
2. That the speakers list be revised for item 14.1; and
3. That the agenda be confirmed as amended.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

**4.1 Minutes - December 7, 2016**

***Recommendation***

That the minutes of the Regular Meeting of the Governance and Priorities Committee held on December 7, 2016, be adopted.

## 5. UNFINISHED BUSINESS

### 5.1 Meeting - Remai Modern Art Gallery of Saskatchewan Board and Governance and Priorities Committee (File No. CK. 620-5) 11 - 15

On December 7, 2016, the Governance and Priorities Committee resolved that a meeting between the Governance and Priorities Committee and the Remai Modern Art Gallery of Saskatchewan Board be arranged.

On December 12, 2016, City Council further resolved that a communication be sent to the Remai Modern Art Gallery of Saskatchewan Board of Directors indicating Council's interest in asking questions about details presented at the 2017 Budget Review as it pertains to the opening date of the gallery.

Attached is a communication dated January 11, 2016 from Scott Verity, Vice-Chair, Remai Art Gallery of Saskatchewan in response to the above as well as the briefing document mentioned therein.

#### **Recommendation**

That the information be received.

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

### 6.1 Delegated Authority Matters

### 6.2 Matters Requiring Direction

#### 6.2.1 Revisions and Additions to Collective Agreement - ATU - Notice from J. Yakubowski, December 20, 2016 (File No. CK. 4720-2) 16 - 16

#### **Recommendation**

That the information be received and forwarded to the Administration for further handling.

#### 6.2.2 Greater Saskatoon Catholic Schools Representative - Cultural Diversity and Race Relations Committee - Email from J. Lloyd, December 19, 2016 (File No. 225-40) 17 - 17

#### **Recommendation**

That a report be forwarded to City Council recommending the appointment of Delvin Kanewiyakiho (Board of Education for Saskatoon Catholic Schools) on the Cultural Diversity and Race Relations Committee to the end of 2018.

- 6.2.3 Downtown Saskatoon Representative - Municipal Heritage Advisory Committee - Email from S. Marchildon (File No. CK. 225-18)** 18 - 18

**Recommendation**

That a report be forwarded to City Council recommending the appointment of Tannis Miller as the Downtown Saskatoon representative on the Municipal Heritage Advisory Committee to the end of 2018.

- 6.2.4 Saskatoon Police Service Representative - Traffic Safety Committee - Email from J. McHarg (File No. CK. 225-8)** 19 - 19

**Recommendation**

That a report be forwarded to City Council recommending the appointment of Sgt. Dean Hoover as the representative of the Saskatoon Police Service on the Traffic Safety Committee to the end of 2018.

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

**7. REPORTS FROM ADMINISTRATION**

**7.1 Delegated Authority Matters**

- 7.1.1 Potential Project Priorities - Phase 2 Federal Infrastructure Funding (File No. CK. 1860-1 x 1702-1)** 20 - 27

**Recommendation**

That the information be received.

**7.2 Matters Requiring Direction**

**8. LEGISLATIVE REPORTS**

**8.1 Delegated Authority Matters**

- 8.1.1 Council Communications and Consitituecy Relations Allowance - 2016 (File No. CK. 255-1)** 28 - 44

**Recommendation**

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

**Recommendation**

That the information be received.

**8.2 Matters Requiring Direction**

**8.2.1 Appointment - Partners for the Saskatchewan River Basin (File No. CK. 225-64)**

On December 12, 2016, City Council resolved that the Administration be requested to identify a nominee for consideration for appointment to the Partners for the Saskatchewan River Basin for 2017.

**Recommendation**

That a report be forwarded to City Council recommending Brenda Wallace as the nominee for appointment to the Partners for the Saskatchewan River Basin to the end of 2017.

**8.2.2 Appointment - Development Appeals Board (File No. CK. 175-21)**

On December 12, 2016, City Council approved the reappointment of Ms. Leanne DeLong to the Development Appeals Board to the end of 2017. Appointments to the Development Appeals Board are to be for a two-year term. The appointment should therefore be extended to 2018.

**Recommendation**

That a report be forwarded to City Council recommending extension of the appointment of Leanne DeLong to the Development Appeals Board to the end of 2018.

**8.2.3 Appointment - Centennial Auditorium & Convention Centre Corporation Board of Directors (TCU Place - Saskatoon's Arts & Convention Centre) (File No. CK. 175-28)**

On December 12, 2016, City Council resolved, in part, that the City's representative be instructed to vote the City's proxy at the 2017 Annual General Meeting for the appointment of Councillors B. Dubois and A. Iwanchuk to the Centennial Auditorium & Convention Centre Board of Directors throughout a term expiring at the conclusion of the 2018 Annual General Meeting.

As Councillor Dubois' appointment replaces a former Councillor, the appointment should be effective immediately.

**Recommendation**

That a report be forwarded to City Council recommending:

1. That the portion of the resolution of City Council of December 12, 2016 dealing with the appointment of Councillor Dubois to the Centennial Auditorium & Convention Centre Corporation Board of Directors be rescinded; and
2. That Councillor Dubois be appointed to the Centennial Auditorium & Convention Centre Corporation Board of Directors effectively immediately (to fill the vacancy of former Councillor Paulsen), throughout a term expiring at the conclusion of the 2018 Annual General Meeting.

**8.2.4 Appointments - Saskatoon Gallery and Conservatory Corporation Board of Trustees (Mendel Art Gallery) and Remail Modern Art Gallery of Saskatchewan (File No. CK. 175-27)**

On December 12, 2016, City Council resolved, in part, that the City's representative be instructed to vote the City's proxy at the 2017 Annual General Meeting for the appointments of Councillors C. Block and M. Loewen to the Saskatoon Gallery and Conservatory Corporation Board of Trustees (Mendel Art Gallery) and to the Remail Modern Art Gallery of Saskatchewan throughout a term expiring at the conclusion of the 2018 Annual General Meeting of each.

As both appointments replace former Councillors, the appointments should be effective immediately.

## **Recommendation**

That a report be forwarded to City Council recommending

1. That the portion of the resolutions of City Council of December 12, 2016 dealing with the appointments of Councillors C. Block and M. Loewen to the Saskatoon Gallery and Conservatory Corporation Board of Trustees (Mendel Art Gallery) and to the Remai Modern Art Gallery of Saskatchewan be rescinded; and
2. That Councillors C. Block and M. Loewen be appointed to the Saskatoon Gallery and Conservatory Corporation Board of Trustees (Mendel Art Gallery) and to the Remai Modern Art Gallery of Saskatchewan effective immediately, throughout a term expiring at the conclusion of the 2018 Annual General Meeting.

### **8.2.5 Appointment - Sponsor from City Council - International Council for Local Environmental Initiatives (File No. CK. 375-4)**

City Council, at its meeting held on December 12, 2016, resolved in part that the City of Saskatoon apply for membership on the International Council for Local Environmental Initiatives, including appointing a Sponsor from City Council.

International Council for Local Environmental Initiatives (ICLEI) ICLEI – Local Governments for Sustainability is a network of local governments working together to advance sustainability. Membership in ICLEI will connect the City with the most ambitious and committed local governments across Canada and around the world, enabling the City to share best practices and access resources to help achieve sustainability goals. To become a member of ICLEI, the City must name a Sponsor from City Council. There are no specific requirements of a Sponsor; however, through the named Councillor, the City of Saskatoon will have access to a network of other communities (both through elected officials and administration) having similar issues and initiatives.

## **Recommendation**

That a report be forwarded to City Council recommending the appointment of a Sponsor on the International Council for Local Environmental Initiatives.

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 Request for In Camera Meeting - Remai Modern Art Gallery of Saskatchewan Board and Governance and Priorities Committee

*[In Camera - Economic/Financial Information (Sections 17(1)(d) and (e) LAFOIPP); Third Party Information (Section 18 LAFOIPP)]*

    - 13.1.1 Pre-Opening Communications Strategy
    - 13.1.2 Operations and Programming
  - 13.2 Project Update

*[In Camera - Solicitor-Client Privilege - Section 21 LAFOIPP]*
  - 13.3 Appointments to Personnel Subcommittee

*[In Camera - Personnel Matters - Sections 16(1)(c) and (d) - LAFOIPP]*
  - 13.4 Appointment to Advisory Committee

*[In Camera - Personal Information - Sections 16(1)(b) and (d) and 28 LAFOIPP]*
  - 13.5 Verbal Updates
    - 13.5.1 Council Members - His Worship the Mayor, FCM/SUMA, Boards and Commissions (if required)
    - 13.5.2 Administration
      - 13.5.2.1 City Manager

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

**13.6 Third Party Review**

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

**13.7 Strategic Planning Exercise**

*[In Camera - Strategic Planning - Cities Act, Section 94(4)]*

## 14. OTHER

### 14.1 Let's Talk Trends (File No. CK. 116-1) - 6:00 P.M.

Communication from Mayor Clark dated January 4, 2016 is attached.

Presentation - Ms. Karen Thoreson, Alliance for Innovation

#### Speakers - (7:00 P.M.)

Innovation and Partnerships –

Felix Thomas, Tribal Chief of Saskatoon Tribal Council

Peter Stoicheff, President of University of Saskatchewan

Sustainable Growth and Planning –

Ryan Walker, U of S Professor of Urban Planning

Downtown Development –

Tom McClocklin, President and Managing Director, Saskatchewan,

Colliers International

Economic Development –

Stephanie Yong, Director at the Wilson Centre for Entrepreneurial

Excellence

Transportation –

Carl Kuhnke, Managing Director, Saskatchewan Centre of Excellence

For Transportation and Infrastructure

Inclusion and Diversity –

Fatima Coovadia, Health Professional, Human Rights Commission's

Think Good Do Good Spokesperson, and Islamic Association of

Saskatchewan member.

Crime and Safety –

Craig Nyirfa, President of Birchwood Consulting Inc., former Executive

Director of the Centre of Responsibility (HUB/COR) and member of the

Saskatoon Police Service

Community Well-Being –

CeCe Baptiste, Vice-Chair, United Way of Saskatoon and Area

Environmental Sustainability –

Kathleen Aitkens and David McGrane, members of Saskatoon

Environmental Advisory Committee

Refreshments to follow in the lobby.

**15. ADJOURNMENT**

## **Sproule, Joanne (Clerks)**

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**From:** Verity, Scott D <sdverity@kpmg.ca>  
**Sent:** Wednesday, January 11, 2017 12:08 PM  
**To:** Sproule, Joanne (Clerks)  
**Cc:** Hudson, Janice (Clerks)  
**Subject:** Request by Governance and Priorities Committee

Good morning Joanne

Further to our recent discussions, I am writing regarding the Governance and Priorities Committee's request for a meeting with representatives of our Board and the December 12, 2016 resolution stating "Council's interest in asking questions about details presented at the 2017 Budget Review as it pertains to the opening date of the gallery".

A briefing document is being prepared to respond to Council's question and will be made available for distribution prior to the meeting. We have agreed to attend the meeting on January 16<sup>th</sup> to answer any further relevant questions related to this request and our submission.

We recently shared with our Council Board representatives, the desire and need for closer communication and sharing between Council and our Board. We therefore request to meet "in camera" with the Governance and Priorities Committee to share information about our pre-opening communication strategy, as well as certain public announcements we hope to make in the near future of benefit to operations and programming of the Gallery. As this information is currently confidential and/or not yet finalized it is necessary that our discussion be held "in camera".

Please let me know if you have any questions.

Regards,

**Scott Verity**  
**Remai Art Gallery of Saskatchewan, Vice Chair**

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Our lawyers have recommended that we provide certain disclaimer language with our messages. Rather than including them here, we're drawing your attention to the following links where the full legal wording appears.

- **Disclaimer concerning confidential and privileged information/unintended recipient** (<http://disclaimer.kpmg.ca>).
- **Disclaimer concerning tax advice** (<http://taxdisclaimer.kpmg.ca>).

*If you are unable to access the links above, please cut and paste the URL that follows the link into your browser.*

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# rRemai mModern

City of Saskatoon  
Office of the City Clerk  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Dear Ms. Sproule,

**Re: Meeting – Remai Modern Art Gallery of Saskatchewan Board – and – Governance and Priorities Committee (File No. CK. 620-5)**

This letter is in response to your letter of January 3, 2017 dealing with the City Council resolution about “details presented at the 2017 Budget Review as it pertains to the opening date of the gallery”. In particular, we understand that Council asked the Board to clarify what the 2017 budget assumes, particularly with respect to self-generated revenues, about an opening date.

**Opening Date Assumption Background:**

The Remai Modern Art Gallery’s (“the Gallery’s”) Board and Management are anxious to open the gallery as soon as practical - a goal we share with Council and the public.

We have communicated publicly that the Gallery will open immediately following an 8 month commissioning period, which will commence as soon as we are allowed to occupy the building. Occupancy can only occur once the contractor achieves “substantial completion”.

We share the frustration of ongoing delays in this construction project. Over the past 18 months, our Board and Management have been using Substantial Completion targets by Ellis Don, along with internal assumptions about potential delays, to determine targeted opening date assumptions to drive our budgeting and program planning. Some recent chronology may help demonstrate the variability we have been facing in our planning and likely some of the confusion about opening dates Council has experienced:

| <b>Project Update Report Received by the Board</b> | <b>Targeted Substantial Completion by Ellis Don</b>   | <b>Internal Substantial Completion Assumption</b> | <b>Targeted Opening Date Assumption</b> |
|--|---|---|---|
| June 21, 2016                                      | October 13, 2016<br>(revised from September 22, 2016) | End October, 2016                                 | Late May, 2017                          |
| September 20, 2016                                 | November 29, 2016                                     | January 2017                                      | September 1, 2017<br>(Note 1)           |

|                   |                   |                 |                     |
|-------------------|-------------------|-----------------|---------------------|
| October 18, 2016  | December 1, 2016  | No change       | No change           |
| November 15, 2016 | No change         | No change       | No change           |
| December 20, 2016 | January 11, 2017  | February, 2017  | End September, 2017 |
| January 10, 2017  | February 27, 2017 | Mid-March, 2017 | To be determined    |

Note 1: This substantial completion information and opening date assumptions were the basis for the budget approved by Board October 18, 2016 and received by Council November 29, 2016. See below.

**Budget Assumptions:**

- The starting point for the Gallery’s 2017 budget was the Gallery’s comprehensive multi-year Business Plan prepared in 2014, which Council has received.
- At the time the Business Plan was prepared, 2017 was planned to be a full operating year. At the time of the preparation of the 2017 budget, it was known 2017 would not be a full operating year as substantial completion had slipped to late 2016.
- The Gallery board used September 1, 2017 as an opening date assumption in the 2017 budget preparation, based Ellis Don’s projected November 29, 2016 substantial completion date and the project team’s expectation that substantial completion would slip further to January 2017 (see above). Our budget was based on the best information available to us at the time.
- The following self-generated revenue line items in the original Business Plan were pro-rated based on a September 1<sup>st</sup> opening.
  - o Admissions
  - o Program revenue
  - o Private functions/rentals
  - o Food services
  - o Gift shop
  - o Annual fundraising
  - o Annual memberships

**Further notes:**

- The most lucrative months for the gallery in terms of self-generated revenue are:
  - o Summer and early Fall (tourism season, weddings)
  - o Lead-up to the holiday season (catering, receptions, gift shop)
- For every month the opening is delayed, there is a loss of self-generated revenue, which results in a net negative impact for the gallery

- Further planning about opening is dependent on when substantial completion is ultimately achieved. While there is limited ability to reduce the Commissioning period, the Board has directed Management to seek every opportunity to compress the period to achieve some reduction.

Respectfully submitted,



Alain Gaucher  
Chair, Remail Modern Art Gallery

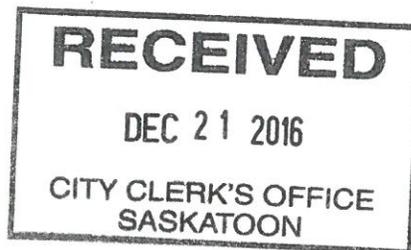
cc: Mayor C. Clark  
Ms. C. Gryba, General Manager, Corporate Performance  
Ms. Jana King-Mayes, Executive Assistant, Remail Modern Art Gallery

4750-2



# AMALGAMATED TRANSIT UNION

LOCAL 615  
SASKATOON, SASKATCHEWAN



Dec.20,2016,

Attention:

Office of the City Clerk,

Saskatoon City Hall,

Saskatoon,Sask.

Please forward to the next city Council Meeting.

Dear Mayor and city council,

The Amalgamated Transit Union Local 615 is hereby giving notice to the city of Saskatoon, in accordance with the Saskatchewan Employment Act under section 6-26.

We wish to negotiate revisions and additions to the collective agreement between the City of Saskatoon and our union as the collective agreement as referenced above is due to expire March 31,2017.

Sincerely,

Jim Yakubowski

President/Business Agent

Amalgamated Transit Union Local 615

Cc

Murray Totland,City Manager

Marno Mcinnes, Human Resources

Jim Mcdonald,Transit Director

## Fast, Joyce (Clerks)

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**From:** Lloyd, Joel <JLloyd@GSCS.SK.CA>  
**Sent:** December 19, 2016 4:18 PM  
**To:** Fast, Joyce (Clerks)  
**Cc:** Kanewiyakiho, Delvin; Laliberte, Cornelia; Martell, Gordon  
**Subject:** Delvin Kanewiyakiho

Good Afternoon Joyce,

Please accept this email as confirmation that Delvin Kanewiyakiho will be our representative for the City of Saskatoon Cultural Diversity and Race Relations Committee effective January 2017.

Thank you,

Joel Lloyd

Superintendent of Administrative Services

St. Paul's R.C.S.S.D. #20

420 22nd St. E.

Saskatoon, SK S7K 1X3

Ph: (306) 659-7021

Fax: (306) 659-2011

Email: [jlloyd@gscs.sk.ca](mailto:jlloyd@gscs.sk.ca)



225-18

**Fast, Joyce (Clerks)**

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**Subject:** FW: FW: MHAC

Joyce,

Please accept this email as the information, which Brent can follow up with an approval by email.

1. Please accept our request that Tannis Miller (replacing Brent Penner) be the designated representative (voting) on the Municipal Heritage Advisory Committee for 2017 for Downtown Saskatoon | [tannis.miller@dtnyxe.ca](mailto:tannis.miller@dtnyxe.ca) 306.664.0740

Thanks. Happy new year!

**YXE NYE 150** | Be the first to celebrate Canada 150 this New Year's Eve #dtnyxe!  
Saskatoon's outdoor winter party with fireworks at 20h17!



**Sarah Marchildon**  
 Marketing & Communications Manager  
 Downtown Saskatoon | Downtown Business Improvement District  
 306.664.0740 | [sarah.marchildon@dtnyxe.ca](mailto:sarah.marchildon@dtnyxe.ca) | [dtnyxe.ca](http://dtnyxe.ca)

242 Third Avenue South | Saskatoon SK S7K 1L9



**Fast, Joyce (Clerks)**

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**Subject:** FW: Traffic Safety Committee - Next Meeting - January 17

Good morning Joyce,

Sgt Dean Hoover will be our representative. If you could include me in your mailing list I would appreciate it.

Thank you .

Judy

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## Potential Project Priorities - Phase 2 Federal Infrastructure Funding

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide City Council an update on Phase 2 funding from the federal government's infrastructure funding plans, and provide a potential list of projects for consideration that aim to achieve the objectives of City Council and the City of Saskatoon's (City) Strategic Goals.

### Report Highlights

1. Details and the allocation of Phase 2 funding under the federal government's infrastructure funding programs is still to be determined.
2. Despite the uncertainty surrounding Phase 2 funding, the Administration is providing a potential list of projects for City Council's consideration as it prepares to update the Strategic Plan and set new priorities for its four-year term.
3. Throughout 2017 and in preparation of the 2018 Capital Budget, the project priorities will be determined and projects included in the Capital Budget for approval and for submission for future federal and/or provincial funding.

### Strategic Goal

This report supports the strategic goal of Asset and Financial Sustainability by demonstrating that the financial and physical resources under the City's care are used to address the needs of citizens today and tomorrow. The federal funding programs help the City focus on the long-term goal to manage the City in a smart, sustainable way.

### Background

In March 2016, the Government of Canada released the budget for the 2016/17 fiscal year (Budget 2016) that included an investment of \$120 billion in infrastructure over the next ten years. This investment combines \$60 billion in previously committed funding through the Building Canada Plan, along with \$60 billion in new funding (announced in Budget 2016). Budget 2016 also announced that the new \$60 billion in funding is to be allocated over two phases.

In the first phase, the Budget specifically allocated \$11.9 billion for the repair and maintenance of the infrastructure over the first two years of the program (2016 - 2018) as follows:

- Public Transit Infrastructure - \$3.4 billion
- Green Infrastructure - \$5.1 billion
- Social Infrastructure - \$3.4 billion

The Administration tabled reports with the Governance and Priorities Committee in April 2016 that provided an overview of this infrastructure funding program. The two most prominent programs, at least to the City's benefit, are Phase 1 of both the Public Transit Infrastructure Fund (PTIF) and the Clean Water and Wastewater Fund (CWWF).

In June 2016, the Administration tabled an additional report that recommended projects to be funded by the PTIF and the CWWF, which the Committee approved for submission for funding under the programs. However, at the time, the City did not know exactly how much its allocation would be, nor did it know how much the provincial government would provide in terms of financial support.

In September 2016, the Governments of Canada and Saskatchewan signed a bilateral agreement for Phase 1 funding of the PTIF and CWWF which confirmed the City's federal and provincial funding allocations under the programs. Attachment 1 summarizes the Phase 1 funding including the projects that were submitted by the City under these programs.

The remaining \$48.1 billion is to be allocated over a period of eight years (2018 - 2026) for new infrastructure as follows:

- Public Transit Infrastructure - \$16.6 billion
- Green Infrastructure - \$14.9 billion
- Social Infrastructure - \$16.6 billion

However, on November 1, 2016, the federal Minister of Finance released the "Fall Economic Statement" (FES). The FES provided additional infrastructure funding to augment the Phase 2 funding announced in Budget 2016. As a result of the FES, Phase 2 funding includes approximately \$81 billion over 11 years (2016 - 17 to 2027 - 28 fiscal years) for the construction of new infrastructure. This funding is distributed as follows:

- Public Transit - \$25.3 billion;
- Green Infrastructure - \$21.9 billion
- Social Infrastructure - \$21.9 billion
- Trade and Transportation - \$10.1 billion
- Rural and Northern Communities - \$2.0 billion

In addition, the FES establishes the Canada Infrastructure Bank (CIB), an arm's-length organization dedicated to increasing investment in growth-oriented infrastructure. At least \$35 billion is being allocated to the CIB for large infrastructure projects that contribute to economic growth through loans, loan guarantees and equity investments. Some of the projects that could be funded by the CIB include interprovincial electrical distribution systems, and interprovincial or regional transportation systems.

Attachment 2 summarizes the Federal Funding Plans and the total allocations under each of the infrastructure categories (excluding the CIB).

### Report

The federal infrastructure funding programs provides an opportunity for the City to undertake key priority projects that will advance the goals and objectives of City Council and the Strategic Plan. There are still several uncertainties with respect to Phase 2 funding, such as:

- Will the federal government maintain its 50% share of funding as it did for Phase 1, or will it move to some lower share?
- What will be the role of the provinces in approving projects and participating on projects?
- Will the provinces be required to match funding?
- How will the funding be allocated to provinces and subsequently municipalities (e.g. ridership, per capita, base plus per capita, application/merit based)?
- What projects would qualify for funding?

These questions will likely be answered once the 2017 Federal Budget is released in March.

In terms of what projects would qualify for funding, the City has a general understanding based on the three main funding buckets: Transit, Green, and Social. For Public Transit Infrastructure, projects that focus on new, transformative construction and expansion projects that build or expand the transit systems. In Saskatoon's case, a Bus Rapid Transit System would be an excellent fit.

As the name suggests, Green Infrastructure funding will support projects that focus on greenhouse gas emission reductions, enabling greater climate change adaptation and resilience, and providing clean air and safe drinking water. The City's Recovery Park project is a good example of a project that would qualify under this category.

Social Infrastructure funding focuses on improving quality of life and building more inclusive communities. Thus, funding under this category will focus on new projects in areas such as affordable housing and homelessness prevention, early learning and child care, and cultural and recreational infrastructure. New recreation centres and a new central library are good potential candidate projects that would qualify for funding under this category.

Despite the uncertainty surrounding Phase 2 funding, the Administration is providing a potential list of projects for City Council's consideration (Attachment 3). Moreover, the list aims to assist City Council as it prepares for the upcoming Strategic Planning process and the setting of the objectives that City Council aims to accomplish during its new four-year term.

These projects could likely qualify for funding and would require City financial contributions to either match or supplement the project funding depending on the extent of participation by the Province of Saskatchewan.

## Potential Project Priorities – Phase 2 Federal Infrastructure Funding

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Many of these projects are still in the conceptual stage and would require further refinement including scope, timing and cost before seeking final City Council approval. However, in the meantime, this list provides City Council a sense of the potential of the range and scope of the projects that might be considered to help achieve its objectives.

### **Communication Plan**

A news release will be issued when the details of the Phase 2 funding are known in the 2017 Federal Budget, and once City Council sets its four-year priorities, prioritizing key projects that will leverage the infrastructure funding programs

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

City Council will update the Strategic Plan and set the new four-year priorities during its upcoming Strategic Planning process. In addition, with the expected release of the details of the Phase 2 funding in the Federal Budget 2017, City Council and the Administration could have the information to begin the process of prioritizing projects that leverages the infrastructure funding programs to implement initiatives that can achieve City Council's goals.

Throughout 2017 and in preparation of the 2018 Capital Budget, the project priorities will be determined and projects included in the Capital Budget for approval and for submission for future federal and/or provincial funding.

### **Public Notice**

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

### **Attachments**

1. Phase 1 Funding
2. Government of Canada Infrastructure Funding Plans
3. Proposed Project List for Consideration

### **Report Approval**

Written by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

Reviewed by: Mike Jordan, Director of Government Relations

Approved by: Kerry Tarasoff, Acting City Manager

Phase2Funding.docx

PHASE 1 FUNDING

ATTACHMENT 1

PHASE 1 FUNDING

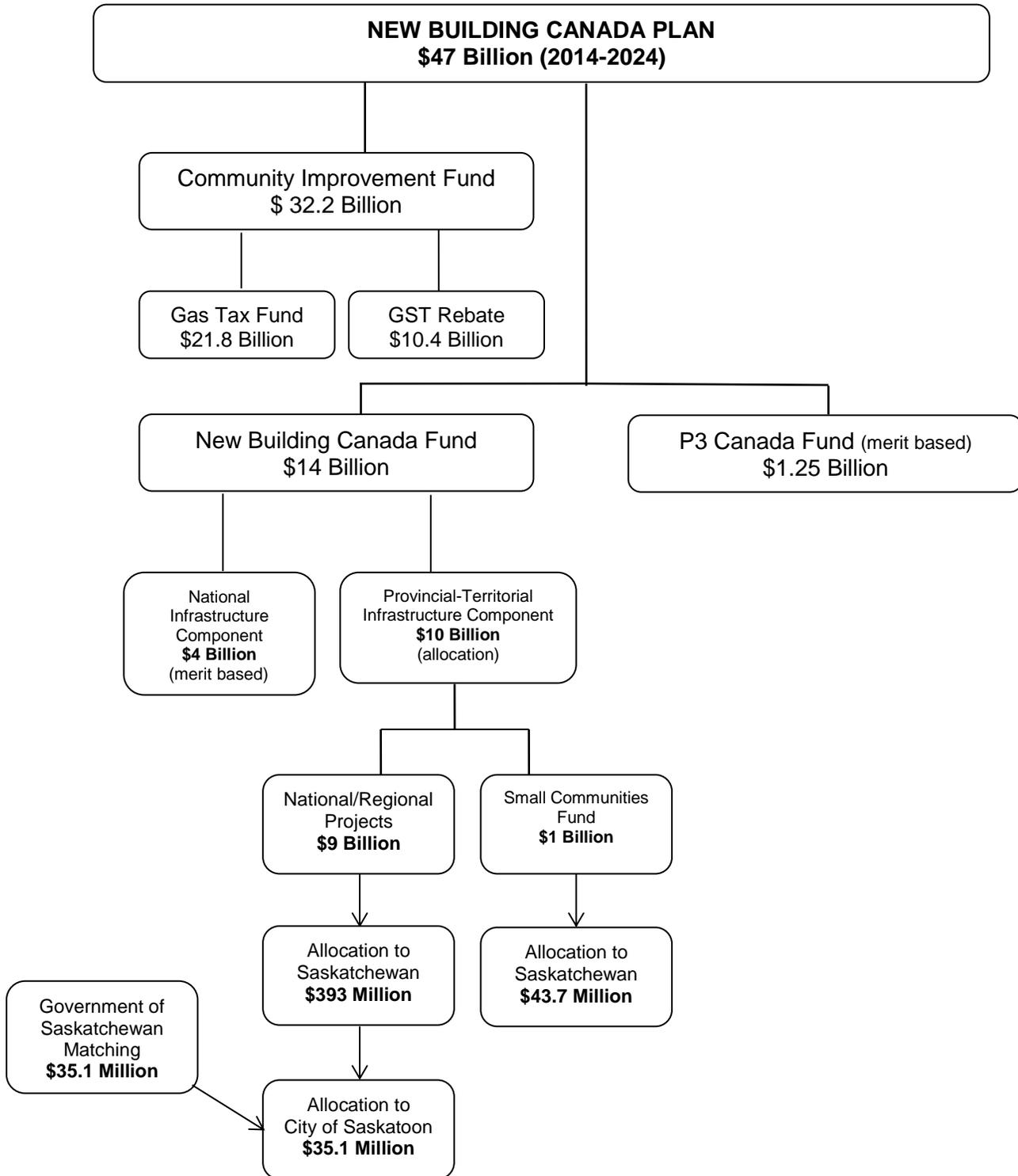
| (in millions)               | Federal Funding | Provincial Funding | City Funding | TOTAL |
|-----------------------------|-----------------|--------------------|--------------|-------|
| Public Transit Fund         | 18.7            | 0.0                | 18.7         | 37.4  |
| Clean Water/Wastewater Fund | 15.8            | 7.9                | 7.9          | 31.6  |
| Total Phase 1 Funding       | 34.5            | 7.9                | 26.6         | 69.0  |

| PTIF Projects                                   | Project Description                                | Total Cost  | City Source of Funding                       |
|---|--|-------------|--|
| Transit Related Infrastructure                  | Shelter Improvements                               |             |  |
|   | BRT Customer Infrastructure                        |             | Reallocated Funds from BCF for W/WW projects |
|   | Intelligent Transportation & Data Requirements     | 6.0         |  |
| Fleet Renewal & Upgrades                        | Conventional and Access Buses                      | 24.0        | Reallocated Funds from BCF for W/WW projects |
| Planning & Design to expand and improve transit | BRT Indicative Design and Detailed Functional Plan | 7.4         | Reallocated Funds from BCF for W/WW projects |
|   |  | <u>37.4</u> |  |

| CWWF Projects                | Project Description                  | Total Cost  | City Source of Funding  |
|------------------------------|--------------------------------------|-------------|-------------------------|
| 1615 - Water Distribution    | Major Rehab & Replacement Water      | 27.8        | Infra Res-Wtr & San Swr |
| 1616 - Wastewater Collection | Major Rehab & Replacement Wastewater | 7.01        | Infra Res-Wtr & San Swr |
|                              |                                      | <u>31.6</u> |                         |

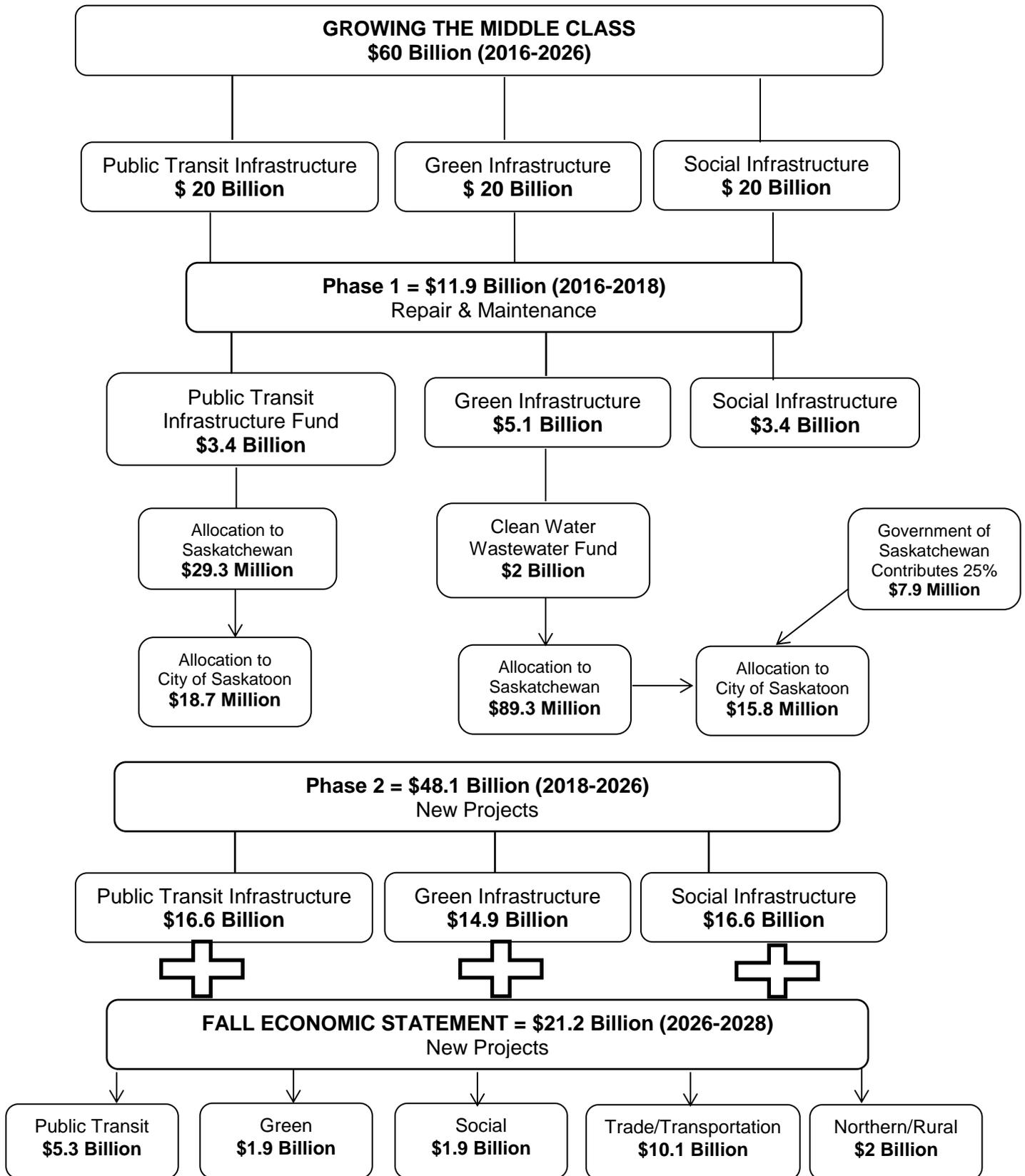
GOVERNMENT OF CANADA INFRASTRUCTURE FUNDING PLANS

**THE NEW BUILDING CANADA PLAN**  
*(Introduced by the Harper Government in Budget 2013)*



# GROWING THE MIDDLE CLASS INFRASTRUCTURE PLAN

*(Introduced by the Trudeau Government in Budget 2016)*



## PROPOSED PROJECT LIST FOR CONSIDERATION

**Category: Public Transit Fund**

| Project           | Description                               | Est Cost | Est Timing |
|-------------------|---|----------|------------|
| Bus Rapid Transit | Continued development of the BRT system   | \$130M   | > 2018     |
| Bus Rapid Transit | Removing road/rail conflict on BRT system | \$150M   | > 2018     |

**Category: Green Fund**

| Project                     | Description  | Est Cost | Est Timing |
|-----------------------------|--|----------|------------|
| Recovery Park               | Development of a waste recovery park at Landfill                           | \$20M    | 2018       |
| Organics                    | Develop an organics processing facility at Recovery Park                   | \$30M    | > 2018     |
| South Caswell Redevelopment | Site reclamation and installation of new infrastructure                    | \$3M     | 2018       |
| Solar Power Project         | Development of a 5MW solar power generation facility                       | \$15M    | > 2018     |
| Solar Power Project         | Potential installation at Civic Operations Centre                          | \$3M     | 2018       |
| Hydro Project Feasibility   | Investigate feasibility of hydro power generation project                  | \$2M     | > 2018     |
| Active Transportation Plan  | Construct high priority active transportation projects                     | \$65M    | > 2018     |
| Satellite Yard Development  | Operations requirements to support Growth Plan<br>(e.g. snow dumps, yards) | \$200M   | > 2018     |
| Flood Protection Projects   | Infrastructure to address flooding in low-lying areas                      | \$20M    | > 2018     |
| Meewasin Projects           | Meewasin North East Swale development - Phases 2 - 5                       | \$5M     | > 2018     |
| Various Water/WW Projects   | New infrastructure such as reservoirs, digesters                           | \$150M   | >2018      |
| LED Street Lighting         | Conversion of street lighting to LED lighting                              | \$12M    | 2018       |

**Category: Social Fund**

| Project                         | Description  | Est Cost     | Est Timing |
|---------------------------------|--|--------------|------------|
| Winter City Strategy            | Projects assoc with winter city strategy   | \$10M        | 2018       |
| Central Library                 | New Central Library  | \$90M        | > 2018     |
| New Central Fire Hall           | New Fire Hall including central dispatch, EMO, Admin                                 | \$35M        | > 2018     |
| Regional Fire Training Centre   | New Regional Fire training centre  | \$8M         | > 2018     |
| City Centre Recreation Facility | New leisure centre for inner city residents  | \$10 - \$20M | > 2018     |
| New Suburban Leisure Centre     | New leisure centre to accommodate city growth  | \$50M        | > 2018     |
| Recreation Master Plan          | Construct various priority recreation facilities as identified<br>in the Master Plan | \$50M        | > 2018     |
| Park Enhancements               | New playgrounds, spray pads, playground unit buildings                               | \$20M        | >2018      |

**Category: FCM Funding Programs**

| Project                     | Description   | Est Cost | Est Timing |
|-----------------------------|---|----------|------------|
| Climate Adaptation Strategy | Development of a strategy                             | \$0.5M   | 2018       |
| Climate Change Mitigation   | Development of a plan for climate change mitigation   | \$0.4M   | 2018       |
| Brownfield Renewal Strategy | Address contamination that impedes infill development | \$0.3M   | 2018       |

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## **Council Communications and Constituency Relations Allowance - 2016**

### **Recommendation**

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

### **Topic and Purpose**

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

### **Strategic Goal**

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

### **Report**

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

In the year of an election, 8/12 of the allowance is to be allocated to the sitting members of City Council and 2/12 of the allowance allocated to the newly elected members of City Council. The allowance cannot be used from September 1 through October 31. Policy C01-027 states that within 60 days of the end of the quarter, the City Clerk's Office will post all expenses, individually and in detail, on the City's website and provide the Governance and Priorities Committee with monthly usage updates for the last quarter.

In accordance with the above, attached is a summary of expenditures for former, re-elected and newly elected members of Council to the end of 2016 (Attachments 2 and 3). Copies of individual and detailed expenses will be posted to the City's website.

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

The Municipal Review Commission had recommended elimination of the 'General Entertainment' section of the former guidelines. The rationale provided by the Commission was that the cost of these types of expenditures would be more appropriately paid out-of-pocket from the Council members' non-accountable, general expense allowance – that is, the tax exempt one-third of salary maintained, in part, to reimburse elected officials who are asked to support events and organizations by making donations and purchasing tickets. An excerpt of the blackline version of the former guidelines related to the General Entertainment section is included as Attachment 4.

### **Policy Implications**

There are no policy implications at this time.

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

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

### **Public Notice**

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

### **Attachment(s)**

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

### **Report Approval**

Written and Approved by: Joanne Sproule, City Clerk

Report – CCRA 2016.docx

# CITY OF SASKATOON COUNCIL POLICY

|                |
|----------------|
| <b>NUMBER</b>  |
| <i>C01-027</i> |

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

## 1. PURPOSE

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

## 2. DEFINITIONS

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

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

## 3. POLICY

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

### 3.1 General Guidelines

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

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C01-027*

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

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

### 3.2 Allowable Expenses

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

a) Administrative Staff Support

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

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

b) Advertising and Promotion

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

c) Books and Magazines

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

d) General Office Supplies

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

e) Constituency Relations

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

Conditions

- Ineligible expenses include gifts for staff or other employees of the City, boards and committees.
- Members of City Council must provide an original invoice or receipt detailing gift items, quantity, cost and purpose of the items.
- Members of City Council must provide the date, purpose and details of the expense, and where applicable or feasible, original itemized receipt showing items consumed and names of participants attending.

f) Meeting Expenses

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

Conditions

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

g) Newsletters and Flyers

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

Conditions

- Members of City Council are permitted to use the City Crest and care must be taken in the appropriate use of the Crest.
- In the year of a civic election, all Communications and Constituency Relations Allowance funded communications must cease from September 1 to October 31.

h) Professional and Contract Services

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

i) Websites, Social Media Tools, Software & Accessories

- i) Costs associated with the creation of twitter accounts, Facebook accounts, web pages, or other social media tools for communicating as a member of Council.

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

- ii) Additional communications management tools such as database management tools and software accessories.

### Conditions

- Tools or software accessories not supported or not integrated with the City systems or connected to the corporate network are not supported by the City's Information Technology Division.
- Members of City Council are responsible for the protection of any personal information collected or used for City Council business in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*.
- Members of City Council must adhere to the requirements of the Code of Conduct dealing with "Actions during Civic Election Periods", including conversion of any city-funded websites and social media tools to an election campaign site.

### 3.3 Purchasing Procedures

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

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

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

- Consulting Services must follow standard procedures (consult with the City Clerk's Office).

### 3.4 Reimbursements

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

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

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

## 4. RESPONSIBILITIES

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

### 4.2 City Clerk's Office

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

- (a) Reviewing usage requirements and parameters with a view to bringing forward recommendations to the Governance and Priorities Committee for amendments;

# CITY OF SASKATOON COUNCIL POLICY

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NUMBER  
C01-027

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

- (b) Providing support to City Councillors by processing payments for expenditures;
- (c) Reviewing supporting documentation for expenditures, and requesting the City Councillors to provide the required supporting documentation for any expenditures where supporting documentation is not place;
- (d) Identifying expenditures which may not fit within the parameters and guidelines of the Communications and Constituency Relations Allowance and bringing these forward to the Governance and Priorities Committee;
- (e) Advising City Councillors on the status of their communications allowance and expenditures;
- (f) Within 60 days of the end of the quarter, posting all expenses, individually and in detail, on the City's website and providing the Governance and Priorities Committee with monthly usage updates for the last quarter.
- (g) Redacting all personal and other exempted information governed by *The Local Authority Freedom of Information and Protection of Privacy Act* from the detailed Councillor expenses prior to the disclosure of Councillor expenses on the City's website.
- (h) Facilitating/coordinating the review of the Communications and Constituency Relations Allowance, either through an independent body or a third party.

#### 4.3 Municipal Review Commission Remuneration Committee

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

# CITY OF SASKATOON COUNCIL POLICY

NUMBER  
C01-027

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

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

#### 4.3 Governance and Priorities Committee

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

#### 4.4 City Council

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

| Process Date          | Document | Description   | Debit    | Clr | Credit | Cost       | Ind. Balance |
|-----------------------|----------|---|----------|-----|--------|------------|--------------|
| 01-Jan                |          | Opening Balance (\$10,000/Councillor/year)  |          |     |        |            |              |
|                       |          | <i>* as per Section 3.1 f) of Policy No. C01-027, "in the year of a civic election, 8/12 of the allowance will be allocated to the sitting members of City Council and 2/12 of the allowance will be allocated to the newly elected members of City Council." Therefore, former Councillors - \$6,667; re-elected Councillors - \$8,334; and newly-elected Councillors - \$1,667.</i> |          |     |        |            |              |
| <b>CLARK, Charlie</b> |          |   |          |     |        |            |              |
| 23-Jun                | R566440  | Clean Energy & Economic Development Forum 2016 (1 ticket)   | 31.50    | x   | 1.50   | \$30.00    |              |
| 06-Jul                | R566349  | Pride Guide Ad (1/8 cost)   | 187.50   | x   |        | \$187.50   |              |
| 17-Aug                | R566360  | Exhibition parade banners (1/9)   | 23.22    | x   | 1.06   | \$22.16    |              |
|                       |          |   |          |     |        |            | \$239.66     |
| <b>BLOCK, Cynthia</b> |          |   |          |     |        |            |              |
| 23-Dec                | R572705  | Ward 6 brochures - printing   | 1531.57  |     | 69.62  | \$1,461.95 |              |
|                       |          |   |          |     |        |            | \$1,461.95   |
| <b>DAVIES, Troy</b>   |          |   |          |     |        |            |              |
| 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    |              |
| 06-Jun                | R566337  | Bus stop sign rentals @ 33rd, McClocklin, and Wedge (Jan - June)  | 1701.00  | x   | 81.00  | \$1,620.00 |              |
| 10-Jun                | R566339  | Brochure printing & distribution  | 2813.92  | x   | 130.46 | \$2,683.46 |              |
| 10-Jun                | R566338  | Mount Royal Community Association Newsletter Advertising  | 100.00   | x   |        | \$100.00   |              |
| 06-Jul                | R566349  | Pride Guide Ad (1/8 cost)   | 187.50   | x   |        | \$187.50   |              |
| 17-Aug                | R566360  | Exhibition parade banners (1/9)   | 23.22    | x   | 1.06   | \$22.16    |              |
| 31-Dec                | R572706  | Bus stop sign rentals @ 33rd, McClocklin, and Wedge (June - Dec)  | 1701.00  |     | 81.00  | \$1,620.00 |              |
| 31-Dec                |          | " Nationbuilder service (website) 2016  | 300.00   |     |        | \$300.00   |              |
|                       |          |   |          |     |        |            | \$8,333.12   |
| <b>DONAUER, Randy</b> |          |   |          |     |        |            |              |
| 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    | x   |        | \$40.00    |              |
|                       |          | " SHCA steak night fundraiser (2 tickets)   | 40.00    | x   |        | \$40.00    |              |
| 27-Jun                | R566343  | Ward 5 brochures - design, printing & distribution  | 4,556.63 | x   | 204.15 | \$4,352.48 |              |
| 09-Aug                | R566358  | NSBA Luncheon ft. Mark Scholz (1 ticket)  | 31.50    | x   | 1.50   | \$30.00    |              |
| 17-Aug                | R566360  | Exhibition parade banners (1/9)   | 23.22    | x   | 1.06   | \$22.16    |              |
| 29-Aug                | R566366  | Ward 5 letter - photocopying  | 49.50    | x   | 2.25   | \$47.25    |              |
| 31-Dec                | R572712  | Ward 5 sign design, stand & printing  | 652.00   |     |        | \$652.00   |              |
|                       |          |   |          |     |        |            | \$5,463.89   |
| <b>DUBOIS, Bev</b>    |          |   |          |     |        |            |              |
| 31-Dec                | R572720  | Banner stand/sign   | 264.00   |     | 12.00  | \$252.00   |              |
|                       |          |   |          |     |        |            | \$252.00     |
| <b>HILL, Darren</b>   |          |   |          |     |        |            |              |
| 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    |              |

|        |         |  |          |   |        |            |
|--------|---------|--|----------|---|--------|------------|
| 06-Jul | R566350 | HBPWKW Community Association - Newsletter Advertising                  | 225.00   | x |        | \$225.00   |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)  | 187.50   | x |        | \$187.50   |
| 11-Jul | R566352 | Postage stamps - roll of 100   | 357.00   | x | 17.00  | \$340.00   |
|        |         | " Facebook Advertising (Jan - June)                                    | 983.00   | x |        | \$983.00   |
| 25-Jul | R566450 | Sign rental (May 20 - July 14)   | 474.35   | x | 22.35  | \$452.00   |
| 26-Jul | R566356 | General office supplies - coloured paper for flyers                    | 72.42    | x | 3.29   | \$69.13    |
|        |         | " Flyer distribution/delivery  | 98.00    | x |        | \$98.00    |
| 03-Aug | R566357 | Donation (prize package) - Diva's - Community Fundraiser               | 300.00   | x |        | \$300.00   |
| 17-Aug | R566360 | Exhibition parade banners (1/9)  | 23.22    | x | 1.06   | \$22.16    |
| 26-Aug | R566458 | Sign rental (July 14 - Aug 14)   | 211.45   | x | 9.95   | \$201.50   |
| 12-Aug | R566473 | Sign rental (Aug 15 - Aug 31)  | 106.98   | x | 4.98   | \$102.00   |
| 14-Nov | R572678 | Bus Stop sign rentals @ Central/115th and 33rd/Ave (June 15 - Aug. 31) | 425.25   | x | 20.25  | \$405.00   |
| 22-Nov | R572678 | Bus Stop sign rentals @ Central/115th and 33rd/Ave (Nov.1 - Dec.31)    | 425.25   | x | 20.25  | \$405.00   |
| 15-Dec | R572684 | Greeting cards & postage   | 97.77    | x | 4.60   | 93.17      |
| 19-Dec | R572700 | City Park Community Association Newsletter Ad                          | 60.00    | x |        | \$60.00    |
| 31-Dec | R572710 | Greeting cards/flyers - design, printing, mailing                      | 3,646.74 |   | 165.76 | \$3,480.98 |
| 31-Dec | R572723 | Facebook Advertising   | 500.00   |   |        | \$500.00   |

\$8,334.44

**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   |
| 06-Jun | R566336 | Junior Achievement Business Hall of Fame Awards Banquet (1 ticket) | 80.00    | x |        | \$80.00    |
| 09-Jun | R566384 | Bus Stop sign rental @ McCormack & Fairlight - Apr/May             | 145.95   | x | 6.95   | \$139.00   |
| 09-Jun | R566384 | Cocktails & Critters - SPCA benefit (2 tickets)                    | 165.00   | x | 7.50   | \$157.50   |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)  | 187.50   | x |        | \$187.50   |
| 23-Jun | R566440 | Bus Stop sign rental @ McCormack & Fairlight - May/June            | 145.95   | x | 6.95   | \$139.00   |
| 25-Jul | R566354 | Parkridge Community Association Newsletter Ads (Mar - Aug)         | 135.00   | x |        | \$135.00   |
| 25-Jul | R566450 | Bus Stop sign rental @ McCormack & Fairlight - June/July           | 145.95   | x | 6.95   | \$139.00   |
| 11-Aug | R566359 | Advertisement - Visnyk Spring 2016                                 | 117.00   | x |        | \$117.00   |
| 17-Aug | R566360 | Exhibition parade banners (1/9)                                    | 23.22    | x | 1.06   | \$22.16    |
| 26-Aug | R566458 | Bus Stop sign rental @ McCormack & Fairlight - July/Aug            | 145.95   | x | 6.95   | \$139.00   |
| 31-Aug | R566367 | Ward 3 brochures - printing  | 2,139.57 | x | 118.39 | \$2,021.18 |
| 31-Aug |         | Internal COS Printing & Mail Services - admail mailout             | 1,761.00 | x |        | \$1,761.00 |
| 31-Aug | R566473 | Bus Stop sign rental @ McCormack & Fairlight - Aug.15-31           | 72.98    | x | 3.47   | \$69.51    |

\$5,762.85

**JEFFRIES, Zach**

|        |         |  |          |   |       |            |
|--------|---------|--|----------|---|-------|------------|
| 29-Mar |         | Internal COS Printing & Mail Services - admail mailout           | 409.70   | x |       | \$409.70   |
| 26-Apr |         | Internal COS Printing & Mail Services - admail mailout           | 418.43   | x |       | \$418.43   |
| 15-Jun | R566340 | Glass Slipper event in support of The Princess Shop (1 ticket)   | 75.00    | x |       | \$75.00    |
|        |         | " Hindu Society of Saskatchewan - fundraising banquet (1 ticket) | 65.00    | x |       | \$65.00    |
|        |         | " Saskatoon Wildlife Federation - Wild Game Dinner (1 ticket)    | 75.00    | x |       | \$75.00    |
|        |         | " My Community Saskatoon publication - advertisements            | 525.00   | x | 25.00 | \$500.00   |
|        |         | " Pennco Portables - Sign rental (Apr. 14 - May 13)              | 167.35   | x | 7.85  | \$159.50   |
|        |         | " Brochure printing - town hall meetings                         | 731.50   | x | 33.25 | \$698.25   |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)  | 187.50   | x |       | \$187.50   |
| 08-Jul |         | Internal COS Printing & Mail Services - admail mailout           | 1,090.88 | x |       | \$1,090.88 |
| 11-Jul | R566351 | Newsletter printing  | 1,045.00 | x | 47.50 | \$997.50   |
| 17-Aug | R566360 | Exhibition parade banners (1/9)                                  | 23.22    | x | 1.06  | \$22.16    |
| 31-Dec | R572715 | Meeting Expense - facility rentals - Saskatoon Public Schools    | 166.32   |   | 7.92  | \$158.40   |
|        |         | " Meeting Expenses - catering/hosting                            | 196.19   |   | 6.89  | \$189.30   |
|        |         | " Pennco Portables - Sign rental (June 29 - July 28)             | 167.35   |   | 7.85  | \$159.50   |

|  |         |       |            |
|--|---------|-------|------------|
| " MailChimp services (Jan, Feb, July, Nov, Dec)        | 275.65  |       | \$275.65   |
| " Ward 10 newsletter - graphic design (Summer 2016)    | 236.25  |       | \$236.25   |
| " Ward 10 newsletter - graphic design (Winter 2016/17) | 236.25  |       | \$236.25   |
| " Ward 10 newsletter - printing                        | 66.00   | 3.00  | \$63.00    |
| " EZ Texting services (January - May)                  | 208.03  |       | \$208.03   |
| " Meeting Expense - mic rental                         | 126.00  |       | \$126.00   |
| " Facebook Advertising (Feb - May)                     | 396.51  |       | \$396.51   |
| " Nationbuilder service (website) (Jan - May)          | 163.82  |       | \$163.82   |
| " Ward 10 flyer printing                               | 1201.20 | 54.60 | \$1,146.60 |
| " Christmas ad/greeting - Saskatoon Express            | 99.75   | 4.75  | \$95.00    |
| " Dropbox storage                                      | 136.49  |       | \$136.49   |
|  |         |       | \$8,289.72 |

**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   | x |        | \$200.00   |
| 26-May | R566333 | Printing & distribution - town hall postcards                  | 3,563.37 | x | 161.97 | \$3,401.40 |
| 06-Jun | R566335 | Facility Rental - town hall meeting                            | 525.00   | x |        | \$525.00   |
| 15-Jun | R566341 | Pennco Portables - Sign rental (Mar.6 - June 6)                | 653.25   | x | 30.75  | \$622.50   |
| 09-Jun | R566384 | Clean Energy & Economic Development Forum 2016 (1 ticket)      | 31.50    | x | 1.50   | \$30.00    |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)                                      | 187.50   | x |        | \$187.50   |
| 17-Aug | R566360 | Exhibition parade banners (1/9)                                | 23.22    | x | 1.06   | \$22.16    |

\$7,755.14

**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 | x | 4.72 | \$99.12  |
| 18-May | R566324 | St. David's Trinity United Church - Ham Supper (2 tickets)           | 30.00  | x |      | \$30.00  |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)  | 187.50 | x |      | \$187.50 |
| 17-Aug | R566360 | Exhibition parade banners (1/9)                                      | 23.22  | x | 1.06 | \$22.16  |

\$623.78

**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 |

\$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 |

|        |         |   |          |   |      |          |
|--------|---------|---|----------|---|------|----------|
| 09-Jun | R566384 | Bus stop sign rental @ McKercher & Tait - Apr/May   | \$141.75 | x | 6.75 | \$135.00 |
| 09-Jun | R566384 | Bus stop sign rental @ 8th & McKercher - Apr/May    | \$141.75 | x | 6.75 | \$135.00 |
| 06-Jul | R566349 | Pride Guide Ad (1/8 cost)                           | \$187.50 | x |      | \$187.50 |
| 23-Jun | R566440 | Bus stop sign rental @ McKercher & Tait - May/June  | \$141.75 | x | 6.75 | \$135.00 |
|        | "       | Bus stop sign rental @ 8th & McKercher - May/June   | \$141.75 | x | 6.75 | \$135.00 |
| 25-Jul | R566450 | Bus stop sign rental @ McKercher & Tait - June/July | \$141.75 | x | 6.75 | \$135.00 |
|        | "       | Bus stop sign rental @ 8th & McKercher - June/July  | \$141.75 | x | 6.75 | \$135.00 |
| 17-Aug | R566360 | Exhibition parade banners (1/9)                     | 23.22    | x | 1.06 | \$22.16  |
| 26-Aug | R566458 | Bus stop sign rental @ McKercher & Tait - July/Aug  | \$141.75 | x | 6.75 | \$135.00 |
| 26-Aug | R566458 | Bus stop sign rental @ 8th & McKercher - July/Aug   | \$141.75 | x | 6.75 | \$135.00 |
| 31-Aug | R566473 | Bus stop sign rental @ McKercher & Tait - Aug.15-31 | \$70.88  | x | 3.37 | \$67.51  |
| 31-Aug | R566473 | Bus stop sign rental @ 8th & McKercher - Aug.15-31  | \$70.88  | x | 3.37 | \$67.51  |

\$2,729.68

**Communications and Constituency Relations Allowance  
Mayor's Office (Staff)  
January 1 to August 31, 2016**

|   |                          |                     |
|---|--------------------------|---------------------|
| <b>Travel Expenses for Conferences and Meetings</b> |                          |                     |
| Within Canada                                       | \$                       | 3,390.48            |
| International                                       |                          | 0                   |
|   | <b>Travel Total</b>      | <b>\$ 3,390.48</b>  |
| <b>Miscellaneous Expenses</b>                       |                          | <b>\$ 197.40</b>    |
| <b>Advertising</b>                                  |                          |                     |
| Saskatoon Express                                   | \$                       | 960.00              |
| Star Phoenix  | \$                       | 1,637.60            |
|   | <b>Advertising Total</b> | <b>\$ 2,597.60</b>  |
| <b>Car Allowance</b>                                |                          | <b>\$ 3,852.44</b>  |
| <b>Salary / Payroll Costs</b>                       |                          | <b>\$ 63,279.63</b> |
|   | <b>Total</b>             | <b>\$ 73,317.55</b> |

**Communications and Constituency Relations Allowance  
November 1 to December 31, 2016**

|   |                    |                     |
|---|--------------------|---------------------|
| <b>Contract Services</b>                  |                    |                     |
| Strategic Advisor to the Mayor - December | \$                 | 2,594.40            |
|   | <b>Total</b>       | <b>\$ 2,594.40</b>  |
|   | <b>Grand Total</b> | <b>\$ 75,911.95</b> |

**2016 Budget:** \$ 125,000.00  
**Total Spent:** \$ 75,911.95

## 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

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## Support for Councillors – Dedicated Full Time Employee

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to update the Governance and Priorities Committee on the establishment of a Full Time Employee (FTE) in the City Clerk's Office dedicated to providing support for Councillors.

### Strategic Goal

The information contained in this report aligns with the Strategic Goal of Continuous Improvement by providing the best possible services to meet the changing needs of our City.

### Report

At City Council's 2017 Preliminary Business Plan and Budget meeting on November 30 and December 1, 2016, City Council resolved that the recommendation of the Municipal Review Commission adding an additional FTE to the City Clerk's Office be approved. The accompanying report to City Council from the City Clerk indicated that should Council approve the additional FTE, the City Clerk would undertake to follow up with the Governance and Priorities Committee with respect to the development, review and approval of a job description. This report provides the Governance and Priorities Committee with an update on the progress to date.

A job description for an FTE in the City Clerk's Office dedicated to providing support to Councillors has been prepared in consultation with the City's Human Resources Department and is attached as Attachment 1. Once finalized, this employment opportunity will be posted on the City's website and other suitable job posting boards and efforts will be made to have an FTE in place by March, 2017. Office space will be provided within the City Clerk's Office and staff will aid in the transition of duties including appropriate monitoring of usage to ensure support is provided to all Councillors equitably and efficiently.

### Policy Implications

There are no policy implications at this time.

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

It is anticipated an FTE dedicated to providing support to Councillors will be in place by March, 2017.

**Public Notice**

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

**Attachment(s)**

1. Draft Job Description

**Report Approval**

Written and Approved by: Joanne Sproule, City Clerk

Report – Support for Councillors – Dedicated FTE.docx

## **CORE FUNCTION**

This position provides professional and confidential senior administrative support services for City Councillors.

## **SCOPE AND MAJOR RESPONSIBILITIES**

1. Performs a wide range of senior administrative and confidential support services, as well as projects or assignments for City Councillors.
2. As required, receives and determines nature and priority of enquiries received in person, by mail/ email and by telephone; composes and issues responses.
3. Manages, organizes and coordinates meetings, emails, appointments and schedules as well as arranges travel and accommodation details.
4. Processes all incoming mail and takes appropriate action, or redirects to appropriate individuals.
5. Acts as a principal contact between various groups and City Councillors.
6. Coordinates and maintains an effective and efficient file system.
7. Manages and monitors the office operating budget and Councillors communications allowances.
8. Prepares appropriate and pertinent background and information for briefing purposes for meetings and events. Conducts general research to support Councillor requests for information and summarizes information into various report formats as required.
9. Liaises with City Administration, community and external organizations, and various levels of government to gather and provide information representative of Councillor direction.
10. Provides other general administrative duties such as general technology support, editing/formatting documents and processing expense claims.
11. Performs other related duties as assigned.

## **RELATIONSHIP**

Reports to the Deputy City Clerk (Administrative Services).

## **KNOWLEDGE, ABILITIES AND SKILLS**

- Excellent verbal communication skills including the ability to deal with the public in a professional and courteous manner.
- Excellent written communication skills ensuring accuracy in spelling, grammar and punctuation.
- Excellent computer proficiency using Microsoft Office Suite and Adobe Acrobat, including database and calendar management proficiency.
- Demonstrated strong organizational and multi-tasking skills, including the ability to handle large volumes of work and sensitive timelines.
- Demonstrated ability to conduct research on topics as needed and provide summary reports.
- Demonstrated ability to handle and work with confidential information.
- Demonstrated initiative, resourcefulness and the ability to work independently within established policies and procedures.

## QUALIFICATIONS

- Degree in Public or Business Administration or related discipline with a minimum of two years' progressively responsible related experience **OR** graduation from a recognized business college in business administration or a related field with four to six years progressively responsible related experience.
- Thorough knowledge of the administration and organization of municipal government and the operation and relationships of City Council and its boards and committees.

## CORE COMPETANCIES

- **Accountability** – Takes personal ownership and responsibility for the quality and timeliness of work commitments and departmental commitments to achieve results. Follows City of Saskatoon guidelines, standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.
- **Adaptability** – Adapts and responds to new and changing conditions, priorities, technologies and requirements. Embraces change while developing innovative and creative solutions to emerging issues and opportunities. Applies versatility, reasoning and innovativeness in the face of change.
- **Collaboration** – Demonstrates flexibility in new and changing situations. Works cooperatively and effectively with others to reach a common goal. Gets others excited about and committed to furthering the corporation's objectives. Participates actively in group activities and fosters a collaborative work environment.
- **Embraces Diversity** – Is sensitive to cultural and other differences in others and responds accordingly.
- **Effective Communication** – Expresses and transmits information with consistency and clarity to a variety of audiences (citizens, colleagues, management). Is an active listener and engages the audience to ensure the message is delivered and understood. Creates a positive first impression with confidence and respect.
- **Service Orientation** – Gives superior service to internal and external customers (citizens, City Councillors, stakeholders, management and colleagues), with a focus on meeting citizen's needs. Builds value in the work conducted and in results achieved.