



FINANCE AND ADMINISTRATION COMMITTEE

**Tuesday, December 4, 2012
4:00 PM**

Henry Baker Hall, Main Floor, City Hall



Office of the City Clerk

Public Agenda
Finance and Administration Committee
Tuesday, December 4, 2012

Approval of Public Agenda

Adoption of Minutes

Administration Reports

FA12-38 FA12-38 Newspaper Advertising Agreement

Recommendation

1. That the Executive Director of Governance and Strategy , or his or her designate, be authorized to negotiate and approve the terms of a new advertising agreement with the Regina Leader-Post beginning in 2013 and expiring on December 31, 2014, such agreement to include the printing and distribution of the City's leisure guides for 2013.
2. That the City Clerk be authorized to execute the agreement after review and approval by the City Solicitor.
3. That this report be forwarded to the December 17, 2012 meeting of City Council for approval.

FA12-39 FA12-39 First Nations and Métis Recruitment Strategy

Recommendation

That item CR12-155 be removed from the list of outstanding items for this committee.

FA12-40 FA12-40 Allocation of Community Investment Funding for Economic & Promotional Purposes

Recommendation

1. That a community investment grant of up to \$100,000 be allocated to the Regina Regional Opportunities Commission (RROC) to prepare an impact assessment on the Canadian Western Agribition event and to develop a strategic plan that addresses infrastructure issues and ensures the long term sustainability of the event, through collaboration with Canadian Western Agribition, the Regina Exhibition Association Ltd., the Regina Hotel Association and the City of Regina.
2. That a community investment grant of \$100,000 be allocated to the Regina Exhibition Association Ltd. to support the operation of the facilities required to host Canadian Western Agribition in 2013 and to support the costs that were incurred in 2012 related to the aging infrastructure.



Office of the City Clerk

FA12-41 FA12-41 Portions of NW & NE 1/4 Section 8, Township 18, Range 19, W2M & Portions of NW & NE 1/4 Section 9, Township 18, Range 19, W2M Roadway Dedication of Land to Her Majesty the Queen in Right of Saskatchewan

Recommendation

1. That the dedication of land to Her Majesty the Queen in right of Saskatchewan be approved under the terms and conditions shown in the body of this report;
2. That the City Manager be authorized to finalize the terms and conditions of the road right-of-way dedication documents;
3. That the City Clerk be authorized to execute the legal Plan of Survey and any other legal land transfer documents as provided by the City Solicitor; and
4. That this report be forwarded to City Council by December 17, 2012 for consideration in order for public notice to be given.

FA12-42 FA12-42 Appointment of Elected Officials to Administrative Boards

Recommendation

That that the Finance and Administration Committee appoint one of its members to each of the following Administrative Boards for a term expiring December 31, 2013:

- Civic Employees' Superannuation and Benefit Plan Administrative Board
- Civic Employees' Long Term Disability Plan Administrative Board
- CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board.

FA12-43 FA12-43 Consideration of Meeting Dates and Times for 2013

Recommendation

1. 2013 meetings of the Finance and Administration Committee be held at 4:00 p.m. on the following dates:

January 8 (previously approved)	February 12
March 5	April 9
May 7	June 11
July 9	August 6
September 3	October 1
November 5	December 3
2. For 2014, the first meeting of the Finance and Administration Committee be held on Tuesday, January 7, at 4:00 p.m.

FA12-44 FA12-44 Review of Outstanding Items

Recommendation

That the List of Outstanding Items for Finance and Administration be forwarded to the Executive Committee for its information.

Adjournment

AT REGINA, SASKATCHEWAN, TUESDAY, OCTOBER 2, 2012

AT A MEETING OF THE FINANCE AND ADMINISTRATION
COMMITTEE
HELD IN PUBLIC SESSION

AT 4:00 PM

These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.

Present: Councillor Sharron Bryce
Councillor Terry Hincks
Councillor Wade Murray
Councillor Louis Browne

Regrets: Councillor Michael Fougere

Also in Attendance: Committee Assistant, Todd Blyth
Legal Counsel, Jana-Marie Odling
Deputy City Manager, Corporate Services, Brent Sjoberg
Director, Assessment and Property Taxation, Don Barr
Director of Facilities Services, Pat Gartner
Director, Fire & Protective Services, Richard McCullough

Approval of Public Agenda

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.

Adoption of Minutes

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the minutes for the meeting held on September 4, 2012 be adopted, as circulated.

Tabled Reports

FA12-32 FA12-32 First Nations and Metis Recruitment Strategy

Recommendation

That items MN11-4 and FA12-6 be removed from the list of outstanding items for the Finance and Administration Committee.

Councillor Louis Browne moved, seconded by Councillor Terry Hincks, AND IT WAS RESOLVED, that the report be concurred in after amending the recommendation to read as follows:

- 1. That the RFPS, in conjunction with the Human Resources department, conduct a comprehensive review of its fire fighter recruitment process, that includes:**
 - a. Reviewing staff advertisements and locations where opportunities are posted;**
 - b. Analyzing the interview questions, candidate assessment factors and weighting while maintaining current standards;**
 - c. Identifying factors that may have resulted in Aboriginal candidates being screened out;**
 - d. Determining relevant demographical and cultural information;**
 - e. Identifying barriers for First Nations and Métis candidates; and**
 - f. Developing a plan to address identified issues and barriers.**
- 2. That the RFPS establish a formal partnership with Parkland College, which is accredited to deliver a pre-employment fire fighter training program, with a focus on improving the intake of Aboriginal students and subsequently increasing the opportunity for successful recruitment of First Nations and Métis students.**
- 3. That a follow up report be provided to the Finance and Administration Committee within one month of the execution of recommendation #2. If recommendation #2 is not completed within twelve months, Administration will provide a report to the Finance and Administration Committee to inform the Committee on its current progress in regards to recommendation #2.**
- 4. That this report be forwarded to City Council on October 9, 2012.**

Administration Reports

FA12-36 FA12-36 Appointment of Auditors

Recommendation

- 1. Based on the evaluation results of the audit RFP, that Deloitte be appointed as auditors for the years 2012 through 2016 to perform the annual audit of the following entities:**
 - City of Regina including the General Trust Fund**
 - Buffalo Pound Water Administration Board**
 - Regina Downtown Business Improvement District**

- Regina's Warehouse Business Improvement District
- Regina Regional Opportunities Commission
- Regina Public Library
- Regina Exhibition Association Limited

2. That the Deputy City Manager & CFO be authorized to finalize the terms for the audit services contract with Deloitte as prepared by the City Solicitor.
3. That the City Clerk be authorized to execute the contract.

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

FA12-37 FA12-37 Tax Enforcement - Application for Title - 2012 Liens

Recommendation

1. That the Manager of Property Taxation be authorized to serve six month notices on all parcels of land included in the list of lands marked as Appendix A.

Councillor Louis Browne moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

Adjournment

Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the meeting adjourn.

Meeting adjourned at 5:05 pm.

Chairperson

Secretary

November 19, 2012

To: Members,
Finance and Administration Committee

Re: Newspaper Advertising Agreement

RECOMMENDATION

1. That the Executive Director of Governance and Strategy , or his or her designate, be authorized to negotiate and approve the terms of a new advertising agreement with the Regina Leader-Post beginning in 2013 and expiring on December 31, 2014, such agreement to include the printing and distribution of the City's leisure guides for 2013.
2. That the City Clerk be authorized to execute the agreement after review and approval by the City Solicitor.
3. That this report be forwarded to the December 17, 2012 meeting of City Council for approval.

CONCLUSION

The most recent City of Regina contract with the Leader-Post for advertising services was a sole source acquisition authorized by the City Council in accordance with provisions of the Purchasing Policy adopted pursuant to *The Regina Administration Bylaw*.

As the City's current agreement is set to expire and advertising services are still required, a new agreement must be reached with the Regina Leader-Post. The Regina Leader-Post is the largest daily newspaper in the City and the only vendor capable of providing the services and readership required by the City. In accordance with Part IV of *The Regina Administration Bylaw*, City Council approval is required to enter into this agreement.

BACKGROUND

In 2009, the City's Communications department consolidated partial advertising resources that previously resided within each department's budget. Communications issued an RFP for an agency of record and is responsible for booking large campaign (snow removal, summer construction, election) based advertising for both print & online through this agency.

Individual department areas are responsible for weekly City Page information, tender, public notices, and recruitment related advertising.

The following is a breakdown of the overall City of Regina advertising investment with the Leader-Post:

2010 – \$387,305

2011 – \$443,504

2012 - \$395,625 * inclusive to October 31, 2012

Annually between 15 – 16% of the overall spend with the Leader-Post is for campaign based advertising (snow removal, summer construction, election)

Approximately \$120,000 per year is dedicated to the printing and distribution of the three leisure guides.

The Leader-Post line rate during the last contract, which is set to expire on December 31, 2012 was \$1.38 per line. An online big box ad was \$17.33.

DISCUSSION

The Leader-Post has a strong readership and a significant online presence that is an important part of the City of Regina's advertising mix.

The City of Regina is continually refining the advertising strategy, including the selection of media to make the best use of available budget. Overall, traditional media habits are changing and the City is responding by ensuring citizens receive information the way they prefer it.

Efficiencies can continue to be made with the City Clerk, City Solicitor and other departments to reduce the amount of copy in specific notices that appear in the Leader-Post. Repetitive information can be reduced in public notices and include a reference for additional information placed online at Regina.ca.

In addition to other efficiencies that may be found, the Administration is exploring options to reduce the cost of printing the three leisure guides that are circulated on behalf of the City. As part of this review in December 2012 the city will trial a product that converts PDF files for viewing online. Leisure guides will remain unchanged in 2013, but include the online product and a recommendation for a revised leisure guide strategy will be developed for 2014.

RECOMMENDATION IMPLICATIONS

Financial Implications

The Leader-Post is currently working on its advertising proposal for the City of Regina. Past contracts have had a combination of small increases and rates being held. It is anticipated that the new contract will be competitive with other agreements. A media evaluation will be conducted by the City's agency of record once the proposal is received.

Leader-Post advertising dollars for campaign related advertising come from the Communications Branch operating budget. Recruitment, tender and public notice ads are paid for from individual department budgets.

Environmental Implications

None with regards to this report.

Strategic Implications

Increased customer awareness and involvement is identified as a desired outcome in the Corporate Strategic Plan. Acknowledgement of the changing landscape of traditional print advertising is necessary and there will be an increased presence of City of Regina initiatives online, including leaderpost.com

The development of the City of Regina naming rights, sponsorship and advertising program will potentially impact other inventory items that are currently supported by the Leader-Post and could potentially increase the number of opportunities for partnership.

Other Implications

None with regards to this report.

Accessibility Implications

None with regards to this report.

COMMUNICATIONS

None with regards to this report.

DELEGATED AUTHORITY

City Council authorization is required.

Respectfully submitted,

Nathan Morrison, Branding Manager
Communications Branch

NM/JN

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jim Nicol', with a stylized flourish extending from the end.

Jim Nicol, Executive Director
Governance and Strategy

December 4, 2012

To: Members,
Finance and Administration Committee

Re: First Nations and Métis Recruitment Strategy

RECOMMENDATION

That item CR12-155 be removed from the list of outstanding items for this committee.

CONCLUSION

The Regina Fire & Protective Services (RFPS) Department has entered into a memorandum of understanding (MOU) with Parkland College and is reporting back to the Committee as directed by City Council. The purpose of the MOU is to identify and implement mutually beneficial opportunities to address the unique labour market needs of RFPS which includes the recruitment of Aboriginal people and other identified minority groups.

BACKGROUND

On April 26, 2011, City Council requested that the Administration prepare a report on First Nations and Métis recruitment in the RFPS Department, returnable to the Finance and Administration Committee. The Administration completed a report and presented its findings to the Finance and Administration Committee on March 6, 2012. The Finance and Administration Committee subsequently directed the Administration to develop a strategy on First Nations and Métis recruitment and provide a progress report on May 1, 2012, with a final report to be presented on August 7, 2012. That final report was delivered to the Finance and Administration Committee on October 3, 2012 and referred to City Council on October 9, 2012.

City Council, at its meeting held on October 9, 2012 resolved the following:

1. That the RFPS, in conjunction with the Human Resources department, conduct a comprehensive review of its fire fighter recruitment process, that includes:
 - a. Reviewing staff advertisements and locations where opportunities are posted;
 - b. Analyzing the interview questions, candidate assessment factors and weighting while maintaining current standards;
 - c. Identifying factors that may have resulted in Aboriginal candidates being screened out;
 - d. Determining relevant demographical and cultural information;
 - e. Identifying barriers for First Nations and Métis candidates; and,
 - f. Developing a plan to address identified issues and barriers.
2. That the Administration be authorized to enter into a memorandum of understanding (MOU) with Parkland College and that the Director of Fire & Protective Services be authorized to negotiate the terms and conditions of the MOU.
3. That a follow-up report be provided to the Finance and Administration Committee within one month of the execution of recommendation #2.

4. If recommendation #2 is not completed within twelve months, Administration will provide a report to the Finance and Administration Committee to inform the Committee on its current progress in regards to recommendation #2.

The purpose of this report is to respond to recommendations three and four outlined above.

DISCUSSION

The Director of Regina Fire & Protective Services (RFPS) negotiated a Memorandum of Understanding (MOU) with the Parkland College that was executed by the City Clerk on November 2, 2012. The MOU establishes a formal relationship between the City and the College to improve labour market participation by individuals interested in joining RFPS; to identify and implement mutually beneficial opportunities and collaborations that will address unique labour market needs, including the recruitment of Aboriginal people and other identified groups; to increase RFPS participation in the College's fire pre-employment training program, providing direct access to current and future graduates; and to increase participation of the RFPS in consultations and policy development undertaken by the college.

In support of the MOU, both parties agree to form a joint working group who will meet a minimum of twice per year. Further, an annual assessment of the effectiveness of the working group and progress made in support of the MOU will be conducted by the Director of RFPS and Parkland College's Director of Training and Business Development.

Overall, the MOU promotes RFPS participation in Parkland College's fire service pre-employment training facilitating access to a steady stream of qualified candidates including Aboriginals. Additionally, the RFPS will hold a seat on Parkland College's Emergency Services Training Advisory Committee. It is anticipated that the involvement of RFPS on the Emergency Services Training Advisory Committee pursuant to the MOU will ensure that Parkland College's graduates have all necessary information required to be successful in gaining employment with RFPS. Parkland College has, in turn, agreed to work towards increasing diversity in their graduate classes, including Aboriginal people.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Assist with strategic goals of enhancing Aboriginal presence in the fire department.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

None with respect to this report. Communication plans, specific to recruitment, will be developed when appropriate.

DELEGATED AUTHORITY

The disposition of this report is within the Finance and Administration Committee's authority.

Respectfully submitted,



Rick McCullough, Director
Regina Fire & Protective Services

Respectfully submitted,



W. Dorian Wandzura, Deputy City Manager and COO
City Operations

RM/AS/LJ/cg

December 4, 2012

To: Members,
Finance and Administration Committee

Re: Allocation of Community Investment Funding for Economic & Promotional Purposes

RECOMMENDATION

1. That a community investment grant of up to \$100,000 be allocated to the Regina Regional Opportunities Commission (RROC) to prepare an impact assessment on the Canadian Western Agribition event and to develop a strategic plan that addresses infrastructure issues and ensures the long term sustainability of the event, through collaboration with Canadian Western Agribition, the Regina Exhibition Association Ltd., the Regina Hotel Association and the City of Regina.
2. That a community investment grant of \$100,000 be allocated to the Regina Exhibition Association Ltd. to support the operation of the facilities required to host Canadian Western Agribition in 2013 and to support the costs that were incurred in 2012 related to the aging infrastructure.

CONCLUSION

Canadian Western Agribition (CWA) is one of Saskatchewan's largest agri-business and tourist attractions, drawing thousands of people from around the world each year. Successful hosting of the event is dependent upon the availability of facilities owned by the City of Regina and operated by the Regina Exhibition Association Ltd. (REAL). These facilities are aging and are becoming increasingly costly to operate and maintain.

The Administration is recommending approval of a grant to the Regina Regional Opportunities Commission (RROC) of up to \$100,000 to lead the development of a study, resulting in an impact assessment that identifies the value of CWA to the community from an economic, social and cultural perspective. The study will also include the development of a facility/operating plan and budget that ensures the long term sustainability of the event. In addition, the Administration is recommending a grant of \$100,000 be provided to REAL to address costs related to the aging infrastructure to host the event in 2012 and 2013 while the planning work is being undertaken.

BACKGROUND

CWA is one of Saskatchewan's largest agri-business and tourist attractions, drawing thousands of people from around the world each year. The event has become an integral part of the agricultural industry in Canada. Attendance at this event in 2011 was 126,000. Organizers estimate the event contributes approximately \$20 million annually to the Regina/Moose Jaw economy. This year's event was held November 19 to 24.

The City of Regina supports the event through an annual community investment grant of \$45,000 from the Finance & Administration Committee's program budget. The Finance and Administration Committee has an annual budget of approximately \$255,000 per annum in grant funding for initiatives related to "economic and promotional purposes". To date and consistent with historical funding levels, in 2012, \$45,000 of the funding has been allocated to CWA. An additional \$10,000 was allocated to SARM and SUMA for their annual conferences which are

held in Regina on a bi-annual basis. As a result, \$200,000 remains in the account for distribution. The Administration is not aware of other initiatives that are expected to come forward prior to year end.

The facilities used by CWA are deteriorating, require significant repairs/maintenance. As such, the condition of the facilities is beginning to negatively impact the profile of the show. There is a concern that the poor condition of the facilities will start to impact the number of delegates and vendors attending and could jeopardize the future of the show in our city.

Due to the fact that this event is one of the most significant annual events in Regina in terms of economic impact, and the fact that the City owns the facilities which host the event, there is a need to develop a new partnership model that addresses today's facility issues and that ensures the long term sustainability of the event.

CWA has been a key mainstay in the annual events calendar for Regina. In fact, Agribition has welcomed hundreds of thousand of visitors from around the world to our community since 1971. It is the place to expand global business contacts, see the latest in farm technology, enjoy many entertaining venues and meet new people. The coming together of a number of community partners is not only commendable, but required to achieve success in developing a plan to keep Agribition in Regina.

As a result, the Administration is recommending a short term solution of a grant to the Regina Exhibition Association Ltd. of \$100,000 to address operating issues for the 2012 and 2013 events related to the aging infrastructure, as well as a grant of \$100,000 to Regina Regional Opportunities Commission (RROC) to hire a consultant to develop a long term plan that address operating, and capital requirements. A key component of the long term plan will be the development of a site plan, including facility requirements with an emphasis on multipurpose facilities in order that new business opportunities and uses for the facilities (outside of CWA's event) are able to be hosted to help support the long term financial stability of the facilities.

DISCUSSION

The Administration, along with community partners including the Regina Hotel Association, Regina Exhibition Association Ltd., and the Regina Regional Opportunities Commission is interested in undertaking a three phase project as follows:

PHASE I: Impact Assessment – Economic, Social and Cultural

- To collect information that will determine the value of CWA to the community, which will help facilitate discussions pertaining to future operating and financial partnerships

PHASE II: Strategic Plan

- To develop a plan that will sustain and grow CWA. The plan will include a detailed facility plan for the EVRAZ Place facilities that support CWA, as well as operating and, short and long term capital plans, and financing models.

PHASE III: Implementation Plan

- To develop a plan to guide the implementation of the Strategic Plan

It is expected that the three phases of the project will cost \$115,000 to complete. The Hotel Association will be contributing \$15,000 to support this initiative. The Hotel Association currently provides financial support to CWA and this funding is being provided specifically to ensure that the event stays in Regina and that opportunities to attract other events that will utilize the EVRAZ facilities that serve the CWA are identified.

RROC will be responsible for project management and ensuring that opportunities related to future partnerships between REAL and CWA will be fully explored.

In addition to the above project funding, the Administration is recommending approval of a grant to address the short term funding requirements pertaining to the condition of the existing facilities, while a new partnership and governance model is being put in place. It is estimated that the added cost of maintaining the facilities, which are owned by the City of Regina, is approximately \$50,000 per annum. Therefore, the Administration is recommending a grant of \$100,000 to support hosting of the event in 2012 and 2013

RECOMMENDATION IMPLICATIONS

Financial Implications

The proposed community investment allocations in this report total \$200,000 and can be accommodated in the 2012 community investment allocation to the Finance and Administration Committee. If the recommendations are approved, the 2012 budget for this purpose will be fully allocated.

Environmental Implications

There are no environmental implications related to the content of this report.

Strategic Implications

The proposed recommendations are consistent with the purpose of the budget, which is to allocate funds to activities that address economic and promotional priorities. The Administration has developed its recommendations in consultation with the corporation's economic development partner, the RROC.

Other Implications

There are no other implications related to this report.

Accessibility Implications

There are no accessibility implications related to this report.

COMMUNICATIONS

CWA will continue to work with the City's Communications Branch to ensure appropriate recognition of the City's contribution during the event.

DELEGATED AUTHORITY

Section 55 of *The Cities Act* 2002 provides authority for City Council to delegate specific authority to committees. The Finance and Administration Committee has delegated authority for allocating community investments.

Respectfully submitted,



Chris Holden, Director
Community Development, Recreation & Parks

Respectfully submitted,



Jason Carlston, Deputy City Manager
Community Planning and Development

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December 4, 2012

To: Members,
Finance and Administration Committee

Re: Portions of NW & NE 1/4 Section 8, Township 18, Range 19, W2M &
Portions of NW & NE 1/4 Section 9, Township 18, Range 19, W2M
Roadway Dedication of Land to Her Majesty the Queen in Right of Saskatchewan

RECOMMENDATION

1. That the dedication of land to Her Majesty the Queen in right of Saskatchewan be approved under the terms and conditions shown in the body of this report;
2. That the City Manager be authorized to finalize the terms and conditions of the road right-of-way dedication documents;
3. That the City Clerk be authorized to execute the legal Plan of Survey and any other legal land transfer documents as provided by the City Solicitor; and
4. That this report be forwarded to City Council by December 17, 2012 for consideration in order for public notice to be given.

CONCLUSION

When considering the sale of any City-owned land, the Administration typically ensures that the land is made publicly available. In this case, the subject land is proposed for road right-of-way dedication without any public process and at less than market value. The R.M. of Sherwood approached the City and stated that this land is necessary for the proposed widening of Inland Drive and Fleet Street (see attached Appendix C). The Administration supports the request from the R.M. as it will result in an upgrade to a regionally used road.

BACKGROUND

On September 17, 2012, City Council approved CR12-137, dedicating the most northerly 15 metres of land across the NW & NE ¼ Sections 8 & 9, Township 18, Range 19, W2M for the proposed Inland Drive widening. In addition, Fleet Street between Inland Drive and the Canadian National Railway line provided 43.528 metres of land dedication along the most easterly portions of Section 9-18-19-W2M.

This requested land dedication to Her Majesty the Queen within the R.M. of Sherwood was incorrect. The actual dedicated portion required for Inland Drive is 16.7 metres. The purpose of this report is to provide the additional 1.7 metres required for road widening.

The subject property has never been made publicly available for sale. Subsection 101 (1) of *The Cities Act* stipulates that “No council shall delegate: (k) ...the sale or lease of land for less than fair market value and without a public offering”. Accordingly, City Council’s approval of this land dedication is required and is the subject of this report.

DISCUSSION

The R.M. of Sherwood is requesting the City to dedicate that portion of the subject property into road allowance as referenced on the attached Appendix A. Fleet Street from Highway 46 to Inland Drive and Inland Drive from Fleet Street to Highway 6 make up the northeast section of the over-dimensional route around the City of Regina. Whenever an over-dimensional load is bypassing the City from the east to the north or the north to the east, this over-dimensional route is used. Having over-dimensional vehicles use this route benefits the City by not exposing its bridges and overhead structures to the risk of being struck. In addition, over-dimensional vehicles tend to be heavy and slow-moving; by not entering the City, they do not impact roads or city traffic. Currently, there are times of the year when the over-dimensional route is unavailable due to weather conditions. By widening and improving the condition of the road, this will allow the City to route over-dimensional loads year-round.

The proposed land dedication will include the following terms and conditions:

Purchaser:	Her Majesty the Queen in right of Saskatchewan
Purchase Price:	\$1.00 + GST
Additional Costs:	The R.M. of Sherwood shall be responsible for all costs associated with the preparation of the required Plan of Survey, and land registration fees
Property Description:	<p>The most Northerly 16.7 metres in perpendicular width throughout of the NW $\frac{1}{4}$ of Section 8, Township 18, Range 19, West of the Second Meridian</p> <p>The most Northerly 16.7 metres in perpendicular width throughout of the NE $\frac{1}{4}$ of Section 8, Township 18, Range 19, West of the Second Meridian</p> <p>The most Northerly 16.7 metres in perpendicular width throughout of the NW $\frac{1}{4}$ of Section 9, Township 18, Range 19, West of the Second Meridian</p> <p>The most Northerly 16.7 metres in perpendicular width throughout of the NE $\frac{1}{4}$ of Section 9, Township 18, Range 19, West of the Second Meridian</p> <p><u>Excepting thereout:</u> all that portion shown as Parcel A, Plan 101080853</p> <p>The most Easterly 43.528 metres in perpendicular width throughout of the NE $\frac{1}{4}$ of Section 9, Township 18, Range 19, West of the Second Meridian</p>

Excepting thereout: all that portion taken for Roadway on Reg'd Plan No. 67R30923

The most Easterly 43.528 metres in perpendicular width throughout of the SE ¼ of Section 9, Township 18, Range 19, West of the Second Meridian lying North of Plan 101123345

Excepting thereout: all that portion taken for Roadway on Reg'd Plan No. 67R30923

Possession Date:

Closing Date

Closing Date:

Within 30 days upon receipt of a Transform Approval Certificate and Plan of Survey

Other Terms:

Conditional upon the approval of City Council

RECOMMENDATION IMPLICATIONS

Financial Implications

The sale of this property is at a nominal value of \$1.00 + GST.

Environmental Implications

None associated with this report.

Strategic Implications

The dedication of the roadway allowance will benefit transportation by maintaining and upgrading an over-dimensional vehicle route.

Other Implications

None associated with this report.

Accessibility Implications

None associated with this report.

COMMUNICATIONS

The R.M. of Sherwood shall be kept informed on the progress of this land dedication.

DELEGATED AUTHORITY

As provided in clause 101 (1) (k) of *The Cities Act*, the sale of City-owned property without a public offering and at less than market value cannot be delegated to the Administration; therefore, it requires the approval of City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Don Barr". The signature is stylized with a large, looping initial "D" and a cursive "Barr".

Don Barr, Director / City Assessor
Assessment, Tax and Real Estate

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jason Carlston". The signature is written in a cursive style with a large initial "J" and "C".

Jason Carlston, Deputy City Manager
Community Planning and Development

DCB/mtl

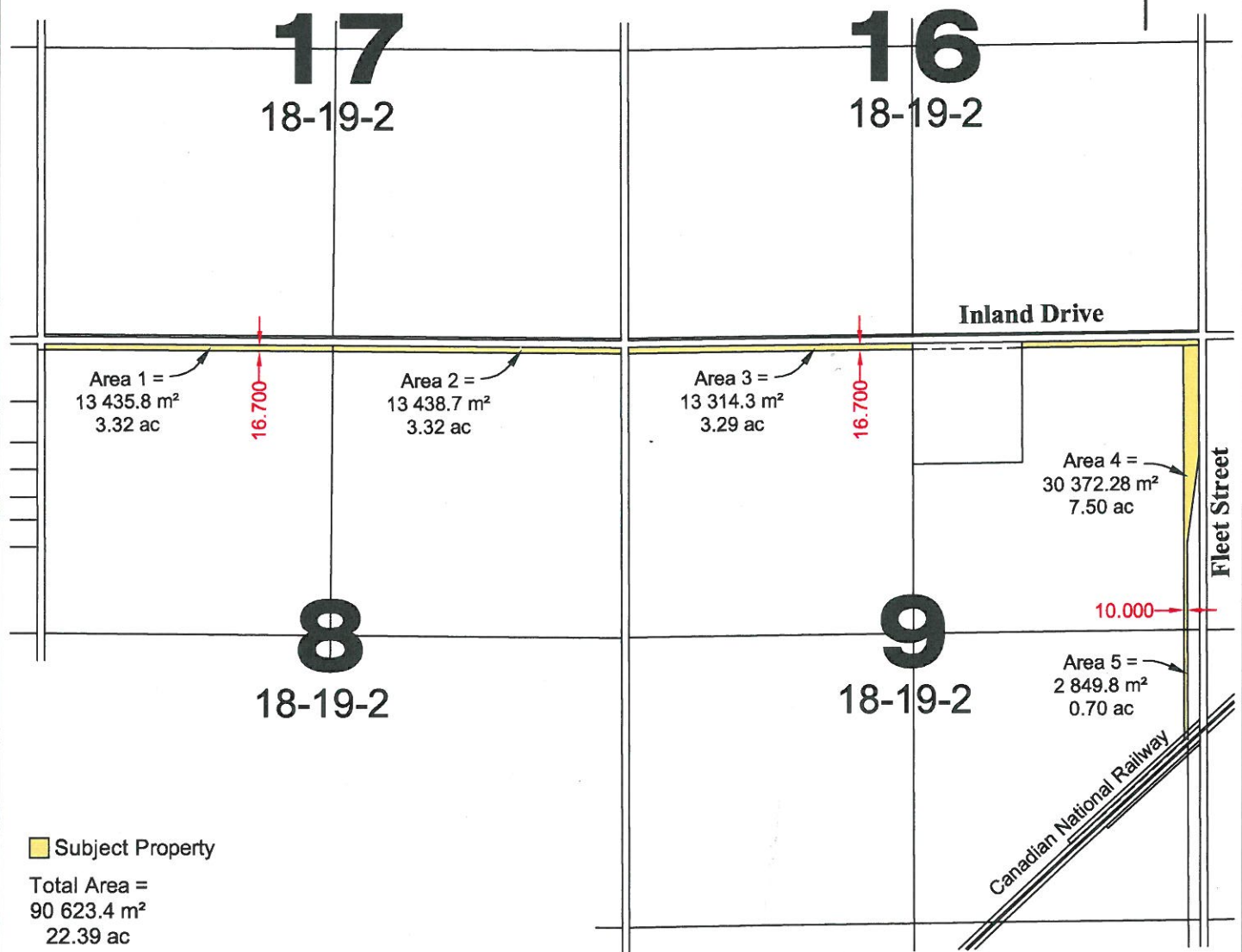
Sketch Plan Showing Survey for

PROPOSED RM ROAD WIDENING

Sections 9 & 16

Twp. 18 - Rge. 19 - W.2Mer.

Not to Scale



PROPOSED RM ROAD WIDENING

Client File No: Inland Drive & Fleet Street

REV.

Revision:



Date: November 1, 2012

Job No.: 148974-R

File: 148974SK

Initials: CC - PS

December 4, 2012

To: Members,
Finance and Administration Committee

Re: Appointment of Elected Officials to Administrative Boards

RECOMMENDATION

That that the Finance and Administration Committee appoint one of its members to each of the following Administrative Boards for a term expiring December 31, 2013:

- Civic Employees' Superannuation and Benefit Plan Administrative Board
- Civic Employees' Long Term Disability Plan Administrative Board
- CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board.

CONCLUSION

The Finance and Administration Committee should consider and appoint one of its members to the Administrative Boards for the Civic Employees' Superannuation and Benefit Plan, Civic Employees' Long Term Disability Plan, and CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan for 2012.

BACKGROUND

The Finance and Administration Committee has been delegated authority to appoint one of its members to each of the following Boards:

- Civic Employees' Superannuation and Benefit Plan Administrative Board
- Civic Employees' Long Term Disability Plan Administrative Board
- CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board.

This report is being brought forward to facilitate the above appointments for 2013.

DISCUSSION

The composition for the Regina Civic Employees' Superannuation and Benefit Plan Administrative Board and the Civic Employees' Long Term Disability Plan Administrative Board includes the following six employer representatives, as outlined in Bylaws 3125 and 9566:

- two persons appointed by the City Manager
- one representative from the Regina Qu'Appelle Health Region appointed by City Council
- one representative from the Regina Public School Board appointed by City Council
- one citizen appointed by City Council
- one member of the Finance and Administration Committee.

The two administrative Boards noted above meet on a monthly basis.

The composition of the CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board includes the following employer representatives, as outlined in Bylaw 8589:

- three persons appointed by the City Manager
- one member of the Finance and Administration Committee.

This administrative Board meets quarterly, at the call of the Chair.

Councillor Murray represented the Finance and Administration Committee on the three Boards for 2012. The Committee should consider the appointment of a member to each of the three Administrative Boards for terms expiring December 31, 2013.

RECOMMENDATION IMPLICATIONS

Financial Implications

None related to this report.

Environmental Implications

None related to this report.

Strategic Implications

None related to this report.

Other Implications

None related to this report.

Accessibility Issues

None related to this report.

COMMUNICATIONS

After the appointments are approved by the Committee, they will be included with the listing of committee members which is communicated to all departments, the media, and other interested parties.

DELEGATED AUTHORITY

The Committee has authority for the appointment of one of its members to the Civic Employees' Long Term Disability Plan Administrative Board; the Civic Employees' Superannuation and Benefit Plan Administrative Board; and the CUPE Local 21 Casual Employees' and Elected Officials' Pension Plan Administrative Board.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joni Swidnicki".

Joni Swidnicki
City Clerk

December 4, 2012

To: Members,
Finance and Administration Committee

Re: Consideration of Meeting Dates and Times for 2013

RECOMMENDATION

1. That the 2013 meetings of the Finance and Administration Committee be held at 4:00 p.m. on the following dates:

January 8 (previously approved)	July 9
February 12	August 6
March 5	September 3
April 9	October 1
May 7	November 5
June 11	December 3

2. That for 2014, the first meeting of the Finance and Administration Committee be held on Tuesday, January 7, at 4:00 p.m.

CONCLUSION

The Committee should review the information contained within this report and confirm the proposed meeting dates for 2013.

BACKGROUND

City Council, at its meeting held on November 19, 2012, approved the meeting schedule for regular Council and Executive Committee meetings for 2013. A calendar which lists approved meeting dates for City Council and the Executive Committee is attached as Appendix "A". Their schedule is set each year in accordance with the provisions of *The Procedure Bylaw, 9004*. Committees of City Council are then asked to establish regular meeting dates and times. The purpose of this report is to facilitate the establishment of 2013 regular meeting dates for the Finance and Administration Committee.

DISCUSSION

The Finance and Administration Committee should establish its regular meeting schedule for 2013, with the dates selected:

- to allow timely submission of reports to City Council or other committees
- to avoid conflict with other scheduled meetings, such as the Executive Committee
- to fit the schedules of Committee members.

Based on the above and a review of the regular meeting dates of the Finance and Administration Committee held last year, it is proposed that regular meetings for 2013 be held on the following dates at 4:00 p.m.:

January 8 (previously approved)	July 9
February 12	August 6
March 5	September 3
April 9	October 1
May 7	November 5
June 11	December 3

It is also proposed that the Finance and Administration Committee select a date for its first meeting in January 2014. Based on this year's meeting schedule, it is proposed the committee hold its first meeting of 2014 on Tuesday, January 7 at 4:00 p.m.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

None with respect to this report.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

Once all the committees and boards have set their meeting dates for 2013, a calendar will be circulated which includes the meeting dates of City Council and all committees. This calendar will be provided to the local media and any other interested parties who request the information.

DELEGATED AUTHORITY

The Finance and Administration Committee has the authority to establish a meeting schedule.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joni Swidnicki".

Joni Swidnicki
City Clerk

Attachment

City Council meetings are approved for the following dates:

January 28	July 8 and 29
February 25	August 26
March 18	September 23
April 8 and 29	October 15 (Tuesday)
May 21 (Tuesday)	November 4 and 25
June 10	December 16

Executive Committee meeting schedule for 2013 is approved as follows:

January 16	July 17
February 13	August 14
March 6 and 27	September 11
April 17	October 2 and 23
May 8 and 29	November 13
June 26	December 4

December 4, 2012

To: Members,
Finance and Administration Committee

Re: Review of Outstanding Items

RECOMMENDATION

1. That the List of Outstanding Items for Finance and Administration be forwarded to the Executive Committee for its information.

CONCLUSION

This report reviews the status of outstanding items that have been referred to the Administration for reports to Finance and Administration Committee. The Finance and Administration Committee should review the items and provide instructions on the need for any changes to priorities.

BACKGROUND

Subsection 35(2) of City Council's Procedure Bylaw requires the City Clerk to provide a report to the Executive Committee annually which lists all items and the priority of the items that have been tabled or referred by City Council or one of its committees. The purpose of this report is to provide a list of the outstanding items for the Finance and Administration Committee as at November 30, 2012.

DISCUSSION

Lists of Outstanding Items are maintained for City Council and its main committees. Items on the list may originate from:

- a recommendation in a report which indicates that another report will be forthcoming;
- a motion adopted to refer an item back to the Administration or to request a report on a related matter;
- a motion adopted by City Council or another committee requesting the Administration to prepare a report.

The Office of the City Clerk is responsible for maintaining and updating the lists. Items remain on the list until a report or the committee recommends their removal. The lists are updated with additions and deletions, as meetings are held and after review by the Executive Committee. The last review of outstanding items as at December 31, 2011, was considered on January 18, 2012.

The following steps were taken to facilitate the annual review of the outstanding items:

- the lists of outstanding items as at October 2, 2012 were circulated to departments for comments;
- the comments and lists were returned to the Office of the City Clerk for consolidation.

In 2012, the outstanding items report is first being circulated to the affected Committees prior to Executive Committee consideration. This process allows committees to have more detailed discussions of each item with the Administration and among themselves to determine priorities for Council consideration.

Attached to this report as Appendix "A" is a list of the outstanding public session items before the Finance and Administration Committee. To assist the Committee, the list has been updated by deleting any items which were removed by resolution of committees during 2012.

RECOMMENDATION IMPLICATIONS

Financial Implications

None with respect to this report.

Environmental Implications

None with respect to this report.

Strategic Implications

Regular review of outstanding items provides both Council and the City Administration an opportunity to review and refocus priorities and resources as required based on current initiatives, needs of the community and corporate strategy.

Other Implications

None with respect to this report.

Accessibility Implications

None with respect to this report.

COMMUNICATIONS

No specific public communication is required in relation to outstanding items. This report will be posted to the City of Regina website for public viewing.

DELEGATED AUTHORITY

Executive Committee is required to provide direction to the City Manager in relation to items on the outstanding items list for City Council or any of its committees along with directing any changes in priority.

Respectfully submitted,



Joni Swidnicki,
City Clerk

**FINANCE AND ADMINISTRATION COMMITTEE
LIST OF OUTSTANDING ITEMS
AS AT DECEMBER 4, 2012
OPEN ITEMS**

REPORT #:	CR01-254
DATE TABLED/REFERRED:	October 22, 2001
SUBJECT:	Proposed Amendments to the Municipal Incentive Policy for the Preservation of Heritage Properties
MOTION:	3. The Administration be requested to prepare a report for the Finance and Administration Committee and the Municipal Heritage Advisory Committee on a change in the Municipal Incentive Policy for the Preservation of Heritage Properties to address the increase in the cost of construction since 1998 for properties outside the downtown area.
DIVISION:	Community Planning and Development
COMMENT:	Return Date: Fall 2012. Will require a consultant report on the effectiveness of existing programs. Funding for the consulting report will be requested as a 2012 operating budget special request.

REPORT #:	FA03-31
DATE TABLED/REFERRED:	June 4, 2003
SUBJECT:	Proposed Amendments to the Municipal Incentive Policy for the Preservation of Heritage Properties
MOTION:	This report be referred to the Administration for a report to the Finance and Administration Committee after the heritage holding list has been revised and forwarded to the Municipal Heritage Advisory Committee for consideration.
DIVISION:	Community Planning and Development
COMMENT:	Return Date: Fall 2012. Study initiated.

REPORT #:	FA11-41
DATE TABLED/REFERRED:	December 6, 2011
SUBJECT:	City Owned Inner-City Lot Analysis
MOTION:	3. That the Administration provide a status report to the Finance and Administration Committee by the end of 2012.. Community Planning and Development
COMMENT:	Return Date: Q1 2013