



EXECUTIVE COMMITTEE

**Wednesday, May 18, 2016
11:45 AM**

Henry Baker Hall, Main Floor, City Hall



Office of the City Clerk

**Public Agenda
Executive Committee
Wednesday, May 18, 2016**

Approval of Public Agenda

Minutes of the meeting held on April 13, 2016

City Clerk's Reports

EX16-12 City Administration Reorganization and Bylaw Amendments

Recommendation

1. That the City Solicitor be instructed to prepare the necessary changes to City Bylaws to give effect to the organizational changes contained in this report as well as other house-keeping changes to position titles that were not updated following the previous re-organization.
2. That this report be forwarded to the May 30, 2016 City Council meeting for approval.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, WEDNESDAY, APRIL 13, 2016

AT A MEETING OF THE EXECUTIVE COMMITTEE

HELD IN PUBLIC SESSION

AT 11:45 AM

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 Jerry Flegel, in the Chair
Mayor Michael Fougere
Councillor Sharron Bryce
Councillor John Findura
Councillor Bob Hawkins
Councillor Wade Murray
Councillor Mike O'Donnell
Councillor Barbara Young

Regrets: Councillor Bryon Burnett
Councillor Shawn Fraser
Councillor Terry Hincks

Also in Attendance: City Clerk, Jim Nicol
Deputy City Clerk, Erna Hall
City Manager & CAO, Chris Holden
Deputy City Manager & COO, Brent Sjoberg
Chief Financial Officer, Ed Archer
Executive Director, Legal & Risk, Byron Werry
Executive Director, City Services, Kim Onrait
Executive Director, City Planning & Development, Diana Hawryluk
Executive Director, Human Resources, Pat Gartner
Executive Director, Transportation & Utilities, Karen Gasmol
Director, Communications, Myrna Stark Leader
Director, Community Services, Laurie Shalley
Director, Fire & Protective Services, Ernie Polsom
Manager, Business Development – Transit, Nathan Luhnig

APPROVAL OF PUBLIC AGENDA

Councillor Wade Murray moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, and that the delegations be heard in the order they are called by the Chairperson.

ADOPTION OF MINUTES

Councillor Barbara Young moved, AND IT WAS RESOLVED, that the minutes for the meeting held on March 16, 2016 be adopted, as circulated.

(Councillor John Findura declared a conflict prior to consideration of item EX16-8, citing his tenure with the Regina Multicultural Council, abstained from discussion and voting and temporarily left the meeting.)

ADMINISTRATION REPORTS

EX16-8 Special Event Major Grants – 2016 1st Deadline

Recommendation

1. That \$10,000 be provided to The Circle Project Association Inc. for the 19th Annual National Aboriginal Day Community Celebration on June 21, 2016.
2. That \$50,000 be provided to The Globe Theatre Society for the 50th Anniversary Gala for the Globe Theatre Society, running June 22-23, 2016.
3. That \$22,500 be provided to Regina Canada Day Committee for 2016 Regina Canada Day Celebration taking place June 30 to July 1, 2016.
4. That up to \$35,000 be provided to Regina Multicultural Council for Mosaic: A Festival of Cultures to cover actual transit charter costs, excluding security costs running June 2-4, 2016.

The following addressed and answered questions of the Committee:

- Elizabeth Strom, representing Regina Canada Day Committee
- Benji Hazen, representing Regina Multicultural Council
- Ann Perry and Natasha Wesaquate, representing The Circle Project Association Inc.; and
- Ruth Smillie, representing Globe Theatre Society

Mayor Michael Fougere moved that the recommendations contained in the report be concurred in.

Councillor Mike O'Donnell moved, in amendment, AND IT WAS RESOLVED, that "June 30" be removed from recommendation #3.

The main motion, as amended, was put and declared CARRIED.

(Councillor Findura returned to the meeting.)

EX16-9 Supplemental Report – Residential Rental Licensing

Recommendation

That this report be received and filed.

EX16-10 Executive Committee: Residential Rental Licensing

Recommendation

1. That the Administration continue implementing process improvements in bylaw enforcement, property inspection and public education to address property maintenance, residential parking and code violations.
2. That the Administration provide City Council an update on the effectiveness of these process improvements in Q1 2017.
3. That a supplemental report be provided at the April 13, 2016 public meeting of the Executive Committee providing 2015 statistics for implementation of the new discretionary Residential Homestay land use classification for short-term accommodations and any other relevant statistics relating to process improvements in bylaw enforcement to address property maintenance, residential parking and code violations in residential areas.
4. That this report be forwarded to the April 25, 2016 meeting of City Council for consideration.

Ernie Polsom, Director, Fire & Protective Services made a power point presentation to the committee. A copy of the presentation is on file in the Office of the City Clerk.

Gary Miller, representing himself addressed and answered questions of the Committee.

Councillor Barbara Young moved, AND IT WAS RESOLVED, that items EX16-9 and EX16-10 be considered together.

Mayor Michael Fougere moved that the recommendations contained in report EX16-10 be concurred in.

Councillor Barbara Young moved, in amendment, AND IT WAS RESOLVED:

- **That the administration research the addition of a compliance driven approach to bylaw enforcement processes and bring recommendations forward to the 2017 budget deliberations along with any resources and staffing needs that may be required for strong bylaw enforcement to address property maintenance, residential parking and code violations.**
- **That a comprehensive plan be designed for a public education strategy, in partnership with relevant stakeholders, that will inform residents, property owners members of the housing industry, and post-secondary institutions of the bylaws, expectations and enforcement processes that address property maintenance, residential parking and code violations and that the plan or actions taken be brought forward for Council consideration in Q4 of 2016.**

- **That supplemental report EX16-9 - 2015 statistics for land use and bylaw enforcement, be forwarded for information to the April 25, 2016 meeting of City Council as an appendix to report EX16-10.**

The amendment was put and declared CARRIED.

The main motion, as amended, was put and declared CARRIED.

EX16-11 The Regina Exhibition Association Limited (REAL) - Annual General Meeting

Recommendation

1. That the Chief Financial Officer, as the City's proxy, be authorized to exercise the City's voting rights in REAL at the Annual General meeting taking place on April 29, 2016 as follows:

a) The following Directors be appointed to the REAL Board of Directors:

Michael Fix – May 1, 2016 to April 30, 2019

Mark Stefan – May 1, 2016 to April 30, 2019

Ken Budzak – May 1, 2016 to April 30, 2017

Tony Coppola – May 1, 2016 to April 30, 2017

Gordon Selinger – May 1, 2016 to April 30, 2017

b) Receive the audited financial statements for the 2015 operating year;

c) Appoint Deloitte, LLP as auditor of REAL pursuant to section 149 of The Non-profit Corporations Act, 1995 (Saskatchewan).

2. That this report be forwarded to the April 25, 2016 meeting of City Council.

Mark Allan, Karen Gibbons and Denise Wanner, representing the Regina Exhibition Association Limited addressed and answered questions of the Committee.

Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.

RESOLUTION FOR PRIVATE SESSION

Councillor Barbara Young moved, AND IT WAS RESOLVED, that in the interest of the public, the remainder of the items on the agenda be considered in private.

RECESS

Councillor Wade Murray moved, AND IT WAS RESOLVED, that the meeting recess for five minutes.

(The meeting recessed at 1:25 p.m.)

Chairperson

Secretary

May 18, 2016

To: Members,
Executive Committee

Re: City Administration Reorganization and Bylaw Amendments

RECOMMENDATION

1. That the City Solicitor be instructed to prepare the necessary changes to City Bylaws to give effect to the organizational changes contained in this report as well as other house-keeping changes to position titles that were not updated following the previous re-organization.
2. That this report be forwarded to the May 30, 2016 City Council meeting for approval.

CONCLUSION

The purpose of this report is to advise Executive Committee of changes to the organizational structure and to seek Council approval for Bylaw amendments required as a result of such changes.

BACKGROUND

Mr. Chris Holden was appointed City Manager effective March 1, 2016. Subsequent to that appointment there have been changes in the Executive Leadership makeup. These changes resulted in an opportunity to re-examine and update the corporate organizational structure. The resulting changes necessitate administrative updates to various City Bylaws that make references to positions and reporting under the former structure. This report seeks approval for the administrative changes required to be made to various City Bylaws which reference out-dated position titles.

DISCUSSION

The changes are designed to build a stronger leadership team, a team that will strengthen collaboration across the entire organization, is more empowered, promote strategic long-range planning and serves citizens well.

The overall goal of the organizational change is to:

- Continue to evolve our organization and respond to our changing circumstances
- Eliminate silos (both vertical and horizontal) across the organization and ensure we have a common approach as it relates to strategy and improve the interface between the Executive and Senior Leadership
- Respond to future strategic needs in the organization

Changes to the Organizational Structure

There are no changes to Divisions or Departments. The most significant change is to the Operations Group. The Deputy City Manager/COO position is being discontinued. The changes include:

- The Operations Group will no longer be grouped together
- The Executive Directors (ED) of City Services, City Planning & Development and Transportation & Utilities will report to the City Manager
- The Director of Fire & Protective Services will report to the City Manager
- The Major Projects team will report to the Executive Director of City Services, and the executive assistant to the former Deputy City Manager/Chief Operating Officer position will be assigned to the Executive Director of City Services as an additional support to ensure continuity in supporting major projects
- The Strategy & Operations team, from within the former Operations Group, will be combined with Strategy Management and report to the Chief Financial Officer (CFO). The CFO will undertake a review to develop new processes for corporate strategy

Changes to City Bylaws

The Regina Administration Bylaw sets out Council's delegated authority to the City employees with respect to the financial administration of the City. While the Bylaw does contain a deeming provision that deems discontinued position titles to refer to their substituted title or the title to which the duties have been transferred, updating the position titles names in the Bylaw add to the transparency and clarity of the Bylaw. Changes are being recommended to this Bylaw in order to reflect the organizational changes described above.

It is recommended that *The Regina Administration Bylaw* be amended as follows:

- Delete references to Deputy City Manager/COO;
- Delete reference to Chief Administrative Officer in the definition of City Manager;
- Add a provision that clarifies that all authorities conveyed onto any City employee other than the City Manager can also be exercised by the City Manager; and
- Amend all authorities that were delegated to the Deputy City Manager/COO to be delegated to the City Manager.

Various other City Bylaws reference the Deputy City Manager/COO position title as well as other position titles that have been amended since the last revisions to these Bylaws. Due to the deeming provision mentioned above, although it is not necessary to continue to update the position titles, the Administration recommends doing so whenever a Bylaw is being amended. It is therefore recommended that various house-keeping changes be made to City Bylaws to update position titles and duties that were re-assigned as a result of the re-organization described above, or any previous re-organization where Bylaws were not updated.

RECOMMENDATION IMPLICATIONS

Financial Implications

The discontinuation of the Deputy City Manager/COO position salary will result in an annualized saving of \$304,000 which will either be reallocated for other initiatives or be directed to the General Fund Reserve.

Environmental Implications

There are no environmental implications with this report.

Strategic Implications

This change is designed to help us respond to changes in our environment, and plan for the future more effectively.

Other Implications

There are no other implications with this report.

Accessibility Implications

There are no other implications with this report.

COMMUNICATIONS

All employees have been notified of the organizational change, and where appropriate have been involved in decisions regarding changes to the bylaws. A plan is in place to communicate any changes in delegates to boards, committees and community stakeholders.

DELEGATED AUTHORITY

The recommendation contained in this report require City Council approval.

Respectfully submitted,



Jim Nicol, Chief Legislative
Officer & City Clerk

Respectfully submitted,



Chris Holden, City Manager
& Chief Administrative Officer

Report prepared by:
Erna Hall, Deputy City Clerks