



# **Finance and Administration Committee**

**Wednesday, January 15, 2020  
9:00 AM**

**Henry Baker Hall, Main Floor, City Hall**



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**OFFICE OF THE CITY CLERK**

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**Public Agenda  
Finance and Administration Committee  
Wednesday, January 15, 2020**

**APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

**APPROVAL OF PUBLIC AGENDA**

**ADOPTION OF MINUTES**

Finance and Administration Committee - Public - Dec 2, 2019 4:00 PM

**ADMINISTRATION REPORTS**

FA20-1      20-HBRP-01 1401 Robinson Street (Albert Library)

**Recommendation**

Finance and Administration Committee recommends that City Council:

1. Approve a cash grant for the property known as Albert Library located at 1401 Robinson Street (as shown in Appendix A), in an amount equal to the lesser of:
  - a) 50 per cent of eligible costs for the work described in Appendix C;  
or
  - b) \$50,000.
2. Instruct the City Solicitor to prepare an authorizing bylaw and agreement with the following conditions:
  - a) That the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - b) That the property owner submits detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work
  - c) That work completed and invoices submitted by December 15,



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**OFFICE OF THE CITY CLERK**

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2020, would be eligible for the cash grant for up to 50 per cent of the cost of approved work to a maximum of \$50,000.

3. Approve these recommendations at its meeting on January 29, 2020.

FA20-2      Authorization to Negotiate and Award Banking Services & Purchase Card Program RFP

**Recommendation**

Finance and Administration Committee recommends that City Council:

1. Delegate the authority to the Executive Director, Financial Strategy & Sustainability, to designate and appoint the City's financial institution based on the results of the negotiated Request for Proposals (RFP) process outlined in this report.
2. Delegate the authority to the Executive Director, Financial Strategy & Sustainability to negotiate, approve, award and enter into all professional banking and related contracts with the highest ranked proponent selected through the negotiated RFP process for a five-year term. The contracts include, but are not limited to, an agreement for business banking, treasury services master agreement, purchasing card program agreement and additional auxiliary banking service agreements and schedules.
3. Authorize the City Clerk to execute the necessary agreements after review and approval by the City Solicitor.
4. Instruct the City Solicitor to prepare the necessary borrowing bylaw for the overdraft provision in any agreement for business banking (i.e. short term debt) to be brought forward at a later date for approval once the City's financial institution is appointed.
5. Approve these recommendations at its January 29, 2020 meeting.

**ADJOURNMENT**

AT REGINA, SASKATCHEWAN, MONDAY, DECEMBER 2, 2019

AT A MEETING OF 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 Jason Mancinelli, in the Chair  
Councillor Sharron Bryce (Teleconference)  
Councillor Bob Hawkins  
Councillor Barbara Young

Regrets: Councillor Joel Murray

Also in Council Officer, Ashley Thompson  
Attendance: City Solicitor, Byron Werry  
Exec. Dir., Citizen Services, Kim Onrait  
Exec. Dir., City Planning & Community Development, Diana Hawryluk  
Director, Assessment & Taxation, Deborah Bryden  
Director, Parks, Recreation & Cultural Services, Laurie Shalley  
A/Director, Roadways & Transportation, Chris Warren  
Manager, Property Tax & Utility Billing, Tony Petrulias

In the absence of the Chairperson and Vice-Chairperson, the Secretary called the meeting to order and following the procedure for nominations of a temporary Chairperson, Councillor Jason Mancinelli was declared Chairperson for the December 2, 2019 meeting.

(Councillor Mancinelli took the Chair.)

#### APPROVAL OF PUBLIC AGENDA

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted, at the call of the Chair.**

#### ADOPTION OF MINUTES

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the minutes for the meeting held on November 5, 2019 be adopted, as circulated.**

### ADMINISTRATION REPORTS

#### FA19-23 2020 Alley Maintenance Program and Special Tax Levy Funding Options

##### **Recommendation**

1. That the following 2020 Alley Maintenance Special Tax levies, proposed revenues and estimated costs be approved:

##### **Paved Alleys:**

Levy	\$3.98 per assessable foot
Proposed Revenue	\$3,543,215
Estimated Cost	\$3,543,215

##### **Gravel Alleys:**

Levy	\$2.80 per assessable foot
Proposed Revenue	\$1,725,500
Estimated Cost	\$1,725,500;

2. That the City Solicitor be directed to prepare the 2020 Alley Maintenance Special Tax Bylaw to include the paved and gravel alleys levies, proposed revenues and estimated costs; and
3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

#### FA19-19 Community Non-Profit Tax Exemption Policy - Organizations not Recommended

##### **Recommendation**

1. That the property tax exemption requests as listed in Appendix A – Organizations Not Recommended for Property Tax Exemptions be denied.
2. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

The following addressed the Committee:

- JP Martin, representing Wascana Rhythmic Gymnastics Club
- Brian Shankowsky, representing Regins Trades & Skills Centre

**Councillor Hawkins moved that the recommendations contained in the report be concurred in.**

(Councillor Young requested that the organizations not recommend for property tax exemptions as listed in Appendix A be voted on separately.)

**That the property tax exemption request for Wascana Rhythmic Gymnastics Club be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Girl Guides of Canada be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Highland Curling Club be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Sask. Stock Growers Association be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Redeemed Christian church of God, Love Assembly be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Regina Trades and Skills Centre (building) located at 1275 Albert Street be approved.**

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

- 1. That the portion of the property located at 1275 Albert Street that includes the building occupied by the Regina Trades and Skills Centre Inc. be exempted from property taxes for 2020 subject to the Government of Saskatchewan approving the exemption or partial exemption of the education portion of the property tax levies where required.**
- 2. That the Executive Director, Financial Strategy & Sustainability or his delegate be authorized to apply for the approval of the Government of Saskatchewan on behalf of property owners for any exemption of the education portion of the property tax levies payable to the Government of Saskatchewan that is \$25,000 or greater on an annual basis.**
- 3. That the City Solicitor be instructed to prepare the necessary bylaw to amend Bylaw 2019-63, being *The Community Non-Profit Tax Exemption Bylaw, 2019* to authorize the property tax exemption for 2020 for the property described in recommendation 1.**

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

**That the property tax exemption request for Regina Trades and Skills Centre (parking lot) located at 1269 Albert Street be denied.**

**The motion was put and declared CARRIED.**

**That the property tax exemption request for Shock Trauma Air Rescue Society (STARS) be denied.**

**The motion was put and declared CARRIED.**

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

FA19-22 19-HBRB-02 1431 Victoria Avenue (Louis Residence)

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**Recommendation**

1. That a tax exemption for the real property commonly known as the Louis Residence, located on Lot 44, Block 360, Plan No. 101189998, Extension 5 and Lot 3 Block 360 Plan No. Old 33, Extension 0 addressed at 1431 Victoria Avenue be approved in an amount equal to the lesser of:
  - (a) 50 per cent of eligible costs as described in Appendix C-2; or
  - (b) An amount equivalent to the total property taxes payable for 10 years
2. That the provision of the property tax exemption be subject to the following conditions:
  - (a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - (b) The property owner shall submit detailed written documentation of payments made for actual costs incurred (i.e. itemized invoices and receipts) in the completion of identified conservation work, as described in Appendix C-2. If actual costs exceed the corresponding estimates by more than 10 per cent, the property owner shall provide full particulars as to the reason(s) for such cost overruns. It is understood that the City may decline to approve any cost overrun, or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.
  - (c) The work that is completed and invoices submitted by September 30 each year would be eligible for a tax exemption the following year up to 50 per cent of the cost of approved work.

3. That the City Solicitor be instructed to prepare the necessary agreement and authorizing bylaw for the property tax exemption as detailed in this report.
4. That the Executive Director of City Planning & Community Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the cost incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix C-1 to this report).
5. That the Executive Director of City Planning & Community Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of the exemption.
6. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

David Todd, representing 1431 Victoria Avenue, addressed the Committee.

**Councillor Barbara Young moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

FA19-21 19-HBRB-03 2326 College Ave (Kerr/Bronfman Residence)

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**Recommendation**

1. That a tax exemption for the real property commonly known as the Kerr/Bronfman residence, located on Lot 30, Block 458, Plan No. 98RA28309, addressed at 2326 College Avenue be approved in an amount equal to the lesser of:
  - (a) 50 per cent of eligible costs as described in Appendix C-2; or
  - (b) An amount equivalent to the total property taxes payable for 10 years
2. That the provision of the property tax exemption be subject to the following conditions:
  - (a) Eligibility for the property tax exemption includes the requirement that the property possesses and retains its formal designation as Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - (b) The property owner shall submit detailed written documentation of payments made for actual costs incurred (i.e. itemized invoices and receipts) in the completion of identified conservation work, as described in Appendix C-2. If actual costs exceed the corresponding



estimates by more than 10 per cent, the property owner shall provide full particulars as to the reason(s) for such cost overruns. It is understood that the City of Regina may decline to approve any cost overrun, or portion thereof, if considered not to be reasonably or necessarily incurred for eligible work.

- (c) The work that is completed and invoices submitted by September 30 each year would be eligible for a tax exemption the following year up to 50 per cent of the cost of approved work.
- 3. That the City Solicitor be instructed to prepare the necessary agreement and authorizing bylaw for the property tax exemption as detailed in this report.
- 4. That the Executive Director of City Planning & Community Development or designate be authorized under the tax exemption agreement to make all determinations regarding reimbursements of the cost incurred for work done to the property based on the City of Regina's Heritage Building Rehabilitation Program and the Conservation Plan for the property (Appendix C-1 to this report)
- 5. That the Executive Director of City Planning & Community Development or designate be authorized to apply to the Government of Saskatchewan on behalf of the property owner for any exemption of the education portion of the property taxes that is \$25,000 or greater in any year during the term of the exemption.
- 6. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

Nathan Brenner, representing Oko Haus Design Inc., addressed the Committee.

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

FA19-20 2019 Property Tax Exemption Request - Boundary Alteration

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#### **Recommendation**

- 1. That the properties owned by P.W. Lorch & Associates Ltd. and Darrell & MaryAnn Weinberger at 4800 Campbell Street and 1760 N Courtney Street be exempted from property taxes in accordance with the percentages outlined in Option 1 of Appendix C of this report.
- 2. That the City Solicitor be instructed to prepare the necessary bylaw to amend Bylaw No. 2019-8 *The Properties Exempt from Taxation as a Result of the 2013 Municipal Boundary Alteration Bylaw, 2019* to provide for the additional tax exemptions described in recommendation 1.

3. That this report be forwarded to the December 16, 2019 meeting of City Council for approval.

**Councillor Barbara Young moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

**FA19-24 2019 Review of Outstanding Items**

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**Recommendation**

1. That no items be deleted from the list of outstanding items for the Finance and Administration Committee; and
2. That the updated List of Outstanding Items be forwarded to the Executive Committee for information.

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

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that F19-5 2019 Review of Outstanding Closed Items be removed from the Finance and Administration Committee private agenda for December 2, 2019 and be considered at this public meeting.**

**FA19-25 2019 Review of Outstanding Closed Items**

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**Recommendation**

1. That the following item be deleted from the list of outstanding closed items for the Finance and Administration Committee:

<b><u>Item</u></b>	<b><u>Committee</u></b>	<b><u>Subject</u></b>
FA18-3	FA	Council Support Policy – Website Content Management Governance Policy

2. That the updated List of Outstanding Items be forwarded to the Executive Committee for information.

**Councillor Bob Hawkins moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

ADJOURNMENT

**Councilor Bob Hawkins moved, AND IT WAS RESOLVED, that the meeting adjourn.**

The meeting adjourned at 5:20 p.m.

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Chairperson

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Secretary

## 20-HBRP-01 1401 Robinson Street (Albert Library)

<b>Date</b>	January 15, 2020
<b>To</b>	Finance and Administration Committee
<b>From</b>	City Planning & Community Development
<b>Service Area</b>	Parks, Recreation & Cultural Services
<b>Item #</b>	FA20-1

### RECOMMENDATION

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Finance and Administration Committee recommends that City Council:

1. Approve a cash grant for the property known as Albert Library located at 1401 Robinson Street (as shown in Appendix A), in an amount equal to the lesser of:
  - a) 50 per cent of eligible costs for the work described in Appendix C; or
  - b) \$50,000.
2. Instruct the City Solicitor to prepare an authorizing bylaw and agreement with the following conditions:
  - a) That the property possesses and retains its formal designation as a Municipal Heritage Property in accordance with *The Heritage Property Act*.
  - b) That the property owner submits detailed written documentation of payments made for the actual costs incurred (i.e. itemized invoices and receipts) in the completion of the identified conservation work
  - c) That work completed and invoices submitted by December 15, 2020, would be eligible for the cash grant for up to 50 per cent of the cost of approved work to a maximum of \$50,000.
3. Approve these recommendations at its meeting on January 29, 2020.

## ISSUE

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The owner of the Municipal Heritage Property known as Albert Library on 1401 Robinson Street is requesting a grant to assist in recovering costs associated with the replacement of a steam heating boiler unit.

## IMPACTS

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### Financial Implications

Section 28(a) of *The Heritage Property Act* enables City Council to provide grants to any person, organization, agency, association or institution with respect to a heritage property. The *Heritage Incentive Policy* approved by City Council on August 25, 2014, established a cash grant of up to \$50,000 for tax exempt properties but limited to a maximum of 50 per cent of eligible conservation costs.

The estimated total project cost of the eligible work is \$37,400 (exclusive of taxes). Therefore, the project would qualify for a cash grant of approximately \$18,700. If actual costs exceed the corresponding estimates by more than 10 per cent, the owner shall provide full particulars as to the reason(s) for such overruns.

The proposed 2020 Operating Budget includes \$50,000 for cash grants allocated to the Heritage Building Rehabilitation Program.

### Environmental Implications

The conservation work proposed will ensure the building continues to be used and maintained.

### Policy and/or Strategic Implications

Conservation of Albert Library meets the following policies of *Design Regina: The Official Community Plan Bylaw No. 2013-48*:

#### Section D5: Land Use and Built Environment

##### Goal 6 - Built Form and Urban Design

- 7.38 Consider impacts of alterations, development, and/or public realm improvements on or adjacent to an historic place to ensure its heritage value is conserved.

#### Section D8: Culture

##### Goal 1 – Support Cultural Development and Cultural Heritage

- 10.1 Build partnerships and work collaboratively with community groups, other levels of government, and the private and voluntary sectors to encourage cultural development opportunities and conserve historic places.
- 10.4 Protect, conserve and maintain historic places in accordance with the *Standards and Guidelines for the Conservation of Historic Places in Canada* and any other guidelines adopted by City Council.
- 10.5 Encourage owners to protect historic places through good stewardship and voluntarily designating their property for listing on the Heritage Property Register.

- 10.11 Leverage and expand funding, financial incentive programs and other means of support to advance cultural development, cultural resources and conservation of historic places.

There are no accessibility, risk/legal or other implications or considerations.

## **OTHER OPTIONS**

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The application may be refused or postponed to a future meeting date.

## **COMMUNICATIONS**

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The property owners and Heritage Regina will receive a copy of this report for information.

## **DISCUSSION**

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City Council approved *Bylaw No. 7716* (Appendix B), designating 1401 Robinson Street as Municipal Heritage Property, on February 20, 1984. Albert Library was built in 1927 and marks the original location of one of Regina's first branch libraries. The Architect, Joseph Warburton, incorporated Gothic detailing in the entranceway and decorative features in Tyndalstone and Terracotta. The building is a landmark within the North Central community.

### Conservation Work and Eligible Costs

The steam heating boiler unit in the building has stopped functioning and the owners plan on replacing it with a new unit. Two estimates of \$41,400 and \$37,400 were received from companies with experience in plumbing and heating. Based on the lower cost estimate of \$37,400 and the criteria in the Heritage Building Rehabilitation Program, the Administration has determined that the owners of the property on 1401 Robinson Street are eligible to receive a cash grant to a maximum of 50 per cent of the estimated total project cost. The exact amount of the grant to be disbursed will be based on the actual cost of the conservation work as identified in submitted invoices.

## **DECISION HISTORY**

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This is a new grant application under the Heritage Building Rehabilitation Program.

Respectfully Submitted,

Respectfully Submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

1/7/2020



Fred Searle, Asst. Dir., City Planning & Community Dev.

1/9/2020

Prepared by: {Femi Adegeye, Senior City Planner}

## **ATTACHMENTS**

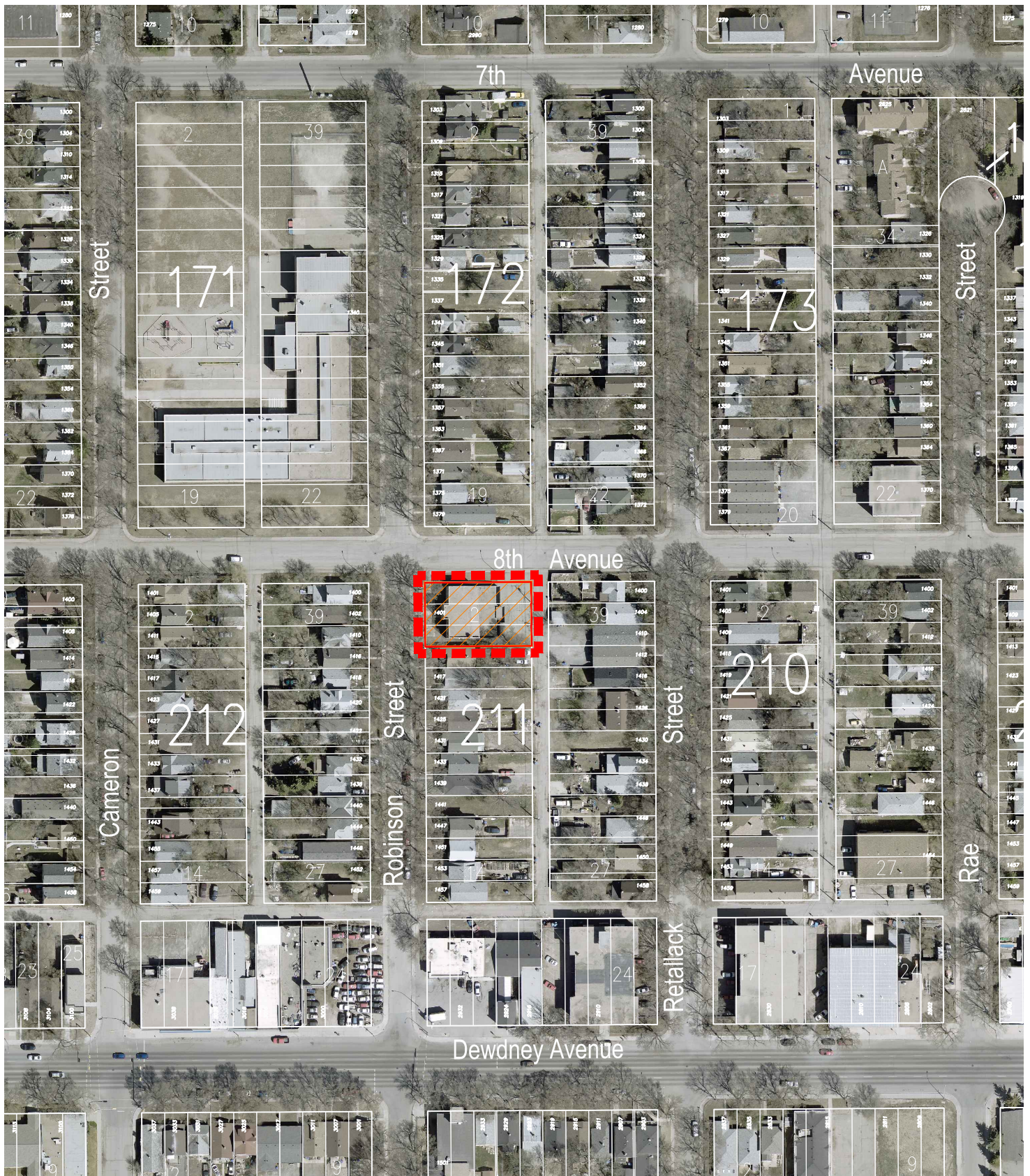
20-HBRP-01 Appendix A

20-HBRP-01 Appendix B

20-HBRP-01 Appendix C



# Appendix A



Subject Property



Heritage

Date of Photography: 2018



Project 20-HBRP-01

Civic Address/Subdivision

1401 Robinson Street



BYLAW NO. 7716

A BYLAW TO DESIGNATE 1401 ROBINSON STREET  
AS BEING OF ARCHITECTURAL AND HISTORICAL VALUE

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WHEREAS, The Heritage Property Act, S.S. 1980, c. H-2.2. Part III, authorizes the Council of a Municipality to enact bylaws to designate real property, including all buildings and structures thereon, to be of architectural, historical or natural value or interest;

AND WHEREAS the Council of the Corporation of the City of Regina has caused to be served on The Regina Library Board owner of the land legally described as Lots One (1), Two (2) and Three (3) in Block Two Hundred and Eleven (211), in the City of Regina, in the Province of Saskatchewan, in the Dominion of Canada, according to a Plan of Record in the Land Titles Office for the Regina Land Registration District as Old No. 33, a Notice of Intention to so designate the aforesaid real property and has caused such Notice of Intention to be published in at least two issues of a newspaper with general circulation in the Municipality with the first publication at least Twenty-one (21) days prior to the date of consideration of the Bylaw and with the last publication at least Seven (7) days prior to the date of that consideration;

AND WHEREAS no Notice of Objection to the proposed designation has been served on the Clerk of the Corporation of the City of Regina;

NOW, THEREFORE, THE COUNCIL OF THE CITY OF REGINA ENACTS AS FOLLOWS:

1. There is designated as being of Architectural and historical value and interest the real property known as 1401 Robinson Street, being:

Lots One (1), Two (2), and Three (3) in Block Two Hundred and Eleven (211), in the City of Regina, in the Province of Saskatchewan, in the Dominion of Canada, according to a Plan of Record in the Land Titles Office for the Regina Land Registration District as Old No. 33.

The significance of the site is as follows:

1. Albert Library was built in 1927 and marks the original location of one of Regina's first branch libraries.
  2. The Architect, Joseph Warburton, incorporated Gothic detailing in the entranceway and decorative features in Tyndalstone and Terracotta.
  3. This building is a landmark within the Albert Scott community.
2. The City Solicitor is hereby authorized to cause a certified copy of this Bylaw to be registered against the property described above in the Land Titles Office for the Regina Land Registration District.

3. The City Clerk is hereby authorized to cause a copy of this Bylaw to be served on the owner of the aforesaid property and on the Minister to whom the administration of The Heritage Property Act is assigned.

READ A FIRST TIME THIS 20TH DAY OF FEBRUARY A.D., 1984;

READ A SECOND TIME THIS 20TH DAY OF FEBRUARY A.D., 1984;

READ A THIRD TIME AND PASSED THIS 20TH DAY OF FEBRUARY A.D., 1984.

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Mayor

City Clerk

## Appendix C

<b>ELIGIBLE WORK ITEMS 1401 Robinson Street</b>	<b>ESTIMATED COST</b>
Replacement of steam heating boiler	
<b>TOTAL ESTIMATE OF ELIGIBLE COSTS</b>	<b>\$37,400</b>

## Authorization to Negotiate and Award Banking Services & Purchase Card Program RFP

<b>Date</b>	January 15, 2020
<b>To</b>	Finance and Administration Committee
<b>From</b>	Financial Strategy & Sustainability
<b>Service Area</b>	Financial Services
<b>Item #</b>	FA20-2

### RECOMMENDATION

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Finance and Administration Committee recommends that City Council:

1. Delegate the authority to the Executive Director, Financial Strategy & Sustainability, to designate and appoint the City's financial institution based on the results of the negotiated Request for Proposals (RFP) process outlined in this report.
2. Delegate the authority to the Executive Director, Financial Strategy & Sustainability to negotiate, approve, award and enter into all professional banking and related contracts with the highest ranked proponent selected through the negotiated RFP process for a five-year term. The contracts include, but are not limited to, an agreement for business banking, treasury services master agreement, purchasing card program agreement and additional auxiliary banking service agreements and schedules.
3. Authorize the City Clerk to execute the necessary agreements after review and approval by the City Solicitor.
4. Instruct the City Solicitor to prepare the necessary borrowing bylaw for the overdraft provision in any agreement for business banking (i.e. short term debt) to be brought forward at a later date for approval once the City's financial institution is appointed.
5. Approve these recommendations at its January 29, 2020 meeting.

## ISSUE

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The City's current professional banking services contract expires August 31, 2020. The City's purchasing card program contract expires April 30, 2020. As these services are essential to the City's operations, Administration has issued a negotiated Request for Proposals (RFP) for both services. We require City Council to delegate the authority to negotiate and award these contracts to the Executive Director, Financial Strategy & Sustainability.

Pursuant to subsection 127(2) of *The Cities Act*, City Council must designate a financial institution. Delegation of this authority is desirable as the City is required to conduct a competitive procurement process for these services. City Council is authorized to delegate this authority to the Executive Director of Financial Strategy & Sustainability.

While the designation of the financial institution may be delegated, any overdraft provisions in a banking service agreement are determined to be short term debt and as a result, the overdraft or the ability to access the short-term borrowing contemplated in this report requires Council to pass a borrowing bylaw. A borrowing bylaw will be brought forward once the City's financial institution is designated through the RFP process.

## IMPACTS

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### Legal/Risk Impact

The short term borrowing (overdraft ability) is a form of short-term debt for operating expenditures. It is referred to as short term debt as the debt is repayable within the current year (i.e. it is not outstanding for more than 365 days). This debt is required to be authorized by a borrowing bylaw.

Historically, the City has obtained a \$20 million overdraft limit to provide the City with the financial flexibility to respond to emergency situations or where funds are not immediately available in the City's bank account to meet a payment obligation. This operating loan has rarely been used (once in the last five years for a period of a few hours). A borrowing bylaw to authorize an operating line of credit of up to \$20 million will be brought forward once the City's financial institution has been designated. The City Solicitor's Office has advised that regardless of whether the overdraft is ever used, a borrowing bylaw is required to be in place to authorize the use of an overdraft.

In terms of borrowing for operating expenditures, the City is limited by the city's debt limit, which is currently \$450 million and section 136 of *The Cities Act*. In terms of current outstanding debt, the City balance as of December 31, 2018 was \$317.7 million, which is under the current debt limit. Section 136 states that the amount to be borrowed for the purpose of financing operating expenditures, together with the unpaid principal of other borrowings made for that purpose, may not exceed an amount equal to twice the amount the city estimates that it will raise in taxes in the year the borrowing is made and that the City will receive in unconditional provincial or federal grants the year the borrowing is made. The City's Administration confirms that the borrowing contemplated will fall within the limits.

There is no accessibility, environmental or other implications or considerations.

## **OTHER OPTIONS**

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None related to this report.

## **COMMUNICATIONS**

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Proponents will be notified when the contract is awarded pursuant to the City's Purchasing Policy.

Public notice is required to be provided for Council to consider borrowing. The borrowing contemplated in this report was advertised on the City's website and public notice board on January 3, 2020 and the Leader Post on January 4, 2020.

## **DISCUSSION**

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In 2014, the Toronto-Dominion Bank was appointed as the City of Regina's financial institution for a five-year term. On September 24, 2018, City Council approved a one-year extension with the contract expiring on August 31, 2020.

The Executive Director, Financial Strategy & Sustainability issued approval to initiate a negotiated RFP for professional banking services and a procurement card program on August 30, 2019. The scope of the contract includes all the consolidated accounts of the City of Regina and several of its related entities.

Administration is seeking a comprehensive banking and procurement card program leveraging tailored public sector treasury and payment solutions, competitive investment rates, and credit solutions to meet a continuously evolving environment for the City. The following are examples of services the City identified in the RFP:

- Account Administration (bank accounts)
- Online Account Information & Reporting
- Online Banking for Business (includes wire transfers, electronic funds transfers, etc)
- Reconciliation and Fraud Protection Services
- Deposit Services
- Currency Services
- Remote Deposit Capture (electronic cheque deposits)
- Administrative Capabilities
- Digital Cheque Services (Positive Pay)
- Cash Collection Services
- Bill Payment Services
- Merchant Services including Online Payment Processing Solutions
- ECommerce Fraud Solutions
- Investment Services
- Short Term Borrowing
- Payroll Services
- Customer Service
- Corporate Credit Card Program

The RFP was advertised through an opportunity notice posted to the SaskTenders website on October 23, 2019. The City is evaluating the proposals to select a proponent that best meets the criteria and scope of work outlined in the RFP.

The evaluation criteria considers:

**Banking Services**

1. Fees & offered services
2. Customer service
3. Technology & user experience
4. Cutover transition plan
5. Presentation, demonstration and acclimation

**Procurement Card Program**

1. Rebates, costs and charges
2. Customer service and online administration process
3. Card programs
4. Cutover transition plan
5. References
6. Presentation, demonstration and acclimation

The City will complete its evaluation and negotiation by mid-February and will award the contracts no later than March 2020.

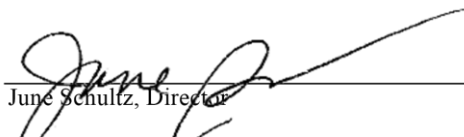
## **DECISION HISTORY**

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Council extended the current banking services contract on September 24, 2018 (CR18-90). No other decision has been made with respect to the procurement of the banking services and purchasing card services program. The delegation of authorities outlined in the recommendations section requires Council approval. The borrowing contemplated in this report will require a borrowing bylaw to be passed by Council, at a later date, once the financial institution has been designated.

Respectfully Submitted,

Respectfully Submitted,



June Schultz, Director

12/30/2019



Barry Lacey, Exec. Director, Financial Strategy & Sustainability

1/9/2020

Prepared by: Jason MacDonald, Financial Management Analyst