



Executive Committee

**Wednesday, November 3, 2021
9:00 AM**

Henry Baker Hall, Main Floor, City Hall



OFFICE OF THE CITY CLERK

**Public Agenda
Executive Committee
Wednesday, November 3, 2021**

Approval of Public Agenda**Minutes Approval**

Minutes from the meeting held on October 20, 2021

Administration Reports**Delegations – EX21-72**

- Jeff Barber, Sean Quinlan and Gail Kruger, Regina Public Library

EX21-72 2022 Budget Submission - Service Partners (RPL)

Recommendation

The Executive Committee recommends that City Council refer and consider the 2022 budget and request as submitted by the Regina Public Library (RPL) at its 2022 budget meeting in December 2021.

Delegations – EX21-73

- Monique Goffinet Miller, Provincial Capital Commission
- Judith Veresuk, Regina Downtown Business Improvement District
- Leasa Gibbons, Regina Warehouse Business Improvement District
- Tim Reid, Regina Exhibition Association Limited

EX21-73 2022 Regina Winter Festival

Recommendation

The Executive Committee recommends that City Council:

1. Support the 2022 Regina Winter Festival with a cash grant valued up to \$150,000.
2. Provide the above support subject to the following conditions:
 - a) 2022 Regina Winter Festival Committee demonstrates the ability to plan and host the event through a comprehensive budget and event plan.
 - b) Completion of a Contribution Agreement(s) with 2022 Regina Winter Festival Committee member organizations Provincial



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- Capital Commission, Regina Downtown Business Improvement District, Regina Warehouse Business Improvement District & Regina Exhibition Association Limited.
- c) Recognition by the Regina Winter Festival Committee and its member organizations that the City of Regina accepts no obligations for deficits, loans, or guarantees for the 2022 Regina Winter Festival.
 - d) A commitment by 2022 Regina Winter Festival Committee to provide a follow up report that identifies how the City of Regina's funding was utilized in the hosting of the event.
- 3. Delegate the authority to the Executive Director, City Planning & Community Development to negotiate and approve the terms of the Contribution Agreement(s) between the City of Regina and the 2022 Regina Winter Festival Committee and/or its member organizations, Provincial Capital Commission, Regina Downtown Business Improvement District, Regina Warehouse Business Improvement District & Regina Exhibition Association Limited.
 - 4. Authorize the City Clerk to execute the Contribution Agreement(s) on behalf of the City of Regina after review by the City Solicitor.
 - 5. Approve funding up to \$150,000 in support through 2022's annual Events, Conventions and Tradeshows attraction budget.
 - 6. Approve these recommendations at its meeting on November 10, 2021.

Delegations – EX21-74

- Pam Skotnitsky, Gil Le Dressay, Patrick Bergermann, and Brad DeLorey, Federated Co-operatives Limited



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EX21-74 Economic Opportunity Option to Purchase Agreement**Recommendation**

The Executive Committee recommends that City Council:

1. Approve the City entering into an agreement granting an option to purchase the City owned lands described in Appendix A for \$5.48 million dollars.
2. Authorize the Executive Director of Financial Strategy and Sustainability to negotiate any other commercially relevant terms and conditions of the land option agreement.
3. Authorize the City Clerk to execute the land option agreement as approved by the City Solicitor.
4. Approve these recommendations at its meeting on November 10, 2021.

EX21-75 2022 City Council and Committee Meeting Calendar**Recommendation**

The Executive Committee recommends that City Council:

1. Approve the 2022 meeting schedule of City Council as outlined in Appendix A:
 - a. City Council to meet every second Wednesday commencing at 9:00 a.m.;
 - b. Distribution and release of Council agendas and meeting materials is the Friday afternoon 13 days prior to the meeting, with the deadline moved to the preceding Thursday in instances where a statutory holiday falls on a Friday;
 - c. Deadline for written submissions from delegations to City Council is 1:00 p.m., the Thursday immediately preceding the Council meeting;
 - d. Council will recess for 30 minutes after meeting for 3 hours, if the agenda is not completed, with discretion provided to the chair to facilitate the hearing of delegations and/or progress of the report under consideration at that time.
 - e. Meetings will adjourn at 5:00 p.m. or earlier, unless a motion is passed to extend the meeting.
2. Approve the 2022 meeting schedule for Executive Committee as outlined in Appendix A:



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- a. Executive Committee to meet every second Wednesday at 9:00 a.m. on alternating weeks;
 - b. Distribution and release of Executive Committee agendas and meeting materials is the Friday afternoon 13 days prior to the meeting, with the deadline moved to the preceding Thursday in instances where a statutory holiday falls on a Friday;
 - c. Deadline for registering to address Executive Committee is 1:00 p.m., the Thursday immediately preceding the committee meeting.
3. Approve the 2022 meeting schedule for the Regina Planning Commission, Community Wellness Committee and Operations & Community Services Committee as outlined in Appendix A:
 - a. Regina Planning Commission to meet once monthly on Tuesday at 4:00 p.m. unless otherwise noted in Appendix A;
 - b. Community Wellness Committee to meet once monthly on Tuesday at 9:00 a.m. unless otherwise noted in Appendix A;
 - c. Operations & Community Services to meet once monthly on Tuesday at 9:00 a.m. unless otherwise noted in Appendix A;
 - d. Distribution and release of agendas and materials is the Friday afternoon 12 days prior to the meeting;
 - e. Deadline for registering to address the Commission or the committees is 1:00 p.m., the Thursday immediately preceding the commission/committee meeting;
 - f. Committees will recess for 30 minutes after meeting for 3 hours, if the agenda is not completed, with discretion provided to the chair to facilitate the hearing of delegations and/or progress of the report under consideration at that time;
 - g. Committees will adjourn 5 hours after the start of the meeting or earlier, unless a motion is passed to extend the meeting.
4. Approve the following administrative revisions to *The Procedure Bylaw*:
 - a. All agenda items and related meeting materials for meetings of City Council or Executive Committee must be submitted in writing to the City Clerk before the Thursday afternoon 14 days prior to the meeting, with the deadline moved to the preceding Wednesday in instances where a statutory holiday falls on a Tuesday;
 - b. All agenda items and related meeting materials for meetings of the Regina Planning Commission, Community Wellness Committee and Operations & Community Services Committee must be submitted in writing to the City Clerk before the Thursday afternoon 13 days prior to the meeting, with the deadlines moved to the preceding Wednesday in instances where a statutory holiday falls on a Tuesday;



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- c. Remove the reference to Prayer in the section “Order of Business at Meetings”;
 - d. Remove the requirement for Council members, Administration and Delegations to “stand” when speaking at City Council;
- 5. Remove MN21-5 from the List of Outstanding Items for City Council.
- 6. Direct the City Solicitor to make the necessary amendments to *The Procedure Bylaw, Bylaw No. 9004* as outlined in this report and that these be considered by City Council at its meeting of November 24, 2021.
- 7. Approve this report at its meeting of November 10, 2021 after the required public notice has been provided.

Resolution for Private Session

AT REGINA, SASKATCHEWAN, WEDNESDAY, OCTOBER 20, 2021

AT A MEETING OF EXECUTIVE COMMITTEE

HELD IN PUBLIC SESSION

AT 9:00 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 John Findura, in the Chair
Mayor Sandra Masters
Councillor Lori Bresciani
Councillor Bob Hawkins
Councillor Dan LeBlanc
Councillor Jason Mancinelli
Councillor Terina Shaw
Councillor Cheryl Stadnichuk
Councillor Andrew Stevens
Councillor Shanon Zachidniak

Regrets: Councillor Landon Mohl

Also in Attendance: City Clerk, Jim Nicol
Deputy City Clerk, Amber Ackerman
City Manager, Chris Holden
City Solicitor, Byron Werry
Executive Director, Citizen Services, Kim Onrait
Executive Director, City Planning & Community Development, Diana Hawryluk
Exec. Director, Financial Strategy & Sustainability, Barry Lacey
Executive Director, People & Transformation, Louise Folk
Director, Assessment & Property Revenue Services, Deborah Bryden
Director, Financial Services, June Schultz (Videoconference)
Director, Land, Real Estate & Facilities, Shauna Bzdel (Videoconference)
Director, Sustainable Infrastructure, Karen Gasmol (Videoconference)
Manager, Real Estate, Keith Krawczyk (Videoconference)
Manager, Budget & Long-term Financial Planning, Curtis Smith

APPROVAL OF PUBLIC AGENDA

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

MINUTES APPROVAL

Councillor Shanon Zachidniak moved, AND IT WAS RESOLVED, that the minutes for the meeting held on October 6, 2021 be adopted, as circulated.

ADMINISTRATION REPORTS

EX21-66 Buffalo Pound Water Treatment Corporation Service Agreement

Recommendation

The Executive Committee recommends that City Council:

1. Delegate authority to the Executive Director, Financial Strategy and Sustainability or his designate, to negotiate and approve a Corporate Support Services Agreement between the City of Regina and the Buffalo Pound Water Treatment Corporation (BPWTC) as described in this report for a ten-year term, any future amendments to the Agreement including amendments to revise the services and fees for the services, and any ancillary agreements or documents required in order to provide the services.
2. Authorize the City Clerk to execute the necessary agreements after review and approval by the City Solicitor.
3. Approve these recommendations at its meeting on October 27, 2021.

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

IN FAVOUR: Councillors: Hawkins, Bresciani, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Zachidniak, Findura and Mayor Masters **(10/0)**

ABSENT: Councillor Mohl

The motion was put and declared CARRIED.

EX21-67 RBE Staff Parking Lease - 2424 Retallack St

Recommendation

The Executive Committee recommends that City Council:

1. Approve the City of Regina entering into an agreement for the lease of the City-owned property located at 2424 Retallack Street (identified on the attached Appendix A) to The Board of Education of the Regina School Division No. 4, consistent with the terms and conditions stated in this report.
2. Delegate authority to the Executive Director, Financial Strategy & Sustainability or his or her designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the agreement.

3. Authorize the City Clerk to execute the agreement upon review and approval by the City Solicitor.
4. Approve these recommendations at its meeting on October 27, 2021, following the required public notice.

Delaine Clyne, representing Regina Public Schools, addressed the Committee.

Councillor Shanon Zachidniak moved, that the recommendations contained in the report be concurred in.

Amendment

Councillor Bob Hawkins moved, in amendment, that a one year lease agreement be granted at the value of one dollar.

IN FAVOUR:	Councillors: Hawkins, Bresciani, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Zachidniak, Findura and Mayor Masters (10/0)
ABSENT:	Councillor Mohl

Main Motion, as amended

IN FAVOUR:	Councillors: Zachidniak, Bresciani, Hawkins, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Findura and Mayor Masters (10/0)
ABSENT:	Councillor Mohl

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

EX21-68 NORAD/SLGA Lease - 418 N Albert Street

Recommendation

The Executive Committee recommends that City Council:

1. Approve the City of Regina entering into an agreement for the lease of the City-owned property located at 418 N Albert Street and identified on the attached Appendix A to Saskatchewan Liquor and Gaming Authority and NORAD Enterprises Ltd., consistent with the terms and conditions stated in this report.
2. Delegate authority to the Executive Director, Financial Strategy & Sustainability or his or her designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the Agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the Agreement.

3. Authorize the City Clerk to execute the Agreement upon review and approval by the City Solicitor.
4. Approve these recommendations at its meeting on October 27, 2021, following the required public notice.

Councillor Bob Hawkins moved that City Council:

1. **Approve the City of Regina entering into an agreement for the lease of the City-owned property located at 418 N Albert Street (identified on the attached Appendix A), at fair market value to Saskatchewan Liquor and Gaming Authority and NORAD Enterprises Ltd., consistent with the terms and conditions stated in this report.**
2. **Delegate authority to the Executive Director, Financial Strategy & Sustainability or his or her designate, to negotiate any other commercially relevant terms and conditions, as well as any amendments to the Agreement that do not substantially change what is described in this report and any ancillary agreements or documents required to give effect to the Agreement.**
3. **Authorize the City Clerk to execute the Agreement upon review and approval by the City Solicitor.**
4. **Approve these recommendations at its meeting on October 27, 2021, following the required public notice.**

IN FAVOUR:	Councillors: Hawkins, Bresciani, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Zachidniak, Findura and Mayor Masters (9)
AGAINST:	Councillor Stadnichuk (1)
ABSENT:	Councillor Mohl

The motion was put and declared CARRIED.

EX21-69 Application for Title - 2020 & 2021 Liens

Recommendation

The Executive Committee recommends that City Council:

1. Authorize the Manager, Property Revenue Services to serve six-month notice on all parcels of land included in the list of lands marked as Appendix A.
2. Authorize the Manager, Property Revenue Services to proceed with the next steps in tax enforcement on the expiry of the six-month notices.

3. Cancel the taxes and penalties pursuant to clause 244(2)(c) of *The Cities Act* as the taxes owing are uncollectible for the list of properties marked as Appendix B.
4. Approve these recommendations at its meeting on October 27, 2021.

Councillor Shanon Zachidniak moved, that the recommendations contained in the report be concurred in.

IN FAVOUR: Councillors: Zachidniak, Bresciani, Hawkins, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Findura and Mayor Masters **(10/0)**

ABSENT: Councillor Mohl

The motion was put and declared CARRIED.

EX21-70 Municipal Economic Enhancement Program (MEEP) Amendment

Recommendation

The Executive Committee recommends that City Council:

1. Authorize the Executive Director, Financial Strategy & Sustainability to submit the amendments outlined in this Report to the Ministry of Government Relations, to request formal approval.
2. Delegate authority to the Executive Director, Financial Strategy and Sustainability or his or her designate to negotiate and approve any necessary amendments to the Municipal Economic Enhancement Program (MEEP) Funding Agreement between the City and the Government of Saskatchewan as further described in this report, including any future amendments to the Agreement that are needed to deal with adjustments to the timelines of the projects as well as minor project description changes and any ancillary agreements or documents required to give effect to the Agreement.
3. Authorize the City Clerk to execute any amending agreements to the MEEP funding agreements that are required after review by the City Solicitor.
4. Approve these recommendations at its meeting on October 27, 2021.

Councillor Jason Mancinelli moved, that the recommendations contained in the report be concurred in.

IN FAVOUR: Councillors: Mancinelli Hawkins, Bresciani, LeBlanc, Shaw, Stadnichuk, Stevens, Zachidniak, Findura and Mayor Masters **(10/0)**

ABSENT: Councillor Mohl

The motion was put and declared CARRIED.

EX21-71 2022 Budget Update

Recommendation

That Executive Committee receive and file this report.

Councillor Shanon Zachidniak moved that this report be received and filed.

RECESS

Pursuant to the provisions of Section 34(13.1) of City Council's Procedure Bylaw No. 9004, a 15 minute recess was called.

The Committee recessed at 11:15 a.m.

The Committee reconvened at 11:33 a.m.

IN FAVOUR: Councillors: Hawkins, Bresciani, LeBlanc, Mancinelli, Shaw, Stadnichuk, Stevens, Zachidniak, Findura and Mayor Masters **(10/0)**

ABSENT: Councillor Mohl

The motion was put and declared CARRIED.

ADJOURNMENT

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

The meeting adjourned at 12:45 p.m.

Chairperson

Secretary



2022 Budget Submission - Service Partners (RPL)

Date	November 3, 2021
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Financial Services
Item No.	EX21-72

RECOMMENDATION

The Executive Committee recommends that City Council refer and consider the 2022 budget and request as submitted by the Regina Public Library (RPL) at its 2022 budget meeting in December 2021.

ISSUE

As required by legislation, it has been the practice for the RPL to provide the Executive Committee with a presentation outlining their plan of activities and budget request for the coming year. The purpose is to present their budget and request a library mill rate for the upcoming year to be deliberated and approved by City Council at a future City Council meeting. The RPL's 2022 Plan and Budget is included as Appendix A.

The deliberation and approval of the request is undertaken as part of Council's consideration and approval of the overall General Fund Operating Budget. As a result, once discussed at the Executive Committee, the budget submission is referred to the 2022 budget process for future budget deliberation by City Council.

IMPACTS

Financial Impacts

The 2022 Budget Submission for RPL will be considered and approved by City Council through future budget deliberations.

The RPL is requesting a mill rate of 0.87191, which is a mill rate increase of 2.46 per cent over 2021.

There are no accessibility, environmental, policy/strategic, risk/legal or other impacts or considerations

OTHER OPTIONS

None with respect to this report.

COMMUNICATIONS

The Regina Public Library will be advised of the decision of City Council.

DISCUSSION

Regina Public Library (RPL) – Appendix A

The Regina Public Library promotes and supports cultural, economic, educational and recreational development in the City through collections, programs and services.

Under Section 22(1) of *The Public Libraries Act*, the Board of the Regina Public Library is required to ask City Council for approval of the mill rate request. The 2022 Library mill rate request is 0.87191. This represents a 2.46 per cent mill rate increase over 2021. As a comparison the 2021 mill rate increase was 2.90 per cent over 2020. The budget presented is required to operate the Library system effectively and efficiently.

DECISION HISTORY

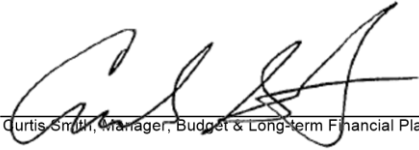
On July 7, 2021 (EX21-50), the Executive Director, Financial Strategy & Sustainability presented an Economic and Preliminary 2022 Budget Development Update to the Executive Committee.

On October 20, 2021 (EX21-71), the Executive Director, Financial Strategy & Sustainability presented the 2022 Budget Update to the Executive Committee.

The recommendations contained in this report is within the authority of the Executive Committee.

Respectfully Submitted,

Respectfully Submitted,



Curtis Smith, Manager, Budget & Long-term Financial Planning

10/21/2021



Deborah Bryden, Acting Executive Director, Financial Services

10/28/2021

Prepared by: Abiye Dickson, Financial Business Partner

ATTACHMENTS

Appendix A - Regina Public Library



Appendix A

2311 – 12th Avenue
P.O. Box 2311
Regina, Saskatchewan
Canada, S4P 3Z5

October 15, 2021

Mayor Sandra Masters;
Members of City Council
City of Regina
PO Box 1790
Regina SK S4P 3C8

Dear Mayor Masters and City Councillors:

Under Section 22, (1) of The Public Libraries Act, 1996, the Board of Regina Public Library requests that Council approve the Library mill rate request.

The Library Board is requesting a mill rate increase of 2.46% for 2022. This amount is equivalent to a 0.22% increase in the City's mill rate. RPL's request amounts to an increase of \$4.80 per year, or \$0.40 per month for the average homeowner.

Our budgeted revenue includes \$1,534,014 for grants-in-lieu and \$40,000 for supplementary taxes.

Revenue from tax sources can be summarized as follows:

- | | |
|--|--------------|
| • 2022 Library mill rate | 0.87191 |
| • 2022 City of Regina net levy request | \$23,765,807 |
| • 2022 Grants-in-Lieu | \$1,534,014 |
| • Mill rate increase over 2021 | 2.46% |

The Regina Public Library Board submits these proposals as citizens entrusted to provide and steward public library services to our patrons, and with the knowledge that the budget presented is required to operate the Library system effectively and efficiently.

Sincerely,

Sean Quinlan, Chair
Regina Public Library Board of Directors
encl



2022 LIBRARY MILL RATE	0.87191
2022 CITY OF REGINA NET LEVY REQUEST	\$23,765,807
2022 GRANTS-IN-LIEU	1,534,014
MILL RATE INCREASE OVER 2021	2.46%



2022 Mill Rate Request

RPL is requesting a mill rate increase of 2.46% for 2022. This amount is equivalent to an 0.22% increase in the City's mill rate. RPL's request amounts to an increase of \$4.80 per year, or \$0.40 per month for the average homeowner.¹

This document augments our request by providing information on our 2021 activities and progress to date, as well as a high-level overview of our plans for 2022. We invite you to review the following document to learn more about our year to date, our successes in meeting our goals, and what lies ahead for 2022.

2021 Year in Review

Like most organizations, Regina Public Library ushered in 2021 with continued adherence to Government of Saskatchewan's restrictions to reduce the spread of Covid-19. Our branches moved from being open with capacity limits, to closed, to re-open with capacity limits, and then fully open with no limits starting July 11. At the time of this writing we are open and do not have vaccination/negative test restrictions to enter the library.

Throughout these changes we offered library services and support to our community – not only in branches, but through them, and through our online digital services.

Customers continue to share their joy at being able to access library services and materials throughout the course of the pandemic, regardless of whether our doors were open.

¹Calculated based on the City's average residential assessed value of \$315,000.

"Three cheers for the incredible employees of RPL! Thank you for all you do to help us maintain a sense of normalcy by continuing to provide your services in spite of Covid-19. Your efforts to adapt to the changing conditions and continue to deliver us some much needed relief during the pandemic is greatly appreciated. Thanks to all of you!!" — Bob B.

"Picking up my holds is one of my few "outings" these days. Thank heavens for the library!" — Myrna C.

"Thank you for your 'flexibility'! I'm especially appreciative that you provide a wide array of e-books during these pandemic times." — Roxene G.

Response to community need during the pandemic

As we made our way through branch openings, closures, and limited capacities we saw firsthand the impacts of the pandemic on our community. We expand our offerings based on the apparent needs of our customers and the community.

Demand for services

The pandemic provided us with a better understanding of how library services are accessed in relation to the socio-economic status of our customers.

During the pandemic, our suburban libraries were accessed regularly by customers wanting to borrowing materials (books, DVDs, etc.) Curbside pickup was heavily accessed, and circulation numbers were consistent.

Use of Central Library changed as downtown workers were forced to work from home. Fewer materials were borrowed at Central and curbside and pickup services weren't used as much as elsewhere. Older adults living downtown were not visiting during winter months, and while some accessed our curbside pickup, many used our homebound delivery service², which boomed during Covid.

The majority of the remaining customers at Central accessed technology, WiFi, and other physical supports – supports that aren't otherwise available to this customer base. While the digital divide has always been apparent at and between RPL locations, the pandemic

² Available primarily to homebound seniors and care homes.

made it especially evident, particularly when branches were closed. Examples of physical supports used at Central and other inner-city branches follow below.

Print4Me

Access to computers, the Intranet, and printers is a continued need, particularly at Central, and the closures created a gap in the availability of this service. In early spring, RPL mobilized Print4Me, a print-on-demand service to support customers with essential printing. Uptake was highest at Central Library. The majority of print jobs completed were resumés, job applications, immigration forms, and school-related materials.

Computers in the Community

We also provided decommissioned computer hardware and start-up technical support to community partners. The initiative began in 2020 when decommissioned computers were provided to Carmichael Outreach. We continued in 2021 by providing 10 computers to the YWCA and the Friendship Centre. The provision of these decommissioned computers, along with some start-up technical support, further solidified our relationships with these important community partners. Going forward, we expect to continue this service as we are able.

Expanded WiFi perimeter

In 2020, RPL expanded the perimeter of its WiFi outside of branches. We continued this service in 2021 and saw a significant uptake from community members who didn't have access elsewhere, and who weren't able to enter branches for their WiFi needs.

Community resources information

Some community-based organizations were forced to limit or halt operations during the pandemic, creating confusion and anxiety in the people who need them. Those most in need of food, shelter, and other community resources were unsure where to obtain necessary supports. RPL reached out to several organizations to create a community resource guide readily available to those who needed it. The guide was updated continuously as changes occurred. Use of the guide was significant, and plans are being made to continue it.

Access to telephones

Free phones are available in library branches, and during the pandemic the service was continued by providing a curbside phone at some inner-city branches. The phones were appreciated by customers, particularly those who frequent Central Library and Albert Branch at māmawêyatitân centre.

What we've learned from the pandemic

Our work to maintain services of interest during the pandemic demonstrated our resiliency and adaptability in the face of tremendous upheaval.

We saw a shift in how our resources and service offerings were used. We learned there is a need for library resources for the community beyond safe and welcoming spaces – our practical and hands-on resources such as printing, telephones, etc. are absolutely crucial to our customers. And we learned that, as our customers and community adapt to a new reality, they expect their public library to be there for them.

Overall response to customer need in 2021

This section provides examples of work undertaken in 2021 that was not directly tied to the pandemic response.

Central Library: a safe and welcoming downtown destination

A city's central library is a common gathering place that unites communities and cultures. It represents a city's character, its aspirations, and commitment to the future, and should be a source of pride for the community.

Prior to the pandemic, work had begun to ensure Central Library was a safe and welcoming public space. RPL introduced a "greeter" role to welcome people as they came through the door – partly as a convenience for customers, and also a reminder of staff presence as a way to mitigate issues. Other staff were deployed to roam Central looking for ways to connect with and support customers.

A safe and welcoming central library is integral to creating a positive downtown experience. Our goal is to be a key leader in enhancing the downtown, and we continue to work with the City of Regina, Regina downtown, and other community stakeholders to boost the downtown experience. We participate at tables including the City's Community Wellbeing Table, and the Regina Human Service Partnership. Late 2021 and 2022 will see the

implementation of a Safe and Welcoming Plan focused on customer-centric service that will be transformational throughout the customer journey.

We also believe there is an opportunity to boost Regina's downtown through a unified, consistent approach to services and activities. Among our current activities:

- We are reconnecting with office workers who have returned to work downtown and who use Central Library during lunch and after work;
- We are enhancing Central Library as a downtown destination through events, programs, and services for all ages such as guest speakers, music, exhibitions, unique children's programming, and more;
- We continue to participate in the Farmers' Market and offer opportunities to engage the community through interactive library offerings;
- We offer free lunchtime tours of Dunlop Art Gallery; and
- We host events on our mezzanine including a traveling exhibition on the '60s Scoop, Truth and Reconciliation, current affairs, and more.

Digital supports for the business community

RPL made strides in 2021 to increase the amount of digital content available to our business community. Lynda.com, a popular online learning tool available free through the library, merged with LinkedIn Learning, providing RPL customers and others with free access to over 16,000 courses in seven languages. RPL also added the Irwin Law eLibrary which includes several titles suitable for the business community such as *The Law of Contracts; Mergers and Acquisitions; Canadian Intellectual Property Law; Franchise Law; and Individual Employment Law*. In 2021 we also introduced the *Compendium of Pharmaceuticals and Specialties* (CPS) database, which is a valuable resource for pharmacies, those in the broader medical community, and the general public alike.

We are pleased to highlight these and many other resources on our website's Business and Careers section and to promote them to the local business community.

Social work practicum student

From January to April, RPL hosted a University of Regina social work practicum student at Central Library. The student was available two days per week from mid January to mid March, and in that time had 72 interactions with customers. Thirty-four per cent of the interactions provided contact information and connection to community resources such as Regina's Community Fridge. Seventeen per cent of interactions involved a more facilitated and hands-on experience such as support in applying for temporary housing. Forty-six per

cent of interactions were simply conversations with customers experiencing social isolation.

This pilot program is an example of a mutually beneficial partnership that provided excellent experience to the student and met community needs to access expert knowledge of the broad array of community supports. RPL has enthusiastically agreed to host another practicum student in fall 2021.

RPL Hotline

Telephone hotline service also continued into 2021, with all calls from RRL customer service lines routed through a single hotline number to customer service staff stationed at RPL locations throughout Regina. This is a new service introduced in 2020 to support services during the pandemic. The service provides opportunity to streamline responses to customer questions and to provide a database of frequently asked questions to ensure consistency of response. Hotline staff engaged in phone, email, and live-chat conversations with customers, providing the same dedicated level of service that in-person customers receive.

Check It Out bags

Check It Out bags offer a convenient alternative to browsing library shelves by providing a selection of materials based on a specific theme, genre, or age group. The bags are curated by RPL staff based on current trends, popular genres, and the demographics of their service areas, which allows them to hone their readers' advisory skills. Since the service launched in 2020, RPL has loaned out 2,923 Check It Out bags. Uptake on the service increased in 2021, and it continues to remain popular with customers who appreciate the convenience and element of surprise.

My Events Guide

My Events Guide is a digital web service that allows RPL cardholders to create a personalized listing of library programs and events. Guides can be viewed online or delivered to a user's inbox via subscription. Content is updated in real time as new programs are published. This option replaces a very costly, point-in-time print program guide, and creates opportunities for enhanced agility in program planning.

My Events Guide was publicly launched this summer and continues to grow its subscriber base.

Self-serve technology for customers

RPL plans to enhance online customer registration for library cards in winter 2021. The new service will include identity and residency verification features that will allow more customers to complete their library card registration online in real time. Once in place, it will provide Regina citizens with a quick and easy way to become a full access RPL cardholder without having to visit a branch to verify their identity or residency.

Central Library will have two new technologies available as bookable resources in fall 2021. Through the Digital Media studio, customers will be able to use a new professional-quality 3D scanning station to create high detail 3D printable files that can be directly printed on an in-studio printer.

New digitization equipment will be added to Central Library's Digitization Station to provide RPL customers with the means to transfer Super 8 film media, such as home movies, into a digital file format that can be easily shared and consumed via modern platforms, such as social media, mobile devices and websites.

Enhanced digital services

Digital services uptake remains high in 2021 as the pandemic continues. Updates to our digital services this year have included relocating our digital magazines to Overdrive (with an app called Libby.) Uptake has doubled since the move. We have also added hundreds of "simultaneous use" eBooks for study groups including schools and book clubs.

The popularity of virtual programming for school-aged youth also increased in 2021, particularly during the 3:30pm to 5:00pm time slot. Programming provides youth with supports and ways to keep busy after school and while parents are still working. We will continue with after-school virtual programming given its success to date.

Menstrual Equity Project

The Menstrual Equity Project was initiated just before the library first closed in March 2020. It is a pilot project that provides access to free menstrual products at Central Library, Regent Place and Glen Elm branches. It resumed when RPL reopened in July 2020.

From July 2020 to February 2021, over 1,000 products were dispensed through the libraries in these three communities. In addition to meeting a direct customer need, it has made our spaces and collections more accessible to a community that may not otherwise visit a public space.

The Menstrual Equity Project also led to a partnership with the United Way's Tampon Tuesday initiative, increasing awareness of menstrual inequity in our community, and of RPL as a valued community partner and a resource for people in need of access to menstrual products.

RPL is considering expanding the program to additional branches where vulnerable populations could benefit from the service.

Evolving as an organization

Reorganization

RPL began a restructuring project in fall 2021 with the intent to flatten senior levels of management by introducing five streams of business: Service Innovation, Customer Experience, Central Library, Branch Libraries, and Finance and Strategy. The new reporting structure breaks down silos and encourages cross-unit cooperation and synergy, to focus on customer experience, responsiveness, and innovation. It is designed to position the library as a resilient organization able to meet current needs with an eye on the future.

Improving efficiencies – Central Library

RPL continues to identify operational efficiencies throughout its workplace. In 2021 we amalgamated the Central Adult and Central Children's staff. Prior to this, each group was considered a separate work unit with individual knowledge and skill sets. Through this change we can improve deployment of staff to where they're needed and creates a family-friendly environment throughout the building. To augment this change, early literacy training was provided to all staff to better understand the needs of children.

Unit reviews

We continue to conduct unit reviews to identify opportunities to increase efficiency, assess risk, reduce costs, and ensure brand alignment. Reviews of the library's Physical Plant; Human Resources; Outreach Services; and Collections, Acquisitions, and Technical Services Units have been completed to date.

Reviews have helped to identify or confirm known issues and potential solutions, including broader support for necessary actions.

Examples of changes to date include:

- efficiencies in staffing processes including the introduction of online recruitment software;
- integration of library collections for customers living with disabilities, and equipment to support them; and
- elimination of one of our two methods of sorting and categorizing RPL collections to improve processing and shelving efficiency while ensuring customers could still find materials easily.

Brand and workplace culture

A brand management plan was approved, and a rollout plan is being finalized for 2022. Tools and supports are provided to staff, as managers and leadership collaborate on updating approaches to RPL's work and service offerings, ensuring that the workplace is focused on brand and brand is embedded into all we do; that customers are provided with an exceptional experience worth sharing; and that the perceived value of the library to the community is increased.

A workplace culture plan was developed to focus on creating a respectful workplace with a customer-centred culture. A staff committee supports outcomes identified in the plan including creating a team environment that fosters a commitment to providing quality customer service to internal colleagues; clearly communicating why services are designed the way they are; ensuring that library policies and procedures are applied consistently across the organization; and reviewing current policies and procedures to ensure they enable quality customer service.

Technological supports for staff

Communico Roam is a staff productivity app designed to consolidate access to various library platforms and services into a single application so staff have easy and convenient workflows to help customers access resources. The Roam app is currently in final development stages and we expect to launch at select branches in November/December 2021.

Human resources during the pandemic

Throughout the year vacancies were managed and, if possible, left unfilled to ensure that services could be offered effectively and efficiently, without the need for long-term layoffs. In July, libraries reopened with no limit on capacity and staff who were working remotely returned to their offices. Recruitment efforts reflected the need to ensure adequate staffing for the re-opening. Faced with unprecedented circumstances, employees

throughout the organization exemplified adaptability, flexibility and creativity as each new situation unfolded.

2021 Service Plan Actions

In addition to the work discussed above, the following section outlines the work we have undertaken, or plan to undertake, to advance outcomes and goals of the RPL Service Plan, 2019-2021. Specific service plan outcomes for 2021 are categorized according to the four pillars of the RPL mission.

FREE AND OPEN ACCESS TO RESOURCES

- *Customers enjoy greater access to public computers, with fewer restrictions*

Expanded access to lendable laptops and computers

A new six-bay laptop lending kiosk will be launched by year end at another RPL branch location. Staff training is being scheduled for fall/winter 2021.

In fall 2021, 15 new computers with large screen monitors and child-friendly keyboards will be deployed to seven RPL branches. These new computers will feature the library edition of Magic Desktop, which provides a safe environment in which children can grow and learn.

- *Customers benefit from access to technology and digital services, designed to address social and economic inequality*

Circulation of physical items

RPL's physical items saw a small decline in circulation during the pandemic, due to branch closures, reduced hours, and branch capacity limits. Despite these restrictions our circulation numbers remain very strong, demonstrating that our customers continue to appreciate physical books and other materials.

Period		Total Checkouts
2019	Jan. 1 – Sept. 1	1,035,051
	Jan. 1 – Dec. 31	1,505,767
2020	Jan. 1 – Sept. 1	496,260
	Jan. 1 – Dec. 31	833,528
2021	Jan. 1 – Sept. 1	668,938

Circulation of digital items

We've also seen a vast increase in use of digital materials which shows no signs of slowing. In 2019, prior to the pandemic, digital downloads of library resources totaled 220,000. In the first six months of 2021, we've already logged 242,000 checkouts, suggesting that digital circulation will more than double by the end of 2021. Digital circulation accounts for nearly 28 per cent of our overall circulation – a significant increase over years past.

COMMUNITY SPACE WHERE PEOPLE AND IDEAS MEET

- *Customers participate in library programs that reflect Regina's growing diversity*

Diverse online programs

Dunlop Art Gallery collaborated with local community organizations including the Regina Open Door Society, CNIB, SaskAbilities, and MultiFaith Saskatchewan to offer a variety of online programs.

The Saskatchewan Visual Art Project, which RPL undertook with MultiFaith Saskatchewan, featured art from 32 local high school students. Originally offered as an online exhibition, Dunlop staff quickly adapted it and moved it into Central Library upon re-opening.

Earlier this year, MultiFaith Saskatchewan presented the Dunlop with an award to recognize its ongoing partnership and commitment to community.

- *Customers from all life stages and backgrounds feel welcome and comfortable participating in library programs*

Outreach supports

RPL's physical Outreach Office was closed for much of the year but continued to provide accessible materials for loan including accessible audio formats and large print materials. We increased access to Mp3 audio books and moved assistive technologies, including a text-to-speech device and print enlarger, into the main areas of Central Library. Delivery of materials to homebound customers continued throughout the pandemic. New accessibility training was provided to customer service staff at Central Library to support Outreach customers.

- *Customers have access to Indigenous programming tied to reconciliation at all library locations*

Indigenous storytelling sessions

RPL worked with local schools to deliver 50 online storytelling sessions to over 10,000 students, teachers, and members of the public, expanding the reach of Saskatchewan Indigenous Storytelling month.

Response to the online offering was overwhelmingly positive, reflected in a 35% increase over 2020's in-person attendance. Evaluations reveal that students and teachers learned new information, felt increased confidence with the subject matter and were encouraged to continue learning. Customer comments included:

- *Our storyteller was wonderful! Super engaging, knowledgeable.*
- *Thank you very much - great learning opportunity that connects to MANY curricular outcomes :)*
- *Thank you so much! These Zoom calls make your important programs so accessible for school! Please consider continuing these even after the pandemic is over :)*

We will explore a hybrid model in 2022 aimed at providing options for teachers who wish to connect their students with Saskatchewan Indigenous Storytellers.

Decolonize YQR: Monthly TRC workshops

RPL partnered with Reconciliation Regina to present monthly workshops facilitated by Indigenous community leaders dedicated to supporting a safe, diverse, and inclusive environment that educates, energizes, and inspires creativity and transformation. This helps ensure that we address issues of relevance to the community, while creating space for dialogue and discussion.

Topics to date have included: Understanding Colonization, Decolonizing our Minds, Hearts, Urban Spaces, and Decolonization and Racism. Attendance is high, averaging 55 participants per program, with at least 90% of evaluation responses indicating:

- An increase in knowledge of the subject (90%)
- Increased confidence with the subject (95%)
- Feeling encouraged to pursue future learning/reading (99%)

Customer comments have been overwhelmingly positive:

- *I am mixed-race Polynesian, first generation born and raised in the US. The speakers reminded me very much of my mother and grandmother and the experience of decolonizing thinking through the practice of listening to elders and storytelling. I would recommend to those looking to have that experience and found it nourishing and healing.*
- *Fantastic presentation. I learned so much!*
- *I applaud RPL for initiating this series and truly hope that many people learned from John Lagimodière's excellent, condensed overview of the History of Métis People, and are inspired to read and explore more of the recommended resources. I hope readers and listeners are also moved to increase their children and grandchildren's learning of, and respect for, Indigenous History and Indigenous People. Thank you for this very informative and very inspirational beginning.*

We plan to continue the series through the remainder of 2021.

PROGRAMS AND SERVICES THAT SUPPORT READING, CURIOSITY, AND DISCOVERY

- *Regina students, teachers, parents, and community organizations recognize the library as a trusted partner that supports student success*

Literacy services at City PlayEscapes locations

Building on the success of our 2020 partnership with the City of Regina (CoR), we expanded our collaborative efforts with the PlayEscapes program to provide literacy training to all PlayEscapes staff, who now have a greater understanding of the importance of summer learning. We installed temporary libraries in three PlayEscapes locations and continue to distribute Summer Learning Kits to PlayEscapes campers.

Over 1,000 Regina children living in vulnerable circumstances have received one of RPL's Summer Learning Kits, which contain books and activities that support and inspire learning at home during the critical summer months.

Level Up!

RPL's summer learning program was redesigned in 2021 to focus less on incentivizing participation with small prizes in favour of providing children with a broad range of fun and engaging reading and learning activities. We adapted our in-person presentation strategy and created easily-accessible online presentations to promote *Level Up!* in classrooms affected by pandemic restrictions.

Over 4,500 children participated in classroom presentations that were customized for three different age ranges. Feedback from teachers was exceedingly positive, and will inform a hybrid approach for 2022, with both online and in person options for teachers to choose from.



Looking Forward to 2022

New Strategic Plan

Work progresses on a new strategic plan for the organization with the intent to introduce it in fall 2021 for execution starting in 2022. While the plan is in final development, it will draw on the balance between responsiveness and innovation to guide the library forward.

Key concepts include:

- **Responsive customer service:** while we continuously receive positive and glowing feedback from our customers, we continually strive to improve our customer service. We will be delving deeper into the mechanics of responsive customer service by increasing our understanding of what our customers want, further educating our employees to meet customer demands, and employing technology to enhance self-service options, while still maintaining a friendly, supportive staff to provide a “human” library experience.
- **Innovation:** We are committed to expanding innovation at the library, and for our customers. We will provide our employees with the tools they need to explore new ideas, new offerings, and new approaches to our work. We value collaboration and are seeking to integrate our work units to encourage cross-pollination of ideas. An innovative workplace will improve the customer experience by offering new and sometimes surprising offerings that align with wants and needs.

Sherwood Village Refresh

Planning will commence for a refresh of RPL’s Sherwood Village Branch in fall 2021. It will include a new layout, new shelving, painting, and carpeting.

Indigenous Services Strategy

RPL’s Indigenous Services Advisor has drafted an Indigenous Services Strategy to ensure all aspects of RPL operations incorporate a connection to our shared treaty history. The next step is to engage our Indigenous partners in the planning process to ensure that it accurately captures their perspectives.

Our Indigenous Services Strategy will serve as a blueprint for working alongside Regina's Indigenous community to provide programs, services, spaces, and collections that are relevant and reflect an inclusive perspective. It will ensure that our Indigenous customers, partners, and community members see themselves represented in their public library, and guide RPL in supporting the whole community as we experience and work toward reconciliation.

Digital technology

The technology in our Digital Media Studio has fulfilled a need that was previously unknown in our community by providing free access to powerful tools to create films, video, sound recordings, and more. The studio is booked continuously by people with a range of needs including a teacher encouraging students to express themselves through music; a young music video producer fleshing out his portfolio; grandparents recording storytelling for grandkids in another province; and an Indigenous singer/dancer recording traditional dancing and music to share with family and friends.

A key focus for 2022 will be to connect customers with some of the more portable technology such as high-powered film and video editing software. We will offer access to professional creators in commercial and artistic sectors, such as video game development and virtual reality, and music, film and video. We also plan to expand services offered at the Digital Media studio into some of our other branches.

Outreach

In 2021 we partnered with the United Way of Regina to offer iPads to homebound customers, and in 2022 we will expand that service and look into other digital supports for Outreach customers.

We will increase accessibility throughout the organization with additional CNIB beacons in our branches. The beacons are used by community members with sight loss to navigate urban centres through a smart phone app.

Dunlop programming

Dunlop Art Gallery and RPL Film Theatre will offer online and in-person programming into 2022, building on our learning that some audiences prefer the flexibility and convenience of the online format.

MS365 Intranet Portal

RPL's aging, developer-managed Drupal intranet site will be replaced with a fully integrated digital workplace that includes automated document publishing workflows and decentralized content management to manage document and information sharing practices more effectively with all employees.

Projection Gaming Space for Children and Young Adults

We will introduce a new interactive technology experience to bring library customers together in a welcoming and fun way using the BEAM Interactive Projector Game System. The system allows kids to run, jump, and pounce as they participate in interactive learning games.

My Events Guide

The initial launch of the My Event Guide service is a foundational first step to offering customers personalized services for managing awareness for and attendance at RPL events. We plan to expand this service to include Film Screenings and Dunlop Art Gallery Exhibitions and provide users with options that will allow us to customize an event guide for them based on their defined interests and past attendance history.

In Closing

The world's response to COVID-19 continues, and at this point it is hard to tell what might happen next. Regardless, RPL has taken its learnings from this situation and used them to adapt and prepare for the future. Libraries and library services have changed because of this situation and the impact it has had on our community. We know that our near future will not be "back to normal" – there will be a new normal, and we will be there to help shape it.

**THE REGINA PUBLIC LIBRARY BOARD
CITY COUNCIL 2022 BUDGET SUBMISSION
STATEMENT OF OPERATIONS AND FUNDING ADJUSTMENTS**

Appendix A

	2022 Budget \$ (Unaudited)	2021 Budget \$ (Unaudited)	2022 Budget vs. 2021 Budget \$ Change
Statement of Operations			
Revenue:			
Taxes and Grants:			
City of Regina tax levy (Note 1)	23,765,807	22,731,254	1,034,553
Grants-in-lieu of taxes	1,534,014	1,522,105	11,909
Provincial services agreement	612,593	612,593	-
Other grants	236,800	231,800	5,000
	26,149,214	25,097,752	1,051,462
Other Revenue:			
Other revenue	694,460	772,357	(77,897)
Total Revenue	26,843,674	25,870,109	973,565
Expenses:			
Operating Expenses:			
Library Services	12,087,795	11,810,478	277,317
Customer Experience	6,237,535	5,283,817	953,718
Service Innovation	3,430,191	3,265,913	164,278
Finance & Strategy	2,020,043	1,953,995	66,048
Governance	95,360	121,100	(25,740)
Total Expenses before Amortization	23,870,924	22,435,303	1,435,621
Amortization Expense	2,727,000	2,750,000	(23,000)
Total Expenses	26,597,924	25,185,303	1,412,621
Annual Surplus from Operations	245,750	684,806	(439,056)
Funding Adjustments			
Adjustments for non cash items			
Amortization of Capital Assets	2,727,000	2,750,000	(23,000)
Employment Benefits Obligation	31,000	43,000	(12,000)
	2,758,000	2,793,000	(35,000)
Funding Provided from Operations	3,003,750	3,477,806	(474,056)

Note:

1 Includes supplementary taxes of \$40,000 (2021 - \$40,000).

**THE REGINA PUBLIC LIBRARY BOARD
CITY COUNCIL 2022 BUDGET SUBMISSION
STATEMENT OF OPERATIONS AND FUNDING ADJUSTMENTS**

Appendix A

	DRAFT 2022 Budget \$	2021 Budget \$	2022 Budget vs. 2021 Budget \$ Change
Capital:			
Ongoing:			
Library Materials (Note 2)	1,497,000	1,855,000	(358,000)
Building	-	-	-
Furniture and Equipment	160,000	160,000	-
Information Technology	663,250	752,806	(89,556)
Land Improvements	-	-	-
Shelving	60,000	60,000	-
Vehicles	30,000	-	30,000
	2,410,250	2,827,806	(417,556)
Major Projects:			
Branch Development (Note 3)	620,000	620,000	-
Special:			
Total Capital	3,030,250	3,447,806	(417,556)
Net Funding Requirements	26,500	(30,000)	56,500
Less other sources of funds:			
Planned Funding from Reserves	-	-	-
From DAG Reserve	(26,500)	-	(26,500)
From Vehicle Reserve	(30,000)	-	(30,000)
	(56,500)	-	(56,500)
Add other uses of funds:			
Planned Contributions to Reserves	-	-	-
Planned Contributions to Appropriated Reserves - Vehicles	30,000	30,000	-
Planned Funding to DAG Reserves	-	-	-
	30,000	30,000	-
Net Budget (Note 4)	-	(0)	0

Notes:

2 Starting with the 2022 Budget, eBooks/eAudiobooks are expensed rather than capitalized. The decrease in capitalized Library Materials is offset by an increase in Customer Experience operating expenses. The total 2022 Budget for capital and non-capital library materials combined is \$2,770,000 (2021 = \$2,534,000).

3 Cost estimates include on-going branch renewal.

4 \$0 indicates a balanced budget.

THE REGINA PUBLIC LIBRARY BOARD**Schedule 1****SCHEDULE OF EXPENSES BY OBJECT**

Year ended December 31

	2022 Budget \$	2021 Budget \$	2022 Budget vs. 2021 Budget \$ Change
	(Unaudited)	(Unaudited)	
EXPENSES			
Wages, benefits and honoraria	15,066,852	14,732,221	334,631
Purchased goods and services	8,788,072	7,680,082	1,108,653
Interest	16,000	23,000	(7,000)
Amortization	2,727,000	2,750,000	(23,000)
Net expenses	26,597,924	25,185,303	1,413,284

THE REGINA PUBLIC LIBRARY BOARD**Schedule 2****SCHEDULE OF LIBRARY MATERIALS**

Year ended December 31

	2022 Budget \$ (Unaudited)	2021 Budget \$ (Unaudited)	2022 Budget vs. 2021 Budget \$ Change
Books	1,192,000	1,075,000	117,000
e-books (Note 1)	-	450,000	(450,000)
DVDs	245,000	260,000	(15,000)
Sound recordings	60,000	70,000	(10,000)
Net expenditures	1,497,000	1,855,000	(358,000)

Note 1

e-books no longer qualify as capital assets. These purchases are now expensed.



2022 Regina Winter Festival

Date	November 3, 2021
To	Executive Committee
From	City Planning & Community Development
Service Area	Parks, Recreation & Cultural Services
Item No.	EX21-73

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Support the 2022 Regina Winter Festival with a cash grant valued up to \$150,000.
2. Provide the above support subject to the following conditions:
 - a) 2022 Regina Winter Festival Committee demonstrates the ability to plan and host the event through a comprehensive budget and event plan.
 - b) Completion of a Contribution Agreement(s) with 2022 Regina Winter Festival Committee member organizations Provincial Capital Commission, Regina Downtown Business Improvement District, Regina Warehouse Business Improvement District & Regina Exhibition Association Limited.
 - c) Recognition by the Regina Winter Festival Committee and its member organizations that the City of Regina accepts no obligations for deficits, loans, or guarantees for the 2022 Regina Winter Festival.
 - d) A commitment by 2022 Regina Winter Festival Committee to provide a follow up report that identifies how the City of Regina's funding was utilized in the hosting of the event.
3. Delegate the authority to the Executive Director, City Planning & Community Development to negotiate and approve the terms of the Contribution Agreement(s) between the City of Regina and the 2022 Regina Winter Festival Committee and/or its member organizations, Provincial Capital Commission, Regina Downtown Business Improvement District, Regina Warehouse Business Improvement District & Regina Exhibition Association Limited.

4. Authorize the City Clerk to execute the Contribution Agreement(s) on behalf of the City of Regina after review by the City Solicitor.
5. Approve funding up to \$150,000 in support through 2022's annual Events, Conventions and Tradeshows attraction budget.
6. Approve these recommendations at its meeting on November 10, 2021.

ISSUE

A coalition of community organizations has come together and formed the Regina Winter Festival Committee (Festival Committee) for the purpose of planning and implementing a Winter Festival (the Festival) in Regina during the month of February 2022.

The purpose of this report is to recommend the provision of financial support valued up to \$150,000 to support the Festival.

IMPACTS

Financial Implications

The proposed City contribution, per this report, is a grant of up to \$150,000 in support of the Festival. The recommended funding source for this financial support is 2022's annual Events, Conventions and Tradeshows (ECT) attraction budget of \$325,000.

If the recommended funding per this report is provided to the Festival, then \$175,000 will remain to fund other 2022 ECT investment opportunities. In addition, the ECT Reserve is expected to have an opening balance in 2022 of \$235,000. The maximum recommended balance for this reserve is \$500,000.

It should be noted that while there are currently no other confirmed commitments against 2022's ECT funding, there is likely to be a request of the City to provide financial support for hosting the 2022 Grey Cup in Regina. The amount of this potential request is not known at this time.

Strategic Implications

Providing financial support to the Festival:

- Supports the City's *Official Community Plan* and is aligned with its Community Priority to embrace built heritage and invest in arts, culture, sport and recreation.
- Is aligned with the City of Regina's Winter City Strategy which identifies the opportunity to establish an annual winter festival.

- Supports outcome number five of the Recreation Master Plan where citizens are proud of their community, its facilities and spaces, the events and opportunities it offers, and its level of volunteerism.
- Supports Economic Development Regina's 2030 Economic Growth Plan which identifies investment in Events, Conventions and Tradeshows as a key opportunity to increase the city's prosperity and economic potential for the next 10 years.

A large part of Regina's cultural vibrancy is tied to its many diverse and well-established festivals and events. These events contribute to a sense of civic pride and cohesion among residents while also bringing significant economic benefit to the city.

At its regular meeting on July 29, 2020, City Council considered item CR20-69 Events, Conventions and Tradeshows (ECT) and approved the ECT Policy and its accompanying event evaluation framework. Investment in ECT is an important driver of the of the local, provincial and national economy, contributing to trade and investment outcomes, innovation, job creation and tourist visitation. Hosting ECT events contributes to a community's economic prosperity by:

- Boosting the visitor economy through domestic and international visitation (such as transport, hotels, retail and restaurants).
- Facilitating small business growth by connecting buyers and sellers.
- Enabling knowledge sharing, leading to innovation and business collaboration (both locally and globally).
- Providing a platform for international trade and investment.

Administration has evaluated the Festival through the lens of the ECT Policy and recommends an investment in the Festival as a way to provide seed funding to this new community-based initiative. As this is the first year of the event, it is unknown to what degree the Festival will contribute to the desired ECT outcomes outlined above; however, these outcomes are aligned with the objectives of the Committee. A follow up report will be provided to the City which will provide information on how the festival did on achieving these outcomes.

Accessibility implications

The Festival hubs have considered programming from an inclusion and accessibility lens. While programming is not finalized, there has been consideration given to programs such as sledge hockey and modifications to existing activities such as skating to increase accessibility through a skating buddy. There will also be considerations given on how to celebrate our First Nations community and advance reconciliation efforts, as well as, how to engage with Regina's ethnocultural groups.

Three of the four hubs (Wascana Centre, Downtown District and Warehouse District) feature events that are free of admission charges. Events on the Regina Exhibition Association Limited (REAL)

Campus will have an affordable “one-ticket” price for access to all activities.

There are no environmental or other implications.

OTHER OPTIONS

Option 2 – Provide a higher level of support

Under this option, Council may choose to provide a higher level of financial support to the Festival, beyond the \$150,000 grant already recommended.

Option 3 – Provide a lower amount or no financial support

Under this option, Council may choose to provide a lower level or no support to the Festival.

If either of these options is chosen, then the hub organizations would adjust their plans as they see fit.

COMMUNICATIONS

The corporate City logo will be shared with the Festival Committee to be implemented into promotions material to recognize the City as a sponsor of this event.

DISCUSSION

The Opportunity

Involving partners from across the community, the Festival Committee’s goal is to deliver a highly activated, energized and sustainable Saskatchewan Winter Festival that will be considered an annual signature event within the City of Regina. The intention is to celebrate winter while delivering economic and cultural prosperity for our City while complementing and enhancing existing winter experiences across our community.

The Festival will be held from Friday February 4, 2021, to Sunday February 13, 2022. It will be located at four hubs featuring a sample of the following events and recreation opportunities.

Wascana Park:

- Active recreation programming throughout the park
- Full size rink including NHL quality boards, lights and a warming shack
- Youth 3 on 3 hockey tournament
- Signature light display

Downtown District:

- Business activation including Regina Restaurant week and a downtown concert series
- Ice rink activation including décor, a DJ, movies and refreshments
- Plaza/Victoria Park activation including Sakewewak story telling, snow sculptures, fire pits, crokicurl and an outdoor art gallery

Warehouse District

- Dance Battle
- Winter wonderland including art installations, horse and wagon brewery tours, an ice bar & snow sculpture

REAL Campus

- Confederation Park activation including sculptures, lighting displays, snow maze, outdoor games and indigenous programming
- Concert
- Drone show
- Light displays designed in the shape of iconic architecture from around the world
- Iceville at Mosaic Stadium
- Curling Skins Game

All programming opportunities were assessed and will continue to be assessed using an operational tool that considers the following criteria:

- Potential to celebrate culture
- Activation and participation
- Economic impact
- Safety
- Sustainability
- Financial viability

The Organizing Committee

The Regina Winter Festival Committee is made up of approximately 22 volunteer members.

Organizations include:

- Provincial Capital Commission (PCC) (a hub organization)
- Regina Downtown Business Improvement District (RDBID) (a hub organization)
- Regina Warehouse Business Improvement District (RWBID) (a hub organization)
- REAL (a hub organization)
- Tourism Saskatchewan
- Economic Development Regina/Tourism Regina

- University of Regina
- MacKenzie Art Gallery
- City Administration
- Other interested community members

The committee is chaired by Councillor Lori Bresciani and has support from the PCC, REAL, EDR and City of Regina as administrative co-chairs.

Administration has received letters of support for the Festival from the following hub organizations – REAL, RDBID and RWBID. PCC was unable to provide a letter prior to the deadline for submission of this report. Please see Appendix A to this report.

Critical Success Factors

The Committee has identified the following critical success factors. Evaluation criteria have been created within each factor to ensure an objective assessment of the value of the festival once it is complete. This information will inform the future of the festival.

1. Visitor Economy - We are committed to supplying an annual signature event that delivers economic benefit for the community.
2. Programing - We deliver activated, engaged, and experience based inclusive programing as a leading Winter Festival in Canada.
3. Financial Success - We manage our finances for the long-term success and sustainability of the event.
4. Brand - We establish a solid foundation for a multi-generational Regina Winter Festival. Our Brand is recognized and celebrated.
5. Celebrate - We deliver programing that celebrates our Values, Mission and Vision.
6. Partnership - We are stakeholders engaged in a commitment to celebrating Winter in Regina. We incubate, encourage, and support others.

The hub organizations and their partners will be responsible for the organization and staging of all aspects of the Festival including but not limited to:

- Securing all venues and suppliers
- Developing and monitoring all budgets
- Providing administration support where required
- Recruitment of required volunteers and all additional leadership volunteers
- Developing and implementing a sponsorship and fundraising plan
- Working with other activities happening at the same time to maximize attendance at all events

The Festival's total expenditure budget is currently estimated to be \$2.05 million. The Festival Committee is currently planning for the following revenue streams: title sponsor, grants, 50/50 tickets, admissions, additional sponsorships, food & beverage, as well as, merchandise sales.

The Request of the City

Administration recommends that the City support the 2022 Regina Winter Festival by providing a cash grant of up to \$150,000.

It is Administration's understanding that the Regina Winter Festival is not currently an incorporated entity but is a coalition of individuals and community organizations who have come together to organize the first edition of this event.

It is also Administration's understanding that the City's grant of \$150,000 will be shared equally between the four hub organizations, PCC, REAL RDBID and RWBID. As a result, Administration expects to enter into a contribution agreement with each individual hub organization for their individual portion of the City's total contribution of \$150,000.

Should the Festival Committee become incorporated, then Administration would support entering into a single contribution agreement with that entity for the entire City of Regina grant. It would then be up to this entity to disburse the City's grant among its member organizations.

The Festival Committee is also looking for \$150,000 from Tourism Regina, a contribution from the Regina Hotel Association (amount TBD), private sponsorship partners and federal grant opportunities.

Local Impact

Economic Development Regina prepared a forecast of the Festival's economic impact using the Sport Tourism Economic Assessment Model (STEAM). If the Festival attracts 120,000 visitors, 20 percent of whom stay overnight then the model predicts an economic impact to the community of \$6.7 million.

In addition, the following targets have been established by the Festival Committee to measure the Festival's ability to strengthen the local economy and assist with COVID-19 recovery:

- Enhance the Visitor Economy by:
 - Creating \$2.5M in economic impact in the first year of the Festival.
 - Creating \$5M in economic impact by the fifth year of the Festival.
 - Attracting 10 per cent of the guests to the Festival from outside the community.

Administration recommends approval of a grant valued up to \$150,000 for the Festival.

DECISION HISTORY

July 29, 2020, CR20-69 Events, Conventions and Tradeshows, City Council approved the Events, Conventions and Tradeshows Policy and its Event Evaluation framework. City Council also approved in principle, an annual budget of \$325,000 to support the attraction of ECT.

March 25, 2021, CM21-3 2021 General and Utility Operating Budget and 2021 - 2025 General and Utility Capital Plan, City Council approved an annual budget of \$325,000 for the attraction of ECT.

The recommendations contained in this report require City Council approval.

Respectfully Submitted,

Respectfully Submitted,



Laurie Shalley, Director, Parks, Recreation & Cultural Services

10/28/2021



Diana Hawryluk, Executive Director, City Planning & Community Dev.

10/28/2021

Prepared by: Jeff May, Manager, City Projects

ATTACHMENTS

Appendix A - Letters of Support



SOUL

OF THE

CITY

**240-2300 Dewdney Ave
Regina, SK, S4R 1H5**

Executive Council
2476 Victoria Ave
PO Box 1790
REGINA, SK S4P 3C8

26 October 2021

To whom it may concern:

On behalf of Regina's Warehouse Business Improvement District (RWBID), please accept this letter of support regarding the Regina Winter Festival Committee's request for funding. We believe this project will help make Regina a city with year-round and inclusive activities for residents as outlined in the City's Winter City Strategy.

Along with the Warehouse District, the Regina Winter Festival will activate other key areas of the city, including Regina Downtown, Wascana Centre, and Regina Exhibition Association Limited to create winter-friendly initiatives across the entire city. In the Warehouse District, the festival will work to activate under-utilized space, specifically the large parking lot along 7th Ave behind the Centennial Mall. As well, the festival will embrace aspects of winter, such as using the increased darkness to its advantage through numerous and varying light displays, something that is less feasible during the prolonged daylight hours of spring and summer.

Together, these items work to achieve a number of goals as outlined in the City's *Winter City Strategy*, specifically goals two (promote winter events and amenities within Regina), four (enhance winter events, activities, amenities), five (celebrate Regina's culture, heritage, and traditions), seven (incorporate urban design for winter fun, activity, beauty, and interest), and eight (warm up winter through strategic lighting, wind breaks, and options for warming up). As this festival aligns with so many of these goals outlined by the City, we believe the funding requested by RWFC should be granted.

Sincerely,

Leasa Gibbons

Executive Director

Regina's Warehouse Business Improvement District

#YQRWD

@WAREHOUSEYQR





Executive Council
2476 Victoria Ave
PO Box 1790
REGINA, SK S4P 3C8

26 October 2021

To whom it may concern:

On behalf of Regina's Downtown Business Improvement District (RDBID), please accept this letter of support regarding the Regina Winter Festival Committee's request for funding. We believe this project will help make Regina a city with year-round and inclusive activities for residents as outlined in the City's Winter City Strategy.

Along with the Regina Downtown, the Regina Winter Festival will activate other key areas of the city, including the Warehouse District, Wascana Centre, and Regina Exhibition Association. Limited to create winter-friendly initiatives across the entire city. In the Regina Downtown, the festival will work to activate City Square Plaza and Victoria Park. As well, the Downtown Regina festival hub will embrace aspects of arts and culture in the winter, building on our relationships with our cultural partners and business members. To ensure success of our hub, Regina Downtown has committed \$85,000 to the project.

The Winter Festival achieves a number of goals as outlined in the City's *Winter City Strategy*, specifically goals two (promote winter events and amenities within Regina), four (enhance winter events, activities, amenities), five (celebrate Regina's culture, heritage, and traditions), seven (incorporate urban design for winter fun, activity, beauty, and interest), and eight (warm up winter through strategic lighting, wind breaks, and options for warming up). As this festival aligns with so many of these goals outlined by the City, we believe the funding requested by RWFC should be granted.

Sincerely,

A handwritten signature in black ink, appearing to read "Judith Veresuk".

Judith Veresuk
Executive Director
Regina's Downtown Business Improvement District



REGINADOWNTOWN.CA



1822 SCARTH ST. 2ND FLOOR
REGINA, SK S4P 2G3
T 306.359.7541
E INFO@REGINADOWNTOWN.CA

October 26, 2021

TO: City of Regina Council

RE: Regina Winter Festival – Frost Regina

The Regina Winter Festival Committee (RWFC) is a purposeful assembly of community, programing, arts, culture, and entertainment leaders within the City of Regina. The volunteer group has been meeting monthly since April, 2021 and includes a representative assembly of community builders who believe in activating our City and our Province for the purpose of enhancing community quality of life and economic resiliency.

The Regina Winter Festival Committee membership is:

Councillor Lori Bresciani (Chair)

Tim Reid (Administrative Co-Chair)

Diana Hawryluk (Administrative Co-Chair)

Monique Goffinet Miller (Administrative Co-Chair)

Derek Meyers (MLA)

John Findura (COR)

Leasa Gibbons (RWBID)

Judith Veresuk (RDBID)

Chelsea Galloway (EDR)

Tracy Fahlman (RHA)

Nicole Shepherd (RCC)

Valerie Sluth (Sask Winter Games)

Jim Aho (Waskimo Winter Festival)

Bernadette McIntyre (Curling)

Bob Kayseas (FNUC)

Egi Ahmad (Special Olympics)

Sarah Fedirko (UofR)

Nathan Morrison (Tourism Sask)

Bobbie Selinger (COR)

REAL Administration – Sandra Jackle, Sinead Tierney and Dallas Skulski.

PCC Administration – Ryan Whippler and Andrew Craig

As our Province and our City manage the difficult transition from navigating the crisis of COVID-19 to the revitalisation of our visitor economy, our committee have developed a City-Wide activation and celebration of Winter that we believe will help. As we emerge from the challenges of COVID-19 the RWFC recognizes that the opportunity to come together, to celebrate, recreate and to embrace our culture once again is perhaps one of our most significant challenges and robust opportunities. Our cultural, entertainment, and events community represents one of the most deeply impacted sectors of our economy and quality of life. It is for this reason that our committee feels that the timing of this request is of critical importance and a foundational opportunity to develop an annual signature event that engages the local and regional participant, while concurrently building towards a national and potentially global celebration of winter in our Prairie Province.

We recognize the timing of this request and are considerate of the overwhelming priorities that exist within our Province and our City at these challenging times. With that in mind, our committee feels that this is the absolute appropriate time to take active and resolute steps to build towards our events, entertainment, and cultural future. There are better days ahead, but success will be dependent upon the actions we take today.

The RWFC is proposing the activation of four (4) specific hubs as we launch Frost Regina - a celebration of Winter and a statement on our resilience.

The hubs include Regina Downtown, the Regina Warehouse District, the Regina Exhibition Association Limited and Wascana Park. Frost Regina is designed to deliver affordable programming offerings that engage our community and guests in a city-wide celebration of winter while concurrently offering world class paid activation that forms the foundation of what can become a leading winter celebration within our Nation. Programming will include activations like ice carvings, snow mazes, Indigenous story telling and Ceremony and local cuisine. skating on the lake to skating to skating at Mosaic Stadium, from drone shows to light shows, from concerts to tobogganing - Frost Regina is truly an inclusive and inviting opportunity to celebrate winter in Saskatchewan.

The proposed 10-day celebration will commence on February 4, 2022 and will bring warmth and light to the darkest days of winter. Frost Regina is anticipated to engage over 120,000 experience seekers and generate over \$6M in economic impact for our City and Province. With this said, the opportunity for visitor and economic impact are sizeable for the future.

Many other cities have proven the success of Winter Festivals as annual signature events that support engaging the local community and generating impactful tourism benefits. The RWFC researched best practices across the Nation and a key learning was the need for time for the event to authentically and organically grow and the need for investment from all levels of government to support short term sustainability. As a start-up, not-for-profit enterprise, the RWFC has developed a Frost Regina budget that will generate over \$1.7M in revenue

opportunity that should achieve a break-even financial position at the close of the event. Within the budget model there is consideration for the need for \$300,000 in Grant Funding (18%) and \$200,000 in private sponsorship (12%), the remaining 70% of revenue will be achieved with the delivery of ticket sales and ancillary event success. As such, the RWFC asks for your consideration for funding support. Frost Regina is requesting \$150,000 from the City of Regina, and \$150,000 from the Government of Saskatchewan. The RWFC is additionally searching for support from the Regina Hotel Association and applying for several Federal grant opportunities while additionally seeking private sponsorship partners. As stated previously we recognize that these are challenging financial times, but we additionally recognize that the recovery of our visitor economy, our hospitality sector, and our cultural community will require support and investment.

As an organizing committee, our group is prepared to invest \$1.2M into the success of this event and we are asking for a hand-up, not for a hand-out, as we work to deliver a world class celebration of our community and Province in winter. All funds will go directly to the event experience, administrative costs have been volunteered or privately funded. It is our hope that Frost Regina will evolve to become a National leader in Winter Tourism Activation and hopefully support a global celebration of winter experience seekers and memory makers. We are a remarkable Winter City, and we deserve amazing opportunities to celebrate as a community and showcase our community as a true winter destination.

As a City and a Province, we will need to compete on a Western Canadian, Canadian, and Global stage with more tenacity than ever before. Competition for visitor investment and travel dollars will be greater than ever before and it is the belief of the RWFC that Regina is perfectly positioned to define itself as a winter destination in the future. The opportunity on the horizon must be built today, and our committee has already invested considerable energy into the development of an engaging and diverse program. The RWFC is further prepared to invest financial and human capital into the success of the proposed event and this letter is in search of your support to achieve a greater collaborative vision.

Frost Regina is planned and prepared for February 4-14, 2022. The RWFC is excited to deliver a remarkable event, and we are optimistic that as a potential funding partner you will share in our enthusiasm and commitment to success and support the necessary investment needed to deliver a sustainable start-up event.

This is an opportunity for us to make a confident statement about the strength of our event, culture, and entertainment industry and showcase to global destination seekers the amazing City of Regina while concurrently providing a world class opportunity for our local and regional community to celebrate winter. Frost Regina is a first step towards a remarkable winter celebration, it will create immediate impact for our visitor economy, support the enhancement of community pride, but most importantly reinvigorate and reassure our entertainment and events industry that Regina and Saskatchewan intend to emerge from the devastation of COVID-19 stronger than ever before.

Your consideration and engagement in this process is greatly appreciated. We are keenly aware of the competing priorities all levels of government face at these difficult times, but Frost Regina is an opportunity that we believe deserves your consideration.

We are optimistic that you will dig out your favourite toque, your brightest scarf, and your warmest gloves and join us for a perfect Canadian Winter moment at Frost Regina!

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Tim Reid
President and CEO, Regina Exhibition Association Limited
Administrative Co-Chair, Regina Winter Festival Committee



Economic Opportunity Option to Purchase Agreement

Date	November 3, 2021
To	Executive Committee
From	Financial Strategy & Sustainability
Service Area	Financial Strategy & Sustainability
Item No.	EX21-74

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the City entering into an agreement granting an option to purchase the City owned lands described in Appendix A for \$5.48 million dollars.
2. Authorize the Executive Director of Financial Strategy and Sustainability to negotiate any other commercially relevant terms and conditions of the land option agreement.
3. Authorize the City Clerk to execute the land option agreement as approved by the City Solicitor.
4. Approve these recommendations at its meeting on November 10, 2021.

ISSUE

Federated Co-operative Limited (FCL) has approached the City requesting a Land Purchase Option Agreement for the purpose of acquiring lands to build a Renewable Diesel Plant (plant) north of the City, adjacent to the Co-op Refinery Complex (CRC). FCL states the investment to develop the plant would be in the range of 1.5 to 2 billion dollars. FCL states that there is also future potential to add to the plant with the possible addition of complementary agriculture processing services, further increasing the overall investment.

The City owns several sections of land north of the City as shown in Appendix A. FCL is interested in acquiring a portion of these lands, shown in Appendix B in yellow, and has requested that the City grant it an option to purchase them.

The City needs to retain ownership of certain portions of the City owned lands to accommodate the Ring Road Rail Relocation Project as well as to allow rail connection into adjacent lands in the area. Administration recommends that Council consider granting FCL the proposed option in relation to the remaining area, as shown in Appendix B, on the terms outlined in this report.

The available Option Lands as shown in Appendix B comprise approximately 222 hectares and if the option was exercised would be purchased at market value for the price of \$24,711 per hectare, totalling \$5.48 million dollars.

As the proposed land option agreement would result in the sale of land without a public offering, pursuant to *The Regina Administration Bylaw*, approval of Council is required.

IMPACTS

Economic and Financial Impact

FCL has indicated that the proposed plant would have a similar impact to the True North Renewable Fuels (TNRF) project proposal discussed with Council on March 10, 2021 (CM21-4). FCL has purchased all the assets of TNRF.

Based on this information, the proposed development is estimated to create approximately 1,500 construction jobs and more than 150 permanent jobs. Pursuant to an economic analysis performed by Economic Development Regina (EDR) on the TNRF project, the plant would add approximately \$0.62 billion to the gross domestic product of the Regina region annually and \$1.85 billion in total economic impact in the region. This level of increased economic activity will indirectly support up to 1,900 jobs. FCL states that there is also future potential to add to the complex with the possible addition of complimentary agriculture processing services, potentially further increasing the overall economic benefit related to this project.

The land sale at market value would generate approximately \$24,711 per hectare, totaling \$5,480,000. The land was originally purchased in 1974/1975 for \$534,000.

Environmental Impact

City Council set a community goal for the City of Regina of achieving net zero emissions and sourcing of net zero renewable energy by 2050. In support of this goal, City Council asked Administration to provide energy and greenhouse gas implications of recommendations so that Council can evaluate the climate impacts of its decisions. The sale of this land has no direct impacts on energy consumption and greenhouse gas emissions.

As FCL undertakes feasibility studies and plans the commercial development of the lands, Administration will continue to work with FCL to better understand and determine the impact plant operations will have on the City's 2050 sustainability goals.

Administration notes that a carbon intensity evaluation was completed by TNRF and was previously discussed with Council. FCL states that given some similarities to feedstock sources and process design, this evaluation is being relied upon by FCL as part of their asset purchase from TNRF. Excerpts of the work undertaken by TNRF in this regard are provided below.

"TNRF engaged (S&T) to evaluate the carbon intensity of fuel from the proposed refinery using a lifecycle approach following International Standards Organization (ISO) Standard 14040. (S&T) is a leading consultant in GHG consulting in North America. The lifecycle approach to measuring carbon intensity measures the emissions from each stage of the product lifecycle. For biofuels, this considers from cultivation through to end use. For fossil fuels, this analysis begins at the exploration stage through to end use.

(S&T) concluded that the use of TNRF's renewable diesel fuel would reduce emissions by at least 80% compared to fossil diesel fuel. The refinery proposed will produce 1 billion litres of diesel fuel that would result in a reduction of approximately 3 megatonnes annually. As such, the refinery represents a significant step toward the goal of reducing diesel emissions by 10 megatonnes by 2030" (CM21-4)

FCL representatives have also stated the following to the City: "Where FCL's current planned design goes a step further than the proposed approach of TNRF is in the utilization of Carbon Capture and Sequestration (CCS) technology on the new hydrogen production that will be required as part of the project. In discussions with (S&T) on the impact of CCS on carbon intensity, it was clear that this could play an important role in bringing FCL's renewable diesel facility online with an initial footprint approaching net-zero. Further validation of this will be implemented by FCL during Front End Engineering and Design (FEED) phase to come in 2022.

The renewable diesel output from FCL's planned facility has the ability to play an important role in emissions reduction for all forms of diesel-powered transport and machinery, including long-haul transport, mass urban transit, and local agricultural producers in their operations. The new 'blue' hydrogen production that would be established as part of this facilities operations could also play a role in the city's future hydrogen needs, should that technology become economically viable as a transportation fuel. The long-term outlooks for renewable diesel are strong, as they can fully replace the current use patterns of petroleum diesel without alteration to drivetrain technology. When using blue hydrogen technologies, along with low carbon-intensity feedstocks such as Western Canadian-grown canola, renewable diesels have the potential to act as an important zero-emissions fuel well into the future.

On October 21, 2021, FCL announced its commitment to reduce its greenhouse gas emissions by 40 per cent below 2015 levels by 2030. FCL shared further aspirations of reaching net-zero by 2050. These targets are enterprise-wide, inclusive of all FCL's businesses, including the Co-op Refinery Complex (CRC). These are ambitious and necessary targets which will guide FCL's decisions as its business shifts to the low-carbon economy of the future.

To reach these goals, FCL is investing in its infrastructure at the CRC and across Western Canada. At both CRC and the Co-op Ethanol Complex in Belle Plaine, Sask., FCL has announced its intention to invest in Carbon Capture and Sequestration. Combined, these two facilities will capture more than 500,000 tonnes of carbon dioxide equivalent annually.

Additionally, FCL's potential renewable diesel project north of the CRC will provide FCL with another opportunity to reduce its environmental impact, lower transportation emissions from Co-op fuels and ensure consumers are provided with a greener fuel to power the Western Canadian economy.

Renewable diesel and carbon capture will play an essential role in FCL's transition to the low-carbon economy. FCL is committed to ensuring it meets or exceeds the compliance standards laid out in the Paris Climate Accord. This means aligning with the City of Regina, the Province of Saskatchewan and Canada to help reach its environmental objectives."

Impacts to the Existing Road and Rail Networks

The additional development would increase the amount of vehicle traffic on City and RM of Sherwood (RM) road networks, specifically Inland Drive and Fleet Street. It is anticipated this includes truck traffic. The specific impacts are not known at this time and typically require a Traffic Impact Assessment to be undertaken by the FCL to determine the volumes and road network improvements, if required.

The additional development would increase the amount of rail traffic going to and from the area on either the surrounding CN or CP mainlines. Similarly, the FCL development would need to provide an analysis of the anticipated number of rail cars and rail movements coming to and from the site to provide specific detail of these impacts.

These matters will be addressed through the development application process.

Impact to Ring Road Rail Relocation Initiative

Portions of the land will be required for the Ring Road Rail Relocation Initiative. This includes land for the relocated portion of the CP and CN mainline as well as rail turnouts and spurs necessary to ensure continued service to the rail companies' customers including the CRC Refinery and rail connection into adjacent lands in the area. These lands are shown in green on the map in Appendix

B. These lands will be protected and not be released for sale in the option agreement. FCL has asked that any land that will not be required for the rail initiative be optioned first to them at the same purchase price in this land option agreement.

Impact to Service Connections

The additional water needs related to the FCL opportunity will likely require significant planning and additional infrastructure. These matters will also be addressed through the development application process

Given the potential size and complexity of FCL's additional water requirement, a servicing study will likely need to be undertaken. FCL has indicated the plant would not be operational until 2026 which should provide sufficient time to undertake the necessary study, determine related solutions and cost, negotiate any necessary funding, and build the necessary infrastructure.

OTHER OPTIONS

Executive Committee could decide not to approve the land option agreement which may result in the FCL pursuing other geographical locations for this development resulting in the loss of the economic opportunity. Further, it may impact FCL's view of the City's support of FCL who already has a significant economic presence in the City including being a significant employer of staff, community contributions, and property taxes paid.

COMMUNICATIONS

Council is required to give public notice prior to considering approval of an option to purchase City owned lands without a public offering. Notice was advertised on October 30, 2021 on the City's website, public notice board and in the CityPage section of the Leader Post in accordance with *The Public Notice Policy Bylaw, 2020*. The decision of City Council will be provided to the FCL.

DISCUSSION

The City has been approached by FCL with a request for a land purchase option for the purpose of building Renewable Diesel Plant (plant) with the potential to add to complementary agriculture processing facilities. FCL has asked the City to enter into a Land Purchase Option, that would allow them to purchase the land discussed within one year from the date the contract is signed. The land that FCL is considering is east of Winnipeg St. and south of Inland Drive, as shown in Appendix B.

FCL is a wholesaling, manufacturing, marketing and administrative co-operative owned by more than 160 independent local co-operative associations. It was established in 1944 after a series of amalgamations of smaller cooperatives, starting in Saskatchewan, including the Saskatchewan Co-

operative Wholesale Society. FCL is ranked as the largest co-operative in Canada by total sales and FCL is one of the largest companies by annual sales in Saskatchewan.

The Co-Op Refinery complex, owned by FCL, has been in operation in Regina since 1935 and currently employs around 1,000 people in the Regina area. FCL's Community Investment Fund supports community programs and organizations in the Regina area. FCL states that Co-op has committed over \$3 million in the last five years to various causes and organizations in the City of Regina. Specific investments include contributions to the Hospitals of Regina, Regina United Way, Habitat for Humanity, the Regina Pats, Globe Theatre, Souls Harbour, Saskatchewan Cancer Foundation, Saskatchewan Science Centre, Regina Food Bank, Canadian Progress Club, McDermit Community School partnership and the University of Regina.

FCL has acquired TNRF to supplement the work FCL had underway to advance their project. FCL has indicated they need to secure location options to move to board approvals for the FEED phase, making this matter time sensitive, and competitive in nature.

Key terms that would be included in the land option agreement include:

- The land purchase option would be for 222 hectares of land north of the City as shown in Appendix B for an option price of \$24,711 per hectare, totalling \$5,480,000.
- A non-refundable option fee of \$50,000.
- The option would need to be exercised in one year.
- FCL would be provided the ability to extend the option by an additional 2 years providing that FCL can demonstrate they are actively working to construct the renewable diesel refinery and any potential agricultural processing facilities on the optioned lands (the intent is to recognize FCL has significant feasibility work to undertake, while balancing the need for the lands not to be tied up for potentially three years if development is not going to occur on the lands).
- The ability to exchange the land requested for portions of the land optioned to Viterra, should the Viterra option agreement expire.
- The ability of FCL to acquire any portions of the protected lands that become available once the rail routes are finalized, on the same terms and price.

Rail Relocation Initiative Consideration

On August 26, 2019 City Council approved the recommendations of report CR19-76 for Administration to pursue a recommended rail relocation solution to remove the existing rail grade crossing at Ring Road. The recommended solution was determined using a cost-benefit analysis which examined costs, impacts and opportunities of potential solutions to remove the grade crossings at Ring Road including capital construction costs, accident cost savings, travel time savings, construction delay costs, vehicle operating costs, emission cost savings and operation and maintenance costs.

With the proposed Viterra plant, Council approved to enter into an option to purchase agreement in Report CM21-6 which overlaps the conceptual alignment of the City's preferred relocation solution. As a result, the City's preferred relocation solution will require an alternate alignment from what was identified in the City's Feasibility Study and the report to Council should that proposed development proceed. Administration has been working with Viterra to align their rail needs with an alternate alignment related to the Ring Road Rail Relocation project.

Similarly, the lands FCL is interested in for the proposed plant directly overlap portions of the preferred and alternate relocation solutions.

If the plant development proceeds, the City would work to ensure that the development of this project supports any potential rail relocation routes. The City has ensured that lands needed for CP and CN have been excluded from the option agreement. It should be noted the City is only in the early stages of Preliminary Design related to rail relocation, and final approvals by CP, CN, Transport Canada and the City in terms of operational acceptance, timing, and funding source for the proposed future rail relocation are unknown at this time.

Regardless of whether a purchase option proceeds or not, FCL is identified as an important stakeholder to the Rail Relocation Initiative given the existing rail servicing, commercial vehicle access and adjacency of the proposed relocation.

DECISION HISTORY

This property has not been before City Council previously.

Respectfully Submitted,

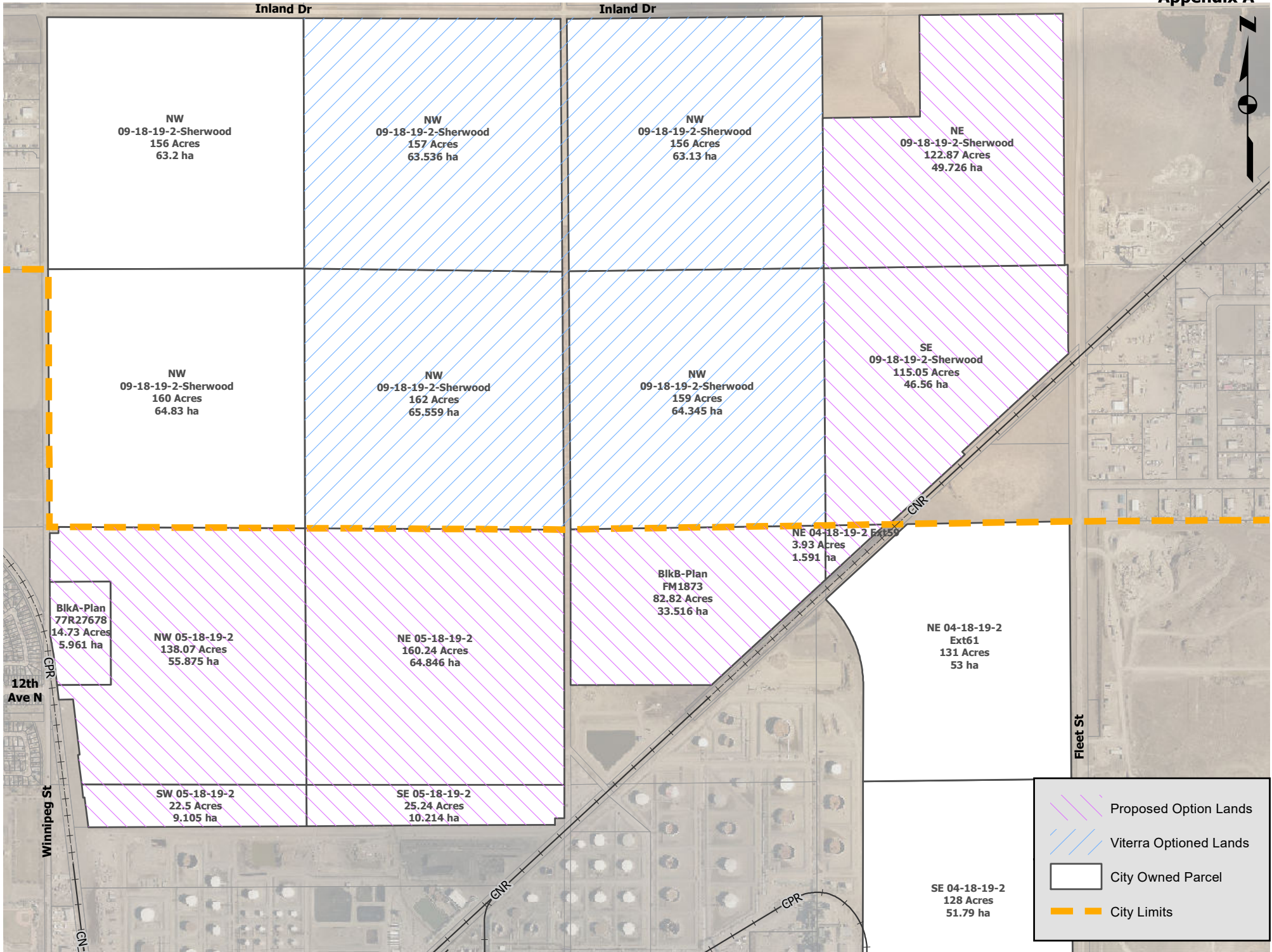

Barry Lacey, Exec. Director, Financial Strategy & Sustainability 10/28/2021

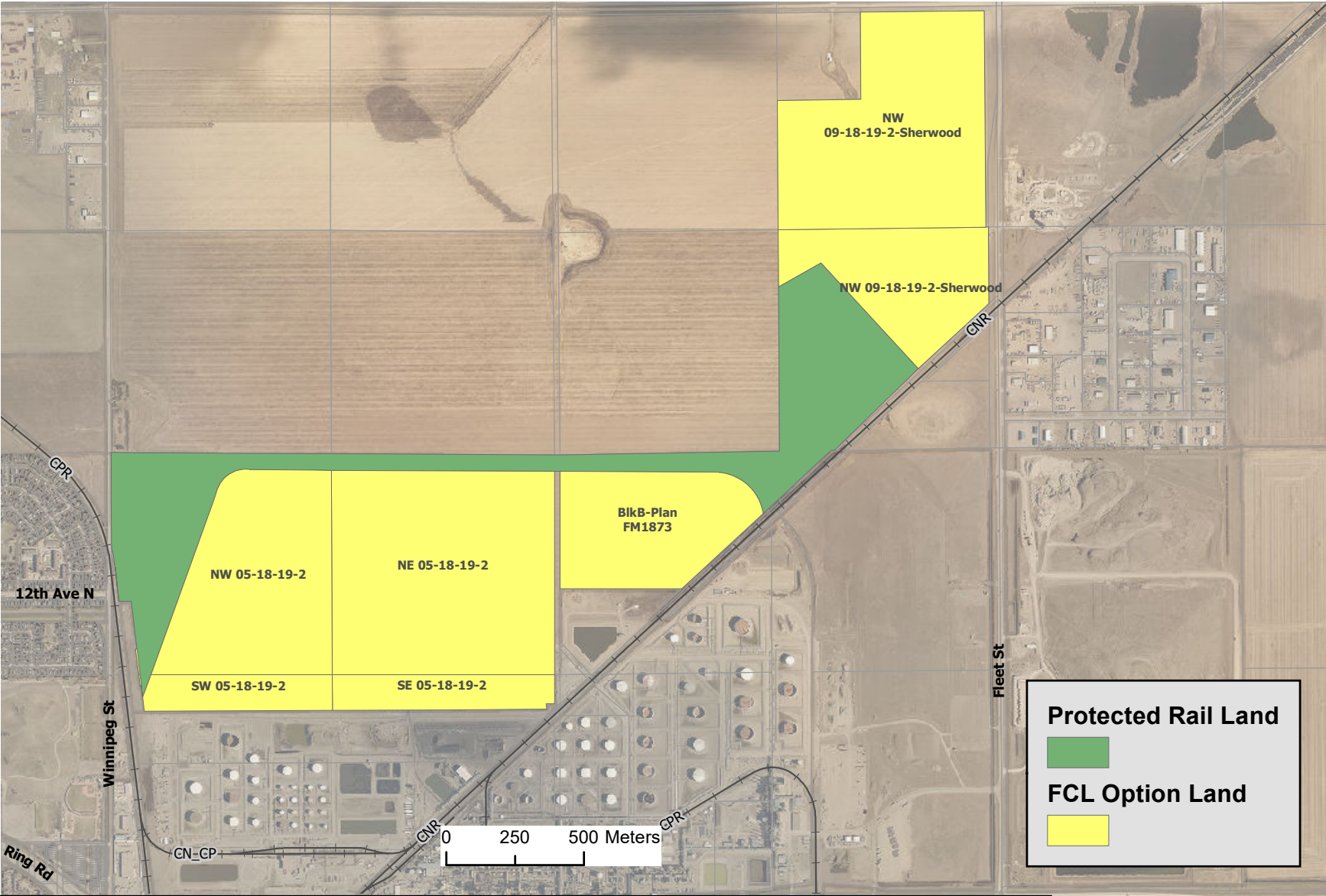
Prepared by: Jonathan Wiens, Manager, Divisional Business Support

ATTACHMENTS

Appendix A - North City Lands

Appendix B - Option Lands and Protected Rail Area







2022 City Council and Committee Meeting Calendar

Date	November 3, 2021
To	Executive Committee
From	City Clerk's Office
Service Area	Office of the City Clerk
Item No.	EX21-75

RECOMMENDATION

The Executive Committee recommends that City Council:

1. Approve the 2022 meeting schedule of City Council as outlined in Appendix A:
 - a. City Council to meet every second Wednesday commencing at 9:00 a.m.;
 - b. Distribution and release of Council agendas and meeting materials is the Friday afternoon 13 days prior to the meeting, with the deadline moved to the preceding Thursday in instances where a statutory holiday falls on a Friday;
 - c. Deadline for written submissions from delegations to City Council is 1:00 p.m., the Thursday immediately preceding the Council meeting;
 - d. Council will recess for 30 minutes after meeting for 3 hours, if the agenda is not completed, with discretion provided to the chair to facilitate the hearing of delegations and/or progress of the report under consideration at that time.
 - e. Meetings will adjourn at 5:00 p.m. or earlier, unless a motion is passed to extend the meeting.
2. Approve the 2022 meeting schedule for Executive Committee as outlined in Appendix A:
 - a. Executive Committee to meet every second Wednesday at 9:00 a.m. on alternating weeks;
 - b. Distribution and release of Executive Committee agendas and meeting materials is the Friday afternoon 13 days prior to the meeting, with the deadline moved to the preceding Thursday in instances where a statutory holiday falls on a Friday;

- c. Deadline for registering to address Executive Committee is 1:00 p.m., the Thursday immediately preceding the committee meeting.
3. Approve the 2022 meeting schedule for the Regina Planning Commission, Community Wellness Committee and Operations & Community Services Committee as outlined in Appendix A:
- a. Regina Planning Commission to meet once monthly on Tuesday at 4:00 p.m. unless otherwise noted in Appendix A;
 - b. Community Wellness Committee to meet once monthly on Tuesday at 9:00 a.m. unless otherwise noted in Appendix A;
 - c. Operations & Community Services to meet once monthly on Tuesday at 9:00 a.m. unless otherwise noted in Appendix A;
 - d. Distribution and release of agendas and materials is the Friday afternoon 12 days prior to the meeting;
 - e. Deadline for registering to address the Commission or the committees is 1:00 p.m., the Thursday immediately preceding the commission/committee meeting;
 - f. Committees will recess for 30 minutes after meeting for 3 hours, if the agenda is not completed, with discretion provided to the chair to facilitate the hearing of delegations and/or progress of the report under consideration at that time;
 - g. Committees will adjourn 5 hours after the start of the meeting or earlier, unless a motion is passed to extend the meeting.
4. Approve the following administrative revisions to *The Procedure Bylaw*:
- a. All agenda items and related meeting materials for meetings of City Council or Executive Committee must be submitted in writing to the City Clerk before the Thursday afternoon 14 days prior to the meeting, with the deadline moved to the preceding Wednesday in instances where a statutory holiday falls on a Tuesday;
 - b. All agenda items and related meeting materials for meetings of the Regina Planning Commission, Community Wellness Committee and Operations & Community Services Committee must be submitted in writing to the City Clerk before the Thursday afternoon 13 days prior to the meeting, with the deadlines moved to the preceding Wednesday in instances where a statutory holiday falls on a Tuesday;
 - c. Remove the reference to Prayer in the section "Order of Business at Meetings";
 - d. Remove the requirement for Council members, Administration and Delegations to "stand" when speaking at City Council;
5. Remove MN21-5 from the List of Outstanding Items for City Council.

6. Direct the City Solicitor to make the necessary amendments to *The Procedure Bylaw, Bylaw No. 9004* as outlined in this report and that these be considered by City Council at its meeting of November 24, 2021.
7. Approve this report at its meeting of November 10, 2021 after the required public notice has been provided.

ISSUE

The Procedure Bylaw, Bylaw No. 9004, requires that the annual schedule for Council and committee meetings be approved by City Council by the last Council meeting in December. The required public notice has been provided.

The recommended calendar, outlined in Appendix A, has been prepared on the basis of Council approving this report.

Included with the recommended 2022 calendar are a number of procedural recommendations put forward by the City Clerk in alignment with the recommended meeting schedule.

IMPACTS

Strategic Impacts

The recommended 2022 Council and committee calendar provides for a predictable meeting schedule for 2022.

The proposed calendar reflects the reality that the governance and decision-making responsibilities of City Council are becoming increasingly complex and time-consuming, particularly for councillors serving in a less than full-time capacity. The recommendation attempts to reflect that meetings of both City Council and Executive Committee are increasingly lengthy in large part to the volume and complexity of arising issues, all in addition to the regular decision-making requirements of overseeing a city of 240,000 citizens and an operating budget of approximately \$650 million.

There are no financial, environmental, accessibility or risk/legal impacts.

OTHER OPTIONS

Option # 1 – Status Quo

- City Council and all committee meetings would remain on Wednesdays
- City Council would meet every second Wednesday at 1 p.m.
- Executive Committee would meet on alternate Wednesdays at 9 a.m.

- Regina Planning Commission would meet on the first Wednesday of the month at 4 p.m.
- Community Wellness Committee would meet on the second Wednesday of the month at 9 a.m.
- Operations & Community Services would meet on the third Wednesday of the month at 2 p.m.
- Distribution and submission deadlines would remain unchanged
- Consideration could be given to reducing the current number of councillors sitting on Community Wellness Committee and Operations & Community Services from five members to three

Option # 2 - Further downsizing of committees

- Disestablish Community Wellness Committee and Operations & Community Services Committee, with their respective responsibilities incorporated into Executive Committee
- City Council would meet every second Wednesday of the month at 1 p.m.;
- Executive Committee would meet every second Wednesday at 9 a.m. on alternating weeks;
- Regina Planning Commission would meet once monthly on Tuesdays at 9 a.m.;
- Distribution of agenda materials and deadline for delegation submissions would be the same as outlined in the Recommended Option

Implications

- Notwithstanding the increased responsibilities of Executive Committee, disbanding the two committees will free up time for councillors to attend to other matters
- Disbanding the committees, notably Community Wellness, while Council is focusing on many social challenges may be seen as contradictory to stated priorities
- Executive Committee would review all reports that are not specifically related to matters under the jurisdiction of the Regina Planning Commission
- Amendments to *The Committee Bylaw* would also be required
- Regina Planning Commission is being retained as it is established under *The Planning and Development Act, 2007* to advise and assist Council with respect to community planning and development
- As members typically speak to most committee reports when before Council for consideration and final approval, having Executive Committee operate similar to a “committee of the whole” should streamline decision-making and reduce repetitive arguments, thereby leading to reduce lengthy meetings

COMMUNICATIONS

The report will be considered at the November 3, 2021 meeting of Executive Committee and subsequently at the November 10, 2021 meeting of City Council.

Related bylaw amendments will be considered at the November 24, 2021 meeting of City Council.

The required public notice has been provided.

The meeting schedule, submission and distribution deadlines will be effective January 1, 2022.

DISCUSSION

In December 2020, Council revised its traditional meeting schedule of holding Council meetings on Monday evenings and committee meetings held at various times during the week:

- In 2020, City Council meetings were held once per month on Wednesdays while all committee meetings were held on various Wednesdays preceding the monthly Council meeting;
- In 2021, City Council and Executive Committee meetings were held twice per month, with all committee meetings remaining on Wednesdays.

In 2021, largely due to the increasingly numerous and complex issues and challenges facing City Council, meetings of City Council and Executive Committee have run consistently long with many motions to extend the meetings. The recommended calendar attempts to address this challenge and alleviate some of the time pressures on members of Council (who serve in a less than full-time capacity, with the exception of the Mayor) by extending the bi-weekly meetings of both Executive Committee and Council.


A concurrent suggestion to consider decreasing the number of councillors on each committee from five to three would further assist in this objective. Concurrently, it would not negatively impact the decision-making authority of Council as all but a small number of matters are within the sole jurisdiction of a committee.

DECISION HISTORY

Pursuant to section 5(4) of *The Procedure Bylaw, No. 9004*, the City Clerk shall prepare a report recommending the approved Council and Committee meetings for the next year.


Respectfully Submitted,

Respectfully Submitted,



Amber Ackerman, Deputy City Clerk

10/28/2021



Jim Nicol, City Clerk

10/29/2021

Prepared by: Jim Nicol, City Clerk

ATTACHMENTS

Appendix A - 2022 Council and Committee Meeting Calendar

2022 COUNCIL AND COMMITTEE MEETINGS

Appendix A

JANUARY						
S	M	T	W	T	F	S
						1
2	◆	3	4	5	6	7
8						
9	10	11 RPC	12 EX	13	14	15
16	17	18 CW	19 C	20	21	22
23 30	24 31	25 OCS	26 EX	27	28	29

FEBRUARY						
S	M	T	W	T	F	S
		1	2 C	3	4	5
6	7	8 RPC	9 EX	10	11	12
13	14	15 CW	16 C	17	18	19
20	21 ◆	22 OCS	23 EX	24	25	26
27	28					

MARCH						
S	M	T	W	T	F	S
		1	2 C	3	4	5
6	7	8 RPC	9 EX	10	11	12
13	14	15 CW	16 C	17	18	19
20	21	22 OCS	23 EX	24	25	26
27	28	29	30 C	31		

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5 ← SUMA →	6	7	8	9
10	11	12 RPC	1 EX	14 ◆	15	16
17	18 ◆	19 CW	20 C	21	22	23
24	25	26 OCS	27 EX	28	29	30

MAY						
S	M	T	W	T	F	S
1	2	3	4 C	5	6	7
8	9	10 RPS	11 EX	12	13	14
15	16	17 CW	18 C	19	20	21
22	23 ◆	24 OCS	25 EX	26	27	28
29	30	31				

JUNE						
S	M	T	W	T	F	S
			1 C	2	3	4
5	6	7 RPC	8 EX	9	10	11
12	13	14 CW	15 C	16	17	18
19	20	21 OCS	22 EX	23	24	25
26	27	28	29 C	30	31	

C = City Council - meets at 9:00 a.m.

CWC = Community Wellness Committee – meets at 9:00 am

EX = Executive Committee - meets at 9:00 a.m.

OCS = Operations and Community Services Committee – meets at 9:00 a.m.

RPC = Regina Planning Commission - meets at 4:00 p.m.

◆ Holiday

All meetings are held in Henry Baker Hall
unless otherwise indicated.

FOR FURTHER INFORMATION
CONTACT THE OFFICE OF THE
CITY CLERK AT 306-777-7262

2022 COUNCIL AND COMMITTEE MEETINGS

JULY						
S	M	T	W	T	F	S
					◆ 1	2
3	4	5 RPC	6 EX	7	8	9
10	11	12	13 C	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
	◆ 1	2	3	4	5	6
7	8	9 RPC	10 EX	11	12	13
14	15	16	17 C	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
				1	2	3
4	◆ 5	6 RPC	7 EX	8	9	10
11	12	13 CW	14 C	15	16	17
18	19	20 OCS	21 EX	22	23	24
25	26	27	28 C	29	◆ 30	

OCTOBER						
S	M	T	W	T	F	S
						1
2	3	4 RPC	5 EX	6	7	8
9	◆ 10	11 CW	12 C	13	14	15
16	17	18 OCS	19 EX	20	21	22
23	24	25	26 C	27	28	29
30	31					

NOVEMBER						
S	M	T	W	T	F	S
		1 RPC	2 EX	3	4	5
6	7	8 CW	9 C	10	◆ 11	12
13	14	15 OCS	16 EX	17	18	19
20	21	22	23 C	24	25	26
27	28	29 RPC	30 EX			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7 C	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	◆ 26	◆ 27	28	29	30	31

C = City Council - meets at 9:00 a.m.

CWC = Community Wellness Committee – meets at 9:00 a.m

EX = Executive Committee - meets at 9:00 a.m

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