



# **EXECUTIVE COMMITTEE**

**Wednesday, May 8, 2013  
11:45 AM**

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



**Public Agenda  
Executive Committee  
Wednesday, May 8, 2013**

**Approval of Public Agenda**

**Minutes of the meeting held on March 27, 2013.**

**Administration Reports**

EX13-23      2013 Special Event Sponsorship Grant

**Recommendation**

That a community investment grant of up to \$30,000 be APPROVED for Regina Multicultural Council for Mosaic: A Festival of Cultures for actual Transit charter costs, not including security.

EX13-24      Amendment to *The Regina Administration Bylaw NO. 2003-69*  
Regarding the Purchasing Policy

**Recommendation**

1. That, subject to the required public notice having been given in accordance with The Public Notice Bylaw, the recommended changes to Schedule "D" of *The Regina Administration Bylaw*, Bylaw No. 2003-69 outlined in Appendix A related to the Purchasing Policy be approved.
2. That the City Solicitor be directed to prepare the necessary amending bylaw for consideration by Council.

EX13-25      Regina Revitalization Initiative (RRI) Stadium Project - Request for Qualifications (RFQ) Shortlist

**Recommendation**

That this report be received and filed.

**Resolution for Private Session**

AT REGINA, SASKATCHEWAN, WEDNESDAY, MARCH 27, 2013

AT A MEETING OF THE EXECUTIVE COMMITTEE  
HELD IN PUBLIC SESSION

AT 11:45 AM

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

Present: Councillor Terry Hincks, in the chair  
Mayor Michael Fougere  
Councillor Sharron Bryce  
Councillor Bryon Burnett  
Councillor John Findura  
Councillor Jerry Flegel  
Councillor Shawn Fraser  
Councillor Bob Hawkins  
Councillor Wade Murray  
Councillor Mike O'Donnell  
Councillor Barbara Young

Regrets: N/A

Also in Attendance: City Clerk, Joni Swidnicki  
City Manager, Glen B. Davies  
City Solicitor, Byron Werry  
Deputy City Clerk, Amber Smale  
Deputy City Manager, City Operations, Dorian Wandzura  
Deputy City Manager, Community Planning & Development, Jason Carlston  
Deputy City Manager, Corporate Services, Brent Sjoberg  
Executive Director, Governance & Strategy, Jim Nicol  
Director, Planning, Diana Hawrylak  
Senior City Planner, Jennifer Barrett

Meeting commenced in the absence of Councillors: Bob Hawkins, Jerry Flegel and Wade Murray.

Approval of Public Agenda

**Mayor Michael Fougere moved, AND IT WAS RESOLVED, that the agenda be approved, as submitted.**

Adoption of Minutes

**Councillor Sharron Bryce moved, AND IT WAS RESOLVED, that the minutes from the meeting held on March 6, 2013 be adopted, as circulated.**

Councillors: Bob Hawkins, Jerry Flegel and Wade Murray arrived at the meeting.

Other Reports

EX13-22      Comprehensive Housing Strategy

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**Recommendation**

1. That the attached Comprehensive Housing Strategy - Consultant's Final Report (Appendix A) be RECEIVED and FILED.
2. That City Council endorse the Administration's Recommendations as outlined in Appendix B and direct the Administration to prepare an implementation plan and to return to Council by the end of the second quarter.
3. That a supplemental report be forwarded to City Council with an additional Appendix added for the April 29, 2013 City Council meeting to include stakeholder feedback and public comments following the public release on March 22.

Mr. Brian Black, Ms. Linda MacKenzie, Mr. Peter Gilmour, Ms. Wilma Staff, and Mr. Jim Elliott addressed the committee.

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

**Mayor Michael Fougere, moved, in amendment, AND IT WAS RESOLVED, that recommendation #3 read the April 29, 2013 City Council meeting to allow for more detailed public consultation by the Administration and City Council.**

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

Administration Reports

EX13-20      Regina Exhibition Association Ltd. - Multi-Purpose Arena Operating Agreement at Evraz Place

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**Recommendation**

1. That City Council authorize the Deputy City Manager, Community Planning and Development to negotiate and approve an addendum to extend the current operating agreement between the City of Regina and Regina Exhibition Association Ltd. to September 30, 2013.
2. That the City Solicitor's office be instructed to prepare an addendum to the existing operating agreement containing the terms negotiated by the Deputy City Manager, Community Planning and Development; and
3. That the City Clerk be authorized to execute the addendum on behalf of the City of Regina.

**Councillor Mike O'Donnell moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

EX13-21      SAMA Annual Meeting and Nomination to SAMA Advisory Committee

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**Recommendation**

1. That the Executive Committee make a recommendation to City Council on the following appointments related to the SAMA Annual Meeting on April 16, 2013:
  - A member of City Council to be the voting delegate for Regina;
  - Any member of City Council, other than the voting delegate and Councillor Murray, who registers to attend the meeting, be appointed as a non-voting participant.
2. That the Executive Committee make a recommendation to City Council on an appointment to the SAMA Cities Advisory Committee.

**Councillor Wade Murray moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in after amending recommendation #1 as follows:**

**“That Councillor Barbara Young be appointed as the voting member on behalf of City Council”.**

**Resolution for Private Session**

**Councillor Wade Murray moved, AND IT WAS RESOLVED, that in the interests of the public, the remainder of the items on the agenda be considered in private.**

**Councillor Wade Murray moved, AND IT WAS RESOLVED, that the committee recess for 10 minutes.**

Meeting recessed at 1:50 pm

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Chairperson

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Secretary

May 8, 2013

To: Members,  
Executive Committee

Re: Special Event Sponsorship Grant

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### RECOMMENDATION

That a community investment grant of up to \$30,000 be APPROVED for Regina Multicultural Council for Mosaic: A Festival of Cultures for actual Transit charter costs, not including security.

### CONCLUSION

The Special Event Sponsorship grant provides funding for new or unique one-time events that align with one or more funding stream objectives, build community pride and encourage community interaction and spirit. The 2013 Special Event Sponsorship grant budget was established at \$150,000 and the full amount is currently available for allocation. The Administration has reviewed an application for funding from Regina Multicultural Council for the Mosaic: A Festival of Cultures (Appendix A). The Administration is recommending approval of this funding request.

### BACKGROUND

The purpose of the Special Event Sponsorship grant is to provide financial support to non-profit organizations that are hosting an event in Regina which is open to the public, aligns with one or more of the funding stream objectives, builds community pride and encourages community interaction and spirit. There are three primary funding streams in the grants program: culture, sport and recreation, and social development.

Mosaic has been supported through this grant since it was established in 2008. Funding has been requested again for 2013, specifically for transit services to transport participants between pavilions. Under the current guidelines, funding is not generally provided to events that are held annually; however, Mosaic has been directed to apply for a Special Event Sponsorship grant due to the unique transit needs and community safety issues that cannot be addressed through the Culture Major/Minor grants which typically support cultural festivals.

Special Event Sponsorship applications are evaluated using six criteria: organization, program merit, community need, community impact, accessibility and financial need. Recipients are required to provide recognition to the City of Regina if the funding request is approved.

### DISCUSSION

Mosaic, the Regina Multicultural Council's annual Festival of Cultures, will be held May 30, 31 and June 1, 2013. This festival promotes cultural understanding and community involvement. The festival is run by volunteers and involves more than 20 participating pavilions celebrating their unique culture. The pavilions all offer the public a sample of their culture through food, music, dance and information.

The objective of the Culture funding stream is to support the development of an accessible, diverse and vibrant arts and cultural landscape. The Mosaic festival is aligned with that objective. A summary of the criteria evaluation follows:

- The organization has been incorporated as a non-profit organization since 1973, operates with a board made up of 10 to 15 directors, and has a history of running successful programs in the city of Regina.
- Mosaic 2013 will mark the 46<sup>th</sup> year of the festival. The festival promotes multiculturalism, heritage languages, cultural traditions, folk arts and Canadian heritage. The event is a family focused event that is open to all ages. Mosaic allows the entire community to come together to celebrate through food, entertainment, culture, arts, and ethnic hospitality.
- Mosaic creates an awareness of the variety of cultures that exist in our community. Many of Regina Multicultural Council member groups rely on Mosaic to raise the profile of their organizations. With an increasing number of immigrants and newcomers to our city, there is an growing need to raise awareness of cultural diversity.
- In 2012, Mosaic saw more than 200,000 visits to the participating pavilions.
- Mosaic is open to the public. Passports are affordable and allow participants access to all pavilions throughout the three day event.
- The funding is requested to allow Regina Multicultural Council to provide free and safe transportation to individuals attending the Mosaic festival.
- If this grant request is approved, the City of Regina will be recognized as one of the event Platinum Sponsors which includes: participation in a VIP tour, involvement in the Kick Off Ceremony held at the Cornwall Centre, a full page of recognition in the passport, logo placement on the event poster, logo placement on the website, passes for employees, performers for corporate events, recognition in a quarterly newsletter and recognition on social media outlets.

Transit has projected that the charter costs will be approximately \$25,000. The recommendation to approve up to \$30,000 will allow for any variance in the actual transit charter cost to be covered.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

The 2013 community investment grant budget for Special Events Sponsorships is \$150,000 as approved on February 19, 2013 by City Council. This is the first request of 2013 for Special Event Sponsorship funding. If the recommended allocation of up to \$30,000 is approved, \$120,000 will be available for distribution during the remainder of the year.

### Environmental Implications

There are no environmental implications as a result of this report.

### Policy and/or Strategic Implications

The mission of the City's Community Investment Grants Program is to fund and partner with community non-profit organizations to deliver programs project and services that align with the City's objectives, have a clear community impact and respond to community needs.

### Other Implications

There are no other implications as a result of this report.

### Accessibility Implications

There are no accessibility implications as a result of this report.

### COMMUNICATIONS

Grant recipients are required to provide recognition to the City of Regina. The Platinum Sponsor benefits outlined by Regina Multicultural Council meet this requirement. The organization will be directed to work with Communications to arrange the recognition.

### DELEGATED AUTHORITY

The disposition of this report is within the authority of Executive Committee.

Respectfully submitted,



For

Chris Holden, Director  
Community Development, Recreation and  
Parks

Respectfully submitted,



For

Jason Carlston, Deputy City Manager  
Community Planning and Development

Report prepared by:  
Rhonda Mailander, Community Investment Policy Analyst





City of Regina

RECEIVED

FEB 26 2013

Community Development,  
Recreation & ParksDate Received  
For Office Use Only:

RECEIVED

FEB 26 2013

Community Development,  
Recreation & Parks

## SPECIAL EVENT SPONSORSHIPS

### 2013 APPLICATION FORM

*Complete all sections of this form in the space provided; type-written applications are preferred.*

This application is for one-time funding.

- ☒ Keep one copy of this completed application form and attachments for your records.  
☒ Number all attachments.

#### GENERAL INFORMATION:

1. Organization Name: Regina Multicultural Council (RMC)  
 Mailing Address: 2054 Broad Street Regina SK, S4P 1Y3
2. Contact Person: Annette Summerfield  
 Mailing Address: 2054 Broad Street Regina SK, S4P 1Y3  
 Telephone No: 306-757-5990  
 E-mail: rmc.pa@sasktel.net
3. Alternate Contact: Julene Summerfield  
 Mailing Address: 2054 Broad Street Regina SK, S4P 1Y3  
 Telephone No: 306-757-5990  
 E-mail: rmc.pa@sasktel.net
4. Name of Event: Mosaic A Festival of Cultures - Transportation
5. Amount of Request: \$ 30000
6. Event Date(s): May 30, May 31 & June 1, 2013

#### ORGANIZATION:

7. ☒ Attach a copy of your organization's current Profile Report from the Corporate Registry of Information Services Corporation, labeled as Attachment #1.
8. What is your organization's mandate?  
 The Regina Multicultural Council's mandate is to educate the public about different cultures and foster positive relations between communities through increasing public knowledge and appreciation of different groups' art, culture, language and traditions. To meet its aims, the RMC organizes and participates in a number of activities throughout the year, some of which are special events and many of which make up our core programming.

9. What are some of the significant accomplishments and successful programs of your organization over the past 3 years?

The Regina Multicultural Council has seen growth in the last three years in a number of programs and initiatives we offer.

Our Youth and Education Initiatives continue to be a core part of our programming and continue to grow in involving the youth of our city. Since 2004, the RMC has offered the Continuing Education Scholarship encouraging the recognition of youth pursuant of secondary education in partnering with their involvement in the community. The RMC has been fortunate enough to receive grant funding to raise the scholarship dollars and the number of applicants have also increased over the last three years.

Bringing A Little Mosaic To You (BALMTY) first evolved in 2009 when a former Board of Director of the RMC had an idea that has grown into a core initiative of the RMC. BALMTY is a month long program that runs the month prior to Mosaic A Festival of Cultures. Through the member groups, the RMC is able to provide entertainment and cultural teachings to care homes through out the City of Regina. In the last 3 years the RMC has seen much growth in the program, we now visit over 20 care homes with over 20 participating member groups. BALMTY allows for a Regina tradition to be brought into the homes of those unable to visit the festival themselves and serves as a financial gain to our members who receive a profit from the funding dollars received for their performance. The performances are carefully monitored as performance groups enter a contract with the RMC that stipulates performance length and content. These profits allow for dance costumes to be purchased, dance space to be rented, workshops to be performed and other expenses to be taken care of dependent on the needs of the member group. BALMTY has become a part of the RMC's core programming, our groups have come to rely on the income of this initiative and the feedback we receive from the care homes and from our member groups have solidified the initiative to be one which we continue to promote and support.

The Youth Ambassador Program has been a Mosaic Tradition and continues reach new heights throughout the years. The last three years have seen a significant improvement in the Youth Ambassador Program as there has been an increase in Youth Involvement in the program. The Youth Ambassadors are trained experts on their pavilions, their culture and histories and we recognize a shift in positive attitudes and outgoing personalities as we offer more events and initiatives for the Youth Ambassadors to use as platforms in presenting their culture to the community. The Youth Ambassador Program is designed to teach the youth the work that is involved in hosting a Mosaic pavilion, the importance of educating the public about their culture and engaging and encouraging youth to be proud of multiculturalism and speak to its strengths in the community.

10. Does your organization have any unpaid accounts with the City of Regina (i.e. taxes, utilities, tickets, permits, etc.) or outstanding grant follow up reports? If yes, what are they?

No

**PROGRAM MERIT:**

11. Which of the following *Funding Stream Objectives* does this event align with (check all that apply):

- ☒ Culture - supporting the development of an accessible, diverse and vibrant arts and cultural landscape.
- ☐ Social Development - supporting a safe, accessible and inclusive community.
- ☐ Sport & Recreation - providing equitable access to diverse sports and recreational opportunities.

12. Where will the event be held?

Mosaic A Festival of Cultures will be held throughout the City of Regina, May 30, May 31 and June 1, 2013. The three day event is hosted by different cultural organizations at locations through out the City of Regina.

13. Provide a complete event description. Include detailed information on what activities are planned, dates/times/locations of activities, and all other relevant information.

**Mosaic Kick Off Week:** The Mosaic Kick Off Week will be held April 29 - May 4, 2013 at the Cornwall Centre. Noon hour performances from our participating pavilions will entertain the crowds of Regina at no cost to the public.

**Medallion Day Ceremony:** May 1, 2013 the official Kick Off of Mosaic 2013 will take place at the Cornwall Centre. It is on this day the official creative for Mosaic 2013 will be unveiled to the public. The Medallion Ceremony allows the Youth Ambassadors and Ambassadors of the participating pavilions to be recognized to the public. At this time, our valued sponsors are introduced to the public.

**Bringing A Little Mosaic To You (BALMTY):** BALMTY is an initiative that runs the month prior to the Mosaic Festival. The RMC through its member groups, offer cultural performances and displays to care homes and facilities through out the City of Regina. There are 65 performances anticipated, each ranging from 30 to 60 minutes.

14. What is the purpose or goal of the event?

The goal of Mosaic A Festival of Cultures:

- a) To further develop and promote the cultures and folk arts of all cultural and ethnic groups, which are committed to the enrichment of Canadian heritage.
- b) To promote cooperation and mutual understanding among all cultural and ethnic groups within the community.
- c) To promote the concept of multiculturalism through educational programs and activities.
- d) To promote and retain heritage languages and cultural traditions as essential components of multiculturalism.
- e) To act as a consultative body to interested groups relative to culture and folk arts.
- f) To represent the interests of member groups in the organization of cultural events and festivities, and to negotiate with interested parties, sponsors and organizers of such events.

15. Is this event a one time event or will it be held annually?

Mosaic A Festival of Cultures celebrated its 45<sup>th</sup> Anniversary in 2012, the event continues to be an annual Regina event. Mosaic 2013 will mark Mosaic's 46<sup>th</sup> consecutive year presented by the Regina Multicultural Council.

16. Who is the target audience for this event?

Mosaic A Festival of Cultures is family focused, the attendance of Mosaic festival goes ranges from small children, youth, adults and seniors.

17. What is the age range of the audience and the participants?

The age range of the audience and also the participants over the years has been below one year old to over ninety years old.

18. How does the special event create or encourage community pride, spirit and interaction?

Mosaic A Festival of Cultures allows the entire multicultural community to come together in a showcase of food, entertainment, culture, arts and ethnic hospitality. Persons from all walks of life are invited to attend the three day festival. Mosaic serves to create and encourage community spirit and interaction providing opportunity to learn about the differences among many cultures and ethnic groups.

There is an annual call for volunteers to help at the pavilions. Youth are encouraged to participate and promote their culture, and are mentored through a Youth Ambassador Program which enables youth of Regina to proud of their heritage and traditions.

19. What is the projected economic impact of the event? If the event has taken place before in a different city, what was the actual economic impact for the previous event?

Mosaic brings performers and entertainers from across the province, Canada and the world to showcase their talent and culture on a Regina stage. There is a large impact economically thanks to the support of festival goers. Approximately 10% of over 200,500 visits to the pavilions are attributed to out of town festival go-ers. The member groups who host the pavilions purchase from local suppliers for food and beverages and rent local halls to host their venues all contributing to the economy of our growing city.

Out of town friends, family members and visitors populate Regina during Mosaic. Much of the entertainment provided at the Pavilions are performers who come from across Canada and from other countries to celebrate culture in Regina. Performers most often stay in hotels, and frequent local eateries and shopping.

## **COMMUNITY NEED**

20. Why is this event needed?

Mosaic A Festival of Cultures is family focused geared towards uniting tradition and family in our community on an equal level the promotes and supports culture. The event helps provide great visibility to the multicultural community boosting cultural awareness in our own backyard.

The continued operation of many of the RMC's member groups is reliant on the success of the festival. The member groups who host a Mosaic Pavilion rely on the funds generated to foster continued initiatives within their own community.

21. How is this event unique from other community events?

Mosaic A Festival of Cultures promotes cultural understanding and community involvement for the entire family. The festival is run by volunteers who have the same focus in mind regardless of their culture or heritage, their focus is to promote culture of all kinds within the City of Regina. The festival allows for over 20 participating pavilions to be celebrated on the same stage at the same time. The pavilions all offer to the public a taste of their culture, a look at their history and an opportunity to see a different part of the world through another perspective.

22. What other organizations are involved in the event as partners? Provide a list here and attach letters of support, labeled as Attachment #2.

Chief of Police Hagen - Regina Police Service

Kay Koot - General Manager, Regina Hotel and Conference Centre

## **COMMUNITY IMPACT**

23. What outcomes (impacts, benefits, results) do you expect to achieve by hosting this event?

An understanding and respect of culture in our community is a main focus of Mosaic. We only hope to lend opportunity to existing immigrants and newcomers to be able to proudly promote their culture in Regina. The family focused event is one in which we hope draws families to participate in visiting the pavilions together. Mosaic is focused on celebrating and educating the community about cultural diversity. The festival is all inclusive and is focused on generating an affordable and accessible event for visitors to participate in.

24. What key performance indicators (outputs) will you use to determine if the event is a success?

Mosaic A Festival of Cultures have used a number of evaluations to measure the success of the festival including:

- a) Encouraging public feedback at the Mosaic Pavilions and having participants access the RMC Website to provide commentary.
- b) Having an evaluations and discussion of Mosaic at the final Mosaic Pavilion Meeting which is held in the month of June following Mosaic.
- c) Review of attendance figures
- d) Evaluation of Mosaic at the RMC Board table and at the Mosaic Committee levels.
- e) Soliciting feedback from our corporate sponsors.
- f) Wrap up/follow up sessions with Health, Fire, Police, Transit and other participating public service agencies.
- g) Mosaic 2013 will also monitor social media feedback from the festival via Facebook and Twitter.
- h) Mosaic 2013 will see online surveys and paper surveys for the public and pavilions to complete in measuring Mosaic's success and improvements.

25. What is the anticipated attendance of the event?

Mosaic A Festival of Cultures is a growing event that focuses on families making the festival accessible and affordable to all. Mosaic 2012 saw over 200, 500 visitors to the 19 participating pavilions, with approximately 10% of visitors being from out of town. With 21 confirmed pavilions for Mosaic 2013, we foresee an increase in visitors frequenting the pavilions.

## ACCESSIBILITY

26. Is this event open to the public? ☒ Yes ☐ No

Describe how this program is accessible to the public and who can participate.

All persons are welcome to attend Mosaic, the Transportation Services that have been offered in the past have greatly assisted in making the different pavilion locations accessible to all.

27. Please list and explain all the components of the special event and specify which are free and which have an admission fee. List all applicable fees.

There is no fee charged by the Regina Multicultural Council to the member groups to host a pavilion. Member groups who sponsor a Mosaic Pavilion must post a performance bond along with their pavilion application. The bond is returned after Mosaic pending successful completion of their financial reports to the RMC.

Mosaic Kick Off Week and Medallion Day Ceremony held at the Cornwall Centre is free to the public.

Bringing A Little Mosaic To You is no cost to the care homes or the performers. With approved funding, the member groups are paid for their performances.

Mosaic Passports: Adults \$14.00, Youth/Senior \$9.00, Children Under 6 are Free

Money generated from the passport sales is used by the individual member organization to cover costs incurred to host the pavilion during Mosaic. Any leftover revenue is used to sustain the participating organization to continue to operate and thrive and promote their culture through the year. The RMC's portion of the passport sales help to provide programs and support to all our member groups, not just the participating pavilions.

Mosaic Transportation has been offered as a free service to Mosaic goers, they must only present their Mosaic Passport to ride the bus.

28. Have any barriers to participation (i.e. cost, transportation, etc.) been removed in the design of this event?

Transportation and affordability are barriers that Mosaic A Festival of Cultures face. With the generous support of the City of Regina we have been able to offer free transportation to festival visitors which is affordable and accessible. Passport sales are set at an affordable price with passport holders able to visit as many pavilions as they wish an unlimited number of times over the three day event.

#### **FINANCIAL NEED**

29. ☒ Attach a copy of the event budget to this application, labeled as Attachment #3. Ensure the event budget includes a list of estimated expenditures, revenues, other confirmed funding sources, sponsorships and in-kind donations.
30. ☒ Attach your organization's most recent audited annual financial statements of the organization as presented at the last Annual General Meeting – including an income statement (showing revenues & expenses) and a balance sheet (showing assets, liabilities, and equity). If the financial statements are not audited then the unaudited financial statements must be signed and certified correct by two members of the Board of Directors. Label financial statements as Attachment #5.

31. Explain why funding from the City of Regina is needed?

The funding from the City of Regina is needed in order to provide free transportation to individuals attending the Mosaic festival. Families of both large and small numbers are able to travel to the participating pavilions over the three day event without worry of parking and other logistical driving hindrances. Participants who would like to try a taste of the imported alcoholic beverages at the pavilions are able to do so without worry of driving afterwards.

32. How will the funding requested from the City of Regina assist in the provision of a high quality experience for participants, artists and spectators?

If special event funding is approved, the entirety of the funding received from the City of Regina will be used towards transportation services for the three day festival. Providing free transportations to the visitors of Mosaic A Festival of Cultures generates a higher quality experience for participants who are able to enjoy the festival without parking, driving and logistical hindrances.

33. If this request for funding is approved, how will the City of Regina funds be spent? List specific expenditures.

If this request for funding is approved, the City of Regina funds will be directly applied to the expenses incurred to provide City Bus Transportation and related services which City Transit orchestrates and bills RMC for.

34. How will the City of Regina be recognized as a contributor to the event?

If this request for funding is approved, the City of Regina would be recognized as one of the Regina Multicultural Council's Platinum Sponsors. As a Platinum Sponsor of Mosaic A Festival of Cultures, the City of Regina would receive:

- VIP Tour of Mosaic 2013 with RMC's President and Mosaic Co-Chairs (2 VIP's with guests on Thursday May 30 and Friday May 31)
- An invitation to our Mosaic Kick Off Ceremony - held annually at the Cornwall Centre, the Ceremony is a way of introducing and showcasing our valued sponsors to our pavilion representatives, member groups, board of directors and the City of Regina
- Passport Exposure - A full page
- Event Poster - Company Logo

- Website - Company Logo and Link to your website
- Free Thursday night Mosaic passes for employees
- Performers for corporate events and functions
- Recognition in our quarterly newsletter
- Recognition on our social media outlets

Special Event Funding  
Mosaic 2013 Transportation

Attachment 3

REVENUES		Last Festival Budget 2012	Last Festival Actual 2012	Future Festival Budget 2013	
Earned Revenue					
	Passport Sales	\$230,150.42	\$189,689.80	\$200,000.00	projected
Donations/sponsorships	City of Regina Special Event Funding	\$20,000.00	\$20,000.00	\$25,000.00	projected
	Corporate Sponsorships	\$40,994.48	\$81,175.04	\$64,500.00	projected
	Corporate Granting	\$20,000.00	\$35,325.00	\$37,000.00	projected
	Corporate passport sales	\$34,558.92	\$38,439.00	\$34,600.00	projected
Total Revenue		\$345,703.80	\$344,628.84	\$381,100.00	
* City of Regina Funding and SGI are listed in					
Corporate Sponsorship					
EXPENDITURES		Proposed	Actual		
Program	Amortization	0.00	0.00	\$0.00	projected
	Advertising Promotion	87,200.83	71,524.33	\$75,000.00	projected
	Corporate Passport Sale Distribution	7,494.85	7,774.75	\$8,200.00	projected
	Corporate Sponsorship Distribution	24,760.41	30,227.50	\$32,000.00	projected
	Equipment and Software	1,743.13	250.61	\$2,000.00	projected
	GST	0.00	0.00	\$0.00	projected
	Insurance	505.42	1,744.80	\$1,600.00	projected
	Passport Refund on Returns	16,002.90	6,741.20	\$7,100.00	projected
	Mosaic Kickoff	564.90	738.28	\$850.00	projected
	Mosaic Transportation	30,362.74	23,754.36	\$30,000.00	projected
	Office	4,585.28	1,677.39	\$1,800.00	projected
	Postage & Courier	384.66	207.03	\$220.00	projected
	Rent	0.00	0.00	\$0.00	projected
	Salaries & Benefits	50,000.00	26,684.33	\$27,000.00	projected
	Telephone	3,017.95	1,493.02	\$1,570.00	projected
	Special Projects*	20,000.00	20,047.97	\$20,000.00	projected
		246,623.07	192,885.57	\$207,340.00	projected



May 8, 2013

To: Members,  
Executive Committee

Re: Amendment to *The Regina Administration Bylaw No. 2003-69* Regarding the Purchasing Policy

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### RECOMMENDATION

1. That, subject to the required public notice having been given in accordance with The Public Notice Bylaw, the recommended changes to Schedule “D” of *The Regina Administration Bylaw*, Bylaw No. 2003-69 outlined in Appendix A related to the Purchasing Policy be approved.
2. That the City Solicitor be directed to prepare the necessary amending bylaw for consideration by Council.

### CONCLUSION

The Administration with a goal of simplifying and streamlining processes undertook a review of the purchasing policy in *The Regina Administration Bylaw*. One of the objectives of the review was to consider changes to take advantage of internet tendering services provided through [www.sasktenders.gov.sk.ca](http://www.sasktenders.gov.sk.ca) (SaskTenders).

The obligations of The New West Partnership Trade Agreement came into effect July 1, 2012 for all Saskatchewan municipalities and the Administration is taking this opportunity to also amend the purchasing policy to be consistent with the agreement.

### BACKGROUND

*The Regina Administration Bylaw* provides the framework for the City’s administrative and financial processes including the purchasing processes. Good stewardship of the financial processes requires that they are reviewed regularly and changes are made to ensure reasonable safeguards to minimize corporate risk.

### DISCUSSION

The Administration with a goal of simplifying and streamlining processes undertook a review of the purchasing policy in *The Regina Administration Bylaw* and based on that review is recommending the proposed changes outlined in Appendix A be approved.

Further details about the recommended changes are as follows:

#### Internet Tendering Service

In recent years many public sector authorities have taken advantage of the internet to distribute their competitive bid documents to the marketplace. The benefits of the approach for the tendering authority include significant savings in effort and reduced legal risk in administering

the procurements. Suppliers also benefit as they have access to the procurement documents via the internet 24/7 and can download competitions of interest directly, without having to contact the purchasing authority directly.

Currently the Government of Saskatchewan through the Ministry of Central Services – Purchasing Branch provide an internet tendering service through SaskTenders. The ministry has offered full owner access free of charge to all public authorities including the municipalities.

Trade agreements obligate public authorities to post public opportunity notices for procurements valued greater than the set thresholds. Public opportunity notices for the City of Regina procurements have been posted to SaskTenders since early in 2012. The Administration intends to utilize the services of the SaskTenders to begin to post the complete competitive bid documents as a replacement for the current manual distribution methods.

To prepare for the transition of posting the procurement documents to SaskTenders the Administration recently consulted with various industry stakeholders including the Regina Chamber of Commerce, Saskatchewan Construction Association, Regina Construction Association and the Saskatchewan Heavy Construction Association. The proposed change was very well received and members of these associations are already using SaskTenders to access provincial government department procurement opportunities. This will make the transition for the City fairly easy and quick.

Stakeholders will be informed of the changes to the tendering process through several communication tactics, including the public notice of the Bylaw amendment.

#### Trade Agreement

The obligations of The New West Partnership Trade Agreement came into effect July 1, 2012 for all Saskatchewan municipalities. To ensure clarity the Administration is taking this opportunity to amend the purchasing policy to align with the agreement and increase the threshold for which a formal competitive bid process is required, to reduce the effort and cycle time for lower dollar value procurements.

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

None related to this report.

#### Environmental Implications

None related to this report.

#### Policy and/or Strategic Implications

The proposed changes support the City's strategy to "Achieve Operational Excellence", by taking advantage of contemporary approaches to reduce the cycle time and effort required to administer the procurement process and enhance the ability to engage the City's supply chain.

Other Implications

None related to this report.

Accessibility Implications

None related to this report.

COMMUNICATIONS

Section 101(2) and 102 of *The Cities Act* requires public notice before consideration of any report dealing with proposed changes to the City's purchasing policies. The amendment of the provisions related to Schedule D – Purchasing Policy require public notice under *The Cities Act* and Public Notice Bylaw No. 2003-8.

A communication plan has been developed and will ensure stakeholders are informed. Communication tactics will include Regina.ca, vendor letters, and an advertisement in the Regina Leader Post.

DELEGATED AUTHORITY

City Council must approve and pass amendments to *The Regina Administration Bylaw*, Bylaw No. 2003-69.

Respectfully submitted,

A handwritten signature in cursive script that reads "Chuck McDonald".

Chuck McDonald, Director  
Finance

Respectfully submitted,

A handwritten signature in cursive script that reads "B Sjoberg".

Brent D Sjoberg, Deputy City Manager & CFO  
Corporate Services

Report prepared by:  
Greg Markewich, Manager

Appendix A – Recommended Changes to *The Regina Administration Bylaw Schedule D – Purchasing Policy*

<b>Section Reference</b>	<b>Description of Current Provision</b>	<b>Proposed Change</b>	<b>Rationale</b>
5.(a)(ii)	This provision lists the payments to or on behalf of employees that are not within the scope of the Purchasing Policy. The list includes recognition of employees including the 25 Year Club.	The reference to the 25 Year Club will be replaced with the Corporate Employee Recognition Gala.	There no longer is a 25 Year Club and it has been replaced by the Corporate Employee Recognition Gala.
13. 14. 15. 16.	These provisions obligate the Administration to maintain lists of vendors interested in doing business with the City. The maintained lists are used as sourcing lists for acquisitions of goods, services.	These provisions will be amended or deleted to relieve the Administration from maintaining vendor listings.	Posting procurements opportunities to SaskTenders will eliminate the need for maintaining lists of vendors for sourcing. Vendors will be able to download the City's procurements documents directly.
40.	This provision lists the exceptions not covered by Part III – General Acquisition Process	Reference to Part VI – Public Private Partnerships will be added to the exceptions list.	When Part VI was added to the schedule in 2012 this exception list was not updated.
41. 43. 44. 45. 46. 47.	These provisions prescribe the acquisition methods that will be used dependent on dollar value and potential risk for the acquisition.	These provisions will be amended to align dollar value ranges with the applicable trade agreements and to promote operational efficiencies, Revised dollar value ranges will be: Low Dollar – Up to \$25,000; Medium Dollar - \$25,000 to \$75,000; High Dollar – Over \$75,000. The use of formal competitive bid processes will be reserved for medium to high value procurements. For low dollar procurements verbal or written quotations will be	The Administration has identified that it can create significant operational efficiencies and enhanced service to its supply chain by using SaskTenders to distribute competitive bid documents. Further, by increasing the threshold for which a formal competitive bid process is required, will reduce the effort

		obtained. When a public competitive bid process is required the intent is to distribute the competitive bid documents via SaskTenders.	and cycle time for low dollar value procurements.
50.	This provision prescribes the circumstances in which a sole source acquisition is acceptable.	This provision will be amended to add the exceptions provided in the applicable trade agreements.	The trade agreements provide for exceptions where the obligations of the trade agreement do not apply. The intent is to ensure the provision language is consistent with the trade agreements and takes advantage of exceptions like; From a public body or non profit organization; Of goods purchased for representational or promotional purposes, and services or construction purchased for representational or promotional purposes outside the City; On behalf of an entity not covered by the agreement; Of goods intended for resale to the public; and In the absence of a receipt of any bids in response to a call for tenders.
54.	These provisions obligate the Administration to maintain lists of consultants interested in doing business with the City.	These provisions will be deleted.	Posting procurement opportunities to SaskTenders will eliminate the need for maintaining lists of consultants for sourcing. Consultants will

			be able to download the City's procurement documents directly.
62. 64. 65.	These provisions prescribe the acquisition methods to engage professional services.	These provisions will be amended to align dollar value ranges for both the invitation process and public notification process with the applicable trade agreements. Revised dollar ranges will be: Invitation - \$50,000 to \$75,000; Public – Greater than \$75,000. When a public notification process is required the intent is to distribute the competitive bid documents via SaskTenders.	The Administration has identified that it can create significant operational efficiencies and enhanced service to its supply chain by using SaskTenders to distribute competitive bid documents.

May 8, 2013

To: Members,  
Executive Committee

Re: Regina Revitalization Initiative (RRI) Stadium Project -  
Request For Qualifications (RFQ) Shortlist

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RECOMMENDATION

That this report be received and filed.

CONCLUSION

The RFQ Evaluation Team evaluated the Request For Qualifications (RFQ) submissions, based on the RFQ Evaluation Criteria, and have reached a consensus to shortlist the following three proponents (listed in alphabetical order), to participate in the Request for Proposal (RFP) of the Stadium Project.

1. Bouygues Construction Graham Community Partners
2. Clark Builders – Turner Construction
3. PCL Construction Management

The RFQ evaluation criteria consisted of evaluation of the Proponent Team, Design Capability and Experience, Construction Capability and Experience, and Financial and Financing Information. The RFP process is expected to begin in July, following City Council's approval of the RFP documents and evaluation criteria.

BACKGROUND

At the January 28, 2013 City Council meeting, City Council approved the recommendation: "That the Administration issue a Request for Qualifications (RFQ) for the RRI Stadium Project using the evaluation criteria and that the Deputy City Manager of Corporate Services be authorized to award an opportunity to participate in the Request for Proposals (RFP) process for the RRI Stadium Project to the three (3) successful proponents identified by the RFQ."

This report addresses the award of the RFQ to the three successful proponents.

DISCUSSION

The purpose of this report is to provide City Council the names of the three successful proponents of the RFQ that will be invited to participate in the RFP for the RRI Stadium Project.

The RFQ evaluation criteria consisted of the following main categories:

Proponent Team

- 1) Team members
- 2) Team organization and responsibilities
- 3) Management approach
- 4) Comparable project experience

#### Design Capability and Experience

- 1) Design team
- 2) Comparable design experience
- 3) Design approach

#### Construction Capability and Experience

- 1) Construction team – general contractor
- 2) Comparable construction experience
- 3) Construction capacity – general contractor
- 4) Construction approach

#### Financial and Financing Information

- 1) Financial statements
- 2) Plan to demonstrate ability to finance
- 3) Firm and individual experience in raising financing

The RFQ Evaluation Team evaluated the RFQ submissions received from the proponents according to the Evaluation Criteria identified in the RFQ and the Evaluation Framework developed prior to receipt of the submissions and reached a consensus on all of the criteria, and as a result recommend to shortlist the following three proponents (listed in alphabetical order), to participate in the Request for Proposal (RFP) stage of the Stadium Project.

1. Bouygues Construction Graham Community Partners
2. Clark Builders – Turner Construction
3. PCL Construction Management

Each of the partners identified on the shortlisted teams are as follows:

#### Bouygues Construction Graham Community Partners

Bouygues Building Canada - Construction  
Graham Design Builders - Construction  
Stantec – Prime Consultant / Executive Architect  
NBBJ – Design Architect / Interiors  
Buro Happold – Design Engineer  
Gracorp Capital Advisors – Finance Team Lead

#### Clark Builders – Turner Construction

Clark Builders – Construction  
Turner Construction – Construction  
360 Architecture Canada Inc. - Design Lead  
Arndt Tkalcic Bengert (“AATB”) – Architect of Record  
Hochtief – Finance Team Lead

#### PCL Construction Management

PCL Construction Management – Construction  
HKS – Lead Design and Sports Architect  
B&H Architects – Architect of Record  
TD Securities – Finance Team Lead



The proponent submissions were reviewed to determine whether they were compliant with the submission requirements. The RRI-Stadium Evaluation Team evaluated and ranked the compliant submissions in accordance with the Evaluation Criteria. While the procurement process is continuing, no further details will be provided on the details of the submissions, or the submissions that were not shortlisted. Each of the three proponents shortlisted is expected to participate in the RFP process, and continue to build on their materials submitted in the RFQ process.

The RFP process will result in choosing one of these proponents to proceed with final design and construction. The RFP process is expected to begin in July, following City Council's approval of the RFP documents and evaluation criteria. The final RFP award will not be completed until early in 2014, which remains consistent with the schedule for an early 2017 opening of the facility.

P1 Consulting, the City's contracted Fairness Advisor, monitored and ensured fairness was conducted throughout the RRI Stadium Project procurement process. The results of their review are attached in Appendix A.

## RECOMMENDATION IMPLICATIONS

### Financial Implications

None related to this report.

### Environmental Implications

None related to this report.

### Strategic Implications

The successful RFQ proponents will be eligible to participate in the RFP where each proponent will be invited to submit proposals to design, build and finance the construction of the Stadium Project.

P1 Consulting has been contracted as the City's Fairness Advisor to monitor and provide fairness throughout the RRI Stadium Project procurement process. The fairness advisor will review confidentiality and conflict of interest for all parties participating either directly or indirectly in the RFP procurement process.

### Other Implications

None related to this report.

### Accessibility Implications

None related to this report.

## COMMUNICATIONS

The City will be available to debrief all the proponents that submitted a proposal to the RFQ. In order to protect the integrity of the procurement process, until the completion of the RFP award in early 2014, only the names of the three shortlisted proponents will be publicly released.

## DELEGATED AUTHORITY

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B Sjoberg".

Brent D. Sjoberg,  
Deputy City Manager & CFO

TF/BDS:a  
Attachment

Respectfully submitted,

A handwritten signature in black ink, appearing to read "G Davies".

Glen B. Davies  
City Manager

April 26, 2013

Mr. Brent D Sjoberg CMA, MBA  
Deputy City Manager & CFO  
City of Regina  
2476 Victoria Avenue  
Regina, SK Canada  
S4P 3C8

**Subject: City of Regina - Regina Revitalization Initiative (RRI) Stadium Project - Request for Qualification (RFQ) # 2076**

Dear Mr. Sjoberg:

P1-Consulting acted as the Fairness Advisor to review and monitor the communications, evaluations and decision-making processes that were associated with the RFQ process for the **Regina Revitalization Initiative (RRI) Stadium Project** in terms of ensuring fairness, equity, objectivity, transparency and adequate documentation of the evaluation process.

The City of Regina (the "City") is seeking to procure a private sector counterpart to design, build and finance a replacement for Mosaic Stadium (the "Project") through a DBF (design, build and finance) Project Agreement. In order to engage a private sector counterpart for the Project, the City will be conducting a two (2) stage process which will consist of (i) a prequalification stage to identify qualified parties who will be invited to submit proposals for the second stage of the process and will be completed using a Request for Qualifications (the "RFQ") and (ii) a competitive Request for Proposals process (the "RFP") to identify the Successful Proponent to deliver the design, build and finance of the Project.

In our role as Fairness Advisor, P1 Consulting made certain that the following steps were taken during the RFQ process for the Project to ensure a fair and open process:

- Compliance with the requisite procurement policies and procedures and the laws of tendering for the acquisition of services relating to public sector procurement;
- Adherence to confidentiality of bids, as applicable, and the evaluation process;
- Objectivity and diligence during the procurement process in order to ensure that it was conducted in an open and transparent manner;
- Proper definition and use of evaluation procedures and assessment tools in order to ensure that the process was unbiased;
- Compliance of project participants with strict requirements of conflict of interest and confidentiality during the procurement and evaluation processes;
- Security of information;
- Prevention of any conflict of interest amongst evaluators on the selection committee;
- Oversight to provide a process where all proponents were treated fairly.

***P1 Consulting Inc.***

The Fairness Advisor actively participated in the following steps in the RFQ process to ensure that fairness was maintained throughout:

- Project kick-off meeting
- Review session of the draft RFQ documents
- Applicant's Meeting with potential proponents
- Review of written communication with potential proponents
- Review of evaluation process and guideline
- Proposal receipt, bid evaluation and selection of the shortlisted proponents

As the Fairness Advisor for the **Regina Revitalization Initiative (RRI) Stadium Project**, we certify that, at the time at which this report was prepared, the principles of fairness, openness, consistency and transparency have, in our opinion, been maintained throughout procurement process. Furthermore, no issues emerged during the process, of which we were aware, that would impair the fairness of this initiative.

Yours truly,



Jillian Newsome  
Fairness Advisor

