



**PUBLIC MINUTES**  
**STANDING POLICY COMMITTEE ON FINANCE**

**Monday, August 14, 2017, 2:00 p.m.**  
**Council Chamber, City Hall**

**PRESENT:** Councillor A. Iwanchuk, Chair  
Councillor R. Donauer, Vice Chair  
His Worship Mayor C. Clark (Ex-Officio)  
Councillor C. Block  
Councillor B. Dubois  
Councillor M. Loewen

**ALSO PRESENT:** CFO/General Manager, Asset & Financial Management K. Tarasoff  
Solicitor B. Bleakney  
Deputy City Clerk D. Kanak  
Committee Assistant H. Thompson

**1. CALL TO ORDER**

The meeting was called to order at 2:00 p.m.

**2. CONFIRMATION OF AGENDA**

**Moved By:** Councillor Donauer

That the agenda be confirmed as presented and that the speakers be heard.

*(Councillor Dubois was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**3. DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

#### 4. **ADOPTION OF MINUTES**

**Moved By:** Councillor Block

That the minutes of Regular Meeting of the Standing Policy Committee on Finance held on May 29, 2017 be adopted.

*(Councillor Dubois was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Loewen

**CARRIED UNANIMOUSLY**

#### 5. **UNFINISHED BUSINESS**

#### 6. **COMMUNICATIONS (requiring the direction of the Committee)**

##### 6.1 **Delegated Authority Matters**

##### 6.1.1 **Statement of Work - Internal Auditor - Human Resources (HR) Health Check Engagement - HR Function Process Assessment & Talent Management Process Assessment [File No. CK. 1600-13, x 4500-1]**

A report from PricewaterhouseCoopers LLP, Internal Auditors, was provided.

Representatives from Internal Auditors, PricewaterhouseCoopers LLP., Mr. Jesse Radu and Mr. Jed Teigen, presented the report.

**Moved By:** Councillor Donauer

That the Statement of Work - Internal Auditor - Human Resources (HR) Health Check Engagement - HR Function Process Assessment & Talent Management Process Assessment, provided by PricewaterhouseCoopers LLP, be approved.

*(Councillor Dubois was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**6.1.2 Statement of Work - Internal Auditor - Business Continuity Project [File No. CK. 1600-1]**

A report from PricewaterhouseCoopers LLP, Internal Auditors, was provided.

Representatives from Internal Auditors, PricewaterhouseCoopers LLP., Mr. Jesse Radu and Ms. Jennifer Norris, presented the report.

Mayor Clark and Councillor Dubois entered the meeting at 2:05 p.m.

**Moved By:** Councillor Donauer

That the Statement of Work - Internal Auditor - Business Continuity Project, provided by PricewaterhouseCoopers LLP, be approved.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**6.1.3 Statement of Work - Internal Auditor - Co2 Reduction Initiative Project [File No. CK. 1600-1 x 375-4]**

A report from PricewaterhouseCoopers LLP, Internal Auditors, was provided.

Representatives from Internal Auditors, PricewaterhouseCoopers LLP, Mr. Jesse Radu and Ms. Christine Schuh, presented the report and answered questions regarding the scope of the project, initiatives the City has already undertaken and the areas the project will focus on.

**Moved By:** Councillor Loewen

That the Statement of Work - Internal Auditor - Co2 Reduction Initiatives Project, provided by PricewaterhouseCoopers LLP, be approved and that Standing Policy Committee on Finance allocate funds for this internal audit project as follows:

1. \$69K/400hrs (275 hours originally allocated to C02 Reduction Initiatives + 125 hours credited from 2016 carryover hours) allocated as part of the approved 2017 Internal Audit Plan; and
2. \$17K/100hrs as an additional internal audit project from the 2017 internal audit services approved budget in accordance with City Council Policy C02-032 (Internal Audit Charter).

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

## **6.2 Matters Requiring Direction**

### **6.2.1 Annual Disclosure Report - Saskatoon Centennial Auditorium and Convention Center [File No. CK. 175-28]**

**Moved By:** Councillor Dubois

That the information be received and forwarded to City Council for information.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

### **6.2.2 Meewasin Valley Authority Financial Statements - March 31, 2017 [File No. CK. 1870-10]**

Councillor Loewen excused herself from the meeting at 2:27 p.m.

**Moved By:** Councillor Dubois

That the information be received and forwarded to City Council for information.

In Favour: (5): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**

## **6.3 Requests to Speak (new matters)**

## **7. REPORTS FROM ADMINISTRATION**

## **7.1 Delegated Authority Matters**

### **7.1.1 Saskatoon Land - Internal Audit Report [File No. CK. 1600-24, AF. 1600-1 and LA. 1600-8]**

At the May 29, 2017 meeting of the Committee, consideration of the above matter was deferred, with a referral to Administration and Internal Auditor for stakeholder consultation and report back to the Committee at the August 14, 2017 meeting.

The following reports were provided:

- Report dated August 14, 2017 from the CFO/General Manager. Asset and Financial Management, regarding stakeholder consultation;
- Internal Audit Report and Risk Assessment Reports from Internal Auditors, PricewaterhouseCoopers LLP, dated May 23, 2017; and
- Report dated May 29, 2017 from the CFO/General Manager. Asset and Financial Management providing the Administrative Response to PricewaterhouseCoopers LLP Saskatoon Land Internal Audit Report.

Pursuant to an earlier resolution, letters requesting to speak from Keith Moen, North Saskatoon Business Association and Mr. Jason Yochim, Saskatoon Region Association of Realtors and letters submitting comments from Chris Guerette, and Darla Lindbjerg were provided.

Mr. Jesse Radu, Internal Auditors, PricewaterhouseCoopers LLP presented the report and answered questions of the Committee regarding a Municipal Land Development Corporation, and the recommendations provided.

Director of Saskatoon Land Long addressed questions of the Committee regarding the recommendations provided by the Internal Auditor.

Mr. Keith Moen, North Saskatoon Business Association advised that their membership is in support of the audit and recommends that quarterly reporting be provided.

Mr. Jason Yochim, Saskatoon Region Association of Realtors addressed the Committee regarding transparency and follow up to the Internal Auditor's recommendations.

Mayor Clark excused himself from the meeting at 3:00 p.m. and returned at 3:05 p.m.

Councillor Loewen excused herself from the meeting at 3:22 p.m. and returned at 3:25 p.m.

**Moved By:** Councillor Donauer

That the report dated August 14, 2017 of the CFO/General Manager, Asset and Financial Management regarding stakeholder consultation, be received as information.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**Moved By:** Councillor Donauer

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Administration further explore what opportunities and options could exist for the City of Saskatoon to create a Municipal Land Development Corporation including the possibility of including infill development;
2. That a report be provided to the Standing Policy Committee on Finance no later than December 31, 2017 on any appropriate recommendations for a potential new governance model for land development by the City of Saskatoon;
3. That the Administration implement the auditor's recommendations and bring an update in one year with a progress report; and

4. That the Administration adhere to approved policy in the administration of Saskatoon Land, and bring forth recommendations for policy changes when necessary.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**Moved By:** Mayor C. Clark

That the Standing Policy Committee on Finance recommend to City Council that the Administration develop a communications strategy to make the findings of the audit available to stakeholders in online format and as a presentation to stakeholders upon request to be in as plain language as possible.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**7.1.2 Internal Audit Budget Information Update – July 2017 [File No. CK. 1600-3 and AF. 1600-1]**

**Moved By:** Councillor Dubois

That the information be received.

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**7.1.3 Award of Request for Proposals – Report Guidelines [File No. CK. 1000-1 and AF. 1000-1]**

Mayor Clark excused himself from the meeting at 3:50 p.m.

**Moved By:** Councillor Dubois

That the information be received and forwarded to City Council as information.

In Favour: (5): Councillor Iwanchuk, Councillor Donauer, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**7.1.4 Request to Sell City-Owned Property – Evergreen Village Square [File No. CK. 4215-1, x 4110-41, AF. 4110-1 and LA. 4110-1**

Director of Saskatoon Land Long addressed questions of the Committee.

**Moved By:** Councillor Dubois

1. That the Director of Saskatoon Land be authorized to sell Block Y, Plan No. 102064294 located adjacent to the Evergreen Village Square, in the Evergreen neighbourhood, through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in the August 14, 2017 report of the CFO/General Manager, Asset and Financial Management;
2. That if no offers are received for Block Y, Plan No. 102064294 over a 45-day offer acceptance period, the parcel remain for sale over-the-counter until an acceptable market price offer is received; and
3. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

*(Councillor Loewen was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**



**7.1.5 2017 Mid-Year Results – City of Saskatoon’s Corporate Business Plan and Budget – Shaping Our Financial Future [File No. CK. AF. 115-3 x 430-1]**

Director of Community Standards addressed questions of the Committee about the projected deficit regarding parking.

Acting General Manager, Corporate Performance Jorgenson addressed questions regarding disposal fees and revenues at the landfill.

Director of Finance Hack addressed questions regarding the impact of service level changes.

**Moved By:** Councillor Block

That the information be received.

*(Councillor Loewen was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**

The meeting recessed at 4:14 p.m. and resumed at 4:25 p.m.

**Moved By:** Councillor Donauer

That the agenda be amended and that Item 7.2.5 be considered at this time.

In Favour: (5): Councillor Iwanchuk, Councillor Donauer, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

## **7.2 Matters Requiring Direction**

### **7.2.5 Incentive Application – Brandt Properties Ltd. [File No. CK. 3500-13 and AF3500-1]**

Pursuant to an earlier resolution, letters requesting to speak from Mr. Shaun Semple and Mr. Alex Fallon were provided.

Mr, Alex Fallon, President & CEO, Saskatoon Regional Economic Development Authority (SREDA) addressed the Committee outlining the proposal put forward.

Mr. Shaun Semple, President, Brandt Group of Properties, addressed the Committee regarding the proposal put forward and the investment Brandt has in Saskatoon.

Councillor Loewen excused herself from the meeting at 4:37 p.m.

**Moved By:** Councillor Dubois

That the Standing Policy Committee on Finance recommend to City Council:

1. That the application from Brandt Properties Ltd. for a five-year tax abatement of 100% of taxes at 819, 827 and 859 59<sup>th</sup> Street East and 826 and 858 58<sup>th</sup> Street East, as a result of its purchase in 2017, be approved; and
2. That the City Solicitor be instructed to prepare the appropriate agreements.

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**

### **7.2.1 Lease Renewal of City-Owned Land – Potash Corporation of Saskatchewan Inc. [File No. CK. 4225-1, AF. 4225-1 and LA. 4225-64-1]**

CFO/General Manager, Asset and Financial Management Department Tarasoff advised the Committee of the public notice requirements.

**Moved By:** Councillor Dubois

That the Standing Policy Committee on Finance recommend to City Council that the Administration be authorized to proceed with a Lease Renewal Agreement with Potash Corporation of Saskatchewan Inc. for a small portion of Public Reserve land along the South Saskatchewan River near the weir for the continued use as a raw water intake and pumping station in accordance with terms set out in in the August 14, 2017 report of the CFO/General Manager, Asset and Financial Management Department subject to public hearing notice.

*(Councillor Loewen was not present.)*

In Favour: (6): Councillor Iwanchuk, Councillor Donauer, Mayor C. Clark, Councillor Block, Councillor Dubois, and Councillor Loewen

**CARRIED UNANIMOUSLY**

**7.2.2 Request to Tender and Award Billboard Locations for Licence along Circle Drive South and Inquiry – Councillor P. Lorje (May 5, 2014) – Billboards along Circle Drive and Other High-Speed Roadways [File No. CK 4225-1 and AF. 4225-1]**

**Moved By:** Councillor Iwanchuk

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Administration be authorized to tender four billboard locations for licence along Circle Drive in the Southwest Industrial area, as outlined in the August 14, 2017 report of the CFO/General Manager, Asset and Financial Management Department; and
2. That upon closing of the tender, the City Solicitor be requested to prepare the appropriate licence agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

*(Councillor Loewen was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**

**7.2.3 Funding to Third Party Organizations [File No. CK. 1870-1, x 1700-0 and AF. 1870-1]**

**Moved By:** Councillor Block

That the Standing Policy Committee on Finance recommend to City Council that Council Policy No. C03-001, The Budget Process, be amended to add a section that limits funding to third party organizations outside of annual budget approval process only if a funding source is identified at the time of approval.

*(Councillor Loewen was not present.)*

In Favour: (2): Councillor Iwanchuk, and Councillor Block

Against: (2): Councillor Donauer, and Councillor Dubois

**DEFEATED**

**Moved By:** Councillor Donauer

That the information be received.

*(Councillor Loewen was not present.)*

In Favour: (2): Councillor Donauer, and Councillor Dubois

Against: (2): Councillor Iwanchuk, and Councillor Block

**DEFEATED**

**7.2.4 Building Better Fleet: An Asset Management Plan for Fleet Services [File No. CK. 1390-1, x 1295-1, x 1815-1, AF1295-002 x 1390-1]**

**Moved By:** Councillor Block

That the Standing Policy Committee on Finance recommend to City Council:

1. That the Asset Management Plan for Fleet Services be received as information;

2. That the Civic Vehicles and Equipment Asset Disposition/Acquisition Reserve be eliminated;
3. That the Civic Vehicles and Equipment Stabilization Reserve be amended as outlined in the August 14, 2017 report of the CFO/General Manager, Asset and Financial Management; and
4. That the City Solicitor be requested to amend The Capital Reserve Bylaw No. 6774.

*(Councillor Loewen was not present.)*

In Favour: (4): Councillor Iwanchuk, Councillor Donauer, Councillor Block, and Councillor Dubois

**CARRIED UNANIMOUSLY**

**8. URGENT BUSINESS**

**9. MOTIONS (notice previously given)**

**10. GIVING NOTICE**

**11. IN CAMERA AGENDA ITEMS**

**Moved By:** Councillor Dubois

That items 11.1, 11.2, and 11.3 be considered *In Camera*.

**CARRIED UNANIMOUSLY**

**11.1 Audit Matter [File No. CK. 1610-1 and AF. 1610-1]**

**11.2 Audit Matter [File No. CK. 1600-37]**

**11.3 Audit Matter**

**12. RISE AND REPORT**

The Standing Policy Committee on Finance convened In Camera at 5:05 p.m. in Committee Room A, City Hall with all members of the Committee present.

The following members of the Administration were also present: City Manager Totland, Solicitor Bleakney, Deputy City Clerk Kanak, CFO/General Manager, Asset and Financial Management Tarasoff, and Director of Corporate Risk Garman.

Also present were the following:

- Regarding Agenda Item 11.1 – Director of Finance Hack.
- Regarding Agenda Item 11.2 – Jesse Radu, PricewaterhouseCoopers LLP, Internal Auditor; and
- Regarding Agenda Item 11.3 - Jesse Radu, PricewaterhouseCoopers LLP, Internal Auditor.

All Administration, with the exception of the Deputy City Clerk and Solicitor, were excused at 5:40 p.m. for consideration of agenda item 11.3 with the Internal Auditor.

The In Camera meeting adjourned at 5:45 p.m.

The Committee reconvened publicly in the Council Chamber at 5:55 p.m. with Councillor Iwanchuk, Chair; Councillor Donauer, Vice Chair; and Councillors Dubois and Block in attendance. The Committee resolved as follows:

**Agenda Item 11.1 - Audit Matter – (File No. CK. 1610-1)**

**Moved By:** Councillor Donauer

That the information be received and that the report dated August 14, 2017 from the CFO/General Manager, Asset and Financial Management and the discussion remain in Camera under Sections 16 and 17 of LAFOIPP.

In Favour: Councillors Iwanchuk, Donauer, Block, and Dubois

**CARRIED UNANIMOUSLY**

**Agenda Item 11.2 - Audit Matter – File No. CK. 1600-34**

**Moved By:** Councillor Donauer

That the information be received and that the discussion and report remain In Camera under Sections 18 and 19 of LAFOIPP.

In Favour: Councillors Iwanchuk, Donauer, Block, and Dubois

**CARRIED UNANIMOUSLY**

**Agenda Item 11.3 – Audit Matter – In Camera meeting with Internal Auditor (File No. CK. 1600-1) with Deputy City Clerk, Solicitor Bleakney, Jesse Radu, Internal Auditor, PricewaterhouseCoopers LLP, and Committee Members only in attendance**

**Moved By:** Councillor Donauer

That the information be received and that the discussion remain In Camera under Sections 18 and 19 of LAFOIPP.

In Favour: Councillors Iwanchuk, Donauer, Block, and Dubois

**CARRIED UNANIMOUSLY**

**Agenda Item 11.4 - Verbal Updates**

There were no verbal updates from the Committee or the Administration.

**13. ADJOURNMENT**

The meeting adjourned at 5:58 p.m.

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Councillor A. Iwanchuk, Chair

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D. Kanak, Deputy City Clerk