



**PUBLIC AGENDA
GOVERNANCE AND PRIORITIES
COMMITTEE**

Wednesday, August 14, 2024, 9:30 a.m.

Council Chamber, City Hall

Committee Members:

Deputy Mayor D. Hill, Chair

His Worship Mayor C. Clark

Councillor C. Block

Councillor T. Davies

Councillor R. Donauer

Councillor B. Dubois

Councillor S. Gersher

Councillor H. Gough

Councillor Z. Jeffries

Councillor D. Kirton

Councillor M. Loewen

Submissions providing comments and/or requesting to speak will be accepted for public meetings using the online form at [Saskatoon.ca/write-letter-council committees](https://saskatoon.ca/write-letter-council-committees). If your submission includes a request to speak, you will be contacted by a representative from the City Clerk's Office with further information. Submissions will be accepted no later than 5:00 p.m. on the Monday the week of the meeting.

Pages

1. CALL TO ORDER

The Chair will call the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis People and confirm roll call.

2. CONFIRMATION OF AGENDA

Recommendation

1. That Item 6.2.1 be considered immediately following Unfinished Business; and
2. That the agenda be confirmed as amended.

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

6 - 14

Recommendation

That the minutes of meeting of the Governance and Priorities Committee dated July 17, 2024, be adopted.

5. UNFINISHED BUSINESS

6. ADMINISTRATIVE AND LEGISLATIVE REPORTS

6.1 Decision Reports

6.2 Approval Reports

6.2.1 Downtown Event and Entertainment District – Private Partner Agreement Framework [DEED2023-01]

15 - 21

A report of the Transportation and Construction Division is provided.

Representatives of OVG 360 will be in attendance to provide a presentation as part of the Administration report on this item.

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the private partner Agreement Framework be approved;
2. That the Administration negotiate the Master Agreement based on the terms and requirements detailed in the Agreement Framework; and
3. That the City Solicitor prepare the appropriate agreements and the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

**6.2.2 Security Renovations to Mayor’s Office Support Area
[GPC2024-0804]**

22 - 24

A report of the Utilities and Environment Division is provided.

Recommendation

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed scope of work for renovations to the Mayor’s Office Support Area as outlined in this report be approved;
2. That a one-time expenditure of \$15,000 from unspent funding within the Mayor’s Office operating budget be made to the Civic Building Comprehensive Maintenance Reserve;
3. That existing funding of \$40,000 within Capital Project P.10101, Facilities Corporate Accommodations, be used for this project; and
4. That Capital Project P.10101, Facilities Corporate Accommodations be increased by \$35,000 to be funded from the Civic Building Comprehensive Maintenance Reserve (CBCM) for use on this project.

6.2.3 Protocol Policy [GPC2023-0501 and GPC2024-0305]

25 - 77

A report of the City Solicitor's Office is provided.

Recommendation

That the Governance and Priorities Committee recommend to City Council that the City Clerk’s Office be instructed to amend Council Policy C01-028, *Protocol Policy* as outlined in the August 14, 2024 report of the City Solicitor's Office.

6.3 Information Reports

7. MOTIONS (notice previously given)

8. URGENT BUSINESS

9. GIVING NOTICE

10. VERBAL UPDATES

10.1 Council Members - His Worship the Mayor, FCM/SUMA, Boards, Committees and Commissions

10.2 Administration

11. REQUESTS TO SPEAK (new matters)

12. COMMUNICATIONS (requiring the direction of the Committee)

12.1 National Police Federation - Call to Action Concerning Saskatchewan Marshals Service [GPC2024-0802] 78 - 80

A letter from Breanna Cera Emard, Government Relations Coordinator, National Police Federation, dated July 2, 2024 is provided.

Recommendation

That the information be received.

12.2 Ashu M. G. Solo - Library, arena, auditorium, potholes, snow removal, deicing, and campaign finance reform [GPC2024-0803] 81 - 82

A letter from Ashu M. G. Solo, dated July 18, 2024, is provided.

Recommendation

That the information be received.

13. IN CAMERA SESSION

Recommendation

That the Committee move *In Camera* to consider the following items.

13.1 Economic/Financial and Other Interests

[In Camera - Economic/Financial and Other Interests - Section 17 of LAFOIP]

13.2 Verbal Updates

13.2.1 Council Members - His Worship the Mayor; FCM/SUMA; Boards, Committees & Commissions; Personnel Subcommittee (if required)

13.2.2 Administration

13.3 City Manager Updates

[In Camera - Sections 13, 14, 15(1), 16(1), 17, 18(1), 19 and 20 LAFOIP]

13.4 Appointments - Boards, Commissions and Committees [CK 225-4-3]

In Camera - Consultations/Deliberations; Personal Information - Sections 16(1)(c) and (d) and 28 of LAFOIP]

13.4.1 Appointments - Diversity, Equity and Inclusion Advisory Committee

13.4.2 Appointments - The Meewasin Valley Authority Appeal Board

14. RISE AND REPORT

15. ADJOURNMENT



PUBLIC MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE

Wednesday, July 17, 2024, 9:30 a.m.
Council Chamber, City Hall

PRESENT: Deputy Mayor Z. Jeffries, Chair
His Worship Mayor C. Clark
Councillor C. Block
Councillor T. Davies
Councillor R. Donauer, virtual
Councillor B. Dubois
Councillor S. Gersher
Councillor H. Gough
Councillor D. Hill
Councillor D. Kirton
Councillor M. Loewen

ALSO PRESENT: City Manager J. Jorgenson
City Solicitor C. Yelland
City Clerk A. Tittlemore
Deputy City Clerk S. Bryant

1. CALL TO ORDER

The Chair called the meeting to order on Treaty 6 Territory and the Traditional Homeland of the Métis People and confirmed roll call.

2. CONFIRMATION OF AGENDA

Moved By: Councillor Dubois

1. That the following letters submitting comments be added to Item 6.2.1:
 - Kevin Thompson, dated July 15, 2024;
 - Sherry Tarasoff, dated July 15, 2024;
2. That the letter submitting comments from Sherry Tarasoff, dated July 15, 2024 be added to Item 6.3.1;

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3. That the items with speakers be considered immediately following consideration of Adoption of Minutes:

- o 6.2.2
 - Trevor Bothorel; and

4. That the agenda be confirmed as amended.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, 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 Kirton

That the minutes of meeting of the Governance and Priorities Committee dated June 12, 2024 be adopted.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

CARRIED UNANIMOUSLY

Item 6.2.2 was considered next.

5. UNFINISHED BUSINESS

6. ADMINISTRATIVE AND LEGISLATIVE REPORTS

6.1 Decision Reports

6.2 Approval Reports

6.2.1 Bus Rapid Transit Branding, Wayfinding and Marketing Development [GPC2023-0309]

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A report of the Strategy and Transformation Division was provided along with the following letters:

- Kevin Thompson, dated July 15, 2024; and
- Sherry Tarasoff, dated July 15, 2024.

Director of Communications and Public Engagement Blumers presented the report with a PowerPoint and responded to questions of Committee.

Moved By: Councillor Block

That the Governance and Priorities Committee recommend to City Council approval of the Bus Rapid Transit brand name, **Link**, and its visual identity.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

CARRIED UNANIMOUSLY

Item 6.3.1 was considered next.

6.2.2 Operation of Remotely Piloted Aircrafts in Saskatoon – Changes to Process for Permission - Commercial Operators [GPC2024-0701]

A report of the Community Services Division was provided along with the following letters:

Request to Speak

- Trevor Bothorel, CBC/Radio-Canada, dated July 7, 2024

Available to Answer Questions

- Paul Dornstauder, Canadian Broadcasting Corporation, dated July 8, 2024
- Dustin Milligan, CBC/Radio-Canada, July 8, 2024

General Manager, Community Services Lacroix presented the report.

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Trevor Bothorel, CBC/Radio, addressed the Committee and responded to questions along with Dustin Milligan.

Discussion followed and Administration responded to questions of Committee.

Moved By: Councillor Kirton

That Governance and Priorities Committee recommend to City Council that the request by Administration to modify the process for permission, for Commercial Operators only, to operate remotely piloted aircraft in Saskatoon, as outlined in the July 17, 2024 report of the Community Services Division, be approved.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

CARRIED UNANIMOUSLY

Item 6.2.1 was considered next.

6.3 Information Reports

Moved By: Councillor Dubois

That the reports submitted as Items 6.3.1 and 6.3.2 be received as information.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

CARRIED UNANIMOUSLY

6.3.1 Bus Rapid Transit – Project Update July 2024 [GPC2023-0309]

A report of the Transportation and Construction Division was provided along with a letter from Sherry Tarasoff, dated July 15, 2024.

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General Manager, Transportation and Construction Schmidt presented the report with a PowerPoint and along with Special Projects Manager Dudiak responded to questions of Committee.

6.3.2 Council Communications and Constituency Relations Allowance – Update (January 1 – June 30, 2024)

A report of the City Clerk's Office was provided.

City Clerk Titemore presented the report and responded to a question of Committee.

7. MOTIONS (notice previously given)

8. URGENT BUSINESS

9. GIVING NOTICE

10. VERBAL UPDATES

10.1 Council Members - His Worship the Mayor, FCM/SUMA, Boards, Committees and Commissions

10.2 Administration

11. REQUESTS TO SPEAK (new matters)

12. COMMUNICATIONS (requiring the direction of the Committee)

13. IN CAMERA SESSION

Moved By: Councillor Dubois

That the Committee move *In Camera* to consider the following items.

In Favour (11): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Davies, Councillor Donauer, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

CARRIED UNANIMOUSLY

The public portion of the meeting was recessed at 11:16 a.m.

13.1 Verbal Updates

13.1.1 Council Members - His Worship the Mayor; FCM/SUMA; Boards, Committees & Commissions; Personnel Subcommittee (if required)

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13.1.2 Administration

13.1.2.1 City Manager Updates

[In Camera - Sections 13, 14, 15(1), 16(1), 17, 18(1), 19 and 20 LAFOIP]

13.2 Appointments - Boards, Commissions and Committees [CK 225-4-3]

In Camera - Consultations/Deliberations; Personal Information - Sections 16(1)(b) and (d) and 28 of LAFOIP]

13.2.1 Resignation - Diversity, Equity and Inclusion Advisory Committee

13.2.2 Resignation - Saskatoon Environmental Advisory Committee

13.2.3 Appointments - Municipal Planning Commission

13.2.4 Appointments - Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place)

14. RISE AND REPORT

The Committee convened *In Camera* at 11:32 a.m. with the following in attendance as noted:

- All Committee members (Councillors Donauer and Gersher virtual)
- City Manager Jorgenson
- City Solicitor Yelland
- City Clerk Titemore
- Deputy City Clerk Bryant
- Chief Financial Officer Hack
- General Manager, Community Services Lacroix
- General Manager, Environment & Utilities Gardiner
- Chief Strategy and Transformation Officer Anger
- General Manager, Transportation & Construction Schmidt
- Chief Public Policy and Government Relations Jordan (virtual), for portion of item 13.1.2.1
- Fire Chief Wegren, for portion of 13.1.2.1
- Chief of Staff Beveridge (virtual)
- Director of Planning and Development Anderson, for portion of item 13.1.2.1

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Councillor Donauer excused himself from the meeting at 12:27 p.m. during consideration of item 13.1.2.1.

The Committee moved to rise and report. The *In Camera* portion of the meeting recessed at 12:55 p.m. Councillor Davies excused himself from the meeting at 12:55 p.m.

Committee reconvened publicly, and reported as follows:

13.1 Verbal Updates

13.1.1 Council Members - His Worship the Mayor; FCM/SUMA; Boards, Committees & Commissions; Personnel Subcommittee

Moved By: Councillor Kirton

That the information and the discussion remain *In Camera* under Sections 13, 14, 15(1), 16(1), 17, 18(1), 19, 20 and 21 of *LAFOIP*.

In Favour (9): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

Absent (2): Councillor Davies, and Councillor Donauer

CARRIED UNANIMOUSLY

13.1.2 Administration

13.1.2.1 City Manager Updates

[In Camera - Sections 13, 14, 15(1), 16(1), 17, 18(1), 19 and 20 LAFOIP]

Moved By: Councillor Kirton

That the information and the discussion remain *In Camera* under Sections 13, 14, 15(1), 16(1), 17, 18(1), 19 and 20 *LAFOIP*.

In Favour (8): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Kirton, and Councillor Loewen

Against (1): Councillor Hill

Absent (2): Councillor Davies, and Councillor Donauer

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CARRIED

13.2 Appointments - Boards, Commissions and Committees [CK 225-4-3]

In Camera - Consultations/Deliberations; Personal Information - Sections 16(1)(b) and (d) and 28 of LAFOIP]

13.2.1 Resignation - Diversity, Equity and Inclusion Advisory Committee

13.2.2 Resignation/Appointment - Saskatoon Environmental Advisory Committee

13.2.3 Appointments - Municipal Planning Commission

13.2.4 Appointments - Centennial Auditorium and Convention Centre Corporation Board of Directors and Centennial Auditorium Foundation Board of Directors (TCU Place)

Moved By: Councillor Kirton

1. That the recommended appointments to Boards, Commissions and Committees and any further direction, as noted by the City Clerk, be reported to the July 31, 2024 Regular Business meeting; and
2. That the information and discussion remain *In Camera* under Sections 16(1)(c) and (d) and 28 of *LAFOIP*.

In Favour (9): Councillor Jeffries, Mayor Clark, Councillor Block, Councillor Dubois, Councillor Gersher, Councillor Gough, Councillor Hill, Councillor Kirton, and Councillor Loewen

Absent (2): Councillor Davies, and Councillor Donauer

CARRIED UNANIMOUSLY

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15. ADJOURNMENT

The meeting adjourned at 1:04 p.m.

Deputy Mayor Z. Jeffries

City Clerk A. Tittlemore

Downtown Event and Entertainment District – Private Partner Agreement Framework

ISSUE

The Request for Proposals (RFP) process to identify a potential private partner to provide operations management and contribute funding to the development of the new event centre/arena and renovated and expanded convention centre and renovated theatre has been completed. Through negotiations, the Administration has reached an Agreement Framework with the preferred proponent. This Agreement Framework defines the various terms of agreement between both parties from which a detailed Master Agreement will be subsequently negotiated. This report seeks City Council's approval of the Agreement Framework, after which the Administration would complete negotiation of a Master Agreement with the proponent.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That the private partner Agreement Framework be approved;
2. That the Administration negotiate the Master Agreement based on the terms and requirements detailed in the Agreement Framework; and
3. That the City Solicitor prepare the appropriate agreements and the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

BACKGROUND

At its January 25, 2023 Regular Business Meeting, City Council received a report entitled "[Downtown District Event Centre and Convention Centre - Potential Private Partner](#)" and approved that the new event centre/arena and convention centre would be operated under third-party private management, subject to a competitive procurement process, resulting in a partnership arrangement of suitable benefit to the City of Saskatoon (City).

At its January 31, 2024 Regular Business Meeting, City Council received a report entitled "[Downtown Event and Entertainment District – Private Partner Procurement Approach](#)" that described the procurement process and RFP evaluation criteria. City Council approved the procurement approach with the addition that the RFP include submission requirements relating to creating and sustaining good jobs, as well as an outline of any previous experience developing, implementing, and evaluating community benefit outcomes in other projects.

A Request for Qualifications (RFQ) was deployed to pre-qualify proponents based on their expertise, experience, capabilities, and other relevant qualifications for operations management of one, or both, of the future venues. The RFQ closed on January 23, 2024 and both proponents that submitted qualifications were pre-qualified for the RFP phase.

The RFP was issued on February 15, 2024 and closed on April 25, 2024 with both pre-qualified proponents providing proposal submissions. Following meetings for the evaluation of the proposals, which were attended by a Fairness Monitor (P1 Consulting), the submission from OVG360 (OVG) was deemed the highest scoring submission and negotiations commenced on May 15, 2024.

Negotiations to date have focused on the development of an Agreement Framework, which outlines the key points of agreement between both parties that will then be used as the foundation for the development of the Master Agreement. The City's negotiation team is supported by a Deal Structure and Negotiations Advisor (Hunden Strategic Partners) and by a Legal Advisor (MLT Aikins LLP).

DISCUSSION/ANALYSIS

A summary of the key principals for the Agreement Framework for Private Partner Master Agreement is provided in Appendix 1. The Administration is pleased to report that all requirements outlined in the City's RFP have been met, or exceeded, by OVG's proposal and achievement of a contract is attainable.

FINANCIAL IMPLICATIONS

Between the initial upfront capital contribution and annual revenue projections over the 25-year term of the operating agreement, the total net cash flow to the City over this period that can be used towards the capital cost of the project is projected to be \$170 million. The proposal will result in \$20 million in up-front capital contribution and an additional \$150 million in forecasted operating revenue sharing over the 25-year agreement period. OVG's financial proposal represents the company's largest Canadian venue management capital investment.

OTHER IMPLICATIONS

There are no communications, Triple Bottom Line, policy, privacy, or CPTED implications or considerations emerging from this report. These will be considered in future reports as required.

NEXT STEPS

Subject to City Council's approval, the Administration would continue negotiations with OVG to develop a Master Agreement in alignment with the terms agreed to within the Agreement Framework. In the event that these negotiations result in a need to consider terms outside of those previously agreed to within the Agreement Framework, the Administration would report back to City Council with a recommendation.

APPENDICES

1. Framework for Private Partner Master Agreement

Report Approval

Written by: Dan Willems, Director of Technical Services

Reviewed by: Terry Schmidt, General Manager, Transportation and Construction

Approved by: Jeff Jorgenson, City Manager

Admin Report - Downtown Event and Entertainment District – Private Partner Agreement Framework.docx

Framework for Private Partner Master Agreement

The City and OVG are proposing to enter into a private partner master agreement to operate and maintain the new event centre/arena, renovated and expanded convention centre and renovated theatre to maximize profitability and revenue generation of these venues for the City.

With the exception of pre-opening services, the following terms would apply upon OVG commencing operations management. Operations management of the convention centre and theatre would commence 24 months in advance of the opening date of the new event centre/arena. Operations management of the new event centre/arena would commence upon the completion of construction.

Management Services:

- 1) OVG would be responsible for management services for the venues, which includes those services necessary to book events; sell sponsorships and other naming rights opportunities; negotiate tenant agreements on behalf of the City; and manage, operate, and market the venues in a reputable manner that is consistent with the standard of quality and performance of management of comparable venues and in accordance with an approved budget.

Term:

- 2) The term of the agreement would be the pre-opening period plus twenty-five (25) years upon completion of the event new event centre/arena.

Financial:

- 3) A minimum capital contribution of \$20,000,000, in two equal installments, the first of which will be payable one year prior to the opening date for the new event centre/arena and the second of which will be payable six months in advance of the first public event at the new event centre/arena. This contribution is intended to support the development of the new event centre/arena, subject to OVG having the rights to approval of the overall design as it relates to the revenue generating capacity of the venues and recognizing the capital budget established by the City.
- 4) The initial capital contribution amortized in equal monthly amounts over the 25-year term of the agreement. If the agreement is ended early without cause, the remaining balance will be refunded to OVG. If the agreement is ended early with cause, the remaining balance will be refunded to OVG, but the City can deduct any damages caused by the early termination, as determined by a formula in the Master Agreement.
- 5) The City would receive the net operating revenue for the venues following deduction of OVG's fees and commissions, which are outlined in the following bullets.
 - a. OVG would receive a management fee of \$25,000 per month for each venue, subject to inflationary increases, funded by self-generated operating revenues of the venues.

- b. OVG would receive a \$25,000 per year fee for all off-site sales support functions at the venues, funded by self-generated operating revenues. OVG would use a local sales team to focus on local advertisers and sponsors while leveraging its national team to support conversations with larger national and international advertisers and sponsors.
- c. OVG would be the lead entity selling sponsorships and advertising for the venues. Subject to any agreement with sports tenants to the contrary, OVG would receive fifteen percent (15%) sales commission on sales of naming rights, sponsorships, advertising, and premium seating.
- d. OVG would be the exclusive provider of food and beverage at the venues (as applicable), would receive three percent (3%) of gross food and beverage revenue, and would receive five percent (5%) of food and beverage profit at the venues, not including self-catered events.
- e. OVG would receive a percentage of event profit at the event centre/arena in accordance with the following table:

Event Profit	Percent to OVG	Percent to City
\$0.00 to \$2,000,000	10%	90%
\$2,000,000 to \$3,000,000	20%	80%
\$3,000,000 to \$4,000,000	30%	70%
Greater than \$4,000,000	40%	60%

- f. OVG would receive twenty percent (20%) of event profit at the theatre.
- 6) OVG would apply and collect the Ticket Tax on all ticket sales at the Venues on behalf of the City. OVG shall remit the Ticket Tax directly to the City without setoff, deduction or abatement. OVG would not guarantee levels of Ticket Tax revenue.
 - 7) Naming rights agreements for the event centre/arena and convention centre would be governed by the Naming of Civic Property and Development Areas Policy and be subject to City Council approval (not applicable to interior spaces naming rights agreements but would be subject to certain City veto rights). The theatre name (Sid Buckwold Theatre) would not be eligible for sale by OVG.
 - 8) OVG reporting requirements would be comprehensive and in strict compliance with accounting standards further elaborated on in the Master Agreement.
 - 9) OVG would commit to providing the City with fully open book and transparent access to its finances and those of any involved affiliate as they relate to operation of the Venues upon reasonable request by the City.
 - 10) OVG and any involved affiliates would commit to operate the venues with the utmost good faith and with financial stewardship of the City's resources as a core value in its functions as operator of the venues.

Public Plazas:

- 11) OVG would have operations management responsibility for the public plazas adjoining the venues (does not include the Community Park and Linear Park).
- 12) OVG would be responsible for snow and ice management, litter and garbage pickup, graffiti removal, and landscaping maintenance of these areas.

- 13) Naming rights for the public plazas would remain with the City.

Non-Competition

- 14) If following the opening of the event centre/arena OVG is managing any venue within a 300 kilometre radius of Saskatoon that is competing with the event centre/arena to book any concert, event, or entertainment act, OVG shall not involve its regional or corporate office or personnel in trying to attract such act to such competing venue, but rather shall permit its onsite management teams at the event centre/arena and the venue competing for such act to solicit such act on their own.

Pre-Opening Services:

- 15) OVG would receive a consulting fee of \$6,250 per month, subject to inflationary increases, during the pre-opening consulting phase for mutually agreed consulting services. These services and fee would commence upon approval of the master agreement and terminate upon OVG undertaking operations management of the new event centre/arena.

Community Benefits:

- 16) OVG would actively support the City and local community and hospitality stakeholders in the solicitation of high-profile events for the venues.
- 17) One designated day per year will be allocated as a City Event Day, where the venue will be made available free of charge to the City for an approved community event. This day will be designated as Remembrance Day and would not be changed without City Council approval.
- 18) A local economic inclusion policy would be employed to maximize economic opportunities for marginalized groups, women, and other under-represented business enterprises within operations and supply chain at the venues. This would include supports for emerging diverse suppliers, such as strategic outreach, notification of procurement opportunities, education about the procurement process, and encouraging participation in the bidding process.
- 19) The City's Purchasing Policy would apply to procurements above a set threshold.
- 20) The venues would be operated in such a way to reduce carbon emissions, conserve water, reduce waste, improve air quality, incorporate local procurement (including labour, operations products, and menu ingredients), and provide free, accessible water fountains.
- 21) The venues would be available for community non-profit event rentals at reasonable market rates. The availability of facilities would be subject to scheduling constraints and prior bookings. However, every effort would be made to accommodate community events whenever possible.
- 22) Qualified community non-profit events (e.g. cultural festivals and celebrations) would have the option to self-cater (food and non-alcoholic beverages) their events, provided they adhere to health and safety regulations and guidelines set forth by the City, Saskatchewan Health Authority, and any other applicable regulatory bodies. Organizers would be required to ensure that catering activities did not pose any risk to the associated venue or its facilities.

Human Resources:

- 23) OVG's total benefits package to employees would include competitive base pay, time off, and entitlements (prescription drugs, behavioural health, vision, dental, flexible health spending accounts, short- and long-term disability, life and accidental death and dismemberment insurance, and employee assistance program).
- 24) OVG would commit to use best efforts to find positions for all current staff members at the existing venues.
- 25) Current union employees would stay employed with that union after the transition, and all union contracts would stay in place.
- 26) Where there may be open positions, there would be a commitment to filling those opportunities from within the local community wherever possible and providing the extensive training and mentoring that would allow new team members to immediately prosper within their roles at the venues. OVG would work with groups within the community to support their local hiring efforts.
- 27) Through its internal policies and procedures, OVG would commit to implementing programs that address systemic inequities and provide the support and tools necessary to create an equitable environment for all through recruiting, training, and placement assistance as well as career enhancement and development opportunities to the underrepresented and marginalized populations.

Security Renovations to Mayor's Office Support Area

ISSUE

A request has been made by the Mayor for renovations to be made to increase the security and functionality of the Mayor's Office Support Area, which consists of the offices and workstations occupied by staff reporting directly to the Mayor. Under the *Alterations to City Hall Buildings* policy, City Council approval is required for renovations to City Hall at the request of the Mayor and/or City Councillors. No changes to the Mayor's office itself will be made under the proposed renovations.

This report seeks approval for the project and provides the details, costs, and proposed funding source for the renovations.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council:

1. That the proposed scope of work for renovations to the Mayor's Office Support Area as outlined in this report be approved;
2. That a one-time expenditure of \$15,000 from unspent funding within the Mayor's Office operating budget be made to the Civic Building Comprehensive Maintenance Reserve;
3. That existing funding of \$40,000 within Capital Project P.10101, Facilities Corporate Accommodations, be used for this project; and
4. That Capital Project P.10101, Facilities Corporate Accommodations be increased by \$35,000 to be funded from the Civic Building Comprehensive Maintenance Reserve (CBCM) for use on this project.

BACKGROUND

Requests for changes to the Mayor's Office Support Area date back to 2010. Logistical and financial constraints have prevented renovation work from being completed.

Following a renewed request for renovations in 2023, the Facilities Management Department (FMD) worked with the Mayor and his team to develop renovation concepts that address the need for additional private office space, increased functionality, and improved security. The solution proposed is the least-cost option considered and focuses on security and accessibility.

October to November 2024 has been identified as an opportune time to implement the changes necessary to increase the functionality and security of the Mayor's Office Support Area. During the election, this area can be vacated with minimal disruption to operations.

DISCUSSION/ANALYSIS

The renovations will provide improved security and accessibility measures for staff and visitors. Security upgrades include card access to the work area and the addition of a security camera for improved field of view and coverage. Accessibility improvements include an accessible transaction counter at reception.

The renovation will also reduce sound transmission from the reception area to the offices by increasing the proximity between them. The scope of work does not address the request for additional private offices, as the cost for this work would have significantly increased the funding required to complete the project.

The proposed design has been prepared in consultation with Neighbourhood Safety and Planning & Development for CPTED compliance, and also with Corporate Security for input regarding how the changes will support improved physical security for the area. Corporate Security has indicated these renovations align with the physical security concepts of protection, detection, and response outlined in the City of Saskatoon Physical Security Standard under development. These initial improvements will add layers of security and can be enhanced in the future as budget and future planning allows.

The scope of work includes:

Scope	Description
Demolition	~4 linear metres of existing wall
	1 existing door
Patch and repair finishes	Flooring patch
	Walls: patch, paint and touch-ups
Supply & installation of moveable wall system	4.75 m of moveable walls
	1 door with security glazing
Supply & installation of new furniture & components	1 reception workstation with accessible transaction surfaces
Reconfiguration of existing furniture	Reuse of existing
Card Access	Installation of a card reader
Security panel	Upgrade to existing panel and cabling to accommodate new card reader and future capacity
Security Camera	Security camera replacement
Mechanical	HVAC rebalancing
Electrical	Power and data terminations

FINANCIAL IMPLICATIONS

The total project budget proposed is \$75,000. Facilities Corporate Accommodations Capital Project P.10101 has existing funding of \$40,000 available for this project.

Security Renovations to Mayor's Office Support Area

There is \$20,000 available within the CBCM Reserve that can be used for this project and the Administration is recommending that an additional \$15,000 from unspent funding within the Mayor's Office operating budget be transferred into the CBCM Reserve, resulting in a total of \$35,000 from the CBCM to fully fund this project. The unspent funding in the Mayor's Office budget is due to reduced office expenses and equipment savings.

The proposed CBCM budget covers project items that are eligible in accordance with Administrative Procedure US-003 *Civic Building Comprehensive Maintenance Reserve – Eligibility and Reserve Management*. The proposed Facilities Corporate Accommodations Capital Project P.10101 budget covers items that ensure the Department has appropriate facility assets, in accordance with the description of the Capital Project.

OTHER IMPLICATIONS

The proposed renovations are expected to have a prolonged useful life, even if additional future renovations to the area are realized.

Should the renovations be delayed until after the elections, the Mayor's Office operations may be disrupted.

NEXT STEPS

Following approval, FMD will work with Supply Chain Management to engage contractors for the proposed renovations.

Report Approval

Written by: Victoria Yong-Hing, Project Services Manager, Facilities Management
Reviewed by: Gord Hundebly, Interim Director, Facilities Management
Approved by: Angela Gardiner, General Manager, Utilities and Environment
Terry Schmidt, Acting City Manager

Protocol Policy

ISSUE

This report submits City Council Policy No. C01-028, *Protocol Policy* for City Council's approval. C01-028, previously entitled *The Flag and Proclamations Policy* has, in accordance with City Council's instructions, been renamed the *Protocol Policy*. It was amended to include criteria and processes to address not only flag raising and proclamation requests, but other protocol related topics.

RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the City Clerk's Office be instructed to amend Council Policy C01-028, *Protocol Policy* as outlined in this report.

BACKGROUND

At its September 4, 2015 meeting, the Executive Committee (now Governance and Priorities Committee, "GPC") directed the Administration to report on the issue of protocols in other cities.

A series of City Council resolutions has followed since the initial September 4, 2015 resolution. Appendix 1 contains a summary of the reporting on the Protocol Policy and the resulting direction of City Council.

Drafts of each section of this Protocol Policy have been previously provided to GPC as detailed in Appendix 1.

DISCUSSION/ANALYSIS

In accordance with City Council's instructions, we are pleased to submit Council Policy No. C01-028, *Protocol Policy* for GPC's consideration.

The Policy has been organized by protocol:

- Part 2 – Use of Civic Square;
- Part 3 – Flag Raisings, Proclamations and Lighting Displays;
- Part 4 – Letters and Resolutions of Support;
- Part 5 – Civic Expressions of Sympathy; and
- Part 6 – Requests to Meet with City Council.

Part one of the Policy now contains the General Purpose, Definitions and Responsibilities applicable to all Parts of the Policy. The intention is that Part one and each individual Part applicable to a specific protocol act as a comprehensive code with respect to protocol related issues at the City. A table of contents has been added to the Policy for easy navigation.

Changes of Note for GPC's Information

As noted above, each part of this Protocol Policy has previously been presented to GPC. The next section of the report details changes that were made from the draft previously presented to GPC.

- **Part 2 – Use of Civic Square**

- Amendments to the draft Policy presented in November 2023 have been made in accordance with City Council's direction to pursue the least restrictive application restrictions:
 - The limitation on applications from only civic departments, community groups, charitable and non-profit organizations has been removed.
 - Events that are primarily commercial in nature continue to be prohibited but events with an incidental or otherwise ancillary use may be approved.
 - The discretion to deny applications for events occurring on weekends, statutory holidays and outside of City Hall business hours has been removed. A corresponding change has been made to the deposit provision [subclause 2.3.3e)iii)] to clarify that a deposit may include not only staffing, but also security costs in the event a third party is required to monitor an event outside of City Hall business hours.
 - Where an applicant demonstrates that it could not have submitted its application at least 30 days in advance of the event, Administration may exercise discretion to approve the event provided there is capacity for the event to proceed.
- Additional provisions resulting from recent experiences with event applications have been included:
 - A provision to clarify that approved use of Civic Square applications apply only to the use of Civic Square and that it is an applicant's responsibility to ensure that other required approvals are in place for their event. Approval for use of Civic Square is not a substitute for compliance with the requirements of any other law or policy. For example, uses that are accompanied by a parade require a separate parade permit under *The Traffic Bylaw* and uses requiring an exemption under *The Noise Bylaw* must comply with the requirements of that Bylaw.
 - A provision to clarify that approved applications for use of Civic Square are not an endorsement of the Permitted Event by the City.
 - A provision to clarify that not only may a permit be denied for previous contraventions of the Policy, but also for previous contraventions of any City policy or bylaw applicable to events or any conditions imposed on a previous event.
- The requirement for event organizers to provide adequate liability insurance for Permitted Events has been in place for some time and is not a new requirement. This requirement is continued under the current Policy.

- Consequential amendments to Bylaw No. 7767, *The Recreation Facilities and Parks Usage Bylaw, 1998* will be brought forward for consideration to ensure alignment between these two documents once the Policy has been approved.
- **Part 3 – Flag Raisings, Proclamations and Lighting Displays**
 - In accordance with City Council’s direction, “lighting display” is now defined and such requests are considered in accordance with the criteria applicable to requests for flag raisings. Request forms have also been amended to accommodate lighting displays.
 - It is proposed that similar to the Flag Inventory, an inventory of civic buildings and structures subject to lighting displays also be included. The new proposed provisions can be found at section 3.3.2 and 3.4.3 of the Policy.
 - Clause 3.4.3e) has been amended to now permit two proclamations from a single organization within each calendar year.
- **Part 5 – Civic Expressions of Sympathy**
 - Clause 5.2.4c) has been amended to remove reference to the requirement for the City Clerk to report the death of a current or former Mayor or Councillor to the Administrative Leadership Team. The requirement to report to the Mayor’s Office, Councillors and the City Manager remains unchanged.

Changes That Would Require Further Direction

This section of the report details possible changes for the consideration of GPC for which the City Solicitor’s Office would need direction.

- **Part 3 – Flag Raisings, Proclamations and Lighting Displays**
 - Clause 3.4.4b) of the Policy addresses the organizations that may be approved for flag raising, proclamation and lighting request displays. No changes have been made to this section. The provision in the current policy is a reproduction of clause 4.4a) of the current Flag and Proclamations Policy and reads:

“Flag and proclamation requests may be approved for charitable and non-profit organizations to increase public awareness of their causes, promote fundraising activities, support major sporting, cultural and entertainment programs of the City or other civic initiatives.”
 - The City Clerk’s Office is responsible to implement, administer and interpret Part 3 of the Policy. To align with current practice, the City Clerk’s Office seeks to amend clause 3.4.4b) to clarify that:
 - (i) requests for flag raising, proclamation and lighting displays from City departments and other government authorities may also be considered for approval; and
 - (ii) charitable and non-profit organizations must be registered and appear as active on the Corporate Registry to be approved.

- Further, the City Clerk’s Office seeks to limit requests to organizations that have a local connection to Saskatoon or Saskatchewan, similar to the requirements for approval of Requests for Letters of Support [clause 4.3.4e)]. The criteria to approve a request for a letter of support from the City requires that the request come from “a non-profit or charitable organization or government authority located in Saskatoon or with a clear connection to Saskatoon”.
 - Clause 3.4.4d) addresses requests for the raising of flags from other countries and corresponding proclamations. To approve such requests, Canada must have diplomatic relations with the requesting country as recognized by the Government of Canada. While there has been previous discussion of amendments to this provision, there has been no formal direction and therefore, the substance currently remains unchanged.

If the Committee wishes to make changes to these provisions, Administration requires a resolution outlining the changes to be made to this part of the Policy. The City Solicitor’s Office would then make the necessary changes, if possible, and incorporate them into the Policy before it goes to City Council for approval. If further discussion is required on these issues, the Policy could be approved “as is” and the Administration could be directed to bring back further reporting on specified issues.

APPENDICES

1. Protocol Policy Resolution History
2. Proposed Council Policy No. C01-028, *Protocol Policy*

Report Approval

Written by: Christine G. Bogad, Deputy City Solicitor
Reviewed by: Mike Jordan, Chief Public Policy and Government Relations Officer
Adam Tittlemore, City Clerk
Jeff Jorgenson, City Manager
Approved by: Cindy Yelland, City Solicitor

Protocol Policy History City Council Resolutions

At its meeting on [May 15, 2017](#), GPC considered a report of the City Clerk entitled “Process – Requests and Invitations to Meet with City Council”. City Council, at its Regular Business Meeting on [May 23, 2017](#) approved the recommendation of GPC and resolved:

That the process for vetting requests to meet with City Council, as outlined in the report of the City Clerk dated May 15, 2017, be approved and the appropriate policy drafted.

At its meeting on [September 23, 2019](#), GPC considered a report of the City Solicitor entitled “Approaches for Addressing Existing and Emerging Protocol Issues”. City Council, at its Regular Business Meeting on [September 30, 2019](#) approved the recommendations of GPC and resolved, in part:

That the Administration be directed to draft a comprehensive protocol policy addressing flag raising and proclamations, establishing detailed criteria for determining which applications can be accepted.

Other protocol related decisions, including awards and formal recognitions, the use of Civic Square and the issuance of parking passes for visiting dignitaries were identified in the September 23, 2019 report for possible inclusion in a future policy.

Upon approval by City Council at its Regular Business Meeting on [October 28, 2019](#), Council Policy C01-028, *The Flag and Proclamations Policy* came into effect. This Policy deals with, among other things, flag raisings at City Hall’s Civic Square. The passage of this Policy was the initial step in taking a comprehensive approach to addressing existing and emerging protocol related issues for City Council.

At its meeting on [February 22, 2022](#), GPC considered a report of the City Solicitor entitled “Guidelines for Reviewing Requests for Resolutions”. City Council, at its Regular Business Meeting on [February 28, 2022](#) approved the recommendation of GPC and resolved:

That Council Policy C01-028, *The Flag and Proclamations Policy*, be renamed the *Protocol Policy* and expanded in accordance with Option 4 as outlined in the report of the City Solicitor dated February 22, 2022.

At its meeting on [May 17, 2023](#), GPC considered a report of the City Solicitor entitled “Protocol Policy – Book of Condolences and Civic Expressions of Sympathy”. City Council, at its Regular Business Meeting on [May 31, 2023](#) approved the recommendation of GPC and resolved:

That Option 2 – Basic Civic Expression of Sympathy Protocol be approved for inclusion in the Protocol Policy.

At its meeting on [November 8, 2023](#), GPC considered a report of the City Solicitor entitled “Use of Civic Square – Protocol Policy”. The Administration’s recommendation was for approval of Option 3 – Balanced Event Application Requirements. After consideration, GPC recommended the approval of Option 2 – Least Restrictive Event Application Requirements. City Council, at its Regular Business Meeting on [November 22, 2023](#) approved the recommendation of GPC and resolved, in part:

That Option 2 – Least Restrictive Event Application Requirements exempting the time restrictions be approved; and

That the Use of Civic Square Protocol attached at Appendix 3 be included in the comprehensive Protocol Policy.

At its meeting held on [March 13, 2024](#), GPC considered a communication submitted on behalf of the Friends of the Saskatoon Afforestation Areas Inc. requesting organizations be permitted to apply for more than one proclamation in a year. GPC resolved:

That Administration review the policy and report back regarding increasing the number of proclamation requests an organization can apply for annually.

At its Regular Business Meeting held on [May 29, 2024](#), City Council considered the above-noted matter and resolved that Policy C01-028, *The Flag and Proclamations Policy*, be amended to:

Allow an organization to apply for up to two proclamations per calendar year (Option 2: Change the Policy to Allow Two Proclamations Per Organization Per Calendar Year); and

Add requests for lighting displays at civic facilities to the Policy using the same criteria as flag raisings.

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		REVISED _____
ORIGIN/AUTHORITY <i>Item 11.2.2 – Legislative Reports</i>	CITY FILE NO. <i>CK. 205-0</i>	PAGE NUMBER <i>1 of 47</i>

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APPENDIX A – Application for Use of Civic Square Form

APPENDIX B – Use of Civic Square Appeal Form

APPENDIX C – Flag Raising, Proclamation and Lighting Display Request Form

APPENDIX D – Flag Raising, Proclamation and Lighting Display Request Appeal Form

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1 – GENERAL PURPOSE, DEFINITIONS AND RESPONSIBILITIES

1.1 GENERAL PURPOSE

The general purpose of this Policy is to establish protocols for the City of Saskatoon related to:

- a) the use of Civic Square;
- b) flag raisings, proclamations and lighting displays;
- c) requests for letters and resolutions of support;
- d) civic expressions of sympathy; and
- e) requests to meet with City Council.

1.2 DEFINITIONS

In this Policy:

- a) **“City Clerk”** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* or their designate.
- b) **“City Manager”** means the person appointed as City Manager pursuant to section 84 of *The Cities Act* or their designate.

1.3 RESPONSIBILITIES

1.3.1 City Clerk

- a) Receive and administer appeals under Part 2 and remit those appeals to the City Manager for decision.
- b) Implement, administer and interpret Parts 3, 4, 5 and 6.

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- c) Develop procedures for effective administration of Parts 3, 4, 5 and 6.
- d) Approve or deny flag raising, proclamation and lighting display requests pursuant to Part 3, and requests for letters or resolutions of support as permitted by Part 4, and communicate with applicants as necessary.
- e) Maintain records of flag raising, proclamation and lighting display requests, and requests for letters or resolutions of support, and report the receipt of such requests to City Council for information pursuant to Parts 3 and 4.
- f) Arrange for the display of books of condolence and provide the book of condolences and any other requisite items to the immediate family of the individual to whom the book of condolences relates pursuant to Part 5.
- g) Review requests to meet with external interest groups under Part 6 and correspond with those groups as necessary.
- h) Place requests to meet from external interest groups under Part 6 on the appropriate Council Committee agenda as necessary.
- i) Recommend amendments to Parts 3, 4, 5 and 6.

1.3.2 City Manager

- a) Consider and decide on appeals relating to the use of Civic Square pursuant to Part 2.
- b) Complete letters of sympathy as required by Part 4.
- c) Recommend amendments to Part 2.

1.3.3 Communications and Public Engagement Department

- a) Implement, administer and interpret Part 2.

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- b) Develop procedures for effective administration of Part 2.
- c) Approve or deny applications to use Civic Square and communicate with applicants as necessary pursuant to Part 2.

1.3.4 Governance and Priorities Committee

- a) Consider and decide on appeals relating to flag raising, proclamation and lighting display requests pursuant to Part 3.
- b) Consider and decide on requests to meet that are placed on the Governance and Priorities Committee agenda under Part 6.

1.3.5 City Council

- a) Approve amendments to this Policy.
- b) Consider and decide on requests for letters and resolutions of support pursuant to Part 4.

1.3.6 Mayor

- a) Complete letters of support and letters of sympathy as required by Parts 4 and 5.

1.3.7 Standing Policy Committee on Environment, Utilities and Corporate Services

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Environment, Utilities and Corporate Services agenda under Part 6.

1.3.8 Standing Policy Committee on Finance

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Finance agenda under Part 6.

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1.3.9 Standing Policy Committee on Planning, Development and Community Services

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Planning, Development and Community Services agenda under Part 6.

1.3.10 Standing Policy Committee on Transportation

- a) Consider and decide on requests to meet that are placed on the Standing Policy Committee on Transportation agenda under Part 6.

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PART 2 – USE OF CIVIC SQUARE

2.1 PURPOSE

2.1.1 The purpose of this Part is to establish a protocol relating to the use of Civic Square that ensures Civic Square is used in a safe, orderly, fair and democratic manner.

2.2 DEFINITIONS

In this Part:

- a) “**Applicant**” means a person who has applied to host a Permitted Event in Civic Square;
- b) “**Civic Square**” means the square located at City Hall and the grounds of City Hall immediately adjacent to the square;
- c) “**Department**” means the Communications and Public Engagement Department;
- d) “**Display**” means a structure erected for longer than the duration of a Permitted Event;
- e) “**Permitted Event**” means an event hosted at Civic Square for which an Applicant has received a permit approved by the City.

2.3 PROTOCOL

2.3.1 General Principles – Use of Civic Square

- a) Civic Square is open to the public and nothing in this Part is intended to unjustifiably infringe upon rights and freedoms enshrined by the *Canadian Charter of Rights and Freedoms*.

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- b) Civic Square shall not be used, whether for a Permitted Event or otherwise, if the use or communication associated with the use:
 - i) is contrary to any City policies or bylaws, or any other laws;
 - ii) espouses hatred, violence, racism or is otherwise discriminatory or contrary to the *Canadian Charter of Rights and Freedoms* or *The Saskatchewan Human Rights Code, 2018*;
 - iii) restricts or is not open to the general public;
 - iv) interferes with pedestrian traffic or with normal business activities conducted at City Hall;
 - v) presents a risk to public health and safety or a risk of damage to property;
 - vi) is for profit, unless the commercial use is approved as incidental or otherwise ancillary to the event;
 - vii) is likely to cause damage to or result in litter being deposited at Civic Square; or
 - viii) requires the approval of a permit under this Part, but a permit is not obtained.
- c) Displays are prohibited.
- d) Approval of an application under this Part allows the use of Civic Square only. Applicants are responsible to ensure that any other required approvals are in place for their event.
- e) Approval of an application under this Part is not an endorsement of the Permitted Event by the City.

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2.3.2 Criteria – Use of Civic Square Applications

- a) Applications to use Civic Square will be reviewed and approved by the Department in accordance with this Part.
- b) An application to host an event at Civic Square is required if the proposed event:
 - i) requires the use of utilities;
 - ii) involves setting up structures, including, but not limited to, tables, chairs, tents, signage or sound amplifying equipment;
 - iii) involves serving food or drinks;
 - iv) has an incidental or ancillary commercial or for-profit component to the event; or
 - v) includes, or is anticipated to include, more than 25 persons.
- c) An application for a permit may be denied if:
 - i) the proposed event or communication is contrary to the General Principles articulated in section 2.3.1;
 - ii) the Applicant, or any person closely associated with the Applicant, has previously contravened this Part, any City policies or bylaws applicable to events or any conditions imposed on previous events;
 - iii) the City will incur costs as a result of the event that will not be covered by a deposit;
 - iv) permanent modifications are required to be made to Civic Square;
 - v) the application form is incomplete, or false or misleading information is provided;

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- vi) the Applicant fails to provide additional information requested by the Department;
- vii) the application is otherwise contrary to this Part.
- d) Applications will be reviewed on a first-come first-served basis and no Applicant has exclusive rights to any given day for their event.
- e) Applications will only be considered for individual events and requests for repeated future use will not be considered.
- f) Permitted Events shall not have exclusive use of Civic Square.

2.3.3 Procedure – Use of Civic Square Applications

- a) Applications to use Civic Square shall be submitted to the Department at least 30 business days in advance of the event.
- b) At its discretion, the Department may waive the 30-day requirement if the Applicant demonstrates it could not have provided 30 days notice or the Department determines there is capacity for the event to proceed.
- c) Requests made under this Part must be submitted in writing in the form prescribed in Appendix A (available at www.saskatoon.ca). The request form shall include:
 - i) the name, objective and purpose of the event;
 - ii) the name, organization (if applicable), telephone number and email address of the principal organizer of the event;
 - iii) any sponsors of the event;
 - iv) the date, time and duration of the event;
 - v) a description of the proposed event including:

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- A) the theme of any communications that will be made at the event; and
- B) any aspect of the event that is for-profit;
- vi) the anticipated number of participants;
- vii) any equipment, structures or other items which will be brought on site; and
- viii) a plan to clean up and restore the site following the event.
- d) Any requests for a flag raising shall be made in accordance with Part 3 of this Policy.
- e) After receipt of an application the Department may do any of the following:
 - i) require the Applicant to provide proof of adequate liability insurance for the duration of the event;
 - ii) require the Applicant to provide additional information, as necessary;
 - iii) require a deposit to cover costs that the City may incur including utility costs, staffing and security costs, repairing damage or additional cleaning;
 - iv) impose additional conditions on the event if deemed necessary.
- f) If the Department is satisfied that it has all necessary information and documentation to adjudicate the application, the Department will:
 - i) review all information to determine if the application meets the criteria established by this Part; and

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- ii) notify the Applicant in writing whether the application has been approved or denied.
- g) The City reserves the right to cancel a Permitted Event if:
 - i) not earlier than three months before the event, the area is required for City-sponsored activities;
 - ii) the Applicant fails to comply with the requirements under this Part;
 - iii) the Applicant has provided false or misleading information in its application; or
 - iv) the event or participants in the event contravene any laws or the provisions under this Part.

2.3.4 Procedure – Appeal to City Manager

- a) If the Applicant believes the Department has misapplied or misinterpreted the provisions of this Part, the Applicant may appeal the decision to the City Manager.
- b) Appeals must be submitted in writing to the City Clerk's Office in the form prescribed in Appendix B (available at www.saskatoon.ca). The appeal form shall include:
 - i) the date of the original application;
 - ii) the reasons provided by the Department for their decision;
 - iii) a description of how the Department erred in applying this Policy; and
 - iv) any documentation supporting the appeal.

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- c) Upon receiving an appeal, the City Manager shall notify the Department of the Appeal and the Department shall provide to the City Manager and the Appellant a copy of the original application, including any attachments or email correspondence.
- d) The City Manager may seek additional information from either party, as required. The Applicant shall have the opportunity to respond to any additional information.
- e) All appeals shall be considered only on the basis of the written documentation provided. There shall be no right to an oral hearing.
- f) The City Manager shall consider the appeal and approve or deny the appealed application, in writing.

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PART 3 – FLAG RAISINGS, PROCLAMATIONS AND LIGHTING DISPLAYS

3.1 PURPOSE

The purpose of this Part is to:

- a) establish a framework and to provide consistent standards to govern requests for flag raisings, proclamations and requests for lighting displays at civic facilities;
- b) affirm City Council's discretionary authority to recognize individuals, events, organizations or community groups of significance in the City of Saskatoon; and
- c) identify the City's flag inventory and outline the flag etiquette applicable in respect of the City's flag poles.

3.2 DEFINITIONS

In this Part:

- a) **“flag raising”** means the ceremonial raising of a flag of another country or organization for the purpose of raising public awareness on the City's designated guest flag poles;
- b) **“guest flag”** means a flag that is the subject of an approved flag raising request;
- c) **“lighting display”** means a visual lighting exhibition at a civic facility or structure designed to commemorate, highlight or recognize a significant individual, event, organization or matter of interest or benefit to the community;
- d) **“proclamation”** means a formal pronouncement typically designating a period of time in recognition of a significant individual, event, organization or matter of interest or benefit to the community.

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3.3 BACKGROUND

3.3.1 Flag Inventory

- a) Seven permanent flag poles are located at City Hall. The Canadian Flag, the Saskatchewan Flag, the Treaty 6 Territory Flag and the Métis Nation of Saskatchewan Flag are permanently displayed on the flag poles at City Hall. The remaining three flag poles are guest flag poles.
- b) Single flag poles displaying the Canadian Flag are located at the following locations:
 - Civic Square East;
 - the Frances Morrison Library;
 - the John Deere Building;
 - the City Parks Building at Avenue P;
 - all Fire Halls, except Fire Hall #6;
 - the Waste Water Treatment Plant; and
 - the Vimy Memorial.
- c) Fire Hall #6 has three flag poles displaying the Canadian Flag, the Saskatchewan Flag and the International Association of Firefighters' Local 80 Flag.
- d) The following locations have three flag poles displaying the Canadian Flag, the Saskatchewan Flag and the City Flag:
 - the Saskatoon Police Station;
 - TCU Place;
 - SaskTel Centre; and
 - the Civic Operations Centre.
- e) Saskatoon Light & Power has four flag poles displaying the Canadian Flag, the Saskatchewan Flag, the City Flag and the Saskatoon Light & Power Flag.

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- f) Flags may be displayed temporarily in City Council Chamber as events necessitate.

3.3.2 Lighting Display Inventory

- a) Two places for lighting displays exist at the following locations:
- City Hall; and
 - Prairie Wind Sculpture.

3.4 PROTOCOL

3.4.1 Displaying of Flags

- a) Three guest flags may be displayed at City Hall at any given time. The Saskatchewan Flag may be removed to accommodate a fourth guest flag, if necessary.
- b) Flags shall be displayed on the City's flag poles 24 hours per day.
- c) Permanently displayed flags on the City's flag poles shall only be removed when replacement is required.
- d) The disposal of flags shall be in accordance with the Government of Canada's *National Flag of Canada Etiquette*.

3.4.2 Half-Masting

- a) Flags will be flown at the half-mast position as a sign of respect and mourning upon the death of:
- a current or former Mayor of the City;
 - a current City Councillor; and
 - as otherwise determined by the City Clerk considering the criteria in clauses b) and c).

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- b) Flags will be flown at half-mast annually, at municipal facilities, to commemorate the following solemn occasions:
- National Day of Remembrance of the Battle of Vimy Ridge (April 9);
 - National Day of Mourning for Workers Killed or Injured on the Job (April 28);
 - National Day of Remembrance for Victims of Terrorism (June 23);
 - Firefighters' National Memorial Day (Second Sunday in September);
 - Police and Peace Officers' National Memorial Day (Last Sunday in September);
 - Remembrance Day (November 11); and
 - National Day of Remembrance and Action on Violence Against Women (December 6).
- c) Flags will otherwise be flown at half-mast in accordance with the Government of Saskatchewan's *Flagging Policy and Procedures*.

3.4.3 General Principles – Flag Raising, Proclamation and Lighting Display Requests

- a) Flag raising, proclamation and lighting display requests will be reviewed and approved by the City Clerk in accordance with this Part. The City Clerk will arrange for flag raisings and lighting displays.
- b) Flag raising, proclamation and lighting display requests will be approved on a first-come first-served basis. An individual or organization does not have exclusive rights to the day, week or month of their request.
- c) Multi-year flag raising, proclamation and lighting display requests that are to be repeated indefinitely will not be considered. Requests must be made on an annual basis.

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- d) The City will not incur any expenses related to the advertising or promotion of flag raisings, proclamations or lighting displays, unless the flag raising, proclamation or lighting display is initiated by a civic department.
- e) Organizations may request only one flag raising, two proclamations, one lighting display or one combination of flag raising, proclamation, and lighting display within a calendar year (January 1 to December 31).
- f) Requests for a flag raising, proclamation, or lighting display will not be accepted from third parties on behalf of other organizations.
- g) Flags will be flown for no longer than seven consecutive days.
- h) Organizations requesting a flag raising are required to provide the City Clerk’s Office with the flag to be raised one week in advance of the flag raising date. Flags shall be of the standard size; three feet (36 inches) by six feet (72 inches).
- i) Lighting displays will be approved for no longer than seven consecutive days.

3.4.4 Criteria – Flag Raising, Proclamation and Lighting Display Requests

- a) Flag raising, proclamation, and lighting display requests are approved in accordance with the criteria outlined in this Part.
- b) Flag raising, proclamation and lighting display requests may be approved for charitable and non-profit organizations to increase public awareness of their causes, promote fundraising activities, support major sporting, cultural and entertainment programs of the City or other civic initiatives.
- c) Flag raising, proclamation, or lighting display requests will not be approved if:
 - i) the organization or request involves commercial enterprise;

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- ii) the organization is a political party or the request is in support of a political party;
- iii) the organization’s undertaking or philosophy, or the request:
 - A) is contrary to City policies or bylaws;
 - B) is contrary to the *Canadian Charter of Rights and Freedoms*;
 - C) espouses hatred, violence, racism or is otherwise discriminatory;
 - D) is politically or religiously motivated;
 - E) is controversial, contentious or divisive within the community; or
 - F) is untruthful, inflammatory, obscene or libelous.
- d) Flag raising requests for the flags of other countries and corresponding proclamations will not be approved if Canada does not have diplomatic relations with the requesting country as recognized by the Government of Canada.
- e) The City Clerk will be guided by previously approved flag raising and proclamation requests.

3.4.5 Procedure – Flag Raising, Proclamation and Lighting Display Requests

- a) Where possible, all flag raising, proclamation or lighting display requests shall be submitted to the City Clerk’s Office at least 30 business days in advance of the proposed flag raising, proclamation or lighting display.
- b) An applicant has the ability to request a flag raising, a proclamation, a lighting display or a combination of any two.

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- c) Requests made under this Part must be submitted in writing in the form prescribed in Appendix C (available at www.saskatoon.ca). The request form shall include:
 - i) reference to the official website link of the organization or alternatively to the organization’s social media account or attach a copy of the organization’s official letterhead;
 - ii) the proposed date, time and duration of the flag raising, proclamation or lighting display;
 - iii) the purpose of the flag raising, proclamation or lighting display, including why the event/issue is of importance to Saskatoon;
 - iv) the name, telephone number and email address, if one is available, of a contact person for further information; and
 - v) in the case of a flag raising:
 - A) the name of the flag to be raised; and
 - B) a photo of the flag to be raised.
- d) In the case of a flag raising or lighting display for which a ceremony is also requested, the request for the ceremony must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.
- e) The City Clerk will review all information to determine if the flag raising, proclamation or lighting display request meets the criteria in accordance with this Part.
- f) The City Clerk will notify all applicants in writing of the outcome of their request and whether the request has been approved or denied in accordance with this Part.

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- g) All approved and denied flag raising, proclamation, and lighting display requests for the previous month will be listed in a section of the Public Hearing Meeting Agenda of City Council entitled “Proclamations and Flag Raisings” for City Council’s information.
- h) All approved flag raising, proclamation, and lighting display requests and any significant dates associated with the requests will be listed on the City’s website.
- i) In the event that an applicant is dissatisfied with the decision of the City Clerk, the applicant may appeal the City Clerk’s decision to the Governance and Priorities Committee.
- j) Appeals must be submitted in writing in the form prescribed in Appendix D (available at www.saskatoon.ca). The appeal request form shall include:
 - i) the date the original request was provided to the City Clerk and the reasons provided for rejecting the request;
 - ii) reference to the official website link of the organization or alternatively to the organization’s social media account or attach a copy of the organization’s official letterhead for reference;
 - iii) the name, telephone number and email address, if one is available, of a contact person for further information; and
 - iv) reasons for the appeal including any documentation supporting the appeal.
- k) The Governance and Priorities Committee shall consider the appeal and approve or deny the appealed request in accordance with this Part.

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3.4.6 Record of Flag Raising, Proclamation and Lighting Display Requests

The City Clerk will maintain a record of all flag raising, proclamation and lighting display requests received, including when the request was received, if the request was approved or denied, the proclamation period, the lighting display period or the day of the flag raising and the date approval was granted.

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PART 4 – LETTERS AND RESOLUTIONS OF SUPPORT

4.1 PURPOSE

The purpose of this Part is to:

- a) establish a procedure for handling requests from third parties for letters and resolutions of support from the City;
- b) establish guidelines to assist in making decisions with respect to requests for letters and resolutions of support;
- c) establish an expedited procedure for handling requests for letters of support meeting certain minimum criteria; and
- d) provide efficiency, transparency and consistency in the decision-making process with respect to requests for letters and resolutions of support.

4.2 DEFINITIONS

In this Part:

- a) **“request for letter of support”** means a request for support received from a third party to assist in applying for or obtaining grants or other funding;
- b) **“request for resolution of support”** means any type of request received from a third party for a resolution from City Council and may include requests:
 - i) to support federal or provincial matters such as support for proposed legislation;
 - ii) for City Council member representation on a committee or other body; and
 - iii) for endorsement of a cause.

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4.3 PROTOCOL

4.3.1 General Principles – Requests for Letters and Resolutions of Support

- a) Requests for letters and resolutions of support will be reviewed by the City Clerk in accordance with this Part.
- b) The City Clerk shall consider requests for resolutions of support in accordance with the criteria set out in section 4.3.2. Requests for resolutions of support meeting the criteria shall be brought forward to City Council for consideration in accordance with the factors set out in section 4.3.3.
- c) The City Clerk shall consider requests for letters of support in accordance with the criteria set out in section 4.3.4. Requests for letters of support meeting the criteria shall be endorsed by the Mayor. Requests for letters of support not meeting the criteria shall be denied.
- d) The City will not incur any expenses related to advertising or promotion of a project or initiative in question unless it is initiated by a civic department.

4.3.2 Criteria – Requests for Resolutions of Support

Requests for resolutions of support may be denied by the City Clerk if they do not meet the following criteria:

- a) the request must sufficiently describe the project or initiative that requires City support and the need for and anticipated benefits of the project or initiative;
- b) the request must include a draft resolution, or be in a form acceptable to the City Clerk;
- c) the request must relate to City matters or be a matter within the City's jurisdiction;

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- d) the request is inconsistent with recent past resolutions of City Council;
- e) approval of the request must not put the City in a conflict-of-interest position; and
- f) the request must not:
 - i) be contrary to any City policies or bylaws, or any other laws;
 - ii) be contrary to the *Canadian Charter of Rights and Freedoms*;
 - iii) espouse hatred, violence, racism or be otherwise discriminatory; or
 - iv) be untruthful, inflammatory, obscene or libelous.

4.3.3 Considerations for City Council – Requests for Resolutions of Support

City Council may consider the following factors prior to approving or denying a request for a resolution of support:

- a) who is making the request including their reputation, character and contributions to the City and its residents;
- b) whether the request is being made primarily to advance public interests;
- c) whether the request is commercial in nature;
- d) whether the request has the potential to be considered contentious, divisive, politically sensitive or inappropriate;
- e) the impact of granting the request on residents or the City;
- f) whether there is evidence of widespread community support for the subject of the request;

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- g) any potential future costs to the City associated with granting the request;
- h) whether the City offers a program that is similar to, or the same as, the program or initiative to which the request relates;
- i) whether granting the request would build and inspire the public's trust in the City;
- j) consideration of the City Clerk's review under section 4.3.2; and
- k) any other factors deemed relevant.

4.3.4 Criteria – Requests for Letters of Support

Requests for letters of support shall be approved by the City Clerk if the following criteria are met:

- a) the criteria set out in section 4.3.2 are met;
- b) the request must include information respecting the funding being sought, such as the name and amount of the grant and the entity providing the grant;
- c) the proposed letter of support must not conflict with any intention the City may have in applying for the same grant or funding;
- d) the request must include a draft letter of support;
- e) the request must come from a non-profit or charitable organization, or a government authority located in Saskatoon or with a clear connection to Saskatoon;
- f) there must be a clear community benefit to residents or the City;
- g) the request must clearly align with the City's strategic priorities and values;

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- h) the request must clearly be in the best interests of the City; and
- i) the request must clearly not be contentious, inappropriate or divisive.

4.3.5 Procedure – Requests for Letters and Resolutions of Support

- a) Requests made under this Part must be submitted to the City Clerk in writing. The request must include:
 - i) the name of the entity or individual making the request;
 - ii) the name, telephone number, and email address, if available, of a contact person for further information;
 - iii) whether the request is for a letter or resolution of support;
 - iv) the purpose of the request;
 - v) if the request relates to a grant or funding, the name and amount of the grant or funding, and the name of the entity providing the grant or funding; and
 - vi) a draft of the letter or resolution of support.
- b) The City Clerk may require more information as necessary from the entity making the request.
- c) The City Clerk may deny any request for a resolution of support that does not meet the criteria set out in section 4.3.2. Requests meeting the criteria set out in section 4.3.2 shall be forwarded to City Council.
- d) City Council shall consider any request for a resolution of support forwarded to it by the City Clerk in accordance with this Part and may approve or deny the request.

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- e) The City Clerk shall approve requests for letters of support that meet the criteria set out in section 4.3.4.
- f) The City Clerk may consult with the Mayor in considering whether a request for a letter of support meets the criteria set out in section 4.3.4. Requests for letters of support not meeting the criteria set out in section 4.3.4 shall be denied.
- g) Any request for a letter of support approved by the City Clerk shall be forwarded to the Mayor's Office for completion of the letter of support.
- h) All requests for letters of support which are approved or denied by the City Clerk and requests for resolutions of support which are denied by the City Clerk in accordance with the criteria set out in section 4.3.2 will be reported to City Council quarterly for information.

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PART 5 – CIVIC EXPRESSIONS OF SYMPATHY

5.1 PURPOSE

5.1.1 The purpose of this Part is to establish protocols:

- a) ensuring the City responds to deaths of current and former Mayors and Councillors in a respectful and consistent manner; and
- b) respecting public acknowledgements in the event of the death of a current or former Mayor or Councillor, public figure or City employee.

5.2 PROTOCOL

5.2.1 Death of a Current Mayor or Councillor or Former Mayor

Where feasible and in consultation with the deceased's immediate family, the following will occur upon the death of a current Mayor or Councillor or former Mayor:

- a) a book of condolences will be displayed in a prominent and publicly accessible location within City Hall subject to the following conditions:
 - i) the book of condolences will be available during regular City Hall business hours for individuals to sign their names;
 - ii) the book of condolences will be made available as soon as practicable following the death of the current Mayor or Councillor or former Mayor and shall remain for a period of seven business days; and
 - iii) the book of condolences will be displayed with a floral arrangement and the latest Council photograph of the deceased (if one exists);

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- b) the Mayor and the City Manager will each write a letter of sympathy to be provided to the deceased's immediate family;
- c) a floral arrangement and a City flag will be provided to the deceased's immediate family for the purposes of a funeral or memorial service;
- d) flags will be flown at half-mast in accordance with Part 3;
- e) upon the expiry of the seven-day period, the book of condolences will be delivered to the deceased's immediate family.

5.2.2 Death of a Former Councillor

Where feasible and in consultation with the deceased's immediate family, the following will be done upon the death of a former Councillor:

- a) the Mayor and City Manager will each write a letter of sympathy following notice of the death of the former Councillor to be provided to the deceased's immediate family; and
- b) a floral arrangement shall be delivered to the deceased's immediate family for the purposes of a funeral or memorial service.

5.2.3 Public Acknowledgment

- a) Following the public funeral or memorial service of a current or former Mayor or Councillor, the Mayor shall read a public acknowledgment in remembrance at the next reasonably available meeting of City Council unless requested not to do so by the deceased's immediate family.
- b) Following the public funeral or memorial service of a prominent member of the public or public figure relevant to the City, or an employee of the City, the Mayor or a Councillor may read a public acknowledgment in remembrance at the next reasonably available meeting of City Council.

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5.2.4 Implementation

- a) The wishes of the deceased's immediate family shall, where feasible and within the scope of this Part, be respected and accommodated. Minor deviations from this Part, such as a request for a donation to a registered charity in lieu of flowers, may be approved by the City Clerk.
- b) The City Clerk may take further or other steps related to civic expressions of sympathy if, in the opinion of the City Clerk, they are necessary.
- c) Upon learning of the death of a current or former Mayor or Councillor, the City Clerk shall provide notice to the Mayor's Office, Councillors, the City Manager's Office and the Administrative Leadership Team.

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PART 6 – REQUESTS TO MEET WITH CITY COUNCIL

6.1 PURPOSE

The purpose of this Part is to establish criteria to be followed when an external interest group makes a request to meet with City Council.

6.2 DEFINITIONS

In this Part:

- a) “**external interest group**” means any group, organization, corporation or business that wishes to meet with, influence or advocate to City Council.

6.3 PROTOCOL

The following procedure shall apply when a member of City Council or a City employee receives a request from an external interest group to meet with City Council:

- a) The request to meet shall be forwarded to the City Clerk by the member of City Council or City employee who received the request.
- b) The City Clerk shall review the request and may require further information from the external interest group.
- c) The City Clerk shall deny any request that does not comply with, or would result in non-compliance with, City policy or procedure.
- d) The City Clerk shall communicate the scheduled dates for meetings of the appropriate Council Committee to the external interest group and request that they attend on a scheduled date.

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- e) If the external interest group wishes to meet with City Council outside of a scheduled meeting date of the appropriate Council Committee, the request shall be placed on the next reasonably available agenda of the appropriate Council Committee.
- f) The Council Committee shall consider the need for and importance of meeting outside the normal meeting schedule in determining whether to do so.
- g) If the Council Committee resolves to meet outside of a scheduled meeting date for that Council Committee, the City Clerk shall call a special meeting of the Council Committee to meet with the group or organization. The City Clerk shall schedule the meeting and arrange for appropriate notice of the meeting.
- h) If there is no meeting of the appropriate Council Committee scheduled before the meeting date outlined in the request, the City Clerk shall discuss the request with the Chair of the Council Committee. At the request of the Chair of the Council Committee, the City Clerk shall call a special meeting of the Council Committee to meet with the group or organization. The City Clerk shall schedule the meeting and arrange for appropriate notice of meeting.
- i) This Part shall be implemented in accordance with *The Procedures and Committees Bylaw, 2014*.

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APPENDIX A – Application for Use of Civic Square Form

Instructions

- All requests to use Civic Square shall be submitted at least 30 business days prior to the date for which the use is requested to the Communications and Public Engagement Department.
- The Department shall:
 - review all requests for eligibility in accordance with Policy No. C01-028, *Protocol Policy*; and
 - notify Applicants in writing of the City of Saskatoon’s decision regarding requests received.
- The Department will not consider any Request Forms that are not filled out completely.
- Requests for a flag raising must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.

Date Required:	Start Time:
	End Time:

Applicant’s Information

Applications will not be accepted from third parties on behalf of organizations. Applicants must be members of, or directly affiliated with, the organization for which they are applying.

Organization’s Name:
Mailing Address:

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City:	Province:	Postal Code:
Organization's Website Address: (If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Applicant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Description of Organization: Please provide a brief description of the organization's mandate and any other relevant information about the organization.		

Event Details

Applications are considered complete once all required information is received by the Communications and Public Engagement Department. The Applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *Protocol Policy* have been met for the use of Civic Square.

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Details of Use of Civic Square Request:

Please provide a description of the purpose of the event including why the event or issue meets the requirements of the Policy (attach additional pages if necessary).

Number of Expected Participants:

Clean up Plan:

Please provide a description of the plan that will be implemented following the event to clean up and restore the event site.

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Will food or beverages be served at your event?

- Yes No

Note: If yes, the Applicant must ensure that any requirements imposed by the Provincial Government on the service of food or beverages are met.

Will you be distributing literature or information handouts as part of your event?

- Yes No

Will your event utilize sound amplification equipment?

- Yes No

Note: Compliance with *The Noise Bylaw, 2003* is required.

Will your event require a utility hookup?

- Yes No

Will your event involve setting up structures, including tents, tables or chairs?

- Yes (describe below) No

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Set up of Structures:

Please provide a description of what structures, if any, including tents, tables or chairs, will be set up and approximately how many of each.

Will your event involve ancillary or incidental commercial activity?

Yes (describe below) No

Ancillary or Incidental Commercial Activity:

Please provide a description of the ancillary or incidental commercial activity, if any, that will be occurring at the event and the amount(s) that will be charged to customers. Please also describe why the commercial activity is not the main activity of the event.

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I hereby certify that all information contained in this application form is accurate.

Applicant's Signature

Date:

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APPENDIX B – Use of Civic Square Appeal Form

Instructions

If an Applicant for the use of Civic Square believes that the Communications and Public Engagement Department has misapplied or misinterpreted the criteria for permitting an application, the Applicant may appeal the decision to the City Manager by filling out and submitting this form to the City Clerk’s Office.

Date Original Request Provided to Communications and Public Engagement Department:	Date Notice of Rejection Received from Communications and Public Engagement Department:
Reason(s) Provided for Rejection of Request:	

Appellant’s Information

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

Organization’s Name:		
Mailing Address:		
City:	Province:	Postal Code:

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Organization's Website Address:	
(If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).	
Appellant's Name and Position with the Organization:	
Business Phone Number:	Alternate Phone Number:
Email Address:	
Reason(s) for Appeal: Please describe the reason(s) for the appeal and attach any documentation to support your appeal.	

I hereby certify that all information contained in this form is accurate.

Appellant's Name

Date:

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APPENDIX C – Flag Raising, Proclamation and Display Lighting Request Request Form

Instructions

- All flag raising, proclamation and lighting display requests are to be submitted at least 30 business days prior to the date for which the flag raising, proclamation or lighting display is requested.
- Requests are reviewed by the City Clerk for eligibility in accordance with Policy No. C01-028, *Protocol Policy*.
- The City Clerk shall notify applicants of the City of Saskatoon’s decision regarding any request received.
- The City Clerk will not consider any Request Forms that are not filled out completely.
- Requests for a flag raising or lighting display for which a ceremony is also requested must be made separately and shall be submitted and approved in accordance with Part 2 of this Policy.

Request Type:	
Date Required:	Duration: (Flags will not be flown and lighting displays will not extend for longer than 7 consecutive days.)

Applicant’s Information

Applications will not be accepted from third parties on behalf of organizations. Applicants must be members of, or directly affiliated with, the organization for which they are applying.

Organization’s Name: (Organizations must either be a charitable or non-profit organization to be approved).

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Mailing Address:		
City:	Province:	Postal Code:
Organization's Website Address: (If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Applicant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Description of Organization: Please provide a brief description of the organization's mandate and any other relevant information about the organization.		

Event Details

Applications are considered complete once all required information is received by the City Clerk's Office. The applicant is responsible for ensuring that all requirements outlined in Policy No. C01-028, *Protocol Policy* have been met for flag raising, proclamation and lighting display requests.

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Details of Proclamation Request:

Please provide a description of the purpose of the proclamation including why the event or issue is of importance to the City of Saskatoon.

Details of Flag Raising Request:

Please provide a description of the purpose of the flag raising including why the event or issue is of importance to the City of Saskatoon and the name of the flag to be raised. All flag raising applications must include an attached photograph of the flag to be raised. Please also indicate whether or not a formal ceremony is required and the details of any equipment that may be required for the ceremony.

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Details of Lighting Display Request:

Please provide a description of the purpose of the lighting display including why the event or issue is of importance to the City of Saskatoon.

I hereby certify that all information contained in this application form is accurate.

Applicant's Name

Date:

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APPENDIX D – Flag Raising, Proclamation and Lighting Display Request Appeal Form

Instructions

- If an applicant for a flag raising, proclamation or lighting display request is dissatisfied with the City Clerk’s decision, the applicant may appeal the City Clerk’s decision to the Governance and Priorities Committee by filling out and submitting this form. Once completed, the form shall be sent to the City Clerk’s Office for inclusion of the matter on the agenda of the Governance and Priorities Committee in accordance with Policy No. C01-028, *Protocol Policy*.
- Incomplete appeal request forms will not be forwarded to the Governance and Priorities Committee for consideration.
- Appellants will be notified by the City Clerk when their appeal will be heard by the Governance and Priorities Committee.
- Requests to speak to your appeal at the Governance and Priorities Committee shall be coordinated with the City Clerk’s Office.

Request Type:	
Date Original Request Provided to City Clerk:	Date Notice of Rejection Received from City Clerk:
Reason(s) Provided for Rejection of Request:	

Appellant’s Information

Applications for appeal will not be accepted from third parties on behalf of organizations. Appellants must be members of, or directly affiliated with, the organization for which they are appealing.

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Organization's Name:		
(Organizations must either be a charitable or non-profit organization).		
Mailing Address:		
City:	Province:	Postal Code:
Organization's Website Address:		
(If unavailable, please attach a copy of your organization's official letterhead or make reference to its social media account).		
Appellant's Name and Position with the Organization:		
Business Phone Number:	Alternate Phone Number:	
Email Address:		
Reason(s) for Appeal: Please describe the reason(s) for the appeal and attach any documentation to support your appeal.		

I hereby certify that all information contained in this form is accurate.

Appellant's Name

Date:

Walter, Penny

Subject: FW: Email - Communication - Breanna Cera Emard - National Police Federation - Call to Action Concerning Saskatchewan Marshals Service - CK 150-1
Attachments: Municipal Call to Action.pdf

From: Breanna Cera Emard <[REDACTED]>
Sent: Tuesday, July 2, 2024 2:54 PM
To: Web E-mail - Mayor's Office <Mayors.Office@Saskatoon.ca>
Subject: Proposal for Saskatoon to Join Call to Action

Dear Mayor Clark and Saskatoon Council,

I hope this email finds you well.

I am writing to follow up on our previous correspondence regarding our Call to Action concerning the creation of the Saskatchewan Marshals Service (SMS). Over the past months, the National Police Federation (NPF) has engaged with numerous municipal leaders during the SARM and SUMA conferences. Many municipalities expressed concerns and unanswered questions about the SMS.

During our discussions at SARM and SUMA, many municipalities expressed interest in signing a joint stakeholder Call to Action letter urging the provincial government to reconsider the SMS. Which is why we have drafted a Call to Action which you will find attached, for your review. The letter aims to gather as many municipalities and public safety stakeholders as possible to publicly release our unified stance at the end of Summer, featuring all participating signatures.

Our recent polling highlights that 80% of Saskatchewan residents are satisfied with the RCMP's policing, and there is significant preference for investing in RCMP services over the creation of the SMS. Building on this sentiment, we are preparing for another poll in the coming months to further gauge public opinion.

I am pleased to inform you that we have nearly 100 municipalities signed on to this initiative. If your municipality intends to join this initiative, kindly reply to this email with your consent and attach your logo if you have one to be included in the call to action.

Should you have any questions or wish to discuss this matter further, please feel free to reach out. We believe that by collaborating closely, we can effectively address law enforcement challenges while maintaining community trust and confidence.

Thank you,

Breanna Cera Emard
Government Relations Coordinator/ Coordonnatrice des relations gouvernementales

National Police Federation | Fédération de la Police Nationale

[REDACTED]



The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte, professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC.

This email may contain PRIVILEGED AND/OR CONFIDENTIAL INFORMATION intended only for the use of the addressee. If you are not the addressee or the person responsible for delivering it to the person to whom it was addressed, you may not copy or deliver this to anyone else. If you receive this email by mistake, please immediately notify us.

Ce courriel peut contenir des informations CONFIDENTIELLES ET/OU PRIVILÉGIÉES exclusivement restreintes à l'usage du/de la destinataire. Si vous n'êtes ni le/la destinataire, ni la personne responsable pour la livraison au/à la destinataire, il ne vous est pas permis de copier ou d'acheminer ceci à toute autre personne. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de bien vouloir nous faire part par téléphone ou courriel immédiatement.

Dear Premier,

We, the undersigned municipalities, and public safety stakeholders of Saskatchewan, are deeply concerned about the lack of transparency and accountability surrounding the Saskatchewan Marshals Service (SMS). It is with a sense of urgency that we call upon the provincial government to halt any further investment into the creation of the SMS and instead prioritize investment into existing police resources across the provinces.

The SMS has already been initiated and funded to the tune of \$14 million without adequate consultation with the communities and stakeholders it is meant to serve. This lack of consultation is deeply troubling and undermines the principles of democracy and community engagement. Saskatchewan residents deserve to have their voices heard and to be fully informed about significant changes to law enforcement in their communities.

Several alarming issues surround the proposal for the SMS, including but not limited to the lack of consultation, concerning oversight, lack of integration with existing law enforcement agencies, unknown costs, and staffing concerns. These issues raise serious doubts about the effectiveness, efficiency, and accountability of the SMS.

The absence of a detailed plan outlining the impacts and costs of creating the SMS is unacceptable. Saskatchewan residents deserve to know the true financial implications of establishing and maintaining the SMS before any further decisions are made. Without this information, it is impossible to make informed decisions about the future of policing in our province.

Therefore, we, the undersigned municipalities and public safety stakeholders, call on the Government of Saskatchewan to release the full plan for the proposed Saskatchewan Marshal Service, including comprehensive details on costing and anticipated impacts. We also urge the provincial government to pause any further investment into the SMS until proper informed consultation has taken place.

Premier, it is your duty to address these concerns and provide the transparency and accountability that Saskatchewan residents deserve. We stand ready to work with you to ensure that the future of policing in Saskatchewan is based on consultation, transparency, and the needs of our communities.

July 18, 2024

Subjects: Library, arena, auditorium, potholes, snow removal, deicing, and campaign finance reform

Saskatoon City Council:

Because of the decision of Saskatoon City Council to loan \$67.5 million to the Saskatoon Public Library, I want to draw your attention to these letters I wrote:

Ashu M. G. Solo, "Saskatoon should shelve costly plan for new downtown library," The StarPhoenix, Jan. 30, 2024, URL: <https://thestarphoenix.com/opinion/letters/letter-saskatoon-should-shelve-costly-plan-for-new-downtown-library>

Ashu M. G. Solo, "New Downtown Library Not Needed," Agenda of Saskatoon Public Library Board of Trustees for the City of Saskatoon, Saskatoon, Sask., Apr. 24, 2024, p. 7, URL: <https://saskatoonlibrary.ca/isl/uploads/2024/04/2024-04-24-Board-Agenda-Pkg-PUBLIC.pdf>

Ashu M. G. Solo, "New downtown Saskatoon library a foolish waste of tax dollars," The StarPhoenix, June 11, 2024, URL: <https://thestarphoenix.com/opinion/letters/letters-new-downtown-saskatoon-library-a-foolish-waste-of-tax-dollars>

Ashu M. G. Solo, "Cut salaries of Saskatoon library managers," The StarPhoenix, July 13, 2024, URL: <https://thestarphoenix.com/opinion/letters/letters-college-wrong-to-discipline-doctor-for-anti-abortion-advice>

Replacing the excellent downtown library with a new downtown library is costing people a lot of money in library taxes, driving up housing costs, making it harder for people to afford housing, increasing homelessness, doing a lot of environmental damage due to building materials needed for construction of a new library, keeping unionized library staff from getting salaries that keep up with inflation, etc. Many homeowners will be paying over \$350/year in library taxes for decades to fund the construction of the new downtown library. The streets of Saskatoon are full of homeless people. 95% of unionized library staff recently voted in favor of job action.

Most people believe that the City of Saskatoon has its priorities all wrong. Instead of the City of Saskatoon spending money on a new downtown library, more money should be allocated for pothole repair, snow removal, and deicing. I know someone whose car tires were ruined three times due to potholes in Saskatoon. I know someone who couldn't get his car off his street for days two times in the past few years because of inadequate snow removal. One of his neighbors ended up paying for a private company to clear the street. This problem wouldn't have occurred if the City of Saskatoon had been doing snow removal on an ongoing basis instead of waiting until after large snowfalls.

Saskatoon doesn't need a new arena or new auditorium. The existing arena and auditorium are fine and can be renovated if required. Building a new arena and auditorium in downtown Saskatoon will cause a colossal amount of environmental damage due to the building materials used. Also, building a new arena will cause a parking nightmare. It's already hard enough to find parking in downtown Saskatoon.

City council candidates should stop taking campaign contributions from construction contractors so these donations don't influence their spending decisions. There needs to be campaign finance reform to limit individual contributions and prevent companies from donating to candidates.

Sincerely,

Ashu M. G. Solo