

**Company Information**

Name of Company: \_\_\_\_\_

Operating as (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ (please provide a copy of the letter from CRA)

Lawyer's Name: \_\_\_\_\_

Law Firm Name & Address: \_\_\_\_\_

Please provide the following for our consideration and records:

- |  |  |  |
|--|--|--|
| <b>1. Proof of Current Incorporation:</b>    | Companies must be registered and have shares issued with the Corporations Branch of Saskatchewan as a Limited or Incorporated Company. Attach a copy of the <i>current</i> Corporate Registry - <b>Profile Report</b> as provided by the Corporations Branch of Saskatchewan.  | Copy Attached  |
| <b>2. License Information:</b>               | Attach a copy of:<br>a) 2016 Business License; and/or<br>b) 2016 Contractor License (if applicable).   | Copy Attached<br>Copy Attached                                   |
| <b>3. New Home Warranty:</b>                 | Companies must provide proof of membership with a new home warranty program approved to conduct business in Saskatchewan and accepted by CMHC. <b>New Home Warranty must be on each and every home constructed by the contractor. A Certificate proving New Home Warranty must be accompanied with every purchased lot. Failure to provide documentation could lead to permanent removal from the City of Saskatoon Eligible Contractor list.</b><br><br>a) Progressive Home Warranty Solutions; or<br>b) National Home Warranty Programs Ltd.; or<br>c) New Home Warranty Program of Saskatchewan Ltd.; or<br>d) Blanket Home Warranty Ltd. | Copy Attached<br>Copy Attached<br>Copy Attached<br>Copy Attached |
| <b>4. Liability Insurance</b>                | Proof of \$2,000,000 Liability Insurance must be provided  | Copy Attached  |
| <b>5. WCB Coverage</b>                       | Proof of Worker's Compensation Coverage/Registration is required.  | Copy Attached  |
| <b>6. Mandatory Training/Safety Training</b> | Proof of completion of:<br>a) One of the mandatory training courses offered through either the Saskatoon & Region Home Builders' Association or a similar course that is first approved by Saskatoon Land; or<br>b) Safety Training through a program first approved by Saskatoon Land.  | Copy Attached<br>Copy Attached                                   |
| <b>7. Shareholder Information:</b>           | Are there any shareholders of the company who are employed by the City of Saskatoon.   | Yes<br>No  |
| <b>8. Industry Reference:</b>                | Two written references to be provided. Could be from, but not limited to, Eligible Contractors recognized sub-trades, building supply companies, etc.  |  |
| <b>9. Credit Check:</b>                      | This information can be obtained from your financial institution. A copy would be required for the company and its shareholders.   |  |
| <b>10. Business Plan:</b>                    | A complete Business Plan showing a 2-year projection of business operations. This should include cash flow forecast, income and expense projections and financing information.   |  |
| <b>11. Corporate Seal:</b>                   | Companies are required to possess a corporate seal which will appear on all agreements. Affix your corporate seal to the bottom of this application.   |  |

All documents must be attached to the application at the time of submission. If any of these documents expire before the end of 2016, you are responsible to provide our office with copies of the renewals.

**Saskatoon Land will require a minimum of 7 working days to review your application. During the review period, you will not be allowed to put a lot on hold nor purchase a lot.**

By signing this form, I am acknowledging that I have read and understand the outline of the City Council Policy regarding Contractor Allocations. I understand that my first lot is a probationary lot and I will be unable to purchase any further lots until the following has been completed:

- a) an initial deposit of 50% of the purchase price has been paid at the time of purchase;
- b) the remaining balance of the purchase price is paid within one calendar year from the date of purchase;
- c) construction is complete including all deficiencies within one calendar year from the date of possession; and
- d) initial lot is purchased from available City-owned inventory and not from a lot draw offering.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
("seal")

\_\_\_\_\_  
Date

## **Probationary Contractor Eligibility Criteria**

On June 27, 2016, City Council approved the changes to Council Policy C09-001 – Residential Lot Sales – Contractor Allocations. These changes relate to the additional criteria for Probationary Contractors to take mandatory training and safety certification. The changes are summarized as follows:

1. All new probationary applicants must complete at least one of the mandatory training courses or the safety course before being allowed to purchase their first lot.
2. **Mandatory Training:** All Probationary Contractors will have one year to complete the remaining mandatory training, either through the Saskatoon & Region Home Builders Association, or through a similar course, first approved by Saskatoon Land. There are seven courses in total that must be taken. The cost per course through the Home Builders' Association is \$500 for non-members and \$300 for members.
3. **Safety Training:** All Probationary Contractors must take a safety course. Two courses were identified as acceptable in the report to City Council:
  - a) Leadership through Safety Excellence provided by the Saskatchewan Construction Safety Association (SCSA).
  - b) Health and Safety for Supervisors and Managers provided by OH&S Canada online.

Other acceptable programs are COR and SECOR, which are also provided by the SCSA. Other courses may also be acceptable if they are first approved by Saskatoon Land. At a minimum the course must contain the following:

- rights and responsibilities of managers, supervisors and workers;
- legislation and regulatory requirements;
- workplace inspection and accident investigation;
- hazard recognition and control measures; and
- developing and implementing effective workplace programs.

## **Frequently Asked Questions**

### **Why have these courses become mandatory?**

To help legitimize and provide added professionalism to the residential home builder industry. Mandatory training will help ensure that all Saskatoon Land Eligible and Probationary Contractors have a standard in business management and new home construction knowledge. Having the training as a requirement ensures new and existing builders are committed to constructing quality homes in City developments and demonstrates ongoing education as a priority.

Safety is a priority for the City and it is a priority for our builders and customers as well. Mandatory safety training has been put in place to help ensure all contractors are aware of safety legalities faced on residential construction sites.

### **What are the 7 required courses offered by SRHBA?**

- 1) Financial Planning & Management
- 2) Project Management & Supervision
- 3) Legal Issues in Housing
- 4) Building Codes
- 5) Construction Technology
- 6) Customer Service
- 7) Communication

### **How are the mandatory training courses offered? How long will it take to complete?**

The courses are delivered through an online portal and were created to accommodate both small and large volume builders. Each module consists of reading material followed by a short exam in which a grade of 80% must be achieved in order to pass. The modules are not time intrusive and can be completed in a couple of hours each.

### **Who is required to take these courses?**

At least one designate from the company wishing to become a Probationary Contractor with Saskatoon Land is required to take the courses.

### **Do I have to go through the Saskatoon & Region Homebuilders' Association (SRHBA) to complete the training?**

Not necessarily, other forms of training may be taken but must first be approved by the Director of Saskatoon Land. If you find other comparable courses you would like to take instead, please contact Saskatoon Land.

### **How will the courses work for probationary contractors?**

All probationary contractors will be required to complete one of the applicable courses before purchasing a lot. The rest of the courses must be complete within the one year probationary timeframe in order to move to our Eligible Contractor listing.

### **What happens if I do not complete these courses in time?**

Any contractor that does not complete all of the required training within the one year probationary period will not pass probation.

### **How much do these courses cost?**

Courses available through SRHBA:

- \$300 per course for members of the association and
- \$500 per course for non-members.

Safety training through OH&S costs \$169

Safety training through SCSA Two Day Course for Leadership for Safety Excellence:

- \$100 for members and \$500 for non-members of SCSA
- All Contractors with a Class B Workers Compensation Class are automatically members of the SCSA.

### **How will Saskatoon Land know who hasn't completed the courses?**

All Probationary Contractors are required to submit proof that the courses have been completed. Those who do not submit proof will not pass probation.

### **If I am a member of SRHBA and have completed my Certified Professional Home Builder Certification, does that satisfy the new requirements?**

If you have already completed training, please provide Saskatoon Land evidence that all courses have been completed in order to satisfy the requirements.

### **Where can I get started, or where do I sign up for these courses?**

If you choose to take the courses through SRHBA, you can contact them (306-955-5188) to register for the courses.

For safety training through SCSA you can register online at:

<http://www.scsaonline.ca/courses/classroom-training/leadership-for-safety-excellence>

For safety training through OHS Canada, you can register online at:

<http://www.ccohs.ca/products/courses/hscourse/>

If you choose to take the training through another program, please notify Saskatoon Land for approval before registering.

**Is there a time limit to completing the courses once I sign up?**

The only time constraint is that of completing the courses before the deadlines provided by Saskatoon Land. To become a member of SRHBA, these courses must be completed within the first year of membership.

**What if I do not get the 80% passing grade, do I have to pay again?**

The fee of \$500 (\$300 for SRHBA members) includes 1 exam fee. If a passing grade is not reached, an additional \$75 is required to take the exam again, and can be taken as many times as required to pass the module.