



**PUBLIC AGENDA
STANDING POLICY COMMITTEE ON FINANCE**

Monday, October 6, 2014, 2:45 p.m.

Council Chamber, City Hall

Pages

1. **CALL TO ORDER**
2. **CONFIRMATION OF AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1 **Minutes of regular meeting of the Standing Policy Committee on Finance held on September 8, 2014.** 4 - 9
4. **UNFINISHED BUSINESS**
5. **COMMUNICATIONS (requiring the direction of the Committee)**
6. **REPORTS FROM ADMINISTRATION**
 - 6.1 **Delegated Authority Matters**
 - 6.1.1 **Internal Audit Services - Request for Proposal (Files CK. 1600-3 and AF. 1600-1)** 10 - 29
Recommendation

That the Administration, on behalf of the Standing Policy Committee on Finance, be authorized to issue the Request for Proposal for Internal Audit Services.
 - 6.1.2 **Audit Report - Saskatoon Land - Inventory and Revenue System (File No. CK. 1600-24)** 30 - 30
Recommendation

That the one-page summary report on the Saskatoon Land - Inventory and Revenue System Audit be received as information and posted on the City's website.

6.1.3	Audit Report - Golf Course Inventory System (File No. CK. 1600-4)	31 - 31
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Recommendation

That the one-page summary report on the Golf Course Inventory System Audit be received as information and posted on the City's website.

6.2 Matters Requiring Direction

6.2.1	Property Tax Deferral Program for Low-Income Seniors (Files CK. 1930-1 and AF. 1965-1)	32 - 55
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Recommendation

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

1. That the current Property Tax Deferral Program for Low-Income Seniors be amended to include the following options:
 - a) deferral of \$600 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - b) deferral of \$1,200 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - c) deferral of the full amount of municipal and library taxes with 4% interest applied, payable when the house is sold or no longer occupied by the applicant; and
2. That the City Solicitor prepare the necessary amendments to Bylaw No. 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012.

**6.2.2 Communications to Council - Nicola Tabb - September 10, 2013
- Proposed Establishment of a 33rd Street Area BID (Files CK.
1680-6 and PL. 1680-7)**

56 - 65

Recommendation

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

1. That advertising respecting the proposal to establish a 33rd Street Business Improvement District, as outlined in this report, be approved;
2. That the Administration proceed with Public Notice with respect to the establishment of a 33rd Street Business Improvement District; and
3. That the City Solicitor be requested to prepare the required bylaw for consideration at the time of the public hearing.

7. URGENT BUSINESS

Items from In Camera Meeting - October 6, 2014 - Requests to Sell City-Owned Property

8. MOTIONS (notice previously given)

9. GIVING NOTICE

10. ADJOURNMENT



PUBLIC AGENDA – ADDITIONAL ITEMS

STANDING POLICY COMMITTEE ON FINANCE

MONDAY, OCTOBER 6, 2014, AT 2:45 P.M., COUNCIL CHAMBER

2. CONFIRMATION OF AGENDA

Recommendation

1. That the agenda for today's meeting be amended by adding the following matters as outlined in this document:
 - Additional recommendation to Item 6.1.1:
 - "2. That the current contract between the City of Saskatoon and Garman, Weimer & Associates Ltd. be extended to December 31, 2014."
 - Request to Speak – Murray Scharf – Item 6.2.1
 - Request to Sell City-Owned Property – Kensington Neighbourhood, as Urgent Business Item 7.1.1; and
 - Request to Sell City-Owned Property – Parkridge Neighbourhood, as Urgent Business Item 7.1.2; and
2. That Murray Scharf be heard during consideration of agenda Item 6.2.1.

7. URGENT BUSINESS

7.1 Delegated Authority Matters

7.1.1 Request to Sell City-Owned Property – Kensington Neighbourhood (Files CK. 4215-1 x 4110-44, AF. 4214-1, and LA. 4211-2-2)

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 214 lots (Lots 1 to 48, Lots 51 to 97, Block 214; Lots 1 to 9, Block 219; Lots 1 to 11, Block 220; Lots 1 to 32, Block 221; Lots 1 to 33, Block 222; Lots 1 to 20, Block 223; Lots 1 to 11, Block 224; all Plan Numbers to be registered) on Ells Crescent, Ells Lane, Ells Way, Kensington Boulevard, Labine Court, Labine Crescent and Labine Terrace in the Kensington neighbourhood through a lot draw process;

2. That lots, which are not sold through the lot draw process, be placed for sale over-the-counter on a first-come, first-served basis;
3. That the Director of Saskatoon Land be authorized to sell Lots 49 and 50, Block 214 to the highest bidder through a tender process for the intended use of developing Type II Residential Care Homes, Child Care Centres or Pre-Schools with tender conditions and reserve bid prices plus applicable taxes;
4. That any of the pre-designated Type II Residential Care Home, Child Care Centre or Pre-School lots which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
5. That any of the pre-designated Type II Residential Care Home, Child Care Centre or Pre-School lots remaining in inventory after a period of one year be made available for sale over-the-counter on a first-come, first-served basis for one of the permitted uses within the R1A zoning district;
6. That the Director of Saskatoon Land be authorized to administer development controls for 214 lots in Phase 3 and 85 lots in Phase 2;
7. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned after lot draws; and
8. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

**7.1.2 Request to Sell City-Owned Property – Parkridge
Neighbourhood (Files CK. 4215-1 x 4110-32, AF. 4214-1, and
LA. 4214-2)**

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 174 single-family lots with legal descriptions of Lots 29 to 89, Block 890, Plan No. to be registered; Lots 20 to 40, Block 891, Plan No. to be registered; Lots 1 to 32, Block 892, Plan No. to be registered; Lots 1 to 13, Block 893, Plan No. to be registered; Lots 1 to 9, Block 894, Plan No. to be registered; Lots 1 to 11, Block 895, Plan No. to be registered; Lots 1 to 17, Block 896, Plan No. to be registered; and Lots 1 to 10, Block 897, Plan No. to be registered on Kinloch Bay, Crescent, and Court, and Fortosky Crescent, Manor and Terrace through a lot draw process;
2. That the Director of Saskatoon Land be authorized to sell two multi-family sites (Parcels AA and BB, Plan No. to be registered) located on Hart Road through a public tender process to the highest bidder with reserve bid prices;
3. That any of the multi-family parcels which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis;
4. That the Director of Saskatoon Land be authorized to administer development controls for the 174 single-family lots;
5. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned; and
6. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.



PUBLIC MINUTES

STANDING POLICY COMMITTEE ON FINANCE

MONDAY, SEPTEMBER 8, 2014, AT 2:00 P.M., COUNCIL CHAMBER

PRESENT:

Councillor A. Iwanchuk, A/Chair

Councillor C. Clark

Councillor R. Donauer

His Worship Mayor D. Atchison (Ex-Officio) at 2:06 p.m.

ALSO PRESENT:

Councillor P. Lorje

A/CFO & General Manager, Asset & Financial
Management K. Tarasoff

Solicitor B. Bleakney

Deputy City Clerk D. Kanak

Committee Assistant J. Hudson

ABSENT

Councillor T. Paulsen

Councillor E. Olauson

1. CALL TO ORDER

The A/Chair called the meeting to order.

2. CONFIRMATION OF AGENDA

Moved by Councillor Clark,

That the agenda be confirmed as presented.

CARRIED

3. ADOPTION OF MINUTES

Moved by His Worship the Mayor,

That the minutes of regular meeting of the Standing Policy Committee on Finance held on August 18, 2014, be adopted.

CARRIED

4. UNFINISHED BUSINESS

There was no unfinished business.

5. COMMUNICATIONS

There were no communications requiring the direction of the Committee.

6. REQUESTS TO SPEAK

There were no requests to speak on new matters.

7. REPORTS FROM ADMINISTRATION

7.1 Matters Requiring Direction – Report to Council

7.1.1 Persephone Theatre Property Tax Abatement
(Files CK. 1965-1 x 4129-15 and CP. 1870-1)

A/CFO & General Manager, Asset & Financial Management Department Tarasoff presented the report. Director of Community Development Lacroix was also in attendance to answer questions of the Committee.

Ms. Jennifer Pereira, Chair, Persephone Theatre Board of Directors, addressed the Committee, reiterating the abatement request, and expressing gratitude for the City's continued support of Persephone Theatre.

His Worship the Mayor entered the meeting at 2:06 p.m., during consideration of the above matter.

Moved by Councillor Donauer,

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

That a full (100%) property tax abatement to Persephone Theatre through the Culture Grant Program for a five-year period be approved.

CARRIED

7.1.2 Contract Award Report – April 1, 2014 to July 31, 2014 – Contracts between \$50,000 and \$75,000 (Files CK. 1000-1 and AF. 1000-1)

A/CFO & General Manager, Asset & Financial Management Department Tarasoff presented the report.

Moved by His Worship the Mayor,

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

That the report of the CFO/General Manager, Asset and Financial Management Department dated September 8, 2014, be received as information.

CARRIED

7.2 Delegated Authority Matters

7.2.1 Quarterly Report – Builder and Developer Lot Supply

(Files CK. 4110-1, AF. 4132-1 and 4125-1, and LA. 4138-4)

A/CFO & General Manager, Asset & Financial Management Department Tarasoff presented the report. Director of Saskatoon Land Long was also in attendance to answer questions of the Committee.

Moved by His Worship the Mayor,

That the information be received.

CARRIED

7.2.2 2014 Neighbourhood Land Development Fund Financial Information

(Files CK. 1815-1 x 1700-1, AF. 1702-1 and 1815-1, and LA. 1815-7)

A/CFO & General Manager, Asset & Financial Management Department Tarasoff presented the report.

Moved by His Worship the Mayor,

1. That \$3.75 million in surplus funds be allocated from the Neighbourhood Land Development Fund; and
2. That the Administration report further to the 2015 Business Plan and Budget deliberations with recommended allocations.

CARRIED

7.2.3 Request to Sell City-Owned Property – South West Industrial Area
(Files CK. 4215-1, AF. 4214-1 and LA. 4221-014-026)

A/CFO & General Manager, Asset & Financial Management Department Tarasoff presented the report. Director of Saskatoon Land Long was also in attendance to answer questions of the Committee.

Moved by His Worship the Mayor,

1. That the Director of Saskatoon Land be authorized to sell Lot 19, Block 183, Plan 102125494 in the South West Industrial area to the highest bidder through a public tender process with a reserve bid price;
2. That if the lot is not sold through the tender process, it be placed for sale over-the-counter on a first-come, first-served basis;
3. That His Worship the Mayor and the City Clerk be authorized to execute the necessary documentation to complete the sale by public tender; and
4. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in the servicing costs and for returned parcels.

CARRIED

7.2.4 Audit Report – Inventory Management Systems (File No. CK. 1600-1)

Moved by His Worship the Mayor,

That the one-page summary report on the Inventory Management Systems Audit be received as information and posted on the City's website.

CARRIED

8. URGENT BUSINESS

There was no urgent business.

9. MOTIONS

There was no notice previously given.

10. GIVING NOTICE

There was no notice given.

11. ADJOURNMENT

Moved by His Worship the Mayor,

That the meeting be adjourned.

CARRIED

The meeting adjourned at 2:41 p.m.

Councillor A. Iwanchuk, A/Chair

In accordance with The Procedures and Committees Bylaw No. 9170, the following items will be submitted to the Regular Business Meeting of City Council scheduled for Monday, September 22, 2014:

Consent Agenda

Contract Award Report – April 1, 2014 to July 31, 2014 – Contracts between \$50,000 and \$75,000 (Files CK. 1000-1 and AF. 1000-1)

SPC on Finance Report

Persephone Theatre Property Tax Abatement (Files CK. 1965-1 x 4129-15 and CP. 1870-1)

Internal Audit Services – Request for Proposal

Recommendation

That the Administration, on behalf of the Standing Policy Committee on Finance, be authorized to issue the Request for Proposal for Internal Audit Services.

Topic and Purpose

The purpose of this report is to request authorization to proceed with the Request for Proposal (RFP) for Internal Audit Services.

Report Highlights

1. The internal audit contract expired September 15, 2014, and has been extended to December 31, 2014. An RFP will be issued for a proposed five-year term.
2. The RFP for an internal auditor will include financial system audits as well as risk-based program audits.

Strategic Goal

Internal audit and risk management programs support the Strategic Goal of Asset and Financial Sustainability by reviewing the costs and revenues to ensure smart spending in all programs, as well as identifying risk in ongoing operations.

It also supports the long-term goal of creating and encouraging a workplace culture of continuous improvement that encourages innovation and forward-thinking under the Strategic Goal of Continuous Improvement.

Background

The current internal audit contract expired on September 15, 2014, and has been extended to December 31, 2014. The Expression of Interest that was issued in 2009 for this current contract was for financial system audits. This service has been instrumental in ensuring the Corporation is following best financial practices to safeguard and manage assets and programs offered by the City of Saskatoon.

In addition to these controls, the Corporate Risk Management Program, which will assist the Corporation to identify and manage risk, has been formalized. The new Internal Audit Services RFP has combined both of these integrated processes and this service will now embed risk management with internal audits.

Report

The Corporate Risk Management Program has shown that the Administration is placing an additional focus on risk management. The internal auditor can play an important supporting role in risk management by auditing programs and practices for risk, and suggesting modifications and improvements to existing programs, as well as identifying and evaluating significant risk exposure.

Internal Audit Services – Request for Proposal

The RFP for the internal audit five-year contract will include auditing of both the financial practices as well as auditing of risks and the Corporate Risk Management Program. See Attachment 1 for the RFP which includes these aspects of the internal audit process.

Public and/or Stakeholder Involvement

There is no public or stakeholder involvement required at this time.

Communication Plan

A communication plan is not required at this time.

Other Considerations/Implications

There are no policy, financial, environmental, privacy, or CPTED implications or considerations, and there are no options to the recommendation.

Due Date for Follow-up and/or Project Completion

The Administration, on behalf of the Standing Policy Committee on Finance, will submit the RFP to Purchasing Services for issuance on October 7, 2014. The Standing Policy Committee on Finance will interview the three Proponents with the highest scores on the week of November 17, 2014. Once the Preferred Proponent is selected, the Standing Policy Committee on Finance will negotiate the final terms of the detailed agreement.

The following is an estimated timeline for the project:

- RFP Issued: October 7, 2014
- Deadline for Registering Interest: November 1, 2014
- RFP Closing: November 7, 2014
- Interviews: Week of November 17, 2014
- Preferred Proponent Award: December 1, 2014

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachment

1. Request for Proposal – Internal Audit Services

Report Approval

Written by: Kari Smith, Financial Analyst
Reviewed by: Linda Andal, Director of Financial Planning
Approved by: Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial Management Department

Internal Audit Services RFP_2014.docx



**Request for Proposal
Internal Audit Services
RFP# 14-0966**

Closing Time: 2:00 p.m. (CST), November 7, 2014

Delivery Address:

City of Saskatoon
Purchasing Services
222 Cardinal Crescent
SASKATOON, SK
S7L 6H8

Contact Person:

Linda Andal, Director of Financial Planning
linda.andal@saskatoon.ca

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CITY OF SASKATOON

Internal Audit Services

RFP# 14-0966

SUBMISSION DEADLINE: NOVEMBER 7, 2014

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Appendix A: Proponent Submission Form

1. INTRODUCTION

1.1 Background

The City of Saskatoon is a municipal corporation governed by *The Cities Act*, c. C-11.1 S.S. 2002. Saskatoon City Council consists of the Mayor and ten Council members. The civic Administration is a departmental structure reporting to the City Manager.

City Council owns and appoints the boards of the Mendel Art Gallery, Saskatoon Centennial Auditorium (operating as TCU Place), and Saskatchewan Place Association Inc. (operating as Credit Union Centre). It appoints members of the Saskatoon Board of Police Commissioners and the Saskatoon Public Library, although these boards otherwise are largely independent of City Council.

City Council appoints four pension boards, namely, the General Superannuation Plan Board, Police Superannuation Board, Firefighters Superannuation Board, and the Defined Contribution Plan for Seasonal and Non-Permanent Part-Time Employees Board.

City Council appoints a variety of advisory committees and statutory bodies such as the Development Appeals Board, Board of Revision, etc. It also contracts for services with organizations such as the Society of Prevention of Cruelty to Animals (SPCA) and Saskatoon Regional Economic Development Authority (SREDA).

The City of Saskatoon has had a formal internal audit program since 1989. The current contract for internal auditing services expires December 31, 2014.

1.2 Purpose of this Request for Proposal

The purpose of this Request for Proposal (RFP) is to invite interested Proponents to prepare and submit competitive Proposals for Internal Audit Services.

Internal Audit services consist of financial systems audit, and risk based program audits for the civic corporation and its boards and agencies, for a proposed five-year term. Special project audits; suggesting and assisting with modifications and improvements to risk management programs; and identifying and evaluating exposures to risk and audit management may also be required during the term of the proposed contract.

1.3 Eligibility to Participate in Request for Proposal

Any interested party or parties, may submit a Proposal to this RFP, given that they have:

1. the capacity to provide at least 1400 chargeable hours per year, for a period of five years;
2. five years direct internal audit experience, including risk-based auditing and other risk services; and

3. the qualifications to perform audits in accordance with Canadian Auditing Standards (CASs).

Proponents may be corporations, cooperatives, joint ventures, partnerships, associations, sole proprietorships, or any other legal entity eligible to conduct business within the Province of Saskatchewan.

2. RFP TERMINOLOGY AND INTERPRETATION

2.1 Definitions

- 2.1.1 “Agreement” means the written contract resulting from this Request for Proposal awarded to and/or executed by the City of Saskatoon and the Preferred Proponent;
- 2.1.2 “Addendum” means an addendum to this RFP issued by the Contact Person as set out on the cover page and as described in Section 4.5;
- 2.1.3 “City” means The City of Saskatoon;
- 2.1.4 “Closing Time” means the time indicated as such on the cover page of this RFP;
- 2.1.5 “Competitive selection process” means the overall process for the selection of a Preferred Proponent for the Project, including, but not limited to, this RFP stage;
- 2.1.6 “Contact Person” means the person identified as such on the cover page and Section 4.4 of this RFP;
- 2.1.7 “Contract Award” means the time when the Agreement related to the Project has been executed and delivered and all conditions to the effectiveness of the Agreement have been satisfied;
- 2.1.8 “Delivery Address” means the delivery address identified as such on the cover page of this RFP;
- 2.1.9 “Evaluation Committee” has the meaning set out in Section 7.2;
- 2.1.10 “Inquiry” has the meaning set out in Section 4.4;
- 2.1.11 “Key Individual” of a Proponent means the specific firm and person, exclusive to the Proponent, filling the role as the Proponents Project Director or Manager with respect to the Proposal;
- 2.1.12 “Mandatory Requirements” means the Proposal requirements described in Section 7.1;
- 2.1.13 “Preferred Proponent” means the Proponent selected pursuant to this RFP to enter into negotiations with the City;
- 2.1.14 “Proponent” means the party that submits a Proposal;
- 2.1.15 “Proposal” refers to a Proposal submitted in response to this RFP; and
- 2.1.16 “RFP” means Request for Proposal.

2.2 Interpretation

In this RFP:

- a) the use of headings are for convenience only and are not to be used in the interpretation of this RFP;
- b) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section or Appendix of this RFP;
- c) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- d) the word “including” when used in this RFP is not to be read as “limiting”; and
- e) each Appendix attached to this RFP is an integral part of this RFP as if set out at length in the body of this RFP.

3. THE PROJECT

3.1 Scope

The Preferred Proponent will be responsible for planning and executing the internal audit services for the financial systems of the City. In addition to financial system audits, the Preferred Proponent will be expected to identify exposures to risk and propose modifications and improvements within the entire corporation, and to audit the risk based management program implemented within the City. There may also be special project audits assigned.

3.2 Agreement

The City of Saskatoon and the Preferred Proponent will enter into an Agreement for the provision of Internal Auditing Services, to include the components outlined throughout this RFP, which will set out the terms and conditions applicable to the Internal Auditor Services.

The following are some of the key commercial terms that the City anticipates will be included in the Agreement:

Term: The term of the agreement for the provision of ongoing services will be five (5) years commencing January 2, 2015.

Payment: Payment will be monthly based on the receipt of an invoice detailing hours and the particular audit work completed.

4. RFP PROCUREMENT PROCESS

4.1 Estimated Timeline

The following is the City's estimated timeline for the Project:

Activity	Timeline
RFP Issued	October 7, 2014
Deadline for Registering Interest	November 1, 2014
RFP Closing	November 7, 2014
Interviews	Week of November 17, 2014
Preferred Proponent Award	December 1, 2014

4.2 Submission Package

For more information about the City, Proponents may pick up a Submission Package at the Office of the City Clerk, City Hall, which includes the following documents:

- City of Saskatoon Municipal Manual 2014 which contains an organizational chart and descriptions of the various departments, boards, and agencies;
- City of Saskatoon 2014 approved Operating Budget estimates which contains a description and budget for all programs;
- City of Saskatoon Financial report for the year ending December 31, 2013;
- City of Saskatoon proposed Risk Based Management Policy; and
- City of Saskatoon Council Policy No. C02-032 – “Internal Audit Charter” dated January 19, 2004.

4.3 Registering Interest

If a Proponent is interested in submitting a Proposal for this opportunity, the Proponent must register their interest by emailing Kari Smith at kari.smith@saskatoon.ca by **November 1, 2014**.

Proposals shall not be accepted from any Proponent who has not pre-registered their interest.

4.4 Inquiries

All Inquiries and communications regarding the RFP requirements should be directed to Linda Andal (linda.andal@saskatoon.ca).

The following applies to any Inquiry:

- a) Responses to an Inquiry will be in writing;
- b) All Inquiries and all responses to Inquiries from the Contact Person will be recorded by the City;

- c) The City is not required to provide a response to any Inquiry;
- d) A Proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry “Commercial in Confidence” if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) If the City decides that an Inquiry marked “Commercial in Confidence” or the City’s response to such an Inquiry must be distributed to all Proponents, the City will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the City may provide its response to all Proponents;
- f) Notwithstanding Section 4.2(d) and 4.2 (e):
 - i. if one or more other Proponent submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as “Commercial in Confidence”, the City may provide a response to such Inquiry to all Proponents; and
 - ii. if the City determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked “Commercial in Confidence”, the City may, at its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

4.5 Addenda

The City may, at its absolute discretion through the Contact Person, amend this RFP at any time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to inquiries as provided by Section 4.2, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the City is authorized to amend or clarify this RFP. The City will provide a copy of all addenda to Proponents who have registered with kari.smith@saskatoon.ca prior to the RFP closing date.

4.6 Provision of Information

The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City will attempt to notify Proponents of all updates, Proponents are solely responsible for checking with the Contact Person frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

Each Proponent shall make its own examination, investigation and research regarding the proper method of doing the work, all conditions affecting the work to be done, the labour, equipment and materials, and the quantity of work to be performed. The

Proponent agrees that it has satisfied itself by Proponents own investigation and research regarding all such conditions, and that the Proponents conclusion to submit a Proposal is based upon such investigation and research, and that the Proponent shall make no claim against the City because of any of the estimates, statements or interpretations made by any officer or agent of the City which may prove to be in any respect erroneous.

5. PROPOSAL REQUIREMENTS

5.1 Proponent Submission Form

As a condition of participating in this RFP, each Proponent must complete, sign and include with their Proposal, the Proponent Submission Form, attached as Appendix A.

5.2 Proposal Format and Content

Proposals should be in the format and include the content described below:

- a) Title Page – Include RFP Subject, Proponents Name, local address, telephone number, contact name and the date.
- b) Table of Contents – Include a clear identification of the material by section and by page number.
- c) Details of the Proponents plans to service the City including:
 - i) a detailed description of the Proponents internal auditing philosophy and type of internal audits proposed, together with any other relevant information regarding the internal audit services offered. The Proposal is not required to be the same or similar to what the City is currently doing (limit of 5 pages);
 - ii) a detailed description of risk management programs proposed, together with any other relevant information regarding the risk management services offered. The Proposal is not required to be the same or similar to what the City is currently doing (limit of 5 pages);
 - iii) a description of the experience of the Proponent in the internal auditing field, and in particular, any experience with municipal corporations. This should also detail experience suggesting improvements to municipal risk management programs (limit of 3 pages). The submission should also include resumes detailing the experience and qualifications/education of the individual(s) that will be providing the internal auditing and risk services (limit of 2 pages per resume);

- iv) a schedule of hourly rates for each service proposed based on 1400 hours of work per year for a five-year term. The schedule must include a breakdown of rates based on the qualifications/education of the staff doing the work, and the estimated hours that will be assigned to each type of staff (limit of 2 pages); and
- v) a recommendation as to how the appropriate number of hours for each audit would be determined (limit of 3 pages).

6. SUBMISSION INSTRUCTIONS

6.1 Closing Time and Delivery Address

Proposals must be received at the Delivery Address before the Closing Time. Proposals received after the Closing Time will not be considered and will be returned unopened.

6.2 Number of Copies

A Proponent should submit three (3) copies of the Proposal in a sealed envelope labelled "City of Saskatoon RFP # 14-0966 - Internal Audit Services".

6.3 No Fax or Email Submissions

Proposals submitted by fax or email will not be accepted.

6.4 Language of Proposals

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

6.5 Receipt of Complete RFP

Proponents are responsible to ensure they have received the complete RFP, as listed in the Table of Contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFP.

6.6 Examination of Conditions

The Proponent will be responsible for examining the nature of the work and all other conditions and factors that may affect the Proposal, prior to submitting any Proposal.

6.7 Electronic Communication

Proponents should not communicate with the Contact Person by fax. The Contact Person will not respond to any communications sent by fax. The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email where such email communications or deliveries are permitted by the terms of this RFP.

The City does not assume any risk or responsibility or liability whatsoever to any Proponent:

- a) For ensuring that any electronic email system being operated for the City is in good working order, able to receive transmissions, or not engage in receiving other transmissions such that a Proponents transmission cannot be received; or
- b) If a permitted email communication or delivery is not received by the City or, received in less than its entirety, within any time limit specified by this RFP; and
- c) All permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

6.8 Inconsistency between Paper and Electronic Form

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to Proponents and the digital, electronic or other computer readable form, the paper form of the document will prevail.

6.9 Amendments or Revisions to Proposal

A Proponent may amend or revise any aspect of its Proposal at any time prior to the Closing Time by delivering written notice, or written amendments, to the Delivery Address prior to the Closing Time.

6.10 Withdrawal Prior to the Closing Time

A Proponent may withdraw its Proposal at any time prior to the Closing time by delivering written notice to the Contact Person at the Delivery Address prior to the Closing Time.

6.11 Validity of Proposals

By submitting a Proposal, each Proponent agrees that its Proposal, including all prices, will remain fixed and irrevocable from the Closing Time until midnight at the end of the 90th calendar day following the closing time (the Proposal Validity Period).

6.12 Material Change after RFP Closing Time

A Proponent will give immediate notice to the City of any material change that occurs to a Proponent after the Closing Time, including a change to its membership or a change to financial capability.

7. EVALUATION OF PROPOSALS

7.1 Mandatory Requirements

The City will review the Proposals on a preliminary basis to determine whether they comply with the Mandatory Requirements. Proposals which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following is a mandatory requirement:

- a) the Submission must be received at the Delivery Address no later than the Closing Time; and
- b) the Proponent Submission Form, attached as Appendix A.

The other requirements of this RFP, even if stated in mandatory terms, are not included in the mandatory requirements.

7.2 Review Committee

A Review Committee consisting of the Director of Financial Planning, a Financial Analyst, and the Director of Corporate Risk will be convened for the purpose of adjudicating all submitted Proposals. Once the Review Committee has scored the submitted Proposals based upon (i), (ii) and (iii) of the Evaluation Criteria chart on the following page, the three Proponents with the highest scores will be shortlisted and a recommendation will be sent to the Standing Policy Committee on Finance. The Standing Policy Committee on Finance has the Delegated Authority for the overall supervision of the City's annual and long-term audit plans. This Delegated Authority includes the approval of the selection and terms of engagement of an internal auditor which includes the enterprise risk management function, and the implementation of internal controls over financial reporting, operational effectiveness and efficiency, fraud prevention and detection, and safeguarding corporate assets.

The recommendation from the Review Committee to the Standing Policy Committee on Finance will include the rationale and scores assigned for each criterion for each Proponent. The shortlisted Proponents will be contacted for a scored interview and/or presentation with the Standing Policy Committee on Finance (see Schedule in 4.1 for date).

The Preferred Proponent will then be selected, by the Standing Policy Committee on Finance, based upon the highest combined score of (i), (ii), (iii) and (iv) of the Evaluation Criteria chart on the following page.

7.3 Evaluation of Proposals

The Review Committee will evaluate Proposals by assigning a score out of 90 points which will be weighted as follows:

Evaluation Criteria	Point Weighting
i) The Proponents demonstrated knowledge and experience in the internal audit of similar size municipalities and other large entities. This includes qualifications and expertise of partners and staff to be assigned to the internal audit. Education, position in firm, years and type of experience will be considered from the resumes submitted.	50
ii) The Proponents internal audit plan and philosophy related to the City and related entities, including financial system audits and risk based program audits and evaluating and auditing exposures to risk.	30
iii) Total Internal Audit fees based upon the 1400 hours of work per year.	10
Total	90

The Standing Policy Committee on Finance will evaluate the interview/presentation by assigning a score out of 10 points.

Evaluation Criteria	Point Weighting
iv) Interview	10
Total	10

The Review Committee and/or the Standing Policy Committee on Finance may, in its sole and absolute discretion, but is not required to:

- a) conduct reference checks relevant the Project with any or all of the references cited in the Proposal, to verify any and all information regarding a Proponent, including its directors, officers and the Key Individual;
- b) conduct any background investigations that it considers necessary in the course of the competitive selection process;
- c) seek clarification or rectification of a Proposal or supplementary information from any or all Proponents; and
- d) rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Proposals.

The Review Committee may decide not to complete a detailed evaluation of a Proposal if the Review Committee concludes after having undertaken a preliminary review of the

Proposal as compared to other Proposals, the Proponent of the Proposal is not in contention to be selected as the Preferred Proponent.

8. SELECTION OF PREFERRED PROPONENT AND CONTRACT AWARD

8.1 Selection and Award

If the Standing Policy Committee on Finance selects a Preferred Proponent, the City will invite the Preferred Proponent to enter into discussions to settle all terms of the Agreement, based on the Preferred Proponents Proposal, including any clarifications that the Preferred Proponent may have provided during the evaluation of Proposals. The City reserves the right to negotiate changes to the Proposal.

8.2 Approval

Final approval from City Council may be a condition precedent to the final execution or commencement of the contract.

8.3 No Compensation for Participation in this RFP

Each Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs of providing information requested by the City, attending meetings and conducting due diligence. The City will not provide any compensation to Proponents for participating in this RFP Competitive Selection Process.

8.4 Debriefs

The City will, following Contract Award, upon request from an unPreferred Proponent, conduct a debriefing for that Proponent. In a debriefing, the City may discuss the relative strengths and weaknesses of that Proponents Proposal, but the City will not disclose or discuss any Confidential Information of another Proponent.

9. RFP TERMS AND CONDITIONS

9.1 No Obligation to Proceed

This RFP does not commit the City to select a Preferred Proponent or enter into an Agreement and the City reserves the complete right to at any time reject all Proposals, or to otherwise terminate this RFP and the Competitive Selection Process and proceed with the Project in some other manner.

9.2 No Contract

This RFP is not an agreement between the City and any Proponent nor is this RFP an offer or an agreement to purchase work, goods or services. No contract of any kind for

work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the submission of a Proposal, unless the City and the Preferred Proponent execute an Agreement, and then only to the extent expressly set out in the Agreement.

9.3 Confidentiality

The City acknowledges that each Proposal may contain information in the nature of a Proponents trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent and agrees that Proposals in response to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All Proposals will be kept confidential during the evaluation phase but the Proponents acknowledge that all Proposals may be openly discussed by City Council should staff or Committee recommend a Proponents submission.

Proponents acknowledge that the City is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan)* and *The Cities Act (Saskatchewan)* and all documents submitted to the City will be subject to the protection and disclosure provisions of these pieces of legislation and their respective regulations. Proponents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the Preferred Proponent will by law be available for inspection by members of the public.

9.4 No Collusion

Proponents will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, adviser, agent or representative of any other Proponent regarding the preparation, content or representation of their Proposal. Nothing in this section will prevent any interested party from talking to other interested parties for the purpose of forming a team to submit a Proposal to this RFP.

9.5 No Lobbying

Proponents, Proponent Team Members and the Key Individual, and their respective directors, officers, employees, consultants, agents, advisers or any other representatives will not engage in any form of political or other lobbying whatsoever in relation to this RFP, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to this RFP directly or indirectly, with any representative of the City (including any member of City Council), or any employee of the City, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever, including for the purposes of:

- a) commenting on or attempting to influence views on the merits of the Proponents Proposal, or in relation to Proposals of other Proponents;
- b) influencing, attempting to influence, the evaluation, scoring and ranking of Proposals, the selection of the Preferred Proponent, or any negotiations with the Preferred Proponent;
- c) promoting the Proponent or its interests in the Project, including in preference to that of other Proponents; and
- d) criticizing the Proposals of other Proponents.

In the event of any lobbying or communication in contravention of this Section, the City in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

9.6 Ownership of Proposal

All Proposals submitted to the City become the property of the City and will be received and held in confidence by the City, subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* and this RFP.

APPENDIX A – PROPONENT SUBMISSION FORM

(To be submitted by the Authorized Representative of the Proponent)

REQUEST FOR PROPOSALS

Closing Time: 2:00 p.m. (CST), NOVEMBER 14, 2014

In consideration of the City's agreement to allow the undersigned (Proponent) to participate in the Request for Proposal (RFP), issued October 15, 2014, the Proponent hereby agrees that:

1. Undertaking of Proposal Call Process

The Proponent acknowledges and agrees:

- a) This is not a tender process. An RFP has been issued seeking Proposals from Proponents. The Preferred Proponent will be selected based on a number of mandatory and non-mandatory criteria detailed in the RFP;
- b) The Proposal call process will include opportunities to discuss aspects of the Proponents Proposal with project management representatives that are either employed, or appointed, by the City;
- c) That it will commit to providing a Proposal which includes the full scope of services required for this Project as indicated in the RFP; and
- d) That it will comply with the procedures and process detailed in the RFP.

2. Limitation of Damages

The Proponent:

- a) agrees not to bring any Claim against the City or any of its employees, Advisers or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
 - i. if the City accepts a non-compliant Proposal or otherwise breaches (including breach of material terms) the terms of the RFP; or
 - ii. if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the City exercises any rights under this RFP; and
- b) waives any and all Claims against the City or any of its employees, advisers or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including:
 - i. if the City accepts a non-compliant Proposal or otherwise breaches (including breach of material terms) the terms of this RFP or the Competitive Selection Process; or
 - ii. if the Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of this RFP) or the City exercises any rights under this RFP.

3. Proponents Representative

The Proponents Representative identified below is an officer of the company and is fully authorized to represent the Proponent in any and all matters related to its Proposal.

THE UNDERSIGNED, having carefully read the requirements contained within this RFP, DO HEREBY OFFER, in accordance with said requirements, provision of required services according to all conditions within the RFP.

COMPANY NAME

ADDRESS CITY

AUTHORIZED REPRESENTATIVE

NAME OF COMPANY OFFICIAL (PLEASE PRINT)

DATE

We acknowledge receipt of the following addenda which shall be considered as part of the Proposal Documents:

Addendum # 1 Date: _____

Addendum # 2 Date: _____

Addendum # 3 Date: _____

Addendum # 4 Date: _____

Addendum # 5 Date: _____

An acknowledgement of Addenda issued for this RFP is not mandatory.



September 19, 2014

City of Saskatoon – City Clerk’s Office
Attention: Secretary – Standing Policy Committee on Finance
222-3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Audit Report – Saskatoon Land – Inventory and Revenue System

Saskatoon Land plans, services and sells residential, commercial and industrial lots owned by the City of Saskatoon. The division consists of three sections, Sales & Accounting, Real Estate and Land Development, each responsible for specific aspects of planning, developing, servicing and selling lots. The core mandate of Saskatoon Land is to:

1. provide an adequate supply of residential, institutional and industrial land at competitive market values;
2. provide innovation and leadership in design for new growth;
3. provide financial returns at competitive rates of return on investment to the City, for allocation to civic projects and programs;
4. assist in the attainment of orderly urban growth; and
5. operate on a level playing field with other land development interests in the city.

Saskatoon Land utilizes an inventory and revenue management system called Reflex. Reflex tracks raw land, individual lots for sale, sales prices, and accounts receivable. It is also used to generate sales agreements, prompt buyers when payments are due, and generate accounts receivable and sales reports.

The overall objective of the audit was to determine whether adequate systems, practices and controls are in place to ensure:

- Council approved land acquisitions and pricing are accurately recorded and tracked in the Reflex land inventory system.
- Complete, accurately and timely calculation, recording, billing and collection of revenue,
- Adjustments to land inventory and revenue are valid and accurately recorded, and
- Opportunities for theft and fraud are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

Sharon Kuemper, CA, CIA
Garman, Weimer & Associates Ltd.
(306) 281-3833



September 29, 2014

City of Saskatoon – City Clerk’s Office
Attention: Secretary – Standing Policy Committee on Finance
222-3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Audit Report – Golf Course Inventory System

The 2013-2014 Corporate Audit Plan included provision to conduct a financial system audit of the inventory system at the City of Saskatoon’s golf courses. This system was last audited by Robert Prosser & Associates, Inc. in October 2005.

The Recreation and Sport Division uses the inventory module of the point of sale system (RecTrac) to manage inventory at the golf courses. The RecTrac system was purchased in 2010 and implemented at the City’s golf courses in April 2011. Retail inventory at all three golf courses and lounge inventory at Holiday Park golf course are all managed in RecTrac. However, ownership of the inventory varies by course:

- Holiday Park
 - Retail Pro Shop inventory is owned by the Pro-Manager and 100% of the sales revenue is earned by the Pro-Manager.
 - Lounge inventory is owned by the City and 100% of the sales revenue is earned by the City.
- Silverwood
 - Retail Pro Shop inventory is owned by the Pro-Manager and 100% of the sales revenue is earned by the Pro-Manager.
- Wildwood
 - Retail Pro Shop inventory is owned by the City and 75% of the net sales revenue is paid to the Pro-Manager as a commission.

The scope of the audit focused on the inventory that is owned by the City (i.e., retail Pro Shop inventory at Wildwood golf course and lounge inventory at Holiday Park golf course). Inventory owned by Pro-Managers was not examined. The objectives of the audit were to determine if there are adequate controls in place to ensure:

- complete, accurate and timely recording of purchases and issuances (i.e., sales),
- valid and accurate processing of adjustments,
- appropriate and consistent valuation of inventory, and
- opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

Nicole Garman, CA, CIA, CGAP
Garman, Weimer & Associates Ltd.
(306) 373-7611

Property Tax Deferral Program for Low-Income Seniors

Recommendation

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

1. That the current Property Tax Deferral Program for Low-Income Seniors be amended to include the following options:
 - a) deferral of \$600 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - b) deferral of \$1,200 annually with 4% interest applied, payable when the house is sold or no longer occupied by the applicant;
 - c) deferral of the full amount of municipal and library taxes with 4% interest applied, payable when the house is sold or no longer occupied by the applicant; and
2. That the City Solicitor prepare the necessary amendments to Bylaw No. 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012.

Topic and Purpose

This report is requesting approval for the expansion of the Property Tax Deferral Program for low-income senior homeowners. The program allows deferral of payment of municipal and library property taxes and is intended to help support those who qualify to remain in their own homes.

Report Highlights

1. Since 2012, a program has been in place that allows qualified low-income senior citizens to defer annual increases in municipal and library taxes for homes that they own and occupy.
2. The program will be expanded to give low-income senior citizens more options for deferring municipal and library taxes.

Strategic Goal

The recommendations in this report support the four-year priority to develop age-friendly initiatives to enhance quality of life as people age, under the Strategic Goal of Quality of Life.

Background

City Council, at its December 6, 2011 meeting, while considering a report dated November 4, 2011 (Attachment 1) from the General Manager, Corporate Services Department, resolved, in part:

- “1) that the Administration be directed to implement a property tax deferral program for low-income senior citizen homeowners as outlined in the report of the General Manager, Corporate Services Department dated November 4, 2011.”

At the Special Meeting of City Council on December 3 and 4, 2013, Dr. Murray Scharf of the Saskatoon Council on Aging spoke regarding the tax deferral program for seniors and requested that Bylaw 9022, The Low-Income Seniors Property Tax Deferral Bylaw, 2012 be amended to enhance the benefits, up to and including the full tax amount, and extend the application period from one-year to up to five years. City Council resolved that the information be received and the matter be referred to the Administration to enter into discussions with the Saskatoon Council on Aging.

Report

Current Property Tax Deferral Program for Low-income Seniors

The City of Saskatoon's (City) Property Tax Deferral Program has been available to support low-income senior citizens who own and reside in a single-family home in Saskatoon since 2012. It provides the option to defer payment of future increases in municipal (City and Library) property tax.

Approved applicants are able to defer payment of annual municipal and library tax increases without penalty, as long as they reside and maintain ownership of the property. When that changes, the deferred property tax is due and must be paid to the City.

According to Statistics Canada's 2011 data, there are 645 qualified households. In 2013, 18 qualified seniors (3% of total) were approved for the program.

The feedback received by the Administration through conversations with citizens included that:

- the deferral amount was too small to be worth the effort of the annual application;
- the idea of owing money is unacceptable; and
- a lien on the property title was unacceptable.

While not all of these concerns can be eliminated, other options may better suit the needs of low-income seniors.

Adding Options

The work of the Administration and the Saskatoon Council on Aging (SCOA) included researching property tax deferral programs for low-income seniors in other jurisdictions (Attachment 2). The goal was to identify options that would:

- meet the needs of low-income senior homeowners by providing some support to remain in their own homes;
- be seen as equitable within the larger community; and
- be easy to access.

The recommendation of allowing deferrals of \$600, \$1,200 or all of the annual municipal and library taxes will meet a range of needs. For some, a deferral of \$600 annually

(or \$50 monthly) will help meet other financial obligations. For others, deferring payment of all municipal and library taxes, or \$1,200 (\$100 monthly), may better meet their needs.

To offset costs and maintain equity, interest on the deferred amounts at the rate of 4% per annum will be charged to the tax account.

It was agreed that an annual process of ensuring applicants qualify under the low-income guidelines is necessary. The application form will be further reviewed for simplicity, and support for those applying will be available from civic staff and the SCOA.

Approval criteria will include a requirement that the cumulative deferred amount for a given property cannot exceed 75% of the assessed value of the property. A lien placed on the title of the property provides security of payment of deferred taxes plus interest at the time of property sale.

Options to the Recommendation

City Council may direct the Administration to maintain the current program with no options, which will continue to provide support to a limited number of low-income seniors.

The other option is to expand the deferral options, but with no interest applied. This option may not be perceived as equitable by the larger community.

Public and/or Stakeholder Involvement

The Administration has gathered feedback mostly from seniors who have made inquiries or applied for the program. The recommendations in this report are the result of collaboration with representatives of the SCOA.

Communication Plan

The communication plan objectives will be to ensure that low-income senior citizen homeowners and their families are made aware of all options within the property tax deferral program and how to apply.

The communication plan, to be developed in collaboration with the SCOA, may include:

- Development of key messages around the new program which will be promoted through a general news release, the City's website, social media, and printed materials that may include an updated brochure, poster, application form, Frequently Asked Questions (FAQs), and a City Page ad.
- An informational interest session(s) for seniors, their families, media, and the general public will be arranged by the City's Community Engagement Coordinator, and promoted on *Shaping Saskatoon*, the City's online engagement tool. FAQs, applications, and printed materials would be available at the session.
- Television morning/noon show segment to promote new or existing program.

- Updated print materials provided to the SCOA, civic leisure centres, public libraries, local seniors' centres, and shopping centres.
- Banner stand and updated communication materials available to citizens in City Hall lobby.

Your Administration will also ensure that front-line customer service staff act as ambassadors of the Property Tax Deferral Program for Low-Income Seniors, and are aware of all information to promote this beneficial program.

Financial Implications

The Administration cannot say for certain how many qualified seniors will apply for the program. Based on a conservative estimate of 10% uptake of the option which allows full deferral of municipal and library taxes and an annual payback of 3% of deferred taxes, and 3% annual mill rate increases, the annual amount of tax dollars to be deferred would be \$91,000 in 2015 ranging to \$102,421 in 2019.

The annual deferral amount represents approximately 0.03% of the current year's levy, and can be managed within the internal cash flow process. Attachment 2 provides financial impact scenarios.

Other Considerations/Implications

There is no policy, environmental, Privacy, CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

An annual report will be presented to City Council in the first quarter of each year with details of the program.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. Report of the General Manager, Corporate Services Department, Dated Nov. 4, 2011.
2. Property Tax Deferral Programs for Low-Income Seniors in Other Jurisdictions.
3. Financial Impact Scenarios.

Report Approval

Written by: Shelley Sutherland, Director of Corporate Revenue
Reviewed by: Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial Management Department
Approved by: Murray Totland, City Manager

Property Tax Deferral_Low-Income Seniors.docx

TO: City Clerk (Budget Review Meeting)
FROM: General Manager, Corporate Services Department
DATE: November 4, 2011
SUBJECT: Property Tax Deferral Program for Low-Income Seniors
FILE NO: CS.1965-1

- RECOMMENDATION:**
- 1) that the Administration be directed to implement a property tax deferral program for low-income senior citizen homeowners as outlined in this report; and
 - 2) that the City of Saskatoon advocate for a provincially established program that will help seniors across Saskatchewan to manage the costs of owning and maintaining their homes.

BACKGROUND

At its June 22, 2009 meeting, City Council received a letter from Mr. Murray Scharf, Saskatoon Council on Aging, regarding the implementation of a “Property Tax Increase Deferral Program and Tax Abatement for Low-Income Seniors.” Council passed a motion referring the matter to the Administration for a report.

REPORT

Your Administration’s research into issues and options related to the implementation of a property tax deferral program for low-income seniors has been summarized in the attached discussion paper entitled “Reducing the Burden: An Exploration of Issues and Options for the Implementation of a Property Tax Deferral Program.”

Among other things, the paper provides an overview of the property tax deferral programs operating in various Canadian jurisdictions. Based on the objectives of a property tax deferral program, the analysis suggests that the most appropriate program should be directed to low-income seniors who own a residential property (including a single family home, townhouse or apartment condominium). In other words, the program would be directed to homeowners who are at least 65 years of age and have a household income less than the appropriate low income cut-off threshold. For the purposes of this program, as with other low-income support programs offered by the City of Saskatoon, the income threshold could be determined by utilizing Statistic Canada’s low-income cut-off (LICO) thresholds. *The primary advantage is that it would provide tax relief to seniors who live on fixed incomes, which would help them manage the costs of owning a home and allow them to stay in their homes longer.*

The amount deferred would be the incremental increase in the municipal and library portion of the property tax. The Administration estimates that this type of a targeted program has the potential to provide assistance to approximately 690 households (based on 2006 Census data). Based on 2010 values and a small random sampling of low-income property taxes, if all eligible homeowners

took advantage of the program, the potential property tax deferral that the City would need to support (municipal and library portion only) would be approximately \$30,000 annually.

In summary, the key points of a program for the City of Saskatoon to defer property taxes for low-income senior citizens would include:

- applies to owner-occupied, residential properties;
- the homeowner's household income cannot exceed Statistics Canada's low-income cut-off (LICO) thresholds;
- includes only the municipal and library portion of the property tax;
- if approved for the 2012 taxation year, the base year from which incremental taxes will be measured will be 2011;
- deferred amount in a given year is the incremental increase in the municipal and library portions of the total property tax bill, for example, if the municipal and library property tax increase for an eligible homeowner was \$100 from one year to the next, that homeowner could defer \$100;
- a lien would be placed on the property title until all taxes are paid in full;
- the deferral would continue until the owner no longer occupies the home, or the property is sold or transferred to another individual;
- the lien charge would become part of the total amount deferred.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

Should City Council approve the implementation of a low income seniors' property tax deferral program, as outlined in the attached document, the program could be implemented for the 2012 tax year.

Funding

Predictability is somewhat challenging as low-income senior households are not restricted to specific neighbourhoods but are distributed across the City, and that distribution may well be changing in the coming years. Your Administration is recommending that the program be supported through the use of a contingency fund established for this purpose.

A contingency fund would be raised as an 'after mill rate' levy applied only to residential and condo classes. The City of Saskatoon levies taxes on approximately 71,000 residential and condominium class properties, and a levy of fifty cents (\$0.50) per property would result in a contingency fund of \$35,500 as a starting point. The contingency requirement would be calculated annually based on a reconciliation of the estimated cost of new applications for deferral less the repayment of previously deferred amounts. The total contingency requirement will be dependent on the uptake of the program.

Annual Impact

The annual impact would be the total change from the selected base year for the qualifying properties less any deferred amounts that have been paid. The amount would fluctuate year to year based on tax changes due to reassessment and/or annual budget requirements of the City and library.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications.

COMMUNICATION PLAN

Your Administration would work with the Communications Branch to design a public communication plan targeted to low-income senior citizens regarding the application process and criteria.

PUBLIC NOTICE

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

ATTACHMENT

1. Reducing the Burden: An Exploration of Issues and Options for the Implementation of a Property Tax Deferral Program (April 21, 2011).

Written by: Shelley Sutherland, City Treasurer
Mike Jordan, Government and Aboriginal Relations Manager

Reviewed by: _____
Marlys Bilanski, General Manager,
Corporate Services Department
Dated: _____

Approved by: _____
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Reducing the Burden:

*An Exploration of Issues and Options for the Implementation of a
Property Tax Deferral Program*

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For Discussion Purposes Only

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[1] Introduction

In Canada, the property tax is the primary source of funding for local governments. Depending on the municipality, the property tax can fund anywhere between 40 and 70 percent of municipal operations. For example, property taxation accounts for almost 43 percent of total revenues of the City of Saskatoon's 2011 Operating Budget. In United States cities, by contrast, the reliance on the property tax is, on average, 16 percent of total operating revenues.¹

Canadian municipalities rely on property tax revenues to fund a variety of programs and services that provide a wide range of benefits to the public: road and sidewalk maintenance, police services, fire services, solid waste disposal, and the operation of recreational facilities and public parks. Despite the vital programs and services that the property tax funds, it is often a target for public criticism. The property tax is considered to be inadequate because it does not provide enough revenues to finance local government activities. It is considered to be unfair because it is levied against capital (stock) as opposed to income or consumption (flows). It is considered to be too high because it is billed in one single instalment, instead of being billed periodically, like the income tax. Finally, its highly visible nature has made the property tax an unpopular revenue source for financing local government activities.²

As a result of this criticism, municipal leaders often find themselves in a precarious position when it comes to making annual budget decisions. On the one hand, they are asked to provide more and better public services to meet the needs and wants of their citizens. On the other hand, they are under increasing public pressure to limit property tax increases - often to the rate of the Consumer Price Index - to ensure that the programs and services that the municipality offers are affordable to ratepayers.

In recent years, property taxes have seen steady increases in many Canadian municipalities. Although the research is not entirely conclusive, many analysts and observers argue that the property tax is a regressive form of taxation because the tax burden has a greater impact on low-income households than it does on higher-income households.³ If one holds this view, then the property tax increases used to fund municipal expenditures may become even more difficult to absorb by some segments of the population.

In response, many provincial, state, and local governments in both Canada and the United States have adopted various property tax relief programs, such as property tax deferral programs, that attempt to reduce the property tax burden on selected homeowners (e.g., seniors or low-income households). Traditionally, property tax deferral programs have not been widely used in Canada - especially, compared to the United States. However, they have grown more popular in recent years. At this time, there are no property tax deferral programs in Saskatchewan.

¹ See Stephanie Witt, James B. Weatherby, and Lisa Wennstrom, "City Government Revenue Sources: An Examination of Eight Western States", A White Paper prepared by the Boise State University Public Policy Center. (Boise State University Public Policy Centre, Boise, Idaho, February 2010). Obtained from <http://sspa.boisestate.edu/publicpolicycenter/files/2010/05/city-government-revenue-sources.pdf>

² For more of these criticisms see Enid Slack, "Understanding the Evolution of Property Tax Policy", A paper prepared for, 2001: A Property Tax Odyssey, 34th Annual National Workshop, Canadian Property Tax Association. Ottawa, Ontario, October 2, 2000

³ This depends on one's view of the property tax. For a discussion on the incidence of the property tax, see, George R. Zodrow, "The Property tax as a Capital Tax: A Room with Three Views", *National Tax Journal*, vol 54; no 1. (Washington D.C.: National Tax Association, 2001), h, 140.

Thus, the primary purpose of this paper is to provide some options for discussion regarding the adoption and implementation of a property tax deferral program by the City of Saskatoon, and ultimately, the Government of Saskatchewan. The document begins by summarizing the debate over whether or not the property tax is a regressive tax. This discussion is important to provide some context as to whether a municipal or provincial jurisdiction should provide some form of property tax relief for selected homeowners.

The document then provides an overview about the objectives of a property tax deferral program; namely, that it is intended to reduce the tax burden for a selected group of homeowners. The question that emerges through this analysis is what selected group (or groups) of homeowners should receive a tax deferral?

The paper will provide an overview of the property tax deferral programs operating in many Canadian jurisdictions. However, it goes beyond the scope of this paper to discuss the various other tax relief measures, such as property tax credits, rebates, tax caps, and assessment limits that are also in existence in some Canadian jurisdictions.

The document will then present three property tax deferral options that the City of Saskatoon may consider implementing. Given these options, and applying some economic criteria to them, this document suggests that, as a starting point, the City may want to pursue a property tax deferral program for homeowners who are at least 65 years of age or older, and who have a household income less than the appropriate low-income cut-off threshold. After an appropriate period of implementation, the program's effectiveness may be evaluated and consideration could be given to its modification or expansion to include all homeowners over the age of 65, or all low-income homeowners.

[2] Is the Property Tax a Regressive Tax? Summarizing the Debate

As noted in the introduction, there is a widely held belief that the property tax is a regressive tax. This belief stems from the notion that the property tax is generally assumed to eat up a greater proportion of income from low-income earners than it does from high-income earners. Because the property tax rates for residential properties are generally uniform - meaning that all properties pay the same tax rate - the implication is that lower-income homeowners collectively devote more of their income to paying property taxes. Conversely, Canada's personal income system is said to be progressive because higher-income earners also pay higher tax rates.

Economists have grappled with the idea that the property tax is regressive for some time and have reached different conclusions. For example, widely-respected economists, Robin Boadway and Harry Kitchen explain that part of the problem in determining if the property tax is regressive lies in the use of data and on how one views the property tax.⁴ Their research shows that studies which use aggregate data and support the traditional view of the property tax make several assumptions and generalizations to conclude that the property tax is regressive for lower-income homeowners.⁵

However, others have argued that the property tax is progressive at higher-income levels. Under this scenario, the property tax is more progressive because individuals in higher and

⁴ See Robin W. Boadway and Harry M. Kitchen, *Canadian Tax Policy, 3rd edition, Tax Paper No 103* (Toronto: Canadian Tax Foundation, 1999).

⁵ *Ibid.* Aggregate data, in this case, is determined by calculating the property tax payable as a percentage of income. For more on the traditional view of the property see *supra* note 3.

lower-income groups receive more of their income from capital than do those individuals in middle-income groups.⁶ Unfortunately, the use of aggregate data does not provide any concrete results. In fact, one economist found that he was able to make the property tax more progressive or regressive simply by adjusting or changing some assumptions.⁷

Similarly, studies based on individual or household data have also produced conflicting results. One study concluded that the property tax was regressive for low-income earners, but relatively proportional for middle- and high-income earners.⁸ The same study concluded that property taxes in Canada are slightly progressive for low-income homeowners, proportional for middle-income homeowners, and progressive for high-income homeowners.

Nonetheless, a recent study by Statistics Canada (Stats Can) revealed that property taxes in Canada are regressive.⁹ The authors of the study compiled data from the 2001 Census of Population, using household income to determine if residential property taxes in various Canadian municipalities are regressive. Their findings indicate that all municipalities (101) included in the study have regressive property taxes. Moreover, they reveal that the property tax burden is greater for lower-income, non-senior homeowners. In other words, contrary to popular opinion, low-income seniors are not the most significant group affected by the property tax. A more recent study has also confirmed this.¹⁰

Boadway and Kitchen compared two types of data sets which yield differing results in determining the regressivity of property taxes in Canada.¹¹ For the first data set, which measures annual property taxes as a percentage of annual family income, property taxes are regressive, particularly for lower-income homeowners. However, the second data set, which uses the property tax as a percentage of homeowner's equity (market value minus outstanding mortgage), reveals that property taxes are actually lower for low- and high-income homeowners, but higher for middle-income homeowners.¹² This is a reasonable conclusion given that middle-income earners tend to be those who devote a greater percentage of income to mortgage payments. Despite the differing points of view, there is some evidence to support the notion that property taxes in Canada are regressive.

⁶ For more on this argument, see Jack Goodman, "Houses, Apartments, and Property Tax Incidence" *Fannie Mae Foundation*, W05-2. A revision of a paper presented at the Annual Meetings of the American Real Estate and Urban Economics Association, 2005.

⁷ For more, see, John Whalley, "Regression or Progression: The Taxing Question of Incidence Analysis", *Canadian Journal of Economics*, vol. 17 (November 1984) 654-82.

⁸ Results of this study can be found in Ronald Meng and Irwin Gillespie, "The Regressivity of Property Taxes in Canada: Another Look", *Canadian Tax Journal*, vol. 34, no. 6 (Toronto: Canadian Tax Foundation, 1986), 111-51.

⁹ Boris Palmeta and Ian Macredie, "Property taxes relative to income", *Perspectives* (Ottawa: Statistics Canada, March 2005) 14-24. The authors, however, use the assumptions held by the traditional view that the property tax is a tax on housing services.

¹⁰ See David Murrell and Yan Chu, "Property Tax Regressivity and Property Tax Relief Programs Across Provinces in Canada", Paper presented at the Atlantic Canada Economics Association meetings, October 2009, Saint John, New Brunswick.

¹¹ Boadway and Kitchen *supra note 4* at 361, 363.

¹² *Ibid*, 364.

[3] The Objective of a Property Tax Deferral Program

The primary objective of property tax deferral programs is to reduce the property tax burden for a specific group of homeowners in specific circumstances. Arguments supporting these types of programs are typically based on the notion that property taxes are regressive, and thus, place a greater burden on lower-income, or "cash poor" homeowners.¹³

In essence, property tax deferrals permit a homeowner to defer some, or all, of his or her property taxes on an annual basis, based on certain eligibility criteria. Such programs can be targeted to include all families, low-income families, seniors, or low-income seniors. Some programs also include persons with disabilities.

The loss of property tax revenues to a local government, resulting from a deferral program is typically made up by either a provincial (or state) level of government or the general revenues of the municipality. The amount of taxes deferred then becomes a lien against the property, and is payable to either the senior level of government or the municipality once the property is sold, or the title of the property is transferred to another person, often a family member.

While property tax deferral programs may seem attractive to particular segments of society, they have some implications worth noting. One implication is that the program may not truly help those in need. For example, Kitchen acknowledges that taxpayers, who are asset rich but cash poor, could use such a program to reduce their respective property tax burden.¹⁴ Although reducing a homeowner's tax burden is the intention of a deferral program, asset rich individuals may gain an unfair advantage over those homeowners who are both cash and asset poor, such as single parents, or low-income homeowners.¹⁵

Some property taxpayers may view the age and/or disability requirements as being unfair restrictions, but Enid Slack maintains that such requirements help to ensure that deferrals assist those homeowners who need it most.¹⁶ That is why, as section four addresses, many property tax deferral programs are targeted to senior citizens. Thus, the key question becomes, is this "fair" or, more precisely, "equitable"?

Economists unanimously agree that the concept of "equity" is a fundamental principle of taxation, especially in Canada.¹⁷ For taxation purposes, the concept of equity implies that the burden of a tax should be shared fairly among individuals so that there is an equitable distribution of the cost of government to society. Since taxes are essentially the cost of government, "any measure of the equity or fairness of the tax system obviously involves weighing the burden borne by one taxpayer against the burden borne by another"¹⁸. When it comes to equity, two concepts are worth exploring: (a) horizontal equity, and, (b) vertical equity.

According to economists, horizontal equity is simply the equal treatment of equals. Stated another way, horizontal equity holds that people in the same economic circumstances should pay the same tax. The personal income tax system is said to be horizontally equitable because,

¹³ See Harry Kitchen: "Property Taxation Issues in Implementation", *Working Paper*. (Kingston, ON: Institute of Intergovernmental Affairs, Queen's University, 2005) 4.

¹⁴ *Ibid*, 18.

¹⁵ *Supra* note 10.

¹⁶ Enid Slack, Policy Options for Taxing Real Property. Prepared for the International Property Tax Institute, Annual Conference, Prague, Czech Republic, August 23, 2005.

¹⁷ For example, see Harvey S. Rosen, Paul Boothe, Bev Dahlby, and Roger S. Smith, *Public Finance in Canada, First Canadian Edition*. (Toronto: McGraw Hill Ryerson, 1999).

¹⁸ Boadway & Kitchen, *supra* note 4 at 53.

deductions aside, people earning the same amount of personal income pay the same amount of taxes.

Property taxes may also be considered to be horizontally equitable provided that homeowners in similar circumstances pay similar property taxes. For example, if two homeowners own a home that is valued at \$200,000, in the same municipality, then horizontal equity suggests that both homeowners should pay the same amount of property taxes. This is currently the case in Saskatoon. However, if a municipality or province were to implement, say, a low-income seniors' property tax deferral program, (and not one for low-income households) then the program would be horizontally inequitable because it is treating homeowners in equal economic situations unequally.

Vertical equity, by contrast, refers to the unequal treatment of unequal individuals. Vertical equity is achieved when individuals, who have disparate economic abilities, pay annual taxes that differ so as to achieve some collective notion of fairness. In other words, vertical equity holds that individuals with lower-incomes should pay proportionately less tax than those with higher-incomes. With respect to property tax relief programs, a recent study found that:

"...property tax relief programs targeting seniors would seem to be vertically equitable. But they are not. Some seniors have higher incomes than some non-seniors. If seniors have access to property tax relief programs simply because of their age, such programs are vertically inequitable.¹⁹"

Thus, property tax deferral programs that do not take into account income considerations appear to violate the concept of vertical equity. Given the above analysis, what types of property tax deferral programs do Canadian provincial and municipal jurisdictions offer? Are these programs equitable?

¹⁹ Supra note 10 at 9.

[4] An Overview of Property Tax Deferral Programs in Selected Canadian Jurisdictions

This section provides an overview of property tax deferral programs in selected jurisdictions across Canada. The jurisdictions include: British Columbia, the City of Toronto, the City of Ottawa, the Halifax Regional Municipality, and Prince Edward Island. The provinces excluded from this analysis do not offer property tax deferral programs either at the provincial or local level, but do offer different property tax relief programs, such as rebates and credits. These other programs go beyond the scope of this analysis.

The primary conclusion to be drawn from this overview is that property tax deferral programs vary considerably across Canada. Some programs have been designed to include all families, low-income families, seniors, or low-income seniors. Some programs include people with disabilities. Some are administered by the provincial government and others are administered by municipalities. The best known and most widely-used property tax deferral programs are found in British Columbia. In that province, there are two active property tax deferral programs. Both are administered by the provincial government and authorized through legislation. These and selected other property tax deferral programs are addressed in Table 1.

As noted in Table 1, there are very few provincial jurisdictions that offer property tax deferral programs. Only the provinces of British Columbia and Prince Edward Island offer provincially-administered programs. The provinces of Ontario and Nova Scotia permit their municipalities to offer tax deferral programs, but they are administered at the local level.

In Ontario, for example, property tax deferral programs are geared to low-income seniors and low-income persons with disabilities. The provincial government requires municipalities to have a tax deferral program but the design of the program is left to the municipality. Some of the features of Ontario's program are as follows:²⁰

- Property tax deferrals are a permanent feature of the property tax system and are paid for by levying a higher tax rate.
- Under the tax deferral program, the owner of the property is permitted to defer or cancel all or part of a tax increase.
- The outstanding amount becomes a lien on the property, payable to the municipality when ownership is transferred. It is not a tax rebate but only a deferral.

In recent years, private members' bills aimed at implementing a provincially-operated seniors' property tax were introduced in both the Ontario and Manitoba legislatures. However, both of these initiatives were defeated.²¹

In Saskatchewan, section 244(1) of *The Cities Act* permits a council to defer municipally imposed property taxes. With respect to education taxes, the City may defer the education portion of the property tax, but it would be required to remit the deferred amounts to the Government of Saskatchewan unless an agreement with the province is reached that allows the education portion of the property tax to be deferred.

²⁰ Taken from, Enid Slack, "Assessment Limits for Ontario: Could We Live with the Consequences?", Presentation to the Association of Ontario Municipalities, June 2010, 45.

²¹ In Ontario, *Bill 143, Property Tax Deferral Act, 2011*, was introduced into the Legislature on December 1, 2010, but was defeated on second reading. In Manitoba, *Bill 213, The Seniors' Property Tax Deferment Act* was introduced into the Legislature on May 20, 2004, and died on the Order Paper.

Table 1:

Property Tax Deferral Programs in Selected Canadian Jurisdictions

Jurisdiction	Name of Program	Features
British Columbia	Property Tax Deferment Program	<ul style="list-style-type: none"> • A loan program that allows a homeowner to defer annual property taxes on his or her home if he or she meets certain criteria. • The homeowner must be 55 years of age or older. • The program has no income threshold.
	Property Tax Deferment Program for Families with Children under 18	<ul style="list-style-type: none"> • A loan program that allows a homeowner to defer annual property taxes for homeowners who are financially supporting children under the age of 18. • The program has no income threshold.
City of Toronto	Property Tax Increase Deferral Program	<ul style="list-style-type: none"> • Allows low-income seniors and low-income persons with a disability the opportunity to apply for a deferral of property tax increases. • The total deferral amount is a lien on the property and must be <u>paid back</u> to the City if the homeowner no longer owns the property. To qualify, a homeowner must: <ul style="list-style-type: none"> (a) Have a combined household income of \$50,000 or less; (b) Be 65 years of age or older; or (c) Be a person with a disability and be in receipt of disability benefits.
City of Ottawa	Low-income Seniors and Low-income Disabled Persons Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the partial or full amount of their property taxes on an annual basis. • The applicant's total gross household income cannot exceed \$37,325 (for 2011). • In the case of low-income seniors, must be at least 65 years of age. • In the case of low-income disabled homeowners, must be receiving on-going disability benefits.
Halifax Regional Municipality	Residential Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the full amount of their property taxes on an annual basis. • To be eligible, the combined gross household income of the homeowner cannot exceed \$30,000.
Prince Edward Island	Seniors Property Tax Deferral Program	<ul style="list-style-type: none"> • Allows eligible homeowners to defer the full amount of their property taxes on an annual basis. • The eligible applicant must be: <ul style="list-style-type: none"> (a) 65 years of age or older; (b) have lived in the principal residence for at least six months preceding application; and, (c) have an annual household income of less than \$35,000.

Source: Obtained from various provincial or municipal government websites

This overview suggests that the property tax deferral programs in Canada differ substantially across jurisdictions. This analysis has no opinion as to what jurisdiction offers the most optimal program, as the programs are generally tailored to the political, legal, and socio-economic realities of each jurisdiction. Given this overview, what type of program should the City of Saskatoon consider?

[5] Options for a Property Tax Deferral Program in Saskatoon

The purpose of this section is to present three options that the City of Saskatoon may wish to consider for the implementation of a property tax deferral program. These options include: (1) low-income seniors; (2) all seniors; and, (3) low-income households. These options are based on the programs offered in other Canadian jurisdictions and take into account several factors such as equity, affordability (to the municipality), administrative burden, and the political, legal, and socioeconomic realities of the jurisdiction.

In addition, this section makes several assumptions about a property tax deferral program. These assumptions are as follows:

- The property tax deferral program applies to owner-occupied, residential properties.
- The property tax deferral program includes only the municipal and library portion of the property tax.
- The amount of property tax that may be deferred in a given year is the incremental increase in the municipal and library portion of the total property tax bill. For example, if the municipal and library property tax increase for an eligible homeowner was \$100 from one year to the next, then the eligible homeowner would be able to defer \$100.
- The program would be implemented for the 2012 tax year, using 2011 as the base year.
- The City would place a lien on the property until the taxes are paid in full.
- The deferral would be in existence until the residential property is sold or transferred to another family member that does not meet eligibility requirements.
- A small application fee and lien charge could become part of the deferred amount.

Option 1: Low-income Seniors

Like the programs offered in Ontario and Prince Edward Island, this option would provide a property tax deferral program to low-income seniors. For the purposes of this program, seniors would be defined as 65 years of age and older, and the income threshold could be determined by utilizing Statistics Canada's low-income cut-off (LICO) thresholds.²² The City of Saskatoon utilizes the LICO thresholds to determine income eligibility for many of its existing low-income support programs. However, an arbitrary income threshold could also be established. Table 2 provides a listing of the LICO thresholds.

Based on 2006 Census data, the City of Saskatoon has approximately 690 homeowners who would be eligible for this program. For the 2010 tax year, based on a small random sampling, the average tax increase (including all property taxes) for homeowners deemed to be low-income was approximately \$87. Thus, if all eligible homeowners took advantage of the program, then the potential property tax deferral that the City would need to support (based on the municipal and library portion) would be approximately \$30,119 annually. If the education property tax was included, then the amount would double.

²² Statistics Canada defines low-income cut-offs as "income thresholds, determined by analyzing family expenditure data, below which families will devote a larger share of income to the necessities of food, shelter, and clothing than the average family would."

Table 2:
Low-income Cut-Offs Thresholds 2011

Size of Family Unit	Minimum necessary income
1 person	\$22,229
2 persons	\$27,674
3 persons	\$34,022
4 persons	\$41,307
5 persons	\$46,850
6 persons	\$52,838
7 persons	\$58,827

Source: Statistics Canada

The primary advantage of this option is that it provides tax relief to seniors who live on fixed incomes, which would help them manage the costs of owning a home and allow them to stay in their homes longer. Obviously, fixed-income seniors who are capable, and who wish, to stay in their homes would benefit. Due to the age of the resident, there is some assurance that the program would be temporary in that the deferral would not continue indefinitely.

Another advantage of this option is that it would be relatively affordable for the City of Saskatoon to implement at an estimated cost of approximately \$30,000 per year if all eligible homeowners took advantage of the program. The only disadvantage of this program is that it would treat people in similar economic circumstances inequitably, violating the principle of vertical equity. Given these advantages, the recommendation is that the City of Saskatoon develops and implements Option 1.

Option 2: All Seniors

Similar to the program offered in British Columbia, this option would provide a property tax deferral to all seniors, regardless of income. Again, based on 2006 Census data, there are approximately 8,070 homeowners who are identified as seniors in Saskatoon. For the sake of simplicity, if we take the \$87 average property tax increase for 2010, and if all eligible seniors take advantage of the program, then the City would need to potentially support approximately \$351,000 annually.²³ If the education property tax was included, then the amount would double.

²³ This may be a little understated because seniors own homes that have wide ranges of assessed values. Thus, the average annual property tax increase for 2010 may be higher than stated. The model simply provides an estimate of the cost.

The advantage of this program is that it provides all seniors with the ability to defer their property taxes. However, one of the primary disadvantages of this program is that it provides property tax relief to those who may not need it. There would be a substantial cost to the City if all eligible participants take advantage of the program - approximately \$351,000 per year. The program would violate the equity principles.

It is not recommended that the City pursue this option. The next generation of seniors is in a much better financial situation than their predecessors. This type of program is not based on any demonstrated need or hardship.

Option 3: All Low-income Households

This option would provide a property tax deferral program for eligible low-income homeowners. Low-income would be defined as those households whose income meets the LICO thresholds. According to the 2006 Census data, approximately 2,890 households were identified as low-income in Saskatoon. Again, if we take the \$87 average property tax increase for 2010, and if all eligible low-income homeowners take advantage of the program, then the City would need to potentially support approximately \$126,000 per year. If the education property tax was included, then the amount would double.

The primary advantage of this option is that it would provide tax relief to those homeowners who need it most. Additionally, this option does not violate horizontal or vertical equity principles. However, some of the disadvantages associated with this include:

- Affordability for the City would be an issue. The revenue required for the program may be generated through a contingency levy on all residential/condominium class properties.
- For the chronically low-income homeowners, the end result may see the City assuming ownership of the home under *The Tax Enforcement Act*.
- In the long run, would decrease the equity in their home because the deferral could continue indefinitely.
- Property taxes are a recurring cost of homeownership – and encouragement of homeownership, to those who cannot afford it, is not to their advantage.

As a result, it is recommended that the City not pursue this option at this time. If the province participates, then the City may want to pursue this option. However, it should be noted that, homeownership comes with an inherent responsibility to always manage payments. The City should not provide deferrals of payments to families who are starting out or who can no longer afford homeownership.

[5.1] Administrative Considerations

In addition to the options provided, several considerations must be taken into account as the City contemplates proceeding with a property tax deferral program. These considerations are outlined below:

- The property tax burden for each homeowner in Saskatoon includes the education tax levied for the province, but collected by the City. The proposed deferral program would include only those incremental increases of the municipal and library levies.
- The recommended funding strategy is through the use of a contingency fund established for the deferral program. A contingency would not affect the mill rate, but would be raised as an "after mill rate" levy applied only to residential and condominium classes. As stated previously, based on a small random sample, 2010 rates and 690 eligible homeowners, the potential property tax deferral of municipal and library taxes would be approximately \$30,000.
 - The contingency requirement would be calculated annually based on the estimated cost of new applications less the repayment of previously deferred amounts.
- The annual impact would fluctuate and is dependent upon:
 - Revaluation years: reassessment updates property values, but does not generate additional tax revenue. While the process overall is revenue neutral, experience has been that where values in a specific neighbourhood go up in value with one reassessment, those same values go down with the next reassessment. Low-income senior households are not restricted to specific neighbourhoods but are distributed across the city, and that distribution may well be changing in the coming years.
 - Taxing authority budget requirements.

While it is difficult to predict the numbers of citizens who will apply for a deferral program, it is expected that additional mill rate support will be required to resource the process.

[6] Conclusion

The purpose of this paper is to provide a discussion about various issues and options relating to the implementation of a property tax deferral program by the City of Saskatoon and ideally, the Government of Saskatchewan. This document attempts to make the case that if the City wishes to implement a property tax deferral program, then the program should be targeted to low-income seniors. The paper also suggests that the deferral should be limited to the annual incremental increase in the municipal and library portions of the property tax.

To support this case, this document sets some context by providing an overview of the debate as to whether or not the property tax is a regressive tax. This is an important starting point because if the property tax is shown to be regressive, as the evidence does, then it makes sense to offer some tax relief to those homeowners who need it most.

If the primary objective of a property tax deferral program is to reduce the property tax burden for a specific group of homeowners in special circumstances, then it makes sense to design a program that is equitable to those affected, and affordable to the jurisdiction administering the program. While a low-income seniors property tax deferral program may not be entirely equitable (based on vertical equity considerations), it does focus on those homeowners who most need the assistance.

This program would also have a minimal financial impact to the City in terms of administering the program. Despite its limitations, this program has the potential to benefit approximately 690 homeowners in Saskatoon. Based on the cost projections provided in section five, the annual financial impact of the program could be as low as \$30,000 annually. Predictability is rather difficult as it is dependent on future municipal and library tax increases on affected properties, and the number of homeowners who ultimately choose to take advantage of the program.

~~For comparison purposes, this document has provided a brief overview of the property tax deferral programs operating in various provincial and municipal jurisdictions in Canada. The main point that one can draw from this overview is that property tax deferral programs vary considerably across Canada. In general, however, the programs are tailored to the political, legal, and socio-economic realities of each jurisdiction. This paper uses that same lens, making the case for a low-income seniors' property tax deferral program in Saskatoon.~~

Property Tax Deferral Programs for Low-Income Seniors in Other Jurisdictions

Jurisdiction	Program	Eligibility	Funding
Alberta	<p><i>Seniors Property Tax Deferral</i> Enables eligible senior homeowners to defer all or part of their property taxes through a low-interest home equity loan with the Alberta government.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be 65 years or older • be an Alberta resident • own a residential property in Alberta, and • have a minimum of 25% equity in the home. <p>Only residential properties are eligible. The home must be the primary residence.</p>	<p>The government of Alberta will pay the residential property taxes to the municipality on behalf of the eligible senior. The senior will re-pay the loan with interest when they sell their home or sooner if they choose.</p>
British Columbia	<p><i>Property Tax Deferral</i> A low-interest provincial loan program designed to help qualified BC home owners pay their annual property taxes.</p>	<p><i>55 & older, surviving spouse, person with a disability:</i> To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or permanent resident who has lived in British Columbia for at least one year immediately prior to applying for tax deferral benefits; • be 55 years or older anytime during the current taxation year (only one spouse must be 55 or older); • be a surviving spouse of any age and a registered owner; or • a person with disabilities as defined by regulation. <p><i>Property Tax Deferment Program for Families with Children:</i> To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be a Canadian citizen or permanent resident; • have lived in British Columbia for at least one year immediately prior to applying for tax deferral; and • be financially supporting a child who is under the age of 18 at any time in the current calendar year. The child lives full time with you or lives part time with you under a shared parenting arrangement, or if the child does not live with you, you pay support for the child. 	<p>Property tax deferral is administered by the ministry in conjunction with the Municipal Tax Collectors and the Survey of Taxes (in rural areas).</p>

Jurisdiction	Program	Eligibility	Funding
Prince Edward Island	<p>Seniors Property Tax Deferral Program Enables eligible homeowners to defer the full amount of their property taxes on an annual basis.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • be 65 years of age or older; • have occupied their principal residence for at least six months in the year preceding the date of application; and • have an annual household income of less than \$35,000. 	<p>This is a provincial program and falls under the Ministry of Finance, Energy and Municipal Affairs.</p>
Halifax Regional Municipality	<p>Residential Property Tax Deferral Program Enables eligible homeowners to defer the full amount of their property taxes on an annual basis.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • have a combined household income of \$30,000 or less a year; and • live within the boundary of Halifax Regional Municipality. 	<p>The Halifax Regional Municipality (HRM) does not incur debt for the deferral program, since the annual amount deferred is modest and legislation does not allow debt financing for operating (non-capital) costs. The HRM charges a very modest interest rate on its tax deferrals, roughly equal to our lost income (i.e. foregone interest on short-term deposits). There is no attempt to recover administration costs for the program (from deferral clients).</p>
City of Ottawa	<p>Low Income Seniors and Low Income Disabled Persons Property Tax Deferral Program Enables low-income seniors and low-income disabled persons to defer annual property tax payments in part or in full.</p>	<p>To be eligible, a homeowner must:</p> <ul style="list-style-type: none"> • in the case of low income seniors, be at least 65 years of age; • in the case of low income disabled homeowners, be receiving on-going disability benefits; and • not exceed a total gross household income of \$38,407 (for 2012). 	<p>The City of Ottawa does not borrow to make up for the tax revenue that is lost temporarily because the impact on revenue is rather small and does not have a significant impact on The City's resources to provide required services.</p>

Jurisdiction	Program	Eligibility	Funding
City of Toronto	<p>Property Tax Increase Deferral Program Gives low-income seniors and low-income persons with a disability the opportunity to apply for a deferral of property tax increases. The total deferral amount is a lien on the property and must be paid when property is sold.</p>	<p>To qualify, a homeowner must:</p> <ul style="list-style-type: none"> • have a combined household income of \$50,000 or less; AND • be 65 years of age or older; OR • be 60 - 64 years of age and be in receipt of a Guaranteed Income Supplement under the <i>Old Age Security Act</i>, if widowed, be in receipt of the Spouse's Allowance under the <i>Old Age Security Act</i>; OR • be 50 years of age or older and be receiving either a pension or a pension annuity resulting from a pension plan under the <i>Income Tax Act (Canada)</i>. 	<p>The program is funded through the City's tax rate. It is included as a line item in the City's budget.</p>

Financial Impact Scenarios

Assumptions:

2015 municipal/library taxes = \$1,400

Annual mill rate increase = 3%

Interest per annum = 4%

Single Property:

	2015	2016	2017	2018	2019	
Balance forward	-	1,456	3,014	4,679	6,457	
Annual deferred amount	<u>1,400</u>	<u>1,442</u>	<u>1,485</u>	<u>1,530</u>	<u>1,576</u>	\$ 7,433
	1,400	2,898	4,499	6,209	8,033	
Annual interest charged	<u>56</u>	<u>116</u>	<u>180</u>	<u>248</u>	<u>321</u>	\$ 922
Total deferred taxes owing	<u>1,456</u>	<u>3,014</u>	<u>4,679</u>	<u>6,457</u>	<u>8,354</u>	\$ 8,354

uptake = 10% of qualified properties**payback = 3%**

	2015	2016	2017	2018	2019	
Balance forward	-	94,640	192,952	295,054	401,066	
Annual deferred amount	<u>91,000</u>	<u>93,730</u>	<u>96,542</u>	<u>99,438</u>	<u>102,421</u>	\$ 483,131
Deferred amount paid	<u>-</u>	<u>(2,839)</u>	<u>(5,789)</u>	<u>(8,852)</u>	<u>(12,032)</u>	<u>(29,511)</u>
	91,000	185,531	283,705	385,640	491,455	\$ 453,620
Annual interest charged	<u>3,640</u>	<u>7,421</u>	<u>11,348</u>	<u>15,426</u>	<u>19,658</u>	<u>57,493</u>
Total deferred taxes owing	<u>94,640</u>	<u>192,952</u>	<u>295,054</u>	<u>401,066</u>	<u>511,113</u>	\$ 511,113

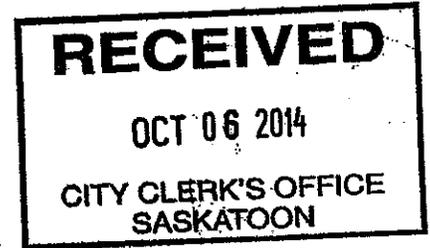
uptake = 5% of qualified properties**payback = 2%**

	2015	2016	2017	2018	2019	
Balance forward	-	46,592	94,992	145,257	197,448	
Annual deferred amount	<u>44,800</u>	<u>46,144</u>	<u>47,528</u>	<u>48,954</u>	<u>50,423</u>	\$ 237,849
Deferred amount paid	<u>-</u>	<u>(1,398)</u>	<u>(2,850)</u>	<u>(4,358)</u>	<u>(5,923)</u>	<u>(14,529)</u>
	44,800	91,338	139,670	189,854	241,947	\$ 223,321
Annual interest charged	<u>1,792</u>	<u>3,654</u>	<u>5,587</u>	<u>7,594</u>	<u>9,678</u>	<u>28,304</u>
Total deferred taxes owing	<u>46,592</u>	<u>94,992</u>	<u>145,257</u>	<u>197,448</u>	<u>251,625</u>	\$ 251,625

add 6.2.1

1930-1

From: CityCouncilWebForm
Sent: October 04, 2014 9:03 PM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Murray Scharf
34 Harvard Cres.
Saskatoon, Saskatchewan
S7H 3R1

EMAIL ADDRESS:

mps661@mail.usask.ca

COMMENTS:

Wish to speak to Finance Committee of Council to do the following:

- (1) Express the support of SCOA for the proposed changes to the tax deferral provisions;
- (2) Thank Shelley Sutherland and Joy Bunes for engaging us in the development of the proposed changes; and,
- (3) Thank the City of Saskatoon for establishing a table at the Spotlight on Seniors at which they provided information on the current tax deferral programme.

M.P.S.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

**Subject: Proposed Establishment of a 33rd Street Area
Business Improvement District**

Recommendation

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

1. That advertising respecting the proposal to establish a 33rd Street Business Improvement District, as outlined in this report, be approved;
2. That the Administration proceed with Public Notice with respect to the establishment of a 33rd Street Business Improvement District; and
3. That the City Solicitor be requested to prepare the required bylaw for consideration at the time of the public hearing.

Topic and Purpose

The purpose of this report is to present the proposal for the establishment of a Business Improvement District (BID) on 33rd Street.

Report Highlights

1. A group of business owners on 33rd Street is interested in creating a BID along both sides of 33rd Street, from Avenue G to Alberta Avenue and have a proposed budget for the first year of operation of \$20,000, resulting in a levy on assessment of 0.097% for commercial and industrial properties within the boundary.
2. If approved, the 33rd Street BID would gain access to urban design support through the Urban Design City-Wide Program (City-Wide Program), although there is limited capacity to begin capital improvements in the near term.
3. The potential exists to install parking meters in this area, and discussions with the newly formed BID would need to address this, although access to parking meter revenue will be restricted until the new parking meter system is fully paid for.
4. The Community Support Pilot Program will not be extended to 33rd Street prior to the completion of the pilot program in December 2015.

Strategic Goal

The formation of BIDs supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity; specifically the long-term strategy of working collaboratively with local businesses to promote Saskatoon as a great place to live, work, and raise a family.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Background

A BID is a defined area of commercial and industrial property owners and tenants who work in partnership to create a thriving and competitive business area. The mandate of BIDs include:

- i) business attraction and retention;
- ii) events, promotion, and marketing;
- iii) enhancements to an area, such as streetscaping;
- iv) promoting the theme/character of an area; and
- v) standard maintenance.

Over the past two years, a group of interested business owners on 33rd Street have been discussing the formation of a BID in the area. In March 2013, all business and property owners in the proposed 33rd Street boundary were invited to a general information meeting to discuss the purpose and interest in starting a BID. Staff from the Planning and Development Division and Assessment and Taxation Division have also met with the organizing group on a regular basis.

At the September 23, 2013 City Council meeting, a formal request was received for the Administration to work with the organizing businesses to establish a 33rd Street BID.

The creation of a BID is led by the local business community. The role of the Administration is to assist the organizing businesses by providing technical and administrative guidance on the process to form a BID.

Report

Proposal for the Creation of the 33rd Street BID

On September 17, 2014, a public meeting was held where the organizing group of businesses outlined their proposed purpose, vision, and budget for a 33rd Street BID. The organizers believe the area has a variety of commercial businesses that makes it unique in Saskatoon, and over the long-term, the formation of a BID would improve the appeal and viability of the district. The primary long-term goal of the BID is to improve the pedestrian environment through streetscaping. The proposed boundary is both sides of 33rd Street, from Avenue G to Alberta Avenue (see Attachment 1).

The proposal for the BID is to begin with a budget of \$20,000 for year one in 2015. This budget would be spent on marketing and promoting the area to potential customers and clients (see Attachment 2 for the detailed proposal). Revenue would be exclusively raised through a levy on assessment, which, with a budget of \$20,000, would equal 0.097%; at this rate, the property with the largest assessment would pay just over \$129 per month, and the property with the smallest, \$5.17 per month. At the September 17, 2014 public meeting, all affected business and property owners in attendance were advised of their estimated BID levy. Sixteen business owners attended the public meeting, and the vast majority of those in attendance were supportive of the proposed BID and the organizing committee's goals for the future. Six

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

comment sheets were received at the meeting, all of which were supportive of the BID proposal.

Access to Streetscaping

33rd Street would be eligible for streetscaping and urban design support through the City-Wide Program. However, the City-Wide Program currently has inadequate funding to support any major capital projects in the short term. A review is being conducted on the purpose and sufficiency of this reserve, and a proposal for change will be brought forward in a report to the Standing Policy Committee on Planning, Development and Community Services in November 2014.

Parking Meters

33rd Street does not currently have parking meters installed. As part of future discussions with this new BID, the installation of meters would be considered. If parking meters are installed in the near term in this area, the 33rd Street BID would not automatically receive access to parking meter funding as new parking meter revenues will not be available prior to full payment of the new parking meter system, at the earliest. In addition, access to the BID Streetscape Reserve would only occur in the long term, as a 10-year program plan and funding priorities for that Reserve have already been identified by the existing BIDs and the Administration.

Community Support Program

This program is currently in a pilot phase and will be reviewed in late 2015.

The pilot program will not be extended to 33rd Street as it is currently funded from parking meter revenue.

Options to the Recommendation

City Council may consider the option to reject the recommendations. In this case, the Administration and organizing group of businesses would require further direction.

Public and/or Stakeholder Involvement

All affected business and property owners have been notified of, and invited to, initial information meetings. Official public notice will precede a public hearing at City Council. As the formation of a BID is an initiative of the local business community, the organizing businesses have also communicated their proposal to other business owners in the area.

Communication Plan

A Public Service Announcement will be issued following City Council's consideration of this matter at the public hearing.

Policy Implications

If approved by City Council, a bylaw will be created to establish the 33rd Street BID.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Financial Implications

The 33rd Street BID will be funded through a levy on the assessment of all business and industrial properties in the proposed boundary. Other sources of funding, such as parking meter revenue, will be considered at a future date.

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

If approved by City Council, a public hearing would be held where all of the foregoing material would be presented along with a bylaw for consideration by City Council. The public hearing is tentatively scheduled for the November 24, 2014 City Council meeting.

If the bylaw is approved on this date, the City Solicitor would incorporate the organization, and the BID's budget would be required to be received by the City Assessor on or before January 15, 2015. The BID levy for each property would be included on tax notices for 2015.

Public Notice

If approved by City Council, advertising and public notice would follow. All affected businesses would be notified of the public hearing, tentatively scheduled for November 24, 2014.

Public Notice is required for consideration of this matter, pursuant to Section 3, subsection (I), of Public Notice Policy No. C01-021. If approved, the following notice of the public hearing will be given:

- a) notice of the matter shall be published in The StarPhoenix on the Saturday at least seven days immediately prior to the meeting at which City Council will initially consider the matter;
- b) notice of the matter shall be posted at City Hall at least ten days prior to the meeting at which City Council will initially consider the matter; and
- c) notice of the matter shall be posted on the City's website at least ten days prior to the meeting at which City Council will initially consider the matter.

Notice is also required to be given to all business and property owners in the proposed 33rd Street BID boundary by mailing notice of the matter to all affected parties by ordinary mail, which is to be postmarked no later than ten days prior to the City Council meeting at which the matter will initially be considered.

Communications to Council

From: Nicola Tabb

Date: September 10, 2013

Subject: Proposed Establishment of a 33rd Street Area Business Improvement District

Attachments

1. 33rd Street BID Proposed Boundary
2. Proposal for the Establishment of a 33rd Street Business Improvement District

Report Approval

Written by: Konrad André, Senior Planner, Neighbourhood Planning Section

Reviewed by: Alan Wallace, Director of Planning and Development

Approved by: Randy Grauer, General Manager, Community Services Department

Approved by: Murray Totland, City Manager

S/Reports/CP/2014/Finance – Communications to Council – Nicola Tabb – September 10, 2013 - Proposed Establishment of a 33rd Street Area Business Improvement District/ks
BF 70-13

**PROPOSAL FOR THE ESTABLISHMENT OF A
33rd STREET BUSINESS IMPROVEMENT DISTRICT**

INTRODUCTION

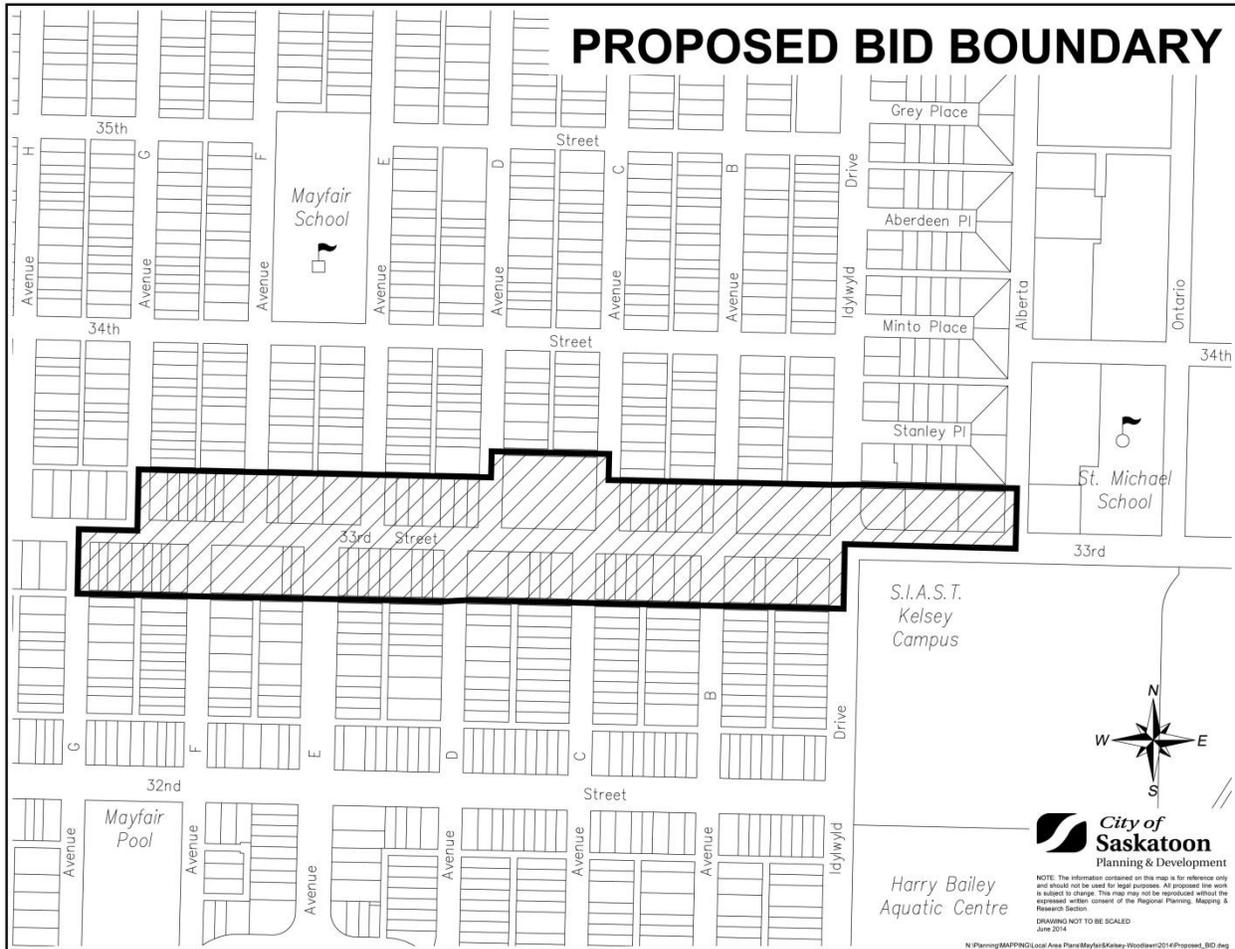
The 33rd Street business area provides a number of essential services which help to make the surrounding neighbourhoods great places to live. Part of the strong sense of community in our neighbourhoods derives from our use of and reliance on these businesses. Our neighbourhood traditions include friendly chats with staff at Safeway and eating delicious treats at Christie's Bakery. We have a caterer, a drugstore, a plumber, antique and clothing stores, spa services, several restaurants and much more.

Our business area has had its ups and down, and business owners and residents certainly have recognized signs of wear and tear, loss of market share, and other economic impacts. A 33rd Street Business Improvement District (the "33rd Street BID") will work to stem that tide and keep 33rd Street a business area that is accessible and welcoming to everyone.

THE 33rd STREET BID

A business improvement district (a "BID") allows local business and property owners to join together to improve the overall wellbeing of a business area. Such enhancements include physical improvements, promotion of economic development, and advocating issues which affect the business area.

Often a BID enables local business and property owners to enhance the business area, creating a more pleasant atmosphere for individuals and the surrounding communities. The 33rd Street BID will be led by businesses for the benefit of businesses, invest in the future of our communities, provide an organized group to address our priorities, and give us a significant business voice with real influence.



We are proposing that the 33rd Street BID area include both sides of 33rd Street West from Alberta Avenue North to Avenue G North. The boundaries of the BID could adjust over time if necessary.

The BID will be run by a volunteer Board of Directors made up of a City Councillor and local business and property owners. Interested individuals would be welcome to seek a position on the Board.

PURPOSES OF THE 33rd STREET BID

The 33rd Street BID will deliver on 4 key objectives:

1. To brand, market and promote 33rd Street as a centre for retail, services, leisure and tourism, including establishing cultural activities, festivals and events.
2. To take pride in 33rd Street by creating a more attractive business area for workers, residents and visitors.

3. To invest in people and businesses to develop a more competitive 33rd Street that builds on its reputation for customer service.
4. To build an effective partnership between the businesses on 33rd Street and the City of Saskatoon (the “City”) for the benefit of 33rd Street businesses, residents and visitors.

OUR GOALS FOR 2014/2015

Our two major goals for our first year of operation are to begin to improve the overall physical appearance of the 33rd Street business area and to effectively promote and market 33rd Street as a destination for residents and visitors. The 33rd Street BID will work towards transforming 33rd Street from a high traffic area into an area which is busy, colorful, pedestrian friendly, and economically viable.

To achieve the goal of promoting and marketing our business area, the 33rd Street BID will use advertising strategies as well as assist with organizing special events such as the 33rd Street Fair to attract residents and visitors to 33rd Street. We would also become involved with local civic issues and committees to have a voice regarding proposed traffic changes to 33rd Street and other issues in our area.

To achieve the goal of physically improving our business area, over time the 33rd Street BID will access programs offered by the City which would enable us to get items such as street banners, benches, garbage containers, public art, facade improvements, and flower pots. Future goals would include other types of physical enhancements like streetscaping.

BUDGET

We are proposing a budget of \$20,000.00 for our first 3 years of operation. The following estimates show where our funds will be allocated.

33rd Street Business Improvement District - \$20,000			
Budget 2015-2017			
Item	2015	2016	2017
Administrative Expenses	\$ 600	\$ 600	\$ 600
Flower Pot Maintenance	2,000	2,000	2,000
Garbage Cans & Ashtrays	3,000	3,000	3,000
Banner Fabrication & Installation	8,000	-	-
Flower Pot Purchases	2,000	-	-
Benches	2,000	2,000	-
Special Event Fund	-	2,000	2,000
Street Art	-	1,000	1,000
Advertising	-	-	5,000
Website & Branding	-	4,000	-
Streetscaping/Maintenance Fund	1,400	2,000	3,000
Planned savings	1,000	3,400	3,400
Total Annual Budget	\$ 20,000	\$ 20,000	\$ 20,000

Any funds not used in the year in which they are collected will be carried forward for use in the following year and will be considered in the determination of the amount for the following year's budget.

Much of the work we intend to do initially will either be volunteer fuelled or funded by programs specifically available to BIDs.

Our starting budget of \$20,000.00 will be raised by a levy which the City applies to property taxes. This levy amounts to a total increase of .097% based on the assessed value of the property. The annual BID budget, determined by the BID Board and approved by City Council, would determine the levy on an on-going basis.

Request to Sell City-Owned Property – Kensington Neighbourhood

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 214 lots (Lots 1 to 48, Lots 51 to 97, Block 214; Lots 1 to 9, Block 219; Lots 1 to 11, Block 220; Lots 1 to 32, Block 221; Lots 1 to 33, Block 222; Lots 1 to 20, Block 223; Lots 1 to 11, Block 224; all Plan Numbers to be registered) on Ells Crescent, Ells Lane, Ells Way, Kensington Boulevard, Labine Court, Labine Crescent and Labine Terrace in the Kensington neighbourhood through a lot draw process;
2. That lots, which are not sold through the lot draw process, be placed for sale over-the-counter on a first-come, first-served basis;
3. That the Director of Saskatoon Land be authorized to sell Lots 49 and 50, Block 214 to the highest bidder through a tender process for the intended use of developing Type II Residential Care Homes, Child Care Centres or Pre-Schools with tender conditions and reserve bid prices plus applicable taxes;
4. That any of the pre-designated Type II Residential Care Home, Child Care Centre or Pre-School lots which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
5. That any of the pre-designated Type II Residential Care Home, Child Care Centre or Pre-School lots remaining in inventory after a period of one year be made available for sale over-the-counter on a first-come, first-served basis for one of the permitted uses within the R1A zoning district;
6. That the Director of Saskatoon Land be authorized to administer development controls for 214 lots in Phase 3 and 85 lots in Phase 2;
7. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned after lot draws; and
8. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The intent of this report is to obtain approval to sell and administer development controls for 212 single-family lots, and to price and sell two pre-designated Type II Residential Care Home, Child Care Centre or Pre-School lots in Phase 3 of the Kensington neighbourhood through a tender process.

Report Highlights

1. Two Type II Residential Care Home, Child Care Centre or Pre-School lots are proposed to be sold via lot draw and public tender.
2. The single-family lots being offered include a variety of lot types and price points. A base unit price of \$10,650 per front meter is proposed to calculate lot prices.
3. Development controls for the 214 lots are being proposed in order to create character within the neighbourhood, to help fulfill the vision of the neighbourhood design, and to harmonize the interface between various housing forms.

Strategic Goal

The sale of the land noted in this report supports the long-term strategy of increasing revenue sources and reducing reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

Background

City Council, at its meeting on April 16, 2012, approved the Kensington neighbourhood Concept Plan. The Kensington neighbourhood is approximately 473 acres in area, has a projected population of 8,300 persons and a projected dwelling unit count of 3,400 units.

Area grading and water and sewer servicing work began in 2013 for the third phase of Kensington and should be concluded in October 2014. Shallow utility installations and road work to a base stage is expected to be complete this fall. Should servicing not be complete, lots will be sold with a delayed possession date. Attachment 2 indicates the location of the lots on Ells Crescent, Ells Lane, Ells Way, Kensington Boulevard, Labine Court, Labine Crescent, and Labine Terrace.

Report

Pre-Designated Lots

There are two lots being pre-designated as potential locations for Type II Residential Care Homes, Child Care Centres or Pre-Schools on Ells Crescent and Labine Court (Attachment 1). It is recommended that these two lots be sold through a public tender process with reserve bid prices as follows:

- Lot 49, Block 214, Plan No. to be registered - \$165,000
- Lot 50, Block 214, Plan No. to be registered - \$181,500

Tenders will be awarded to the highest bidder over the reserve bid price that meet the conditions as specified in the tender documents. If there is any uncertainty regarding the bids received, the appropriate reports and recommendations will be presented to City Council.

Some of the conditions to be specified in the tender documents include:

- The purchaser will be required to submit a 10% non-refundable deposit.
- A Certificate of Independent Bid Determination.

- A letter of credit representing 10% of the purchase price will be required, then released when the home is at the back-fill stage.
- A three-year build time requirement.

Transfer of Title to the purchaser's name will not occur until such time as the purchaser has submitted a Discretionary Use Application for the intended use and the Administration (Planning and Development Division) or City Council has approved it. A period of no longer than six months will be permitted for the purchaser to gain this application. If the purchaser is unable to gain the necessary approval within six months from the close of tenders, the purchaser will forfeit their non-refundable deposit and the lot will be made available for purchase over the counter on a first-come, first-served basis.

A similar condition will be incorporated into the Agreement for Sale when this lot is available over-the-counter. The purchaser will be required to obtain the necessary approvals for a Type II Residential Care Home, Child Care Centre or Pre-School within six months and will require a non-refundable deposit of 10% of the reserve bid price.

If one or more of these lots do not sell within one year from the date of the original tender, the lots will be removed from the pre-designated list and will be sold on a first-come, first-served basis for one of the permitted uses within the approved zoning district.

Single-Family Lot Pricing

Lots in the third phase of Kensington vary in size from a minimum frontage of 9.14 metres (30 feet) to a maximum of 17.45 metres (57.25 feet). The Phase 3 Kensington lot draw includes a variety of lot types, including larger corner lots, narrow lots with rear lane access and standard lots which accommodate front loading attached garages.

Lot prices have been determined based on an examination of current lot prices for comparable properties in the Saskatoon market, and take into account an expected increase in 2014 servicing costs. A base unit price of \$10,650 per front metre was used to calculate lot prices. Adjustments were then made to base prices factoring in lot location and characteristics. A list of individual lot prices is attached (Attachment 3). Prices range from \$103,000 to \$205,000, with an average lot price for this phase being \$133,000.

Development Controls

Development controls are being proposed for the 214 single-family lots in this phase of development in order to enhance the character within the neighbourhood, to strengthen the streetscape, and to harmonize the interface between various housing forms. In addition, to accommodate suggestions by builder customers for additional flexibility in the application of exterior building materials, adjustments to previously approved development controls on Bentley Crescent and Kensington Road are being requested (Attachment 4).

Options to the Recommendation

The Standing Policy Committee on Finance may choose not to proceed with the sale of land at this time, to not proceed with the proposed development controls, or a combination thereof.

Public and/or Stakeholder Involvement

Saskatoon Land met with several eligible contractors to discuss the development controls proposed for Phase 3 of the Kensington neighbourhood. The selection included home builders that offer a variety of housing sizes and styles in the Kensington neighbourhood today. Based on the feedback received, Saskatoon Land has introduced additional development controls which restrict the use of vinyl siding within higher-end pockets of lots. In addition, Saskatoon Land has also introduced provisions to encourage a greater variety in the use of exterior building materials along the front building façade.

Communication Plan

If approval is granted to administer development controls in accordance with those outlined in this report, information will be provided to all builders and prospective lot purchasers within the Kensington Phase 3 Lot Information Package.

Financial Implications

Proceeds from the sale of this land will be deposited into the Kensington Neighbourhood Land Development Fund.

Other Considerations/Implications

There are no policy, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

There is no due date for follow-up and/or project completion required.

Environmental Implications

The environmental incentive programs previously approved for use in the Kensington neighbourhood will continue to be used. These include offering vouchers for rain barrels and composters and providing rebates for the registration costs associated with homes that receive Energy Star or EnerGuide certification.

Environmental implications stemming from the design of the Kensington neighbourhood have been presented in previous reports to City Council.

Public Notice

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Attachments

1. Kensington Phasing Map
2. Kensington Lot Information Map
3. Proposed Price List - Kensington (2014)
4. Kensington Phase 3 - Development Controls

Report Approval

Written by: Ian Williamson, Planner 16

Reviewed by: Brad Murray, Land Development Project Manager
Frank Long, Director of Saskatoon Land

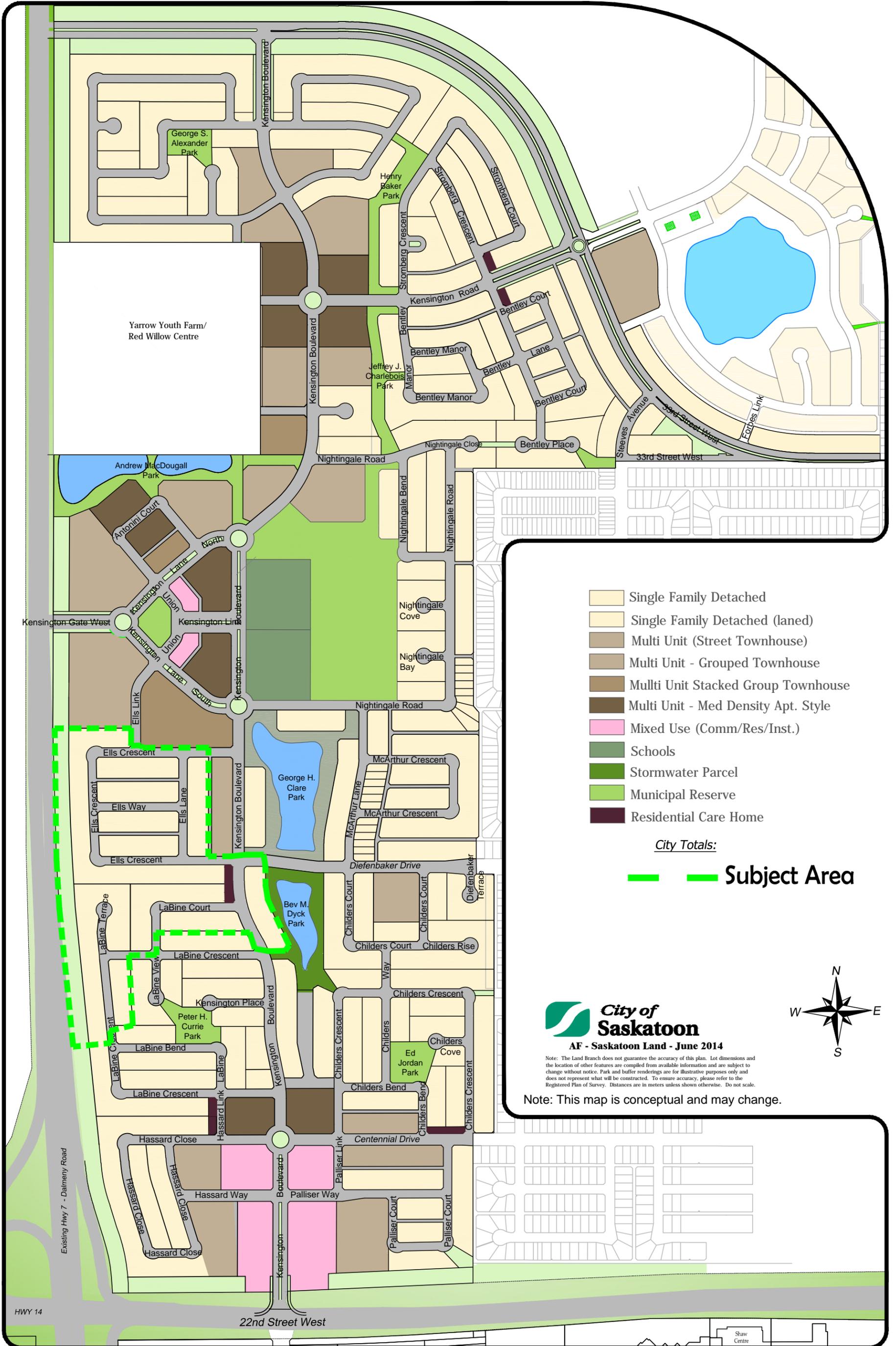
Approved by: Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial
Management Department

Kensington Phase 3 Pricing.docx



Kensington

Kensington Phasing Map



- Single Family Detached
- Single Family Detached (laned)
- Multi Unit (Street Townhouse)
- Multi Unit - Grouped Townhouse
- Multi Unit Stacked Group Townhouse
- Multi Unit - Med Density Apt. Style
- Mixed Use (Comm/Res/Inst.)
- Schools
- Stormwater Parcel
- Municipal Reserve
- Residential Care Home

City Totals:

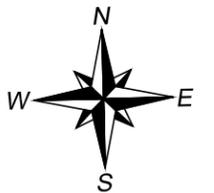
Subject Area



AF - Saskatoon Land - June 2014

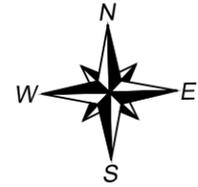
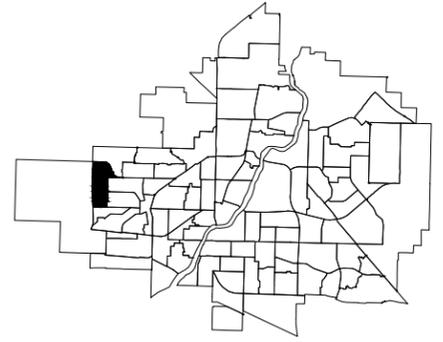
Note: The Land Branch does not guarantee the accuracy of this plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. Park and buffer renderings are for illustrative purposes only and does not represent what will be constructed. To ensure accuracy, please refer to the Registered Plan of Survey. Distances are in meters unless shown otherwise. Do not scale.

Note: This map is conceptual and may change.



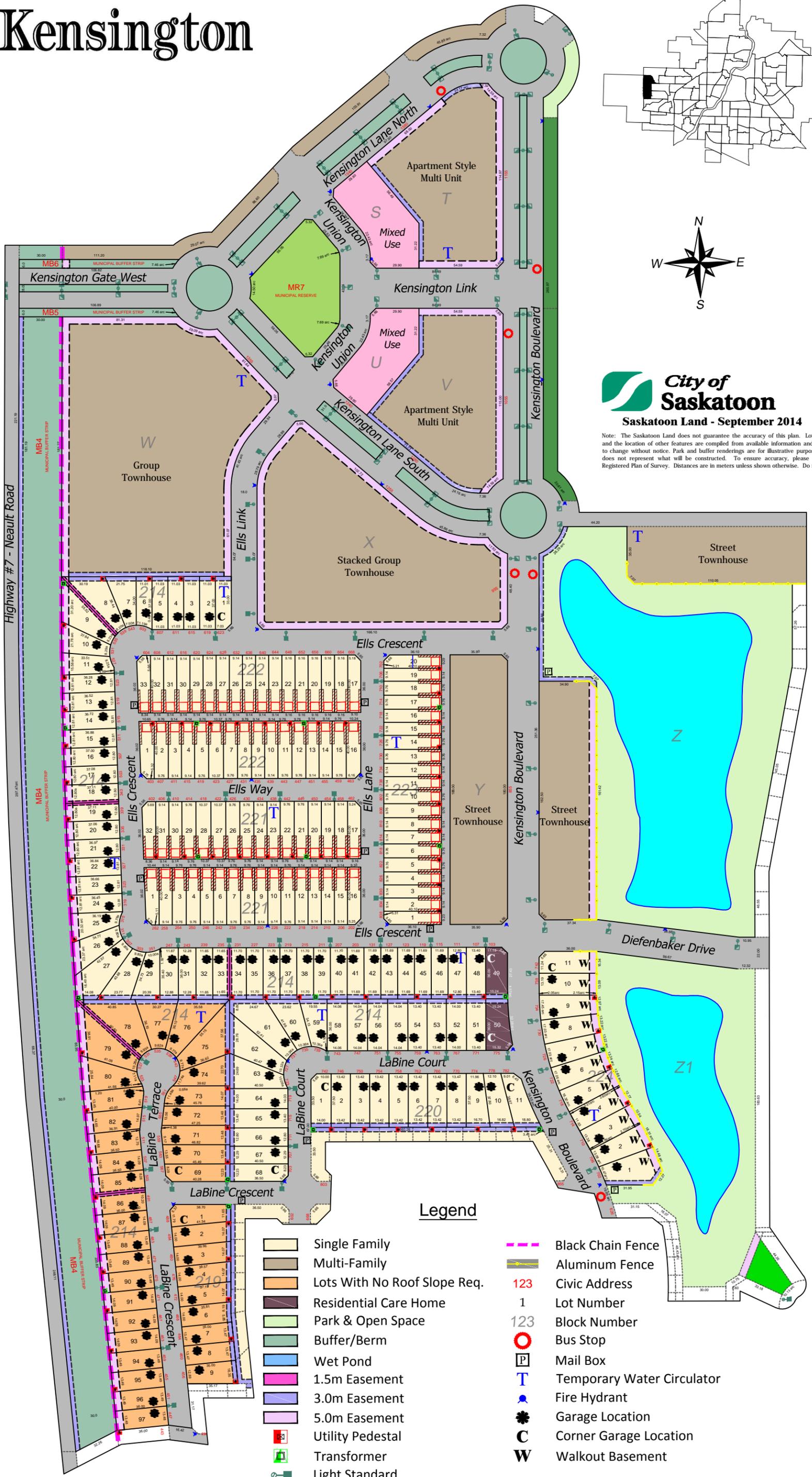


Kensington



City of Saskatoon
Saskatoon Land - September 2014

Note: The Saskatoon Land does not guarantee the accuracy of this plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. Park and buffer renderings are for illustrative purposes only and does not represent what will be constructed. To ensure accuracy, please refer to the Registered Plan of Survey. Distances are in meters unless shown otherwise. Do not scale.



Legend

- | | | | |
|--|------------------------------|--|----------------------------|
| | Single Family | | Black Chain Fence |
| | Multi-Family | | Aluminum Fence |
| | Lots With No Roof Slope Req. | | Civic Address |
| | Residential Care Home | | Lot Number |
| | Park & Open Space | | Block Number |
| | Buffer/Berm | | Bus Stop |
| | Wet Pond | | Mail Box |
| | 1.5m Easement | | Temporary Water Circulator |
| | 3.0m Easement | | Fire Hydrant |
| | 5.0m Easement | | Garage Location |
| | Utility Pedestal | | Corner Garage Location |
| | Transformer | | Walkout Basement |
| | Light Standard | | |

Proposed Price List - Kensington (2014)

Lot	Block	Plan	Price
Ells			
1	214	to be registered	\$115,100.00
2	214	to be registered	\$115,100.00
3	214	to be registered	\$115,100.00
4	214	to be registered	\$115,100.00
5	214	to be registered	\$115,100.00
6	214	to be registered	\$114,900.00
7	214	to be registered	\$130,800.00
8	214	to be registered	\$139,800.00
9	214	to be registered	\$146,600.00
10	214	to be registered	\$142,900.00
11	214	to be registered	\$144,400.00
12	214	to be registered	\$136,400.00
13	214	to be registered	\$136,400.00
14	214	to be registered	\$136,400.00
15	214	to be registered	\$136,400.00
16	214	to be registered	\$136,300.00
17	214	to be registered	\$136,300.00
18	214	to be registered	\$133,100.00
19	214	to be registered	\$133,100.00
20	214	to be registered	\$136,300.00
21	214	to be registered	\$136,300.00
22	214	to be registered	\$136,400.00
23	214	to be registered	\$136,400.00
24	214	to be registered	\$136,400.00
25	214	to be registered	\$150,200.00
26	214	to be registered	\$153,000.00
27	214	to be registered	\$157,400.00
28	214	to be registered	\$153,000.00
29	214	to be registered	\$152,100.00
30	214	to be registered	\$137,200.00
31	214	to be registered	\$130,800.00
32	214	to be registered	\$124,100.00
33	214	to be registered	\$120,900.00
34	214	to be registered	\$121,400.00
35	214	to be registered	\$124,600.00
36	214	to be registered	\$124,600.00
37	214	to be registered	\$124,600.00
38	214	to be registered	\$124,600.00
39	214	to be registered	\$124,600.00
40	214	to be registered	\$124,600.00

Lot	Block	Plan	Price
41	214	to be registered	\$124,500.00
42	214	to be registered	\$124,500.00
43	214	to be registered	\$124,500.00
44	214	to be registered	\$124,500.00
45	214	to be registered	\$124,500.00
46	214	to be registered	\$124,500.00
47	214	to be registered	\$136,300.00
48	214	to be registered	\$142,700.00
49	214	to be registered	\$165,000.00
1	223	to be registered	\$106,900.00
2	223	to be registered	\$105,300.00
3	223	to be registered	\$105,300.00
4	223	to be registered	\$105,300.00
5	223	to be registered	\$112,400.00
6	223	to be registered	\$112,400.00
7	223	to be registered	\$105,300.00
8	223	to be registered	\$105,300.00
9	223	to be registered	\$112,400.00
10	223	to be registered	\$112,400.00
11	223	to be registered	\$105,300.00
12	223	to be registered	\$105,300.00
13	223	to be registered	\$112,400.00
14	223	to be registered	\$112,400.00
15	223	to be registered	\$105,300.00
16	223	to be registered	\$105,300.00
17	223	to be registered	\$112,400.00
18	223	to be registered	\$112,400.00
19	223	to be registered	\$105,300.00
20	223	to be registered	\$106,300.00
1	221	to be registered	\$109,600.00
2	221	to be registered	\$105,300.00
3	221	to be registered	\$112,400.00
4	221	to be registered	\$112,400.00
5	221	to be registered	\$105,300.00
6	221	to be registered	\$105,300.00
7	221	to be registered	\$112,400.00
8	221	to be registered	\$112,400.00
9	221	to be registered	\$105,300.00
10	221	to be registered	\$105,300.00
11	221	to be registered	\$112,400.00
12	221	to be registered	\$105,300.00
13	221	to be registered	\$105,300.00
14	221	to be registered	\$105,300.00
15	221	to be registered	\$105,300.00
16	221	to be registered	\$106,800.00
17	221	to be registered	\$106,100.00
18	221	to be registered	\$105,300.00

Lot	Block	Plan	Price
19	221	to be registered	\$105,300.00
20	221	to be registered	\$105,300.00
21	221	to be registered	\$112,400.00
22	221	to be registered	\$112,400.00
23	221	to be registered	\$105,300.00
24	221	to be registered	\$105,300.00
25	221	to be registered	\$112,400.00
26	221	to be registered	\$112,400.00
27	221	to be registered	\$119,500.00
28	221	to be registered	\$119,500.00
29	221	to be registered	\$112,400.00
30	221	to be registered	\$105,300.00
31	221	to be registered	\$105,300.00
32	221	to be registered	\$106,000.00
1	222	to be registered	\$112,000.00
2	222	to be registered	\$112,400.00
3	222	to be registered	\$105,300.00
4	222	to be registered	\$105,300.00
5	222	to be registered	\$112,400.00
6	222	to be registered	\$119,500.00
7	222	to be registered	\$112,400.00
8	222	to be registered	\$112,400.00
9	222	to be registered	\$105,300.00
10	222	to be registered	\$105,300.00
11	222	to be registered	\$112,400.00
12	222	to be registered	\$112,400.00
13	222	to be registered	\$105,300.00
14	222	to be registered	\$105,300.00
15	222	to be registered	\$112,400.00
16	222	to be registered	\$117,300.00
17	222	to be registered	\$103,600.00
18	222	to be registered	\$103,600.00
19	222	to be registered	\$103,600.00
20	222	to be registered	\$103,600.00
21	222	to be registered	\$103,600.00
22	222	to be registered	\$103,600.00
23	222	to be registered	\$103,300.00
24	222	to be registered	\$103,300.00
25	222	to be registered	\$105,300.00
26	222	to be registered	\$105,300.00
27	222	to be registered	\$105,300.00
28	222	to be registered	\$105,300.00
29	222	to be registered	\$105,300.00
30	222	to be registered	\$105,300.00
31	222	to be registered	\$105,300.00
32	222	to be registered	\$105,300.00
33	222	to be registered	\$105,800.00

Lot	Block	Plan	Price
LaBine			
50	214	to be registered	\$181,500.00
51	214	to be registered	\$142,700.00
52	214	to be registered	\$149,100.00
53	214	to be registered	\$142,700.00
54	214	to be registered	\$142,700.00
55	214	to be registered	\$149,500.00
56	214	to be registered	\$149,500.00
57	214	to be registered	\$149,500.00
58	214	to be registered	\$149,700.00
59	214	to be registered	\$158,000.00
60	214	to be registered	\$160,400.00
61	214	to be registered	\$175,600.00
62	214	to be registered	\$172,800.00
63	214	to be registered	\$167,500.00
64	214	to be registered	\$152,400.00
65	214	to be registered	\$145,600.00
66	214	to be registered	\$139,000.00
67	214	to be registered	\$133,500.00
68	214	to be registered	\$132,900.00
69	214	to be registered	\$143,300.00
70	214	to be registered	\$159,400.00
71	214	to be registered	\$159,400.00
72	214	to be registered	\$159,400.00
73	214	to be registered	\$164,800.00
74	214	to be registered	\$172,900.00
75	214	to be registered	\$192,100.00
76	214	to be registered	\$192,300.00
77	214	to be registered	\$190,900.00
78	214	to be registered	\$201,300.00
79	214	to be registered	\$190,600.00
80	214	to be registered	\$176,400.00
81	214	to be registered	\$163,800.00
82	214	to be registered	\$163,800.00
83	214	to be registered	\$164,200.00
84	214	to be registered	\$157,600.00
85	214	to be registered	\$146,900.00
86	214	to be registered	\$146,900.00
87	214	to be registered	\$150,100.00
88	214	to be registered	\$143,700.00
89	214	to be registered	\$143,700.00
90	214	to be registered	\$143,700.00
91	214	to be registered	\$150,100.00
92	214	to be registered	\$150,100.00
93	214	to be registered	\$150,100.00
94	214	to be registered	\$143,700.00
95	214	to be registered	\$143,700.00

Lot	Block	Plan	Price
96	214	to be registered	\$143,700.00
97	214	to be registered	\$143,600.00
1	219	to be registered	\$143,000.00
2	219	to be registered	\$149,100.00
3	219	to be registered	\$149,100.00
4	219	to be registered	\$149,100.00
5	219	to be registered	\$149,100.00
6	219	to be registered	\$149,100.00
7	219	to be registered	\$143,500.00
8	219	to be registered	\$143,500.00
9	219	to be registered	\$150,600.00
1	220	to be registered	\$153,600.00
2	220	to be registered	\$147,200.00
3	220	to be registered	\$142,900.00
4	220	to be registered	\$142,900.00
5	220	to be registered	\$142,900.00
6	220	to be registered	\$142,900.00
7	220	to be registered	\$142,900.00
8	220	to be registered	\$142,900.00
9	220	to be registered	\$143,600.00
10	220	to be registered	\$143,600.00
11	220	to be registered	\$143,300.00
Kensington			
1	224	to be registered	\$196,000.00
2	224	to be registered	\$192,400.00
3	224	to be registered	\$199,300.00
4	224	to be registered	\$199,900.00
5	224	to be registered	\$194,300.00
6	224	to be registered	\$203,200.00
7	224	to be registered	\$203,000.00
8	224	to be registered	\$203,100.00
9	224	to be registered	\$205,400.00
10	224	to be registered	\$199,300.00
11	224	to be registered	\$199,800.00
Total			\$28,342,600.00

Kensington Phase 3 – Development Controls

1) Ells Crescent, Ells Lane, Ells Way

The following development controls pertain to narrow lots within the R1B District:

- Lots 1 to 32, Block 221, Plan No. to be registered
 - Lots 1 to 33, Block 222, Plan No. to be registered
 - Lots 1 to 20, Block 223, Plan No. to be registered
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,000 square feet in the case of a bungalow or bi-level
 - ii. 1,200 square feet in the case of a two-storey dwelling
 - b) All dwelling units shall be bungalows, raised bungalows, bi-levels, or two-storeys. Split-level dwellings are not permitted;
 - c) All dwellings must be constructed with a concrete garage pad with access from the rear lane only. The concrete garage pad must be constructed at the same time the dwelling is built with a minimum dimension of 6 metres wide and 6 metres long. The concrete pad shall be located at a minimum of 1.2 metres from the rear property line, and include a paved apron that connects it to the rear property line;
 - d) The roof of the principle dwelling shall have a minimum 6-in-12 pitch;
 - e) All dwellings shall be constructed with front verandas. The minimum width of the front verandas for bungalows and bi-levels shall be half the width of the house façade. Two-storey dwellings shall have front verandas across the entire width of the house façade. Verandas shall be partially enclosed with railings and spindles or other type of partial enclosure; and
 - f) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 75 square feet in area, or a minimum of three exterior building materials with each material being no less than 40 square feet in area.

2) Ells Crescent

The following development controls pertain to standard R1A zoned lots:

- Lots 1 to 49, Block 214, Plan No. to be registered
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,000 square feet in the case of a bungalow or bi-level
 - ii. 1,200 square feet in the case of a two-storey dwelling

- b) All dwellings must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 3.5 metres wide and 6.0 metres long;
- c) Garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling;
- d) The roof of the principle dwelling shall have a minimum 6-in-12 roof pitch; and
- e) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 50 square feet in area, or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

3) Kensington Boulevard

The following development controls pertain to larger lots zoned R1A District graded for walk-out basements:

- Lots 1 to 11, Block 224, Plan No. to be registered
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling
 - ii. 1,500 square feet in the case of a two-storey dwelling
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;
- c) Garages shall not protrude more than 2.4 metres (8 feet) from the façade of any habitable floor area of the dwelling;
- d) The roof of the principle dwelling shall have a minimum 6-in-12 roof pitch;
- e) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 75 square feet in area or a minimum of three exterior building materials with each material being no less than 40 square feet in area;
- f) All dwellings shall be constructed with direct access from the basement level to the backyard (“walkout units”); and
- g) Vinyl Siding is not permitted as an exterior building material on any of the elevations of the dwelling unit.

4) Bentley Manor, Labine Court

The following development controls pertain to larger lots zoned R1A District:

- Lots 50 to 68, Block 214, Plan No. to be registered
 - Lots 1 to 11, Block 220, Plan No. to be registered
 - Lots 1 to 13, Block 106, Plan No. 101836076
 - Lots 1 to 15, Block 108, Plan No. 101836076
 - Lots 5 to 18, Block 109, Plan No. 101836076
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
- i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling
 - ii. 1,500 square feet in the case of a two-storey dwelling
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;
- c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch; and
- d) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 75 square feet in area, or a minimum of three exterior building materials with each material being no less than 40 square feet.

5) Labine Crescent and Labine Terrace

The following development controls pertain to larger lots zoned R1A District with no roof pitch requirement:

- Lots 69 to 97, Block 214, Plan No. to be registered
 - Lots 1 to 9, Block 219, Plan No. to be registered
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
- i. 1,200 square feet in the case of a bungalow or bi-level
 - ii. 1,500 square feet in the case of a two-storey dwelling
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long; and

- c) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 75 square feet in area, or a minimum of three exterior building materials with each being no less than 30 square feet in area.

6) Kensington Road

The following development controls pertain to narrow lots zoned within the R1B District on a collector road:

- Lots 21 to 37, Block 106, Plan No. 101836076
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,000 square feet in the case of a bungalow or bi-level
 - ii. 1,200 square feet in the case of a two-storey dwelling
 - b) All dwelling units shall be bungalows, raised bungalows, bi-levels, or two-storeys. Split-level dwellings are not permitted;
 - c) All dwellings must be constructed with a concrete garage pad with access from the rear lane only. The concrete garage pad must be constructed at the same time the dwelling is built with a minimum dimension of 6 metres wide and 6 metres long. The concrete pad shall be located at a minimum of 1.2 metres from the rear property line, and include a paved apron that connects it to the rear property line;
 - d) The roof of the principle dwelling shall have a minimum 6-in-12 pitch;
 - e) All dwellings shall be constructed with front verandas. The minimum width of the front verandas for bungalows and bi-levels shall be half the width of the house façade. Two-storey dwellings shall have front verandas across the entire width of the house façade. Verandas shall be partially enclosed with railings and spindles or other type of partial enclosure;
 - f) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 75 square feet in area, or a minimum of three exterior building materials with each material being no less than 40 square feet in area; and
 - g) The minimum front yard setback shall be 5 metres.

7) Bentley Way

The following development controls pertain to standard R1A zoned lots with no roof pitch requirements:

- Lots 14 to 20, Block 106, Plan No. 101836076
 - Lots 19 to 26, Block 109, Plan No. 101836076
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,000 square feet in the case of a bungalow or bi-level
 - ii. 1,200 square feet in the case of a two-storey dwelling
 - b) All dwellings must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 3.5 metres wide and 6.0 metres long;
 - c) Garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling; and
 - d) All dwellings require a minimum of two different exterior building materials on the front elevation, with each material being no less than 50 square feet in area, or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

8) Bentley Manor

The following development controls pertain to larger lots zoned R1A District backing onto a park:

- Lots 1 to 7, Block 107, Plan No. 101836076
 - Lots 1 to 4, Block 109, Plan No. 101836076
- a) No dwelling shall be constructed on any of the lots which has an above-grade floor area (excluding attached decks, patios and garages) less than:
 - i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling
 - ii. 1,500 square feet in the case of a two-storey dwelling
 - b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long;
 - c) The roof of the principle dwelling shall have a minimum 6-in-12 roof pitch;

- d) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 75 square feet in area or a minimum of three exterior building materials with each material being no less than 40 square feet in area; and
- e) Vinyl Siding is not permitted as an exterior building material on any of the elevations of the dwelling unit.

In addition to the development controls listed above, all corner lots and lots with side-yard which flanks park space will require the following:

- i. On the side building wall, closest to the flanking street of park space, a secondary building material is required, being no less than 40 square feet in area; and
- ii. On the side building wall, closest to the flanking street or park space, window and/or door placement shall be provided at an area no less than 5% of the side building wall.

One further development control will also apply to all of the lots listed above indicating which side of the lot the garage must be placed. As outlined in the report adopted by City Council on February 27, 2006, the intent of this control is to place garages on the opposite sides of its service connections.

Request to Sell City-Owned Property – Parkridge Neighbourhood

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 174 single-family lots with legal descriptions of Lots 29 to 89, Block 890, Plan No. to be registered; Lots 20 to 40, Block 891, Plan No. to be registered; Lots 1 to 32, Block 892, Plan No. to be registered; Lots 1 to 13, Block 893, Plan No. to be registered; Lots 1 to 9, Block 894, Plan No. to be registered; Lots 1 to 11, Block 895, Plan No. to be registered; Lots 1 to 17, Block 896, Plan No. to be registered; and Lots 1 to 10, Block 897, Plan No. to be registered on Kinloch Bay, Crescent, and Court, and Fortosky Crescent, Manor and Terrace through a lot draw process;
2. That the Director of Saskatoon Land be authorized to sell two multi-family sites (Parcels AA and BB, Plan No. to be registered) located on Hart Road through a public tender process to the highest bidder with reserve bid prices;
3. That any of the multi-family parcels which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis;
4. That the Director of Saskatoon Land be authorized to administer development controls for the 174 single-family lots;
5. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned; and
6. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to price and sell 174 single-family lots through a lot draw process, to obtain approval to set reserve prices for two multi-family parcels for sale through a public tender, and to administer development controls for the 174 single-family lots.

Report Highlights

1. Proposed prices in this lot draw range from \$111,500 to \$208,100.
2. Two multi-family parcels on Hart Road are proposed to be sold at an average price of \$865,000 per acre.
3. Development controls for the 174 single-family lots are being proposed in order to enhance the character within the neighbourhood, assist in strengthening the streetscape and harmonize the interface between various housing forms.

Strategic Goal

The sale of the lots and multi-family sites support the long-term strategy of increasing revenue sources and reducing reliance of residential property taxes. It also supports the four-year priority of providing revenue to fund new capital expenditures, including core

services such as fire halls, roadways and underground services and the Strategic Goal of Asset and Financial Sustainability

Background

Saskatoon Land is requesting approval to set prices for and sell 174 single-family lots and two multi-family parcels within the Parkridge neighbourhood. The Parkridge extension was originally identified in 2004 as part of the Blairmore Suburban Centre Concept Plan and was accommodated by the re-alignment of Highway 7.

A Neighbourhood Concept Plan Amendment to the Blairmore Suburban Centre was approved in 2013. This amendment reduced the size of the storm pond parcel adjacent to Hart Road and Highway 7 to its required size. As a result, 20 additional single-family lots were accommodated.

The Parkridge extension will be the final phase of the land identified in the Blairmore Suburban Centre Concept Plan. Attachment 1 shows the location of the 174 single-family lots and the two multi-family sites. Attachment 2 includes additional lot information for the lots and parcels being priced and sold.

Servicing for the extension of the Parkridge Neighbourhood is currently underway. Some minor area grading work remains and roads, curbs and sidewalks are anticipated to be complete by October 15, 2014. Shallow buried utilities are anticipated to be complete in the winter of 2014 - 2015.

Report

Lot Pricing

The Parkridge lot draw offering includes a good mixture of lot sizes and types. Lot sizes range from 10.4 metres (34 feet) to 15.85 metres (52 feet). The majority of lots are between 12.2 metres (40 feet) and 13.4 metres (44 feet) in width. Although there are no lots with rear lane access, which typically accommodate a more affordable housing product, there is still a good mixture of affordable lots and higher-end lots, which all require attached garages.

Unique features in this phase of development include:

- 19 larger lots which back onto a wet storm pond and feature decorative rear-yard aluminum fencing; and
- 42 lots which back onto linear park space and feature decorative rear-yard aluminum fencing.

Lot prices have been determined based on an examination of current lot prices for comparable properties. A base unit price of \$10,650 per front metre was used to calculate the lot prices. Adjustments were then made to the base prices, based on lot location and characteristics. The lot prices range from \$111,500 to \$208,100, and the average lot price for this area is \$153,600. A list of individual lot prices is attached

(Attachment 3). If the lots are not completely serviced at the time of lot selection, they, will be sold with a delayed possession date.

Multi-Family Parcel Pricing

In addition to the 174 single-family lots, Saskatoon Land is requesting approval to price and sell two multi-family parcels. These sites were also originally identified as part of the Blairmore Suburban Centre Concept Plan. These sites are zoned RM2 District (Low/Medium Density Multiple-Unit Dwelling District) in City of Saskatoon Zoning Bylaw No. 8770. With the development provisions of this district and the shape and characteristics of the two multi-family parcels, a dwelling group style development consisting of multiple townhouse buildings is anticipated.

Reserve bid prices for these sites have been determined using a comparable analysis of pricing for similar multi-family parcels in the Saskatoon market, and the unique site and situational characteristics of each parcel. The recommended pricing for these sites (Attachment 3) is as follows:

- Parcel AA (2.848 acres) \$870,000/acre Reserve Bid: \$2,478,000
- Parcel BB (2.005 acres) \$860,000/acre Reserve Bid: \$1,725,000

Development Controls

Development controls (Attachment 4) are being proposed for the single-family lots in this phase of development in order to enhance the character within the neighbourhood, to strengthen the streetscape, and to harmonize the interface between various housing forms. Proposed developments on the multi-family sites will be evaluated for compliance with Saskatoon Land’s Architectural Controls for Multiple-unit Dwelling Districts.

The development controls for single-family homes are outlined in Attachment 4 and are aimed at encouraging the use of a variety of different complementary exterior building materials.

Options to the Recommendation

The only other option would be not to proceed with the sale of land at this time.

Public and/or Stakeholder Involvement

The single-family lots and multi-family parcels being offered for sale are consistent with the amended Blairmore Suburban Centre Concept Plan. Public consultation for a concept plan amendment occurred in 2013.

Communication Plan

Notice of the lot draw and public tender will be advertised in The StarPhoenix a minimum of two Saturdays prior to the draw and tender, pursuant to City Council Policy No. C09-006 Residential Lot Sales – General Policy, and will be posted on the City’s website under “L” for Land for Sale.

Financial Implications

The proceeds from the sale of the multi-family parcels will be deposited into the Property Realized Reserve. The allocation of the proceeds from the sale of the single-family lots will be determined in the near future and reported to the Standing Policy Committee on Finance.

Other Considerations/Implications

There are no policy, environmental, privacy or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

There is no due date for follow-up and/or project completion required.

Public Notice

Public Notice, pursuant to Section 3 of Policy No. C01-021, Public Notice is not required.

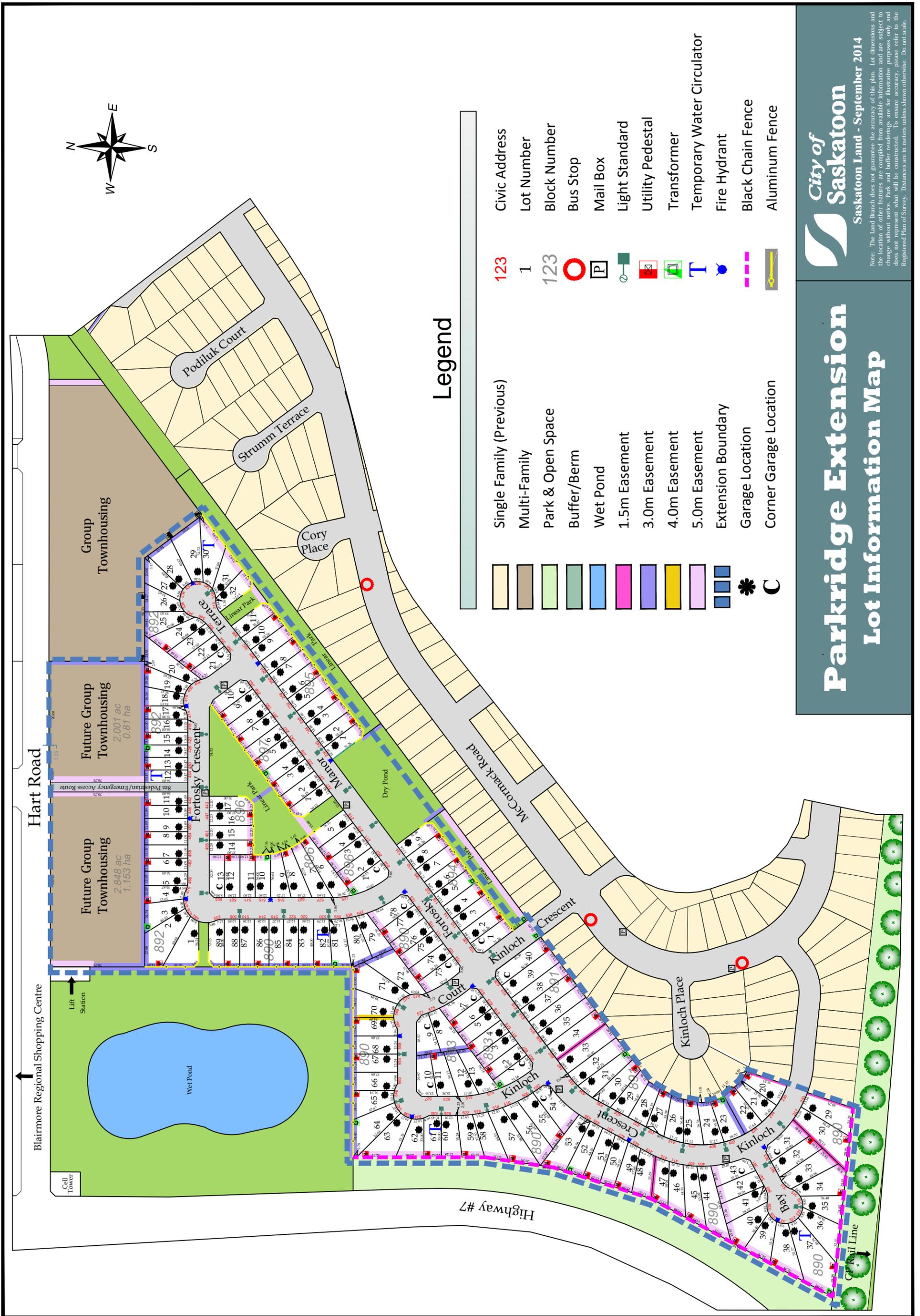
Attachments

1. Parkridge Extension Location Map
2. Parkridge Extension Lot Information Map
3. Proposed Price List Parkridge (2014)
4. Proposed Development Controls

Report Approval

Written by: Matt Grazier, Senior Planner
Reviewed by: Derek Thompson, Land Development Project Manager
Frank Long, Director of Saskatoon Land
Approved by: Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial Management Department

Parkridge Pricing Report. docx



Legend

- | | | | |
|--|--------------------------|--|----------------------------|
| | Single Family (Previous) | | Civic Address |
| | Multi-Family | | Lot Number |
| | Park & Open Space | | Block Number |
| | Buffer/Berm | | Bus Stop |
| | Wet Pond | | Mail Box |
| | 1.5m Easement | | Light Standard |
| | 3.0m Easement | | Utility Pedestal |
| | 4.0m Easement | | Transformer |
| | 5.0m Easement | | Temporary Water Circulator |
| | Extension Boundary | | Fire Hydrant |
| | Garage Location | | Black Chain Fence |
| | Corner Garage Location | | Aluminum Fence |

City of Saskatoon
Saskatoon Land - September 2014

Parkridge Extension Lot Information Map

Note: The Land Branch does not guarantee the accuracy of this plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. Park and buffer renderings are for illustrative purposes only and does not represent what will be constructed. To ensure accuracy, please refer to the Registered Plan of Survey. Distances are in meters unless shown otherwise. Do not scale.

Proposed Price List - Kensington (2014)

Lot	Block	Plan	Price
Ells			
1	214	to be registered	\$115,100.00
2	214	to be registered	\$115,100.00
3	214	to be registered	\$115,100.00
4	214	to be registered	\$115,100.00
5	214	to be registered	\$115,100.00
6	214	to be registered	\$114,900.00
7	214	to be registered	\$130,800.00
8	214	to be registered	\$139,800.00
9	214	to be registered	\$146,600.00
10	214	to be registered	\$142,900.00
11	214	to be registered	\$144,400.00
12	214	to be registered	\$136,400.00
13	214	to be registered	\$136,400.00
14	214	to be registered	\$136,400.00
15	214	to be registered	\$136,400.00
16	214	to be registered	\$136,300.00
17	214	to be registered	\$136,300.00
18	214	to be registered	\$133,100.00
19	214	to be registered	\$133,100.00
20	214	to be registered	\$136,300.00
21	214	to be registered	\$136,300.00
22	214	to be registered	\$136,400.00
23	214	to be registered	\$136,400.00
24	214	to be registered	\$136,400.00
25	214	to be registered	\$150,200.00
26	214	to be registered	\$153,000.00
27	214	to be registered	\$157,400.00
28	214	to be registered	\$153,000.00
29	214	to be registered	\$152,100.00
30	214	to be registered	\$137,200.00
31	214	to be registered	\$130,800.00
32	214	to be registered	\$124,100.00
33	214	to be registered	\$120,900.00
34	214	to be registered	\$121,400.00
35	214	to be registered	\$124,600.00
36	214	to be registered	\$124,600.00
37	214	to be registered	\$124,600.00
38	214	to be registered	\$124,600.00
39	214	to be registered	\$124,600.00
40	214	to be registered	\$124,600.00

Lot	Block	Plan	Price
41	214	to be registered	\$124,500.00
42	214	to be registered	\$124,500.00
43	214	to be registered	\$124,500.00
44	214	to be registered	\$124,500.00
45	214	to be registered	\$124,500.00
46	214	to be registered	\$124,500.00
47	214	to be registered	\$136,300.00
48	214	to be registered	\$142,700.00
49	214	to be registered	\$165,000.00
1	223	to be registered	\$106,900.00
2	223	to be registered	\$105,300.00
3	223	to be registered	\$105,300.00
4	223	to be registered	\$105,300.00
5	223	to be registered	\$112,400.00
6	223	to be registered	\$112,400.00
7	223	to be registered	\$105,300.00
8	223	to be registered	\$105,300.00
9	223	to be registered	\$112,400.00
10	223	to be registered	\$112,400.00
11	223	to be registered	\$105,300.00
12	223	to be registered	\$105,300.00
13	223	to be registered	\$112,400.00
14	223	to be registered	\$112,400.00
15	223	to be registered	\$105,300.00
16	223	to be registered	\$105,300.00
17	223	to be registered	\$112,400.00
18	223	to be registered	\$112,400.00
19	223	to be registered	\$105,300.00
20	223	to be registered	\$106,300.00
1	221	to be registered	\$109,600.00
2	221	to be registered	\$105,300.00
3	221	to be registered	\$112,400.00
4	221	to be registered	\$112,400.00
5	221	to be registered	\$105,300.00
6	221	to be registered	\$105,300.00
7	221	to be registered	\$112,400.00
8	221	to be registered	\$112,400.00
9	221	to be registered	\$105,300.00
10	221	to be registered	\$105,300.00
11	221	to be registered	\$112,400.00
12	221	to be registered	\$105,300.00
13	221	to be registered	\$105,300.00
14	221	to be registered	\$105,300.00
15	221	to be registered	\$105,300.00
16	221	to be registered	\$106,800.00
17	221	to be registered	\$106,100.00
18	221	to be registered	\$105,300.00

Lot	Block	Plan	Price
19	221	to be registered	\$105,300.00
20	221	to be registered	\$105,300.00
21	221	to be registered	\$112,400.00
22	221	to be registered	\$112,400.00
23	221	to be registered	\$105,300.00
24	221	to be registered	\$105,300.00
25	221	to be registered	\$112,400.00
26	221	to be registered	\$112,400.00
27	221	to be registered	\$119,500.00
28	221	to be registered	\$119,500.00
29	221	to be registered	\$112,400.00
30	221	to be registered	\$105,300.00
31	221	to be registered	\$105,300.00
32	221	to be registered	\$106,000.00
1	222	to be registered	\$112,000.00
2	222	to be registered	\$112,400.00
3	222	to be registered	\$105,300.00
4	222	to be registered	\$105,300.00
5	222	to be registered	\$112,400.00
6	222	to be registered	\$119,500.00
7	222	to be registered	\$112,400.00
8	222	to be registered	\$112,400.00
9	222	to be registered	\$105,300.00
10	222	to be registered	\$105,300.00
11	222	to be registered	\$112,400.00
12	222	to be registered	\$112,400.00
13	222	to be registered	\$105,300.00
14	222	to be registered	\$105,300.00
15	222	to be registered	\$112,400.00
16	222	to be registered	\$117,300.00
17	222	to be registered	\$103,600.00
18	222	to be registered	\$103,600.00
19	222	to be registered	\$103,600.00
20	222	to be registered	\$103,600.00
21	222	to be registered	\$103,600.00
22	222	to be registered	\$103,600.00
23	222	to be registered	\$103,300.00
24	222	to be registered	\$103,300.00
25	222	to be registered	\$105,300.00
26	222	to be registered	\$105,300.00
27	222	to be registered	\$105,300.00
28	222	to be registered	\$105,300.00
29	222	to be registered	\$105,300.00
30	222	to be registered	\$105,300.00
31	222	to be registered	\$105,300.00
32	222	to be registered	\$105,300.00
33	222	to be registered	\$105,800.00

Lot	Block	Plan	Price
LaBine			
50	214	to be registered	\$181,500.00
51	214	to be registered	\$142,700.00
52	214	to be registered	\$149,100.00
53	214	to be registered	\$142,700.00
54	214	to be registered	\$142,700.00
55	214	to be registered	\$149,500.00
56	214	to be registered	\$149,500.00
57	214	to be registered	\$149,500.00
58	214	to be registered	\$149,700.00
59	214	to be registered	\$158,000.00
60	214	to be registered	\$160,400.00
61	214	to be registered	\$175,600.00
62	214	to be registered	\$172,800.00
63	214	to be registered	\$167,500.00
64	214	to be registered	\$152,400.00
65	214	to be registered	\$145,600.00
66	214	to be registered	\$139,000.00
67	214	to be registered	\$133,500.00
68	214	to be registered	\$132,900.00
69	214	to be registered	\$143,300.00
70	214	to be registered	\$159,400.00
71	214	to be registered	\$159,400.00
72	214	to be registered	\$159,400.00
73	214	to be registered	\$164,800.00
74	214	to be registered	\$172,900.00
75	214	to be registered	\$192,100.00
76	214	to be registered	\$192,300.00
77	214	to be registered	\$190,900.00
78	214	to be registered	\$201,300.00
79	214	to be registered	\$190,600.00
80	214	to be registered	\$176,400.00
81	214	to be registered	\$163,800.00
82	214	to be registered	\$163,800.00
83	214	to be registered	\$164,200.00
84	214	to be registered	\$157,600.00
85	214	to be registered	\$146,900.00
86	214	to be registered	\$146,900.00
87	214	to be registered	\$150,100.00
88	214	to be registered	\$143,700.00
89	214	to be registered	\$143,700.00
90	214	to be registered	\$143,700.00
91	214	to be registered	\$150,100.00
92	214	to be registered	\$150,100.00
93	214	to be registered	\$150,100.00
94	214	to be registered	\$143,700.00
95	214	to be registered	\$143,700.00

Lot	Block	Plan	Price
96	214	to be registered	\$143,700.00
97	214	to be registered	\$143,600.00
1	219	to be registered	\$143,000.00
2	219	to be registered	\$149,100.00
3	219	to be registered	\$149,100.00
4	219	to be registered	\$149,100.00
5	219	to be registered	\$149,100.00
6	219	to be registered	\$149,100.00
7	219	to be registered	\$143,500.00
8	219	to be registered	\$143,500.00
9	219	to be registered	\$150,600.00
1	220	to be registered	\$153,600.00
2	220	to be registered	\$147,200.00
3	220	to be registered	\$142,900.00
4	220	to be registered	\$142,900.00
5	220	to be registered	\$142,900.00
6	220	to be registered	\$142,900.00
7	220	to be registered	\$142,900.00
8	220	to be registered	\$142,900.00
9	220	to be registered	\$143,600.00
10	220	to be registered	\$143,600.00
11	220	to be registered	\$143,300.00
Kensington			
1	224	to be registered	\$196,000.00
2	224	to be registered	\$192,400.00
3	224	to be registered	\$199,300.00
4	224	to be registered	\$199,900.00
5	224	to be registered	\$194,300.00
6	224	to be registered	\$203,200.00
7	224	to be registered	\$203,000.00
8	224	to be registered	\$203,100.00
9	224	to be registered	\$205,400.00
10	224	to be registered	\$199,300.00
11	224	to be registered	\$199,800.00
Total			\$28,342,600.00

Proposed Single-Family Development Controls

The proposed single-family development controls are as follows:

1. Kinloch Bay, Crescent and Court

The following development controls pertain to larger lots:

- Lots 29 to 43 and 54 to 72, Block 890, Plan No. to be registered
 - Lots 8 to 13, Block 893, Plan No. to be registered
- a) No dwelling shall be constructed on any of the lots which has an above grade floor area (excluding attached decks, patios and garages) less than:
- i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling
 - ii. 1,500 square feet in the case of a two-storey dwelling;
- b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long; and
- c) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 100 square feet in area or a minimum of three exterior building materials with each material being no less than 40 square feet.

2. Kinloch Crescent, Fortosky Manor, Crescent and Terrace

The following development controls pertain to standard lots:

- Lots 44 to 53 and 73 to 89, Block 890, Plan No. to be registered
 - Lots 20 to 40, Block 891, Plan No. to be registered
 - Lots 1 to 32, Block 892, Plan No. to be registered
 - Lots 1 to 7, Block 893, Plan No. to be registered
 - Lots 1 to 9, Block 894, Plan No. to be registered
 - Lots 1 to 11, Block 895, Plan No. to be registered
 - Lots 1 to 17, Block 896, Plan No. to be registered
 - Lots 1 to 10, Block 897, Plan No. to be registered
- a) All dwellings must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 3.5 metres wide and 6.0 metres long; and
- b) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 50 square feet in area or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

In addition to the development controls listed on page 1, all corner lots and lots with a side-yard which flanks park space will require the following:

- i. On the side building wall, closest to the flanking street or park space, a secondary exterior building material is required, being no less than 40 square feet in area; and
- ii. On the side building wall, closest to the flanking street or park space, window and/or door placement shall be provided at an area no less than five percent of the area of the side building wall.

One further development control will also apply to all of the lots listed above indicating which side of the lot the garage must be placed. As outlined in the report adopted by City Council on February 27, 2006, the intent of this control is to place garages on the opposite sides of its service connections.