



* The list of items to be discussed at the In Camera Meeting immediately follows the Public Meeting Agenda on Page 34

PUBLIC AGENDA

STANDING POLICY COMMITTEE ON FINANCE

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

Councillor T. Paulsen, Chair
Councillor A. Iwanchuk, Vice-Chair
Councillor C. Clark
Councillor R. Donauer
Councillor E. Olauson
His Worship Mayor D. Atchison (Ex-Officio)

- 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 August 18, 2014.
- 4. UNFINISHED BUSINESS**
- 5. COMMUNICATIONS** (*requiring the direction of the Committee*)
- 6. REQUESTS TO SPEAK** (*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)

Request to Speak: Jennifer Pereira, Chair, Persephone Theatre Board of Directors

Recommendation

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.

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)

Recommendation

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.

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)

Recommendation

That the information be received.

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)

Recommendation

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.

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)

Recommendation

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.

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

Recommendation

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

8. **URGENT BUSINESS**
9. **MOTIONS** (*notice previously given*)
10. **GIVING NOTICE**
11. **ADJOURNMENT**

Persephone Theatre Property Tax Abatement

Recommendation

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.

Topic and Purpose

The current property tax abatement agreement with Persephone Theatre (Persephone) expires at the end of 2014. Persephone has approached the City of Saskatoon (City) for an ongoing tax abatement. This report provides information on the history of the City's support to Persephone, and background on support provided by other municipalities to cultural organizations.

Report Highlights

1. Persephone has received various cash grants and tax abatements from the City since it acquired the property in River Landing in 2005.
2. The majority of municipalities in Canada, surveyed for this report, provide full tax exemptions or abatements to non-profit performing arts organizations.
3. The City provides tax abatements to cultural institutions that qualify under an appropriate grant or incentives program.

Strategic Goals

This report supports the Strategic Goal of Quality of Life where Saskatoon is a welcoming people place, and our community supports art, culture, and recreational facilities and other amenities. The long-term strategies of implementing the Municipal Culture Plan, and supporting community-building through direct investment, community development expertise, and support to volunteers on civic boards, committees, and community associations are also supported. This report also supports the Strategic Goal of Sustainable Growth as stable cultural institutions complement the work of the City Centre Plan.

Background

The current property tax abatement agreement with Persephone was approved by City Council in June 2011 for three years beginning in 2012. 100% of property taxes are abated with funding for the abatement coming in part, from the Culture Grant Program tax credits to a maximum of \$50,000, and the remaining civic portion of taxes (\$15,300) coming from the River Landing operating budget.

Persephone Theatre Property Tax Abatement

Related to property tax abatements, in 2004, a property tax abatement policy review was conducted in order to create fairness and equity for organizations receiving abatements from the City. City Council established that tax abatements would become part of the City-funded assistance provided to community groups, and would be allocated through an appropriate grant program.

Within the City's Culture Grant Program (CGP), funding allocation for organizations (cash and tax abatements) is determined based on program criteria and by a formula that was last updated and approved by City Council at its November 4, 2013 meeting.

City Council also resolved at its meeting on March 17, 2008, to dedicate the municipal property taxes and parking revenues generated within River Landing toward the management, maintenance and operations of River Landing.

Report

Persephone has grown into one of Canada's preeminent regional theatres and a cultural anchor for River Landing with annual attendance of over 75,000. In addition, Persephone has become an important venue for other community arts and theatre companies in Saskatoon, welcoming another 25,000 visitors a year. By 2016, with the completion of the adjacent Remai Modern Art Gallery of Saskatchewan, Persephone will play a central role in positioning not only River Landing, but Saskatoon as major prairie cultural and tourist destination.

Persephone Theatre Grants and Tax Abatements at River Landing

River Landing is a unique development and the City and Persephone have entered into several formal agreements related to grant funding (outside already existing grant programs), land purchases, and tax abatement considerations (with \$2.27M in grants and tax abatements to date) in recognition of the mutual benefit of having Persephone within River Landing. Attachment 1 provides a detailed overview of the history of the City's financial support for Persephone.

Municipal Supports for Arts and Culture Organizations Across Canada

The majority of municipalities in Canada provide full tax exemptions or abatements to non-profit performing arts organizations including non-profit theatre companies (Attachment 2).

City Supports for Cultural Institutions in Saskatoon

The vast majority of tax abatements are provided through one of the City's existing grant or incentive programs. Tax abatements in whole or in part may also be approved by City Council, under special circumstances and for a short term basis only.

As part of the City's CGP, all eligible culture organizations that own their building receive a full and ongoing property tax abatement grant.

Persephone is a major cultural institution that meets the eligibility criteria for cash funding and property tax abatement under the CGP. Persephone currently receives a

Persephone Theatre Property Tax Abatement

\$60,000 cash grant, and has also been provided property tax abatements outside of the CGP in recognition of the challenges of getting established at a new site.

The CGP tax abatements are reviewed and approved annually through the operating budget. Table 1 on the following page shows the organizations currently receiving tax abatements under the CGP.

TABLE 1

Major Arts Institutions	
Friends of the Broadway Theatre	Full (100%) abatement
La Troupe du Jour	Full (100%) abatement
Paved Arts and New Media	60% abatement (40% of building is owned by AKA Gallery; AKA is not in the CGP)
Saskatchewan Craft Council	Full (100%) abatement
Major Heritage or Museum Institutions	
Ukrainian Museum of Canada	Full (100%) abatement

To note, by Agreement the current property tax abatement for Persephone is partially funded through CGP (\$50,000). The remaining funds required to provide Persephone with its 100% abatement are accounted for within the River Landing operating budget.

The Administration recommends full (100%) property tax abatement to Persephone funded entirely through the CGP for a further five year period. This would provide consistent treatment for all arts organizations in Saskatoon that own their building.

Options to the Recommendation

Option 1: To let the existing property tax abatement agreement expire, and as of 2015, Persephone would pay \$116,830 in taxes, with the civic portion of the taxes collected (\$56,000 or 48% of \$116,830) being directed to the River Landing operating budget.

Option 2: To continue with the status quo and provide a further extension to the current agreement of a full property tax abatement for up to a five-year period. Funding would continue through both the CGP (\$50,000) and River Landing.

Option 3: To abate a portion of Persephone's property taxes through the CGP, at the current level of \$50,000 for as long as Persephone continues to meet eligibility criteria of that Program, and require payment from Persephone for the balance of the property taxes. Of the property taxes paid, the civic portion would be directed towards River Landing (approximately \$32,000 annually, or 48% of the remaining \$66,830 taxes paid).

Public and/or Stakeholder Involvement

The Administration met with Persephone staff and board members to review the background of financial supports and previous agreements between the City and Persephone.

Financial Implications

In 2014, the CGP had \$153,770 in tax credits available to allocate for tax abatements to eligible culture organizations. All tax credits are allocated (including the \$50,000 to Persephone). Each year the amount of tax credits available is adjusted to reflect the current year's mill rate. In the past, in situations where an existing eligible culture organization upgrades/expands its building (which triggers tax assessment increases), or when a new cultural organization has become eligible for the CGP and owns its building, the amount of available tax credits is increased to accommodate the increased amount of tax abatements.

Specific to Persephone, the 2014 property taxes are \$116,830. If Persephone were to receive a full and ongoing tax abatement entirely through the CGP starting in 2015, there is no incremental mill rate impact as a result of the tax abatement since the 2014 abatement is already in place. Both the abatement expense and corresponding tax revenue are being flowed through the River Landing program. In 2015 the mill rate impact would remain neutral however, the tax revenue remains in general taxation and the expense is recognized in the Cultural grants program.

There is however a long term implication on the River Landing cost-recovery plan as property taxes, land sales, and parking and lease revenues are currently ear-marked for current capital cost repayment and the ongoing maintenance and operations of River Landing.

Policy Implications

The *Cities Act* allows City Council to abate taxes in whole or in part for a period of not more than five years. Any extension to an abatement agreement is within the sole discretion of City Council, and it could extend the term or change the premise on which the abatement was originally granted.

If tax abatements are provided through the CGP, the tax abatements are approved on an annual basis through the approval of the Operating Budget.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Follow-up on tax abatements for Persephone would be included in the 2015 Business Plan and Budget deliberations along with other CGP-funded agencies. An update on River Landing will be provided in the 2014 annual report for River Landing, to be provided in the second quarter of 2015.

Public Notice

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

Attachments

1. Persephone Theatre: Grants and Tax Abatements 2001 – 2014
2. Property Tax Abatements and Exemptions for Non-profit Performing Arts Organizations in Canada

Report Approval

Written by: Jill Cope, Project Manager, Environmental & Corporate Initiatives
Lynne Lacroix, Director of Community Development

Reviewed by: Brenda Wallace, Director of Environmental & Corporate Initiatives

Approved by: Catherine Gryba, General Manager, Corporate Performance
Department

Persephone Theatre Property Tax Abatement.docx

Persephone Theatre Grants and Tax Abatements 2001-2014

Summary of Financial Contributions from the City of Saskatoon

Rusholme Road Location (2001 – 2007):

Total Culture Grant	\$237,671
Total Tax Abatement	\$77,806
Grand Total	\$315,477

River Landing Location (2006 – 2014):

Total Culture Grant	\$409,130
Total Tax Abatement	\$692,631
Other Grants	\$1,170,000
Grand Total	\$2,271,761

Total Persephone Support from City (2001- 2014) \$2,587,238

(Note: see pages 3 & 4 for a detailed overview of these financial contributions)

Property Tax Abatements

2001 to 2007: Persephone Theatre received tax abatements for their Rusholme Road location through the Culture Grant Program; these abatements provided 100% relief from property taxes.

2005: Persephone requests five year tax abatement for when the new theatre is scheduled to open at River Landing Location. City agreement places a cap on the taxes at \$120,000 and approves a five-year declining abatement schedule beginning in 2008.

2006 & 2007: Persephone receives 100% tax abatement on the land during construction of the new Persephone Theatre at River Landing (\$11,482 per year).

2007: Persephone moves to River Landing and declining abatement schedule begins:

2008: 100%; **2009:** 80%; **2010:** 60%; **2011:** 40%;

2011: Persephone asks to revisit the Abatement Agreement to help mitigate the impact to its operations from adjacent construction. City agrees to 100% property tax abatement for the Theatre (\$82,128) and continued phase-out of abatement for the parking lot beginning 2012 to the end of 2014)

- Abatement funded as follows:
 - \$50,000 from Cultural Grant Program (the program through which all other property tax abatement grants for cultural organizations are provided)
 - Remaining civic portion of taxes funded from River Landing operating budget (\$15,300)

2012: New tax abatement agreement established for the Theatre building and the parking lot.

Grants and Agreements - River Landing

- 2005:** City contributes \$1M to Persephone Theatre subject to the following conditions:
- Persephone Theatre raises all the capital necessary to build and furnish a live performance theatre at River Landing within a specific timeframe;
 - Persephone Theatre provides the City with a business plan and operating budget that demonstrates self-sufficiency;
 - Persephone Theatre offer the facility, or portions of the facility, for use by other groups;
 - Persephone Theatre pays property taxes upon completion of the new theatre; and
 - Persephone Theatre undertakes to integrate, wherever possible, with the proposed destination complex and programming.

Persephone enters into an Agreement for Sale with the City of Saskatoon to purchase the land for their new theatre as a direct sale. The value of this Agreement is \$660,510.

During the Persephone Theatre construction, the City also contributes \$650,000 for an upgraded basement/foundation to accommodate construction of underground parking for the future destination centre site (Remai Modern Art Gallery of Saskatchewan).

2007: Persephone holds its first public performance in December.

2008 to 2013: Persephone leases and operates a temporary parking lot on City-owned land surrounding their facility until February 2013 (when the land was no longer available due to construction of the Remai Modern Art Gallery of Saskatchewan). Open during the day as well as the evening, the parking lot was managed by Impark and provided a revenue stream for Persephone Theatre. Persephone paid \$4,000 monthly to the City. Property taxes were also paid subject to the abatement agreement.

2011: City provides Persephone Theatre with a grant for its future theatre expansion equal to the sale price of the land (a portion of Parcel "X") to be purchased from the City. This was estimated to be \$90,000 (the final size and cost of the land to be determined once construction is complete in 2016).

2014: Persephone Theatre was awarded a Major Cultural Capital Grant of \$80,000 towards the second stage expansion at the theatre.

Ongoing: Persephone Theatre receives annual funding of \$60,000 through the Culture Grant Program.

Persephone Theatre Property Tax Abatement

Grants and Tax Abatements at River Landing 2006-2014							
Location	Year	Total Taxes	Abatement %	Abatement Amount	Payable Amount	Culture Grant (cash)	Total Support
River Landing	2006	\$11,482.00	100%	\$11,482.00	-	not at this location	\$11,482.00
River Landing	2007	\$11,542.00	100%	\$11,542.00	-	not at this location	\$11,542.00
River Landing	2008	\$104,514.00	100%	\$104,514.00	-	\$49,130.00	\$153,644.00
Parking Lot	2008	\$ 25,459.00	100%	\$25,459.00	-	-	\$25,459.00
River Landing	2009	\$97,084.00	80%	\$77,667.00	\$19,417.00	\$60,000.00	\$137,667.00
Parking Lot	2009	\$26,259.00	80%	\$21,008.00	\$5,252.00	-	\$21,008.00
River Landing	2010	\$93,835.00	60%	\$56,301.00	\$37,534.00	\$60,000.00	\$116,301.00
Parking Lot	2010	\$33,389.00	60%	\$20,034.00	\$13,356.00	-	\$20,034.00
River Landing	2011	\$87,482.00	40%	\$34,993.00	\$52,489.00	\$60,000.00	\$ 94,993.00
Parking Lot	2011	\$43,227.00	40%	\$17,291.00	\$25,936.00	-	\$17,291.00
Note 3 year \$50,000 abatement from Culture Grant Program and balance from River Landing began in 2012							-
River Landing	2012	\$82,128.00	100%	\$82,128.00	-	\$60,000.00	\$142,128.00
Parking Lot	2012	\$ 55,932.00	20%	\$11,186.00	\$44,746.00	-	\$11,186.00
River Landing	2013	\$102,196.00	100%	\$102,196.00	-	\$ 60,000.00	\$162,196.00
Parking Lot	2013	\$11,285.00	-	-	\$11,285.00	-	-
River Landing	2014	\$116,830.00	100%	\$116,830.00	-	\$60,000.00	\$176,830.00
Total		\$902,644.00		\$692,631.00	\$210,015.00	\$409,130.00	\$1,101,761.00
Other							
	2007	March--closing date of land sale					\$500,000.00
	2007	November--completion of construction					\$500,000.00
	2014	Cultural Capital Grant					\$ 80,000.00
	2014	Parcel X Land Cost Grant (estimated \$90,000 pending final building footprint)					\$ 90,000.00
Total Support River Landing Location 2006 - 2014:						\$2,271,761.00	
Total Support Rusholme Road Location 2001-2007:						\$315,477.15	
Total Support Persephone Theatre 2001 - 2014:						\$2,587,238.15	
Persephone Theatre purchased the property at 100 Spadina Cres (River Landing) for \$660,510 in 2005.							

Persephone Theatre Property Tax Abatement

Grants and Tax Abatements at Rusholme Road 2001-2007					
Location	Year	Abatement %	Abatement Amount	Culture Grant (cash)	Total Support
Rusholme Road	2001	100%	\$5,888.89	\$28,621.00	\$34,509.89
Rusholme Road	2002	100%	\$14,067.28	\$28,887.00	\$42,954.28
Rusholme Road	2003	100%	\$14,801.98	\$29,780.00	\$44,581.98
Rusholme Road	2004	100%	\$14,892.13	\$27,427.00	\$42,319.13
Rusholme Road	2005	100%	\$15,088.20	\$30,964.00	\$46,052.20
Rusholme Road	2006	100%	\$6,512.57	\$46,034.00	\$52,546.57
Rusholme Road	2007	100%	\$6,555.10	\$45,958.00	\$52,513.10
Total			\$77,806.15	\$237,671.00	\$315,477.15
Total Culture Grant					\$237,671.00
Total Tax Abatement					<u>\$77,806.15</u>
Total Support Rusholme Road Location 2001 - 2007					\$315,477.15

Property Tax Abatements and Exemptions for Non-profit Performing Arts Organizations in Canada

Summary: The majority of municipalities in Canada that were surveyed for this report provide full tax exemptions or abatements to non-profit performing arts organizations. In some instances these organizations operate out of municipally-owned buildings and are not taxable. For example, this is the case for Magnus Theatre in Thunder Bay.

Some places (like the Centaur Theatre in Montreal) pay a reduced non-profit cultural building rate of taxation. Alberta and Ontario have provincial legislation for tax exemptions for non-profit arts organizations.

British Columbia

City of Victoria

- Provides 100% exemption to chosen Arts and Cultural facilities to assist in the preparation and delivery of artistic and cultural events or exhibits to the public

Alberta

Alberta Property Tax Exemption

- Arts and cultural facilities and organizations (who meet the definition of “arts” or are used as a museum) are exempt, in whole or in part, when owned or leased, and operated by a non-profit organization
- Additional municipal requirements may also apply, such as the requirement for the non profit organization to have an agreement with the municipality concerning the provision of annual information and concerning disposition of the property.

Calgary

- need to submit a complete long form application with the supporting documentation to The City in order to review their eligibility for tax exemption.
- Subsequent years an annual short-form is required.

Saskatchewan

Regina

- There are currently 10 culture properties that receive property tax abatements, including New Dance Horizons (NDH), Globe Theatre and Theatre Regina.
- NDH and Globe Theatre received the abatement in conjunction with the purchase of their respective buildings.
- The board of Theatre Regina makes a request for a tax abatement each year to the City’s tax assessment branch.

Manitoba

Winnipeg

- The City of Winnipeg offers a range of exemptions; organizations make a request for review in order to receive an exemption. Exemptions are not always granted.

City of Saskatoon, Corporate Performance Department, Environmental and Corporate Initiatives Division

- Once an organization receives an exemption it is permanent and no further requests for review are required unless the organization moves to a new location.
- The main performing arts organizations are tax exempt

Ontario

Ontario Assessment Act has exemptions for certain theatres throughout Ontario (these do not apply for land used as a dinner theatre, nightclub, tavern, cocktail lounge, bar, striptease club or similar establishment):

Small theatres: Land used as a theatre that contains fewer than 1,000 seats and that, when it is used in the taxation year, is used predominantly to present live performances of drama, comedy, music or dance.

Large non-profit theatres: Land owned by a non-profit corporation without share capital, other than any portion of the land occupied for more than 90 consecutive days by an entity other than a non-profit corporation without share capital, on which is situated a theatre containing at least 1,000 seats that is used for a total of at least 183 days in the taxation year for the rehearsal or presentation of live performances of drama, comedy, music or dance, including opera or ballet, if the live performances are not presented with the intention of generating profit, including land on which such a theatre is being constructed.

Sudbury:

- Two exempt organizations: Sudbury Theatre Centre and Theatre Cambrian

London:

- By-law in place to exempt Grand Theatre from municipal and education taxes

Thunder Bay:

- Magnus Theatre is a city-owned property; they pay a nominal annual rental fee and all relevant taxes and utilities.

Quebec

Montreal:

- Centaur Theatre pays a rate based on a not-for-profit cultural building (.50/\$100 evaluation); by comparison the Bonaparte boutique hotel and restaurant next door to the Centaur Theatre pays \$4.07/\$100 evaluation.

Nova Scotia

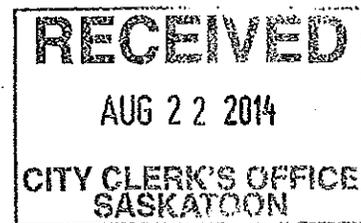
Halifax

- Tax Exemption for Non-profit Organizations program
 - organizations apply each year

City of Saskatoon, Corporate Performance Department, Environmental and Corporate Initiatives Division

- Level of exemption is provided in accordance to the types of programs/services the organization provides to the municipality
- Neptune Theatre receives an annual Tax Exemption; this past year the total was over \$500,000
- The Tax Exemption for Non-profit Organizations program is currently in the process of a major redesign over the next couple of years.

From: CityCouncilWebForm
Sent: Friday, August 22, 2014 12:03 AM
To: City Council
Subject: Write a Letter to City Council



TO HIS WORSHIP THE MAYOR AND MEMBERS OF CITY COUNCIL.

FROM:

Jennifer Pereira
100 Spadina Crescent East
Saskatoon, Saskatchewan
S7K 0L3

EMAIL ADDRESS:

J.PEREIRA@RSLAW.COM

COMMENTS:

It is my understanding that the issue of Persephone Theatre's property taxes will be discussed by the Finance Committee on September 8, 2014. Myself, as chair of the board of Directors of Persephone Theatre, along with staff members Del Surjic and Hugh Nielsen would like to make a brief presentation and answer any questions the committee members may have.

I look forward to confirmation that we may appear on September 8, 2014.

Kind regards,
Jennifer Pereira, Chair
Persephone Theater Board of Directors

Contract Award Report – April 1 to July 31, 2014 Contracts between \$50,000 and \$75,000

Recommendation

That the report of the CFO/General Manager, Asset and Financial Management Department, dated September 8, 2014, be forwarded to City Council for information.

Strategic Goal

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability through the open, accountable, and transparent disclosure of the award of contracts.

Report

In accordance with Policy No. C02-030, Purchase of Goods, Services and Work, the Administration is required to report three times a year on the award of contracts and requests for proposals between \$50,000 and \$75,000. Attachment 1 is a detailed list of the contract awards for the period April 1, 2014 to July 31, 2014.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

The next contract award report will be presented to City Council in January 2015, outlining the award of contracts and request for proposals for the period August 1, 2014 to December 31, 2014.

Public Notice

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

Attachment

1. Contract Award Report – April 1, 2014 to July 31, 2014.

Report Approval

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

Contract Award Report Apr to July 2014.docx

CONTRACT AWARD REPORT
Contracts \$50,000 - \$75,000
For the Period April 1, 2014 to July 31, 2014

<u>Date</u>	<u>Project Title</u>	<u>Department</u>	<u>Contractor/Supplier</u>	<u>Contract Amt</u>	<u>Purchase Method</u>
14/04/03	Ammonia Hydroxide	Transportation & Utilities	Cleartech	\$ 54,500.00	Competitive
14/06/24	2014 Hydro-vac Truck Services	Transportation & Utilities	Klark's Trenching Ltd.	\$ 55,000.00	Competitive
14/05/06	Holiday Park Sanitary Sewer Install	Transportation & Utilities	Brunners Construction Ltd.	\$ 55,440.00	Competitive
14/04/17	PVC Pipe Blanket Order	Transportation & Utilities	Flocor Inc.	\$ 56,000.00	Competitive
14/06/11	Control Room Furnishings	Transportation & Utilities	Evans Consoles Corporation	\$ 58,462.80	Competitive
14/04/25	Roadside Screening Devise	Police	Davtech	\$ 60,236.18	Sole Source
14/04/02	60' Articulating Bus	Transportation & Utilities	Nova Bus	\$ 60,500.00	Sole Source
14/04/10	Meter Reader Handsets	Asset & Financial Management	Itron Canada Inc.	\$ 60,732.68	Sole Source
14/04/16	Vectobac	Community Services	Nu-Gro Ltd. DBA	\$ 63,344.16	Competitive
14/04/14	Water Jug Deliveries	Transportation & Utilities	Water Matters Inc.	\$ 64,854.98	Sole Source
14/05/16	Sewer Connection Cleaning & Video	Transportation & Utilities	Culebra Sewer & Drain Cleaning	\$ 65,000.00	Competitive
14/05/27	Prisoner Meals	Police	McDonald's Restaurants of Canada Inc.	\$ 65,000.00	Competitive
14/06/02	Crash Cushion Repairs	Transportation & Utilities	Guardian Traffic Services Ltd.	\$ 65,000.00	Competitive
14/06/27	Maintenance Services for Landfill Generator Sets	Transportation & Utilities	Kramer Ltd.	\$ 65,000.00	Sole Source
14/06/19	Column Lift	Transportation & Utilities	Westvac Industrial Ltd.	\$ 67,031.80	Sole Source
14/06/25	Cisco Switches	Corporate Performance	Softchoice Corporation	\$ 68,368.67	Competitive
14/07/10	Cable	Transportation & Utilities	Southwire Canada Company	\$ 68,575.50	Competitive
14/05/20	1999 Peterbilt 3330 Truck, Unit 1777	Asset & Financial Management	Motion Machinery Ltd.	\$ 69,250.00	Sole Source
14/07/10	Summer Trucking Assistance	Transportation & Utilities	Silverado Demolition Operations Inc.	\$ 70,000.00	Competitive
14/07/28	Transit Maintenance Hoist Inspections	Transportation & Utilities	Westvac Industrial Ltd.	\$ 70,000.00	Competitive
14/05/15	Rental of 1/2 Ton Trucks	Asset & Financial Management	Enterprise Rent-A-Car	\$ 71,280.00	Competitive
14/05/08	Access Control System - Civic Square East	Asset & Financial Management	Brigadier Security Systems (2000) Ltd.	\$ 71,946.00	Sole Source
14/06/09	Laboratory Testing Blanket Order	Transportation & Utilities	Maxxam Analytics	\$ 73,000.00	Competitive
14/06/30	Potassium Permanganate	Transportation & Utilities	Brenntag Canada Inc.	\$ 73,500.00	Competitive
14/06/06	Reroofing at Forestry Farm Park	Asset & Financial Management	Clark Roofing (1964) Ltd.	\$ 74,642.40	Competitive
14/05/06	Haworth Office Furnishings Blanket Order	Asset & Financial Management	HBI Office Plus Inc.	\$ 75,000.00	Competitive
14/06/18	Motorola Parts & Materials	Asset & Financial Management	Motorola Solutions Canada Inc.	\$ 75,000.00	Sole Source
14/06/27	Dust Suppression Services	Transportation & Utilities	McGill's Industrial Services	\$ 75,000.00	Competitive
14/07/10	Summer Trucking Assistance	Transportation & Utilities	Landscapers Skidsteer Services	\$ 75,000.00	Competitive

Quarterly Report – Builder and Developer Lot Supply

Recommendation

That the information be received.

Topic and Purpose

This report provides information on builder and developer inventory levels for residential and industrial land in the city of Saskatoon.

Report Highlights

1. Land developers in Saskatoon have 329 residential lots in inventory, and there is a healthy builder inventory of 1,454 residential lots.
2. Land developers in Saskatoon are projected to completely service 1,738 single-family lots in 2014.
3. Land developers and builders have approximately 164 acres of multi-family land in inventory, which can potentially accommodate approximately 4,200 dwelling units.
4. Estimates of current builder/developer serviced land inventory levels could accommodate population growth in excess of 5%.
5. There is a healthy supply of vacant industrial land held by recent industrial land purchasers.

Strategic Goal

This report supports the City of Saskatoon's (City) Strategic Goal of Economic Diversity and Prosperity. Measuring serviced land supply on an ongoing basis ensures sufficient inventories are available to accommodate new employment and housing growth in Saskatoon's economy. The land development industry is a significant part of the supply chain to facilitate economic growth. It responds to the needs of a variety of customers in the housing, commercial, institutional and industrial sectors.

Background

The Land Bank Committee, at its meeting held on March 18, 2011, resolved, in part:

“that the Administration be requested to provide a quarterly update on the Builder and Developer Inventory Report.”

Report

Residential Lot Inventory

This report identifies single-family and multi-family inventory held by homebuilders and land developers, as well as projected single-family lot availability by neighbourhood, for 2014 from major land developers in Saskatoon. In addition, this report also identifies industrial inventory held by Saskatoon Land and recent purchasers of industrial land in the city's industrial growth areas.

Quarterly Report – Builder and Developer Lot Supply

Figure 1 (Attachment 1) identifies historic new single-family, two-family and multi-family dwelling units per year from 1996 to August 15, 2014.

Single-Family Inventory

Table 1 identifies single-family lot inventory held by homebuilders and land developers as of August 15, 2014. All lots held by developers are ready for home construction and are available for immediate purchase.

Table 1: Single-Family Inventory, August 15, 2014

Neighbourhood	Builder Inventory	Developer Inventory		Totals
		City	Private	
Stonebridge	297	0	0	297
Hampton Village	77	4	0	81
Evergreen	502	101	0	603
Rosewood	229	15	167	411
Willowgrove	6	0	0	6
Willows	1	0	0	1
Briarwood	1	0	4	5
Kensington	339	35	0	374
Arbor Creek	2	0	0	2
Westview	0	3	0	3
Totals	1,454	158	171	1,783

Note: There are 185 single-family lots in the Kensington neighbourhood that have been allocated to builders who are awaiting servicing completion and access to their lots in order to start construction.

Table 2 identifies the new single-family lot availability projected for 2014.

Table 2: Single-Family Lot Availability, 2014

Neighbourhood	City		Dream		Other Developers		Totals	
	Apr-June	July-Dec	Apr-June	July-Dec	April-June	July-Dec	April-June	July-Dec
Rosewood	0	0	0	0	120	85	120	85
Evergreen	314	0	0	0	0	0	314	0
Parkridge	0	174	0	0	0	0	0	174
Brighton	0	0	0	300	0	0	0	300
Kensington	104	285	268	0	0	88	372	373
Totals	418	459	268	300	120	173	806	932
Total - 2014							1,738	

Saskatoon Land anticipates holding a lot draw in late 2014 for the balance of Phase 2 and a portion of Phase 3 in the Kensington neighbourhood, which cumulatively includes 285 single-family lots. In addition, Saskatoon Land will also hold a lot draw for 174

single-family lots in an extension of the Parkridge neighbourhood. In total, 459 single-family lots will be offered for sale via lot draw process by Saskatoon Land in late 2014.

The Monthly Building Permit Report indicates that between January 1, 2014, and August 15, 2014, building permits were issued for 761 single-family dwelling units and 85 two-family dwelling units. By comparison, at the same time in 2013, building permits for 835 single-family dwelling units and 130 two-family dwelling units had been issued. Year over year, this is a decrease of approximately 9% in new single-family dwelling units and 35% in two-family dwelling units. The amount of building permits issued for single-family dwelling units in 2014 is expected to near 2013 levels once the single-family lots (July - December) referenced in Table 2 are made available to homebuilders.

Saskatoon Land began producing a quarterly builder and developer inventory report in 2011. Figure 2 (Attachment 1) shows the single-family inventory levels held by builders and developers since 2011.

Multi-Family Inventory

Table 3 identifies the multi-family inventory held by homebuilders and land developers as of August 15, 2014.

Table 3: Multi-Family Inventory, August 15, 2014

Neighbourhood	Builder Inventory		Developer Inventory				Totals	
	Acres	Possible Dwelling Units	City		Private		Acres	Possible Dwelling Units
			Acres	Possible Dwelling Units	Acres	Possible Dwelling Units		
Stonebridge	13.29	577	0	0	14.43	296	27.72	873
Willowgrove	4.65	119	0	0	0	0	4.65	119
Hampton Village	7.58	114	0	0	0	0	7.58	114
Blairmore Suburban Ctr.	4.05	243	0	0	0	0	4.05	243
Lakewood Suburban Ctr.	5.81	232	0	0	0	0	5.81	232
Rosewood	9.99	150	0	0	4.38	78	14.37	228
Evergreen	46.67	801	43.4	1,319	0	0	90.09	2,120
Kensington	6.96	241	0	0	2.65	40	9.61	281
Totals	99.00	2,477	27.4	1,319	21.46	414	163.88	4,210

Note: The average density of development indicated in the above table is approximately 22 units per acre. This ranges from 15 units per acre for most group townhouse sites to 40 units per acre for three-storey buildings to 60 units per acre for institutional M3 lands in the Blairmore Suburban Centre and Stonebridge.

According to the Monthly Building Permit Report, as of August 15, 2014, building permits were issued for a total of 875 residential units on multi-family sites. By comparison, at the same time in 2013, building permits for 1,125 units on multi-family sites had been issued. Year over year, this is a decrease of approximately 22% in multi-family dwelling units in the city.

Figure 3 (Attachment 1) shows multi-family inventory levels held by builders and developers since 2011.

Figure 3 (Attachment 1) also indicates that while multi-family builder inventory levels have remained relatively constant, there has been a sharp decline in recent years in multi-family inventory levels held by developers. The downward trend is largely due to a high multi-family absorption rate in 2010 and 2011, following a brief contraction in 2009. The upward trend since the end of 2013 is due to servicing work that has been completed within the construction schedule. This inventory is expected to be sold and allocated to builders in the near future.

Multi-family developer inventory levels are starting to increase to 2011 levels, in large part due to the servicing completion of the southeast portion of the Evergreen neighbourhood. Multi-family developer inventory levels are expected to further approach 2011 levels, with the completion of Phase 3 of Saskatoon Land's ownership area in the Kensington neighbourhood and the remaining portion of the Evergreen neighbourhood, both of which include a significant amount of multi-family land.

Population Growth Rates

Table 4 demonstrates the potential population growth rate, which can be accommodated based on current builder and developer single-family and multi-family inventories and planned single-family lot availability for the balance of 2014.

Table 4: 2014 Residential Availability and Potential Population Growth Rates

Land Use Type	No. of Dwelling Units	Potential Pop. Increase	Potential Pop. Growth Rate
Single-Family Inventory (Builder/Developer)	1,783	4,992	2.01%
Multi-Family Inventory (Builder/Developer)	4,210	9,262	3.72%
Current Inventory - Total	5,993	14,254	5.73%

Note: Based on a calculation of 2.8 persons per single-family dwelling and 2.2 persons per multi-family dwelling unit. A based population of 248,700 was used, which represents the City's December 31, 2013, population projection.

Industrial Land Inventory

Table 5, on the following page, identifies industrial land inventory held by Saskatoon Land and recent purchasers in the Marquis and Southwest Industrial areas as of August 15, 2014.

Table 5: Industrial Inventory, August 15, 2014

Neighbourhood		Vacant Sites (Sold/Optioned)		Unsold Sites (Inventory)		Total
		IL	IH	IL	IH	
Marquis Industrial	No. of sites	36	36	8	1	81
	Area (ac)	86.71	76.73	12.52	2.2	178.16
Southwest Industrial	No. of sites	7	0	6	0	13
	Area (ac)	7.01	0	4.84	0	11.85
Total No. of Vacant Sites						94
Total Area (ac)						190.01

Note: IL denotes Light Industrial Zoning District; IH denotes Heavy Industrial Zoning District.

As indicated in Table 5, there are 190.01 acres of industrial land held by developers or recent purchasers.

Saskatoon Land anticipates completing servicing for approximately 75 acres of industrial land in the Marquis Industrial area in late 2014. The timing and amount of land offered for sale via public tender will be determined based on a review of industrial land market demand.

The absorption rate within industrial areas remains strong. Since the last Builder and Developer Lot Supply Quarterly Report dated April 25, 2014, there have been permits issued for five parcels, totalling approximately 10 acres within the Marquis Industrial area.

Due Date for Follow-up and/or Project Completion

This report is produced by Saskatoon Land on a quarterly basis. A year-end report, which provides a summary of 2014 builder and developer inventories, will be brought to the Standing Policy Committee on Finance in January 2015.

Public Notice

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

Attachment

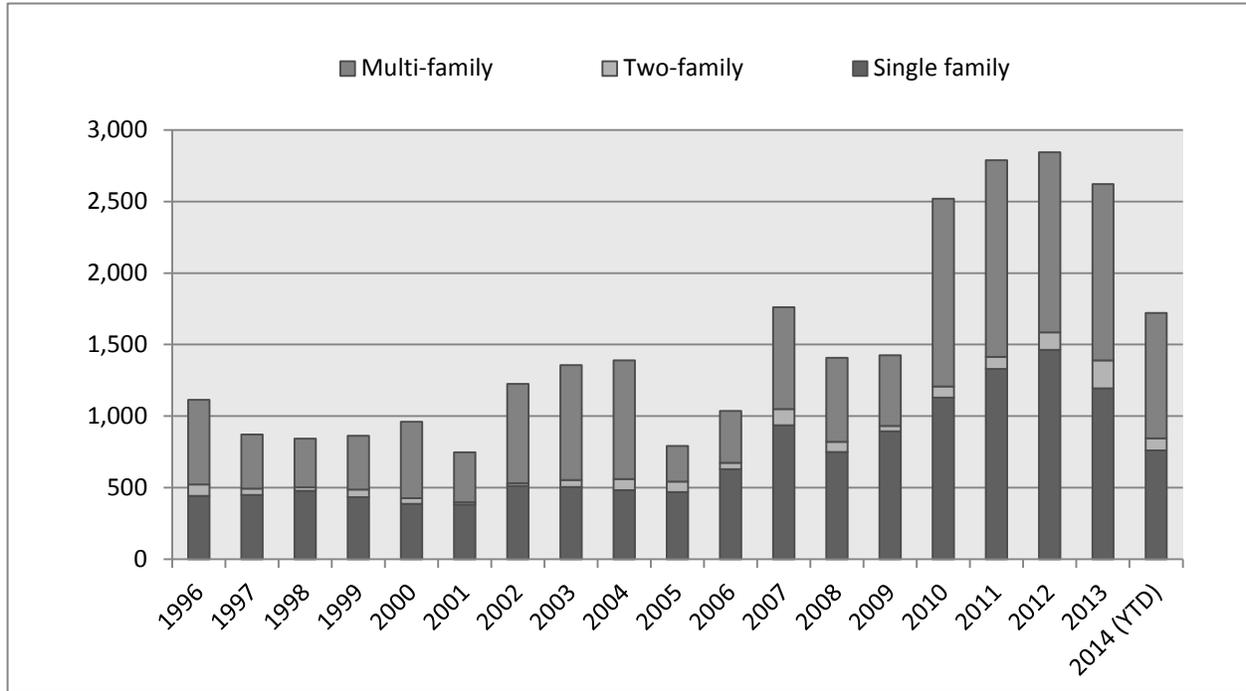
1. Report Figures.

Report Approval

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

Report Figures

Figure 1: New Dwelling Units by Building Classification in Saskatoon, 1996 to August 15, 2014



Source: City of Saskatoon, Building Standards, Monthly Building Permit Report

Figure 2: Single-Family Builder and Developer Inventory Levels, 2011 to Current

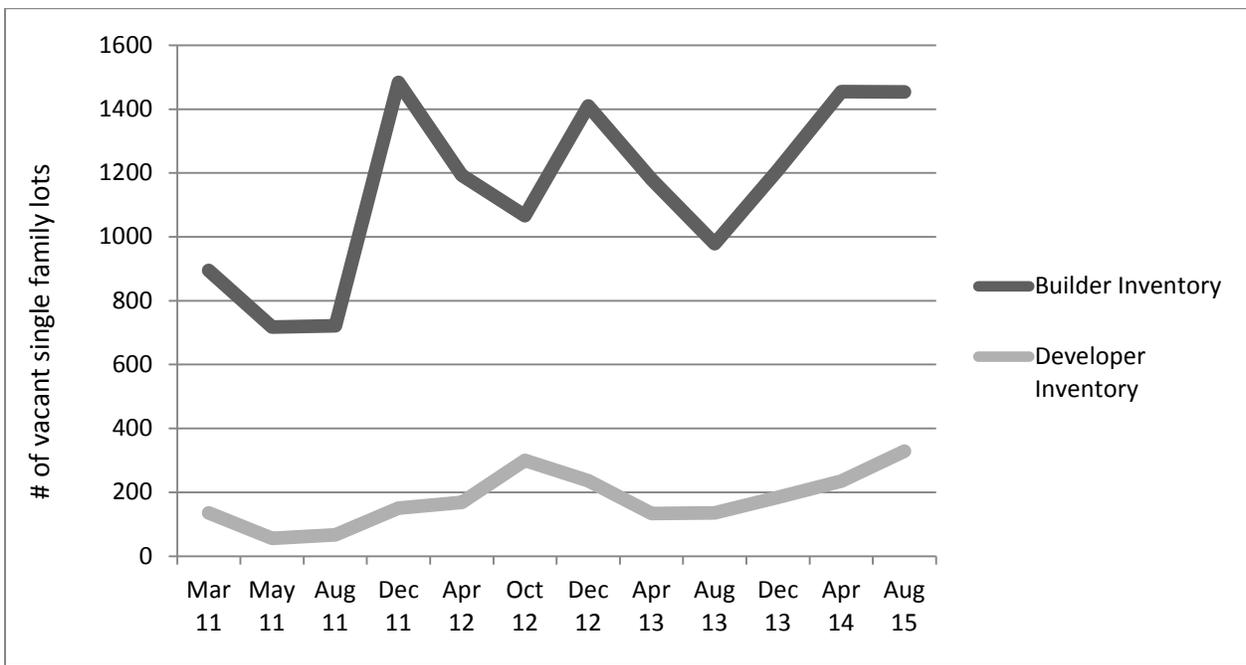
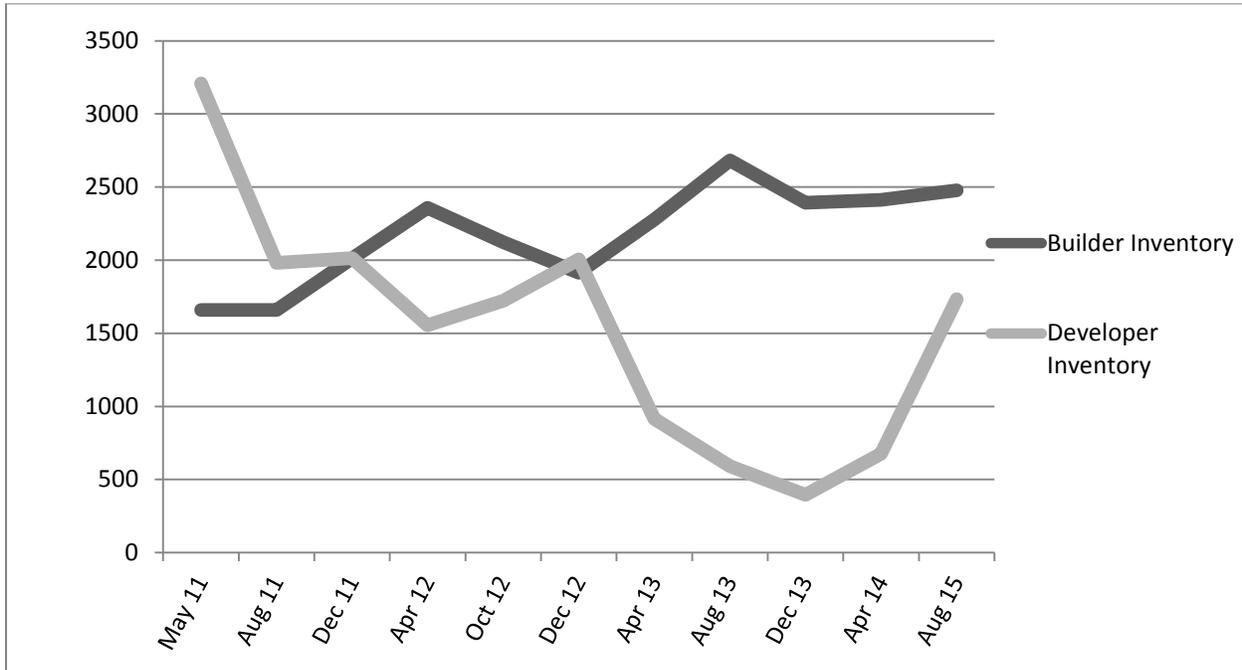


Figure 3: Multi-Family Dwelling Unit Builder and Developer Inventory Levels, 2011 to Current



2014 Neighbourhood Land Development Fund Financial Information

Recommendation

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

Topic and Purpose

The purpose of this report is to declare an additional \$3.75 million allocation from the Neighbourhood Land Development Fund.

Report Highlights

1. A \$3.75 million surplus from the Rosewood neighbourhood is being recommended for allocation from the Neighbourhood Land Development Fund.
2. The Neighbourhood Land Development Fund continues to have a positive outlook.
3. Neighbourhood pro-formas are prepared using current pricing and cost estimates, which can change quickly based on changing market conditions.

Strategic Goal

This report supports the City of Saskatoon's Strategic Goal of Asset and Financial Sustainability by increasing revenue sources and reducing reliance on residential property taxes, and by providing revenue to fund new capital expenditures, including core services such as fire halls, roadways and underground services.

Background

To date, \$105.55 million has been allocated from the Neighbourhood Land Development Fund from the Hampton Village, Willowgrove, Evergreen and Rosewood developments. These allocations have funded various capital projects and operating programs.

Report

Neighbourhood Land Development Fund

The city's strong economy has resulted in a growth rate of 3% to 4% per annum. Due to this growth, a steady supply of single-family and multi-family parcels needs to be made available to the market. These conditions have resulted in strong financial performance and higher than expected return on investment (ROI) in Saskatoon Land's current neighbourhood developments.

The ROI from the Neighbourhood Land Development Fund to date is \$105.55 million. This includes the majority of the profits from Willowgrove and Hampton Village, as well as initial allocations from Evergreen and Rosewood. The Willowgrove and Hampton

Village developments are near completion, and final allocations from these areas will be forthcoming in the near future. Surplus funds currently available from the Neighbourhood Land Development Fund from the Rosewood neighbourhood total \$3.75 million, increasing the total ROI to date to \$109.3 million.

New Neighbourhood Developments

The outlook for the Neighbourhood Land Development Fund continues to be positive. Kensington, the newest west side development will have its third lot draw this fall and will be followed by Elk Point, which is going through the final stages of concept plan approval. In the northeast, Evergreen is nearing completion, with all single-family lots being brought to market and approximately 100 acres of multi-family, institutional and commercial land still to be released. The spring of 2015 will also see the first phase of single-family lots in Aspen Ridge be released to the market.

Pro-formas

Pro-formas are prepared for every neighbourhood. The pro-formas for these developments are prepared using the best known current information, but are based on present day cost estimates and require certain judgments. While most costs are now fixed in completed areas, some enhancement costs will remain beyond the sellout periods until the neighbourhood vision is fulfilled. Experience has shown that quick swings in housing demand can occur thereby increasing carrying, marketing, and administrative costs.

Public and/or Stakeholder Involvement

There is no public and or stakeholder involvement.

Communication Plan

A communication plan is not required.

Financial Implications

The proceeds from this allocation will be used to fund various capital projects and operating programs.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Allocation of the funds will be determined in a future report to the Budget Review Committee.

Public Notice

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

Report Approval

Written by: Jeremy Meinema, Finance and Sales Manager

Approved by: Frank Long, Director of Saskatoon Land
Kerry Tarasoff, Acting CFO/General Manager, Asset & Financial
Management Department

2014 Neighbourhood Land Development Fund Financial Information.docx

Request to Sell City-Owned Property – South West Industrial Area

Recommendation

- 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.

Topic and Purpose

The purpose of this report is to obtain approval to sell one 6-acre parcel in the South West Industrial area through a public tender process.

Report Highlights

1. A rezoning application is being undertaken to have the parcel zoned as Light Industrial.
2. The South West Industrial parcel is proposed to be sold by public tender to the highest bidder with a reserve bid price of \$3,570,000.
3. The parcel will not be eligible for the Industrial Land Incentive Program for a period of one year, and will be subject to landscaping requirements along public roadways.

Strategic Goal

This report supports the long-term strategy to increase revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

Background

The recent completion of the Circle Drive South Project and subsequent construction of the Dawes Avenue connection to 11th Street have provided significant value improvements to lands in the South West Industrial area. The Circle Drive South Project also allowed for the creation of a 6-acre parcel on the South West corner of Dawes Avenue and 11th Street which was acquired from Maple Leaf Foods.

Report

Zoning

Industrial land remains in high demand and the completion of the Circle Drive South Project has created demand for industrial parcels in the South West Industrial area. The parcel identified for sale is in an ideal location with high visibility and good access. The parcel is currently zoned Heavy Industrial (IH) but is undergoing a rezoning to General Light Industrial District (IL1) to facilitate future land uses that will integrate well with the surrounding parcels that currently have this zoning designation. The rezoning will ensure that uses capable of creating nuisance conditions in the normal course of operations are restricted from this location. Using the Light Industrial District for this site still provides a high degree of flexibility in terms of permissible land uses and development provisions, including retail.

Pricing

The parcel within this tender will be advertised with a reserve bid price. Your Administration recommends that a price of \$595,000 per acre be used as the reserve bid price, for a total sales value of \$3,570,000. Factors such as zoning, location, visibility, size and corner influence are taken into consideration within the final price for the parcel. The reserve bid price is based on a review of comparable land sales in the Saskatoon Market. Increases in the 2014 prepaid rates have also been factored into the price.

Tenders will be awarded to the highest bidder over the reserve bid price. If there is any uncertainty regarding the bids received, the appropriate reports and recommendations will be provided to the Standing Policy Committee on Finance. If the parcel does not sell through the tender process, it will be made available for sale over-the-counter on a first-come, first-served basis from Saskatoon Land.

Actual tendering of the land will be delayed until the rezoning is complete, allowing Saskatoon Land additional time to appropriately market the site to interested parties at a local and regional level.

Sales Terms and Development Controls

Due to the potential level of interest in the parcel, it is recommended that the long-term lease option outlined in the City's Industrial Land Incentive Program not apply to this parcel. Saskatoon Land may re-evaluate the program's applicability to this parcel if it is not sold outright within one year. It is also recommended that the parcel be sold with a landscaping requirement of not less than 4.5 metres in depth lying parallel to all public right of ways.

Options to the Recommendation

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

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not applicable.

Communication Plan

Notice of the public tender will be advertised in The Star Phoenix a minimum of two Saturdays prior to the tender and will be sold pursuant to City Council Policy No. C09-033, Sale of Serviced City-Owned Lands. The tender will also be posted on the City of Saskatoon’s website (Saskatoon Land’s webpage).

Financial Implications

The proceeds from the sale of this land will be deposited to the Property Realized Reserve.

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 Policy, is not required.

Attachment

1. South West Industrial Parcel – Lot 19, Block 183.

Report Approval

Written by: Jeremy Meinema, Finance and Sales Manager
Reviewed by: Frank Long, Director of Saskatoon Land
Approved by: Marlys Bilanski, CFO/General Manager, Asset & Financial Management

South West Industrial Parcel Lot 19, Block 183



Subject Parcel



7.2.4



August 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 – Inventory Management Systems

City of Saskatoon purchasing is governed by Administrative Policy A02-027, Corporate Purchasing Procedure. Supplies inventory is governed by Policy A02-020 (Stores – Operations and Utilization). Stores are located in several decentralized locations throughout the city, managed through different divisions. The Manager, Materials Management of the Finance & Supply Division is responsible for overseeing all purchasing activities and stores to ensure that proper practices and controls are in place to purchase and manage inventory throughout the organization. However, this manager is not responsible or accountable for directly managing these inventories.

Different systems are utilized for purchasing and inventory management at various locations. Three of the in-scope Stores locations (Saskatoon Light & Power, Electronics Shop, and Public Works) utilize Epicor, implemented in 2000, to track purchase requirements and inventory items. This system uploads to the general ledger and work order systems. The other location (Transit) utilizes Fleet Management System (FMS) (implemented in 2012). Uploads to the general ledger for this location is manual (via journal entries or IDs).

The locations included in the scope of the audit made up 96.4% of year-end inventory value and 90.6% of issuances for 2013.

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

- complete, accurate and timely recording of purchases and issuances,
- valid and accurate processing of adjustments,
- appropriate and consistent valuation of inventory across locations, and
- opportunities for theft, fraud and misappropriation are minimized.

Management is currently working on implementation of the recommendations.

Respectfully submitted,

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

401 – 333 25th Street East, Saskatoon, SK S7K 0L4



LIST OF ITEMS TO BE DISCUSSED

IN CAMERA STANDING POLICY COMMITTEE ON FINANCE MEETING

MONDAY, SEPTEMBER 8, 2014

- 1. CALL TO ORDER**
- 2. CONFIRMATION OF AGENDA AND IN CAMERA ITEMS**
- 3. ADOPTION OF MINUTES**
- 4. UNFINISHED BUSINESS**
- 5. COMMUNICATIONS** *(requiring the direction of the Committee)*
- 6. REPORTS FROM THE ADMINISTRATION**
 - 6.1 Proposed Purchase of Land *[In Camera - Economic/Financial and Other Interests]*
 - 6.2 Audit Report *[In Camera - Economic/Financial and Other Interests, Audit and Tests, Policy Options/Advice]*
 - 6.3 Audit Report *[In Camera – Audits and Tests, Economic/Financial and Other Interests, Policy Options/Advice]*
 - 6.4 Audit Report *[In Camera – Economic/Financial and Other Interests]*
 - 6.5 Audit Report *[In Camera – Third Party Information]*
- 7. URGENT BUSINESS**
- 8. VERBAL UPDATES**
 - 8.1 Council Members
 - 8.2 Administration
- 9. ADJOURNMENT**