



**PUBLIC AGENDA
STANDING POLICY COMMITTEE ON FINANCE**

Monday, April 3, 2017, 2:00 p.m.

Council Chamber, City Hall

Committee Members:

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

Pages

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

Recommendation

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

3. DECLARATION OF CONFLICT OF INTEREST

4. ADOPTION OF MINUTES

Recommendation

That the minutes of Regular Meeting of the Standing Policy Committee on Finance held on March 6, 2017 be adopted and the minutes of Special Meeting of the Standing Policy Committee on Finance held on March 28, 2017 be adopted.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.2 Matters Requiring Direction

6.2.1 Board of Management of the Downtown Saskatoon Business Improvement District - Written Procedures for Meetings [File No. CK. 175-48]

8 - 24

Under Section 55.1 (5) of the Cities Act, "A Council shall ensure that all council committees controlled corporations and other bodies established by the council have publically available

written procedures for conducting business at meetings."

Recommendation

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

1. That the information be received; and
2. That the Downtown Saskatoon Business Improvement District make the procedures publicly available in paper or electronic format at its normal place of business.

6.2.2 Notice of Annual Member's Meeting - Saskatchewan Place Association Inc. - May 3, 2017 [File No. CK. 175-31] 25 - 25

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the City of Saskatoon, being a member of the Saskatchewan Place Association Inc., appoint Mayor Charlie Clark, or in his absence, Councillors Davies or Hill, of the City of Saskatoon, in the Province of Saskatchewan, as its proxy to vote for it on its behalf at the Annual General Meeting of the members of the Saskatchewan Place Association Inc., to be held on the 3rd day of May, 2017, or at any adjournment or adjournments thereof.

6.2.3 Federation of Canadian Municipalities (FCM) - Legal Defence Fund [File No. CK. 155-2] 26 - 27

A letter dated March 17, 2017 from Clark Somerville, FCM President, requesting contribution to the above fund, along with a related invoice, is provided.

Recommendation

That the direction of Committee issue.

6.2.4 2016 Annual Report - Saskatoon Accessibility Advisory Committee [File No. CK. 430-1] 28 - 30

Recommendation

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

6.2.5 Proposed 2018 Budgets - Advisory Committees

The following budget proposals are provided for the Committees's consideration for placement in the 2018 Business Plan and Budget document for review by City Council at the

appropriate time:

- The Saskatoon Accessibility Advisory Committee - \$3,000 (same as 2017 budget) - The Saskatoon Accessibility Advisory Committee has requested consideration of the proposed budget for education and awareness initiatives.

Recommendation

That the direction on Committee issue with respect to the inclusion of the above proposed budget of the Saskatoon Accessibility Advisory Committee in the 2018 Business Plan and Budget for consideration by City Council at that time.

6.3 Requests to Speak (new matters)

- 6.3.1 Todd Brandt, President and CEO, and Dale Grant, Board Chair, Tourism Saskatoon - Fee-For-Service Agreement [File No. CK. 1870-10]** 31 - 54

A request to speak on this matter dated March 9, 2017 has been received from Todd Brandt, President and CEO, and Dale Grant, Board Chair, Tourism Saskatoon.

The following documents were provided:

- 2016 Measures Dashboard - Final
- 2016 Audited Financial Statements
- 2017 Measures Dashboard
- 2017 Operating and Capital Budget summary, including statement of leveraging ratio of City Funding.

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that Tourism Saskatoon 2016 Audited Financial Statements and additional submissions from Tourism Saskatoon be received as information.

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

- 7.1.1 Internal Audit Budget Information Update – February 2017 [File No. CK. 1600-3 and AF. 1600-1]** 55 - 58

Recommendation

That the information be received.

7.1.2	Request to Sell City-Owned Property – Bentley Crescent Lot Groupings, Kensington Neighbourhood [File No. CK. 4215-1, x 4110-44, AF. 4131-1 and LA. 4131-26]	59 - 77
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Recommendation

1. That the Director of Saskatoon Land be authorized to sell 85 single-family lots, divided within 27 groupings, in the Kensington neighbourhood with legal descriptions as follows: Lots 1 to 37, Block 106, Plan No. 102144844; Lots 1 to 7, Block 107, Plan No. 102144844; Lots 1 to 15, Block 108, Plan No. 102144844; and Lots 1 to 26, Block 109, Plan No. 102144844, with the groupings to be sold through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in the April 3, 2017 report of the CFO/General Manager, Asset and Financial Management Department;
2. That if no offers are received for the grouped lots over a 30-day offer acceptance period, the lots remain for sale over-the-counter until acceptable market price offers are received;
3. That the Director of Saskatoon Land be authorized to administer development controls for the 85 lots, aimed at facilitating a Craftsman style housing theme; and
4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

7.1.3	2015 Canadian Award for Financial Reporting [File No. CK. 1895-3 and AF. 369-1]	78 - 84
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Recommendation

That the information be received.

7.1.4	Corporate Inventory Status – 2016 [File No. CK. 1290-1 and AF. 1290-1]	85 - 88
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Recommendation

That the information be received.

7.2 Matters Requiring Direction

7.2.1	Report on Investments – December 2016 [File No. CK. 1790-3 and AF. 1790-3]	89 - 95
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Recommendation

That the report of the CFO/General Manager, Asset and Financial Management Department, dated April 3, 2017, be forwarded to City Council for information.

7.2.2 Incentive Application – DSI Underground Canada Ltd. [File No. CK. 3500-13 and AF. 3500-1]

96 - 99

Recommendation

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

1. That the application from DSI Underground Canada Ltd. (DYWIDAG Systems International) for a five-year tax abatement on the incremental portion of taxes at 3919 Millar Avenue, as a result of its expansion in 2017, be approved as follows:
 - a. 100% in Year 1;
 - b. 80% in Year 2;
 - c. 70% in Year 3;
 - d. 60% in Year 4;
 - e. 50% in Year 5; and
2. That the City Solicitor be instructed to prepare the appropriate agreements.

7.2.3 Lease of City-Owned Farm Land North of Saskatoon [File No. CK. 4225-2, AF. 4225-1 and LA. 4213-017-001]

100 - 104

Recommendation

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

1. That the Administration be authorized to enter into a farm lease with Airview Farms Inc. for NW 2-37-06-W3, NW 34-36-06-W3, and NE 34-36-06-W3, totalling approximately 325 acres of arable land;
2. That the Administration be authorized to enter into a farm lease with Mr. Derek Dery for portions of NW 23-36-06-W3 and NE 23-36-06-W3, totalling approximately 125 acres of arable land;
3. That the Administration be authorized to enter into a farm lease with Highmark Foundations Ltd. for LSD 11 NW 33-37-05-W3, LSD 14 NW 33-37-05-W3, and portions of LSD 12 NW 33-37-05-W3 and LSD 13 NW 33-37-05-W3, totalling approximately 152 acres of pasture land; and

4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

7.2.4 Shaw Centre Air Handler Equipment Enclosure – Consulting Services – Award of Request for Proposal [File No. CK. 606-2, AF. 500-1 and FA. 939-16-5] 105 - 107

Recommendation

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

1. That the proposal submitted by Robb Kullman Engineering LLP for consulting services for Air Handler Equipment Enclosure at Shaw Centre, at a total estimated cost of \$115,255, plus applicable taxes be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

7.2.5 Contract Management System – Award of Contract [File No. CK. 261-1, x CK. 1000-5 and TU. 100-01] 108 - 112

Recommendation

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

1. That the City enter into an agreement with ISN Canada for the setup and supply of a Contract Management System at a total cost of \$120,225.00 (including GST and PST); and,
2. 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.

7.2.6 Boychuk Interchange Land Acquisition – TWP 362 [File No. CK. 4020-1, x 6000-1, AF. 4020-1 and LA. 4021-016-005] 113 - 117

Recommendation

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

1. That the Administration be authorized to purchase a portion of Surface Parcel No. 146095106 from George Brent

Reddekopp for the Boychuk Interchange Project as per the terms noted in the April 3, 2017 report of the General Manager, Transportation and Utilities Department;

2. 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; and
3. That Project P2016 Boychuk Drive/Highway 16 Grade Separation be used as the funding source for this purchase, including legal and administrative costs and disbursements.

8. URGENT BUSINESS

9. MOTIONS (notice previously given)

10. GIVING NOTICE

11. IN CAMERA AGENDA ITEMS

Recommendation

That the following matters be considered *In Camera*.

11.1 Internal Audit Matter - Saskatoon Transit Resources and Scheduling [File No. CK. 1600-18]

[In Camera - Third Party Information - Section 18; Economic and Other Financial Interests - Section 17; and Audits and Tests - Section 19]

12. RISE AND REPORT (OPTIONAL)

13. ADJOURNMENT



March 15, 2017

City of Saskatoon Finance Committee
222 Third Avenue North
Saskatoon, SK S7K 0J5

Dear Committee Chair:

Re: Written Procedures for Meetings

Please find attached a copy of the meeting procedures that were adopted by the Board of Management of the Downtown Saskatoon Business Improvement District on March 14, 2017.

If you would like to have these documents sent to you electronically as well, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to be 'B. Penner'.

Brent Penner
Executive Director

cc: Mr. Barry Rossmann, Q.C.

Meeting Procedures for Downtown Saskatoon Business Improvement District

In accordance with Section 55.1 of *The Cities Act*, the following constitutes the Meeting Procedure for the Downtown Saskatoon Business Improvement District (the "Corporation").

DIVISION A Directors' Meetings - General

Regular Meetings of Directors

1. Regular Meetings of Directors of the Corporation will be held on the second day of Tuesday of the month. In the event that a statutory holiday falls on the Monday preceding a board meeting, the meeting shall be moved to the third Tuesday of the month. Board meetings for the year are normally set and approved by the Directors at the November meeting.

Special Meetings of Directors

2. Special Meetings of Directors may be held when required at such times and place as agreed by the Directors, or as requisitioned pursuant to the Bylaws. All Directors shall be given notice of the time and place of such meetings as per the Bylaws.

Place of Meetings

3. Both Regular and Special Meetings of the Directors shall be held in the City of Saskatoon.

Resolutions in Writing and Electronic Meetings

4. Notwithstanding any other provision of this Meeting Procedure, a resolution signed by each member pursuant to Section 132 of *The Non-profit Corporations Act, 1995* is as valid as if it had been passed at a meeting of the members. A copy of the resolution shall be kept with the minutes of Meetings of Members.
5. Notwithstanding any other provision of this Meeting Procedure, a resolution signed by each Director or Committee of Directors pursuant to Section 104 of *The Non-profit Corporations Act, 1995* is as valid as if it had been passed at a

meeting of the members. A copy of the resolution shall be kept with the minutes of Meetings of Directors or Committees of Directors.

6. If all of the Directors of the Corporation consent, a Director may participate in a meeting of Directors or a Committee of Directors by means of telephone or other communications facilities that permit all persons participating in a meeting to hear each other, and a Director participating in a meeting by these means is deemed for the purposes of *The Non-profit Corporations Act, 1995* to be present at such meeting.

DIVISION B Control and Conduct at Meetings

Chair

7. (1) The Chair shall:
- (a) preside at all meetings;
 - (b) preserve order at meetings;
 - (c) enforce the rules of the Corporation;
 - (d) decide points of privilege and points of order; and
 - (e) advise on points of procedure.
- (2) The Chair shall have the same rights and be subject to the same restrictions, when participating in debate, as all other Directors.
- (3) When wishing to make a motion, the Chair shall:
- (a) vacate the chair, and request that the Vice-Chair take the chair;
 - (b) if the Vice-Chair is absent, the Secretary shall take the chair; and
 - (c) the Chair shall remain out of the chair until the motion has been dealt with.

Vice-Chair

8. (1) The Directors shall appoint a Vice-Chair.
- (2) The Vice-Chair is to act as the Chair if:

- (a) the Chair is unable to perform the duties of Chair; or
- (b) the office of Chair is vacant.

Point of Order

- 9. (1) A Director may rise and ask the Chair to rule on a point of order.¹
- (2) When a point of order is raised, the Director speaking shall immediately be seated and shall remain seated until the Chair decides the point of order raised.
- (3) A point of order must be raised immediately at the time the rules of the Corporation are breached.
- (4) The Director against whom a point of order is raised may be granted permission by the Chair to explain.
- (5) A point of order is not subject to amendment or debate.

Point of Privilege

- 10. (1) A Director may rise and ask the Chair to rule on a point of privilege.²
- (2) After the Director has stated the point of privilege, the Chair shall rule whether or not the matter raised is a point of privilege.
- (3) If the matter is determined to be a point of privilege, the Director who raised the point of privilege shall be permitted to speak to the matter.
- (4) If the point of privilege concerns a situation, circumstance or event which arose between Directors, the Director shall raise the point of privilege immediately after adoption of the minutes of the previous meeting.
- (5) A point of privilege is not subject to amendment or debate unless a motion regarding the point of privilege is put to the Directors.

Point of Procedure

- 11. (1) Any Director may rise and ask the Chair for an opinion on a point of procedure.³

- (2) When a point of procedure is raised, the Director speaking shall immediately be seated until the Chair responds to the inquiry.
- (3) After the Director has asked the point of procedure, the Chair shall provide an opinion on the rules of procedure bearing on the matter before the Directors.
- (4) A point of procedure is not subject to amendment or debate.
- (5) The Chair's answer to a point of procedure is not a ruling, and cannot be appealed to the whole of the meeting.

Appeal

12. (1) Any Director may appeal any ruling of the Chair on a point of order or point of privilege to the whole of the meeting.
- (2) A ruling of the Chair must be appealed immediately after the ruling is made or the ruling will be final.

Conduct of Directors

13. (1) A Director wishing to speak at a meeting shall obtain the approval of the Chair before speaking.
- (2) When addressing a meeting, a Director shall refrain from:
 - (a) speaking disrespectfully of the federal government, the provincial government or municipal council, or any official representing them;
 - (b) using offensive words in referring to a Director, an employee of the Corporation or a member of the public;
 - (c) reflecting on a vote of Directors except when moving to rescind or reconsider it, and reflecting on the motives of Directors who voted on the motion or the mover of the motion; or
 - (d) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (3) When a Director is addressing the Chair, all other Directors shall:
 - (a) remain quiet and seated;

- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- (4) Directors shall remain seated and be silent once a question is put to vote and until the vote is declared.
 - (5) Directors shall ensure that all cellular telephones and similar electronic devices remain silent and do not create a disruption to the meeting.

DIVISION C Directors' Meeting Procedure

Procedure and Rules

- 14. (1) When any matter arises relating to procedure, which is not covered by this Meeting Procedure, the matter shall be decided by reference to *Bourinot's Rules of Order of Parliamentary Procedure*.
- (2) In the event of any conflict between the provisions of this Meeting Procedure and those contained in *Bourinot's Rules of Order of Parliamentary Procedure*, the provisions of this Meeting Procedure shall apply.

Suspension of Rules

- 15. Any of the rules contained in this Meeting Procedure not specified in *The Non-profit Corporations Act, 1995* may be suspended for any one meeting by a unanimous vote of the Directors present at the Directors' meeting.

Order of Business and Agenda

- 16. (1) The order of business for a Regular Business Meeting shall be as set out in Schedule "A".
- (2) The Chair and Executive Director shall prepare the agenda for Directors' meetings and shall arrange for distribution of copies of the agenda, along with all reports or communications to be dealt with at the Directors' meeting, to each Director at least 4 days immediately preceding the Directors' meeting.

- (3) Business shall be considered in the order in which it stands on the agenda, unless the Directors alter the order of business for the convenience of the Directors' meeting by a majority vote of the Directors present.

Minutes

17. (1) The Executive Director shall arrange for the recording of the minutes of each Directors' meeting and shall arrange for distribution of copies of the minutes of the last Directors' meeting to each Director at least 4 days before the next Directors' meeting.
- (2) Any Director may request that a portion of the minutes be read aloud.
- (3) Any Director may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

18. (1) The Chair shall commence the meeting at the time specified for the meeting and as soon as a quorum is present.
- (2) If neither the Chair nor the Vice-Chair is present within five minutes of the time specified for the meeting and a quorum is present, another Board member shall take the chair and commence the meeting until the arrival of the Chair or the Vice-Chair.
- (3) If a quorum is not present within 15 minutes of the time specified for the meeting, the Directors' meeting shall stand adjourned until the next regularly scheduled meeting.

Quorum

19. (1) A quorum for the transaction of business at any meeting of the Corporation shall consist of a majority of the Directors then in office, provided that in no event shall the quorum consist of less than four Directors or such greater number of Directors as the Corporation may from time to time determine. If a quorum is present at the opening of any meeting of Directors, the Directors present may proceed with the business of the meeting notwithstanding that a quorum is not present throughout the meeting. If a quorum is not present at the opening of any meeting of Directors, the Directors present may adjourn the meeting to a fixed time and place but may not transact any other business.

- (2) Any act or proceeding of the Corporation that is adopted at any Directors' meeting at which a quorum is not present is invalid.

Motions and Debate

20. (1) A motion shall not be considered until it has been seconded.
- (2) When a motion is under debate, no other motions may be made, except:
 - (a) to refer the motion to a Committee or the administration for a report back to the Directors;
 - (b) to amend the motion;
 - (c) to defer the motion to a fixed date; or
 - (d) to request that the motion be put to a vote.
- (3) Any motions allowed under subsection (2) shall be considered in the order in which they were moved.

Motion to Amend - General

21. (1) Except as provided in subsection (12), any motion may be amended to:
 - (a) add words within the motion;
 - (b) delete words within the motion; or
 - (c) change a word or words within the motion.
- (2) The amending motion must be:
 - (a) relevant to the main motion;
 - (b) made while the main motion is under consideration; and
 - (c) consistent with the principle embodied in the main motion.
- (3) An amending motion may also be amended.
- (4) A subamendment must be:
 - (a) relevant to the original amendment;

- (b) made while the original amendment is under consideration; and
 - (c) consistent with the intent of either the original amendment or the main motion.
- (5) Only two amendments to a motion, an amendment and a subamendment, are allowed at the same time. When one or both have been dealt with, a further amendment or subamendment may be entertained.
 - (6) There is no limit to the number of amendments or subamendments that may be proposed.
 - (7) An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one subamendment before the meeting at one time.
 - (8) Any Director wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.
 - (9) The main motion shall not be debated until all amendments to it have been put to a vote.
 - (10) Amendments shall be put in the reverse order to the order in which they were moved.
 - (11) When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.
 - (12) No amendments shall be made to the following motions:
 - (a) a motion to adjourn;
 - (b) a motion to defer to a fixed date, except as to the date; or
 - (c) a motion requesting that a motion be put to a vote.

Dividing a Motion into Parts

- 22. (1) A Director may request or the Chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.

- (2) Directors shall then vote separately on each recommendation.
- (3) A new motion to add a further recommendation is permitted provided:
 - (a) the proposed recommendation is relevant to the original motion;
 - (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
 - (c) the original motion has been dealt with.

Motion Arising

- 23. When a particular matter is before the Directors, a motion arising on the same matter is permitted provided:
 - (a) the proposed motion is related to and rises from the item which has just been considered;
 - (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
 - (c) the proposed motion is made before the consideration of any other item of business at the meeting.

Motion to Defer to a Fixed Date

- 24. (1) Where a majority of all Directors decide to defer a motion to a fixed date, the motion cannot be considered by the Directors until the fixed date.
- (2) The only amendment allowed to a motion to defer to a fixed date is to change the date.
- (3) Notwithstanding subsection (1), the Directors may consider a deferred motion before the fixed date if a majority of all Directors agree that the motion may be considered before that date.

Request that Motion be put to Vote

- 25. (1) A motion requesting that a motion be put to a vote shall not be moved or seconded by a Director who has spoken to the original motion.

- (2) A motion requesting that a motion be put to a vote shall not be amended or debated.
- (3) If a motion requesting that a motion be put to a vote is passed by the Directors, the original motion shall immediately be put to a vote of the Directors without further amendment or debate.
- (4) If a motion requesting that a motion be put to a vote is not passed by the Directors, the original question may be amended or debated.

Motion to Adjourn

26. (1) A motion to adjourn is allowed at any time during a Corporation meeting, except:
 - (a) when a Director is speaking;
 - (b) when Directors are voting on a motion;
 - (c) when a recorded vote is being taken;
 - (d) when Directors are considering a motion requesting that a motion be put to a vote; or
 - (e) when no other intermediate proceeding has been considered since the last motion to adjourn was made at the meeting.
- (2) A motion to adjourn shall be decided without debate.

Motion Contrary to Rules

27. The Chair may refuse to put to the Directors a motion which is, in the opinion of the Chair, contrary to the rules and privileges of the Directors' meeting.

Withdrawal of Motion

28. The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

Motion to Reconsider

29. (1) A motion to reconsider is in order whether the original motion passed or failed.
- (2) A motion to reconsider may only be made at the same Directors' meeting as the original motion was voted on.
- (3) A motion to reconsider must be moved by a Director who voted with the prevailing side of the original motion. When a motion loses on a tied vote, the prevailing side is those who voted against the motion.
- (4) A motion to reconsider may be seconded by any Director regardless how the Director voted on the original motion.
- (5) A motion to reconsider is debatable only if the motion being reconsidered is debatable.
- (6) A motion to reconsider cannot be amended.
- (7) A motion to reconsider shall require a majority vote of the Directors present at the meeting.
- (8) If a motion to reconsider is adopted, the original motion is immediately placed before the Directors to be reconsidered.
- (9) Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

Motion to Rescind

30. (1) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (2) A motion to rescind may be made at any time following the Directors' meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (3) A motion to rescind may be moved and seconded by any Director regardless how they voted on the original motion.
- (4) A motion to rescind is debatable.
- (5) A motion to rescind may be amended.

- (6) Except as provided in subsection (7), a motion to rescind shall only be made by a notice of motion duly given at a Directors' meeting prior to the meeting at which the motion is to be considered.
- (7) The Directors may, by unanimous consent of the Directors present, waive the requirement for notice.
- (8) A motion to rescind shall, in all cases, require a majority vote of all Directors to pass.
- (9) A motion cannot be rescinded:
 - (a) when the making or calling up of a motion to reconsider is in order;
 - (b) when action on the motion has been carried out in a way that cannot be undone; or
 - (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

Notice of Motion

31. (1) A motion introducing a new matter shall not be considered by Directors unless a notice of motion has been submitted in writing to the Secretary at a previous regularly scheduled Directors' meeting.
- (2) A notice of motion shall include a copy of the actual motion to be placed before the Directors.
- (3) The Directors may, by unanimous consent of the Directors present, waive the requirement for notice.
- (4) All notices of motion received pursuant to subsection (1), shall be considered at the next Regular Business Meeting.

Debate on Motion

32. (1) Subject to subsections (4) and (5), no Director shall speak more than once to a motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) No Director shall speak longer than five minutes on the same motion.
- (3) The mover of the motion shall be given the first opportunity to speak.

- (4) The mover of the motion shall be allowed a reply at the conclusion of the debate, which reply shall not be longer than three minutes.
- (5) The Directors may, by a majority vote of the Directors present, allow any Director to speak to the same motion more than once or for longer than five minutes.

Voting of Directors

- 33. (1) A Director attending a Directors' meeting shall vote at the meeting on a matter before the meeting unless the Director is required to abstain from voting because of a conflict of interest.
- (2) If a Director is not required to abstain from voting on a matter before the meeting and abstains from voting, the Director is deemed to have voted in the negative.
- (3) The Secretary shall ensure that each abstention is recorded in the minutes of the meeting.

Voting of Chair

- 34. The Chair shall vote with the other Directors on all questions.

Majority Decision

- 35. Unless a greater percentage of votes is required by any provision of the Bylaw, *The Non-profit Corporations Act, 1995*, or this Meeting Procedure, at every Directors' meeting all questions are to be decided by a majority vote of the Directors present.

Recorded Vote

- 36. (1) Any Director may request a recorded vote on any vote of Directors.
- (2) In such case, the minutes must show the names of Directors present and whether each voted for or against the proposal or abstained.

Tied Vote

37. If there is an equal number of votes for and against a resolution, the resolution is defeated.

DIVISION D
Members' Meetings - General

Annual General Meeting

38. The Annual General Meeting of Members shall be held in Saskatoon, notice of which shall be given to each member no more than 50 days and no less than 15 days before the meeting. The decision on whether to hold an Annual General Meeting and determine the suitable location rests with the Board.

Special Meetings of Members

39. A Special Meeting of Members may be held at such time and place as determined by the Directors, or as requested pursuant to *The Non-profit Corporations Act, 1995*. Notice of the meeting shall be given to each member no more than 50 days and no less than 15 days before the meeting.
40. Both Regular (the "Annual General Meeting") and Special Meetings of Members shall be held in the City of Saskatoon.

DIVISION E
Control and Conduct at Meetings

41. Division B, Control and Conduct at Meetings shall apply, *mutatis mutandis*, to meetings of members.

DIVISION F
Members' Meeting Procedure

Directors' Meeting Procedure to Apply *Mutatis Mutandis*

42. Division C, Directors' Meeting Procedure shall apply, *mutatis mutandis*, to meetings of members.
43. Schedule "A" shall have added to it the following:
- (a) consideration of amendments to Articles of Incorporation;
 - (b) consideration of amendments to Bylaws;

- (c) consideration of Financial Statement and Report of Auditor;
- (d) resignation of Directors;
- (e) election of Directors; and
- (f) appointment of an Auditor.

¹ “**point of order**” means an issue raised by a Director in a meeting claiming that the procedures of the meeting or of an individual Director are contrary to the procedural rules or practices.

² “**point of privilege**” means an issue raised by a Director in a meeting on any matter related to the rights and privileges of the Corporation or individual Director and includes:

- (a) organization and existence of the Corporation;
- (b) comfort of Directors;
- (c) conduct of employees of the Corporation or persons in attendance at the meeting;
- (d) accuracy of the reports of the Corporation's proceedings; and
- (e) reputation of the Corporation or Directors.

³ “**point of procedure**” means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.

Schedule "A"

Regular Business Meeting Agenda

1. **Call to Order**
2. **Confirmation of Agenda**
3. **Adoption of Minutes of Regular Business Meeting**
4. **Unfinished Business**
5. **Reports from Administration and Committees**
 - 5.1 **Administrative Reports**
 - 5.2 **Committee Reports**
 - 5.3 **Chair Report**
 - 5.4 **Other Reports**
6. **Adjournment**



23 March 2017

His Worship the Mayor & City Council
City Clerk's Office
City Hall
222 3rd Avenue North
Saskatoon SK S7K 0J5

Dear Sirs/Mesdames:

**NOTICE OF ANNUAL MEMBER'S MEETING
SASKATCHEWAN PLACE ASSOCIATION INC.**

Please take note of the following meeting of the above-mentioned committee:

Date: WEDNESDAY, MAY 3, 2017

Time: 5:30 P.M.

Location: CITY HALL COMMITTEE ROOM E

Please confirm your attendance with Heather Hails by email or telephone.

Thank you.

|||

Warm Regards,
Heather Hails, Recording Secretary
SaskTel Centre

Cc: Will Lofdahl, Chief Executive Officer
Members of the Board of Directors, SaskTel Centre
Kayla Seipp, MNP



04338

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the City of Saskatoon / Ville de Saskatoon to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the City of Saskatoon / Ville de Saskatoon's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at fcm.ca or email info@fcm.ca.

Sincerely,

Clark Somerville
FCM President

**President
Président**
Clark Somerville
Councillor
Regional Municipality of
Halton, ON

**First Vice-President
Première vice-présidente**
Jenny Gerbasi
Councillor
City of Winnipeg, MB

**Second Vice-President
Deuxième vice-présidente**
Sylvie Goneau
Conseillère
Ville de Gatineau, QC

**Third Vice-President
Troisième vice-président**
Bill Karsten
Councillor
Halifax Regional
Municipality, NS

**Past President
Président sortant**
Raymond Louie
Acting Mayor
City of Vancouver, BC

**Chief Executive Officer
Chef de la direction**
Brock Carlton
Ottawa, ON

24, rue Clarence Street,
Ottawa, Ontario, K1N 5P3

T: 613-241-5221
F: 613-241-7440

www.fcm.ca





FEDERATION OF CANADIAN MUNICIPALITIES
FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Invoice / Facture

24, rue Clarence Street, Ottawa,
Ontario, K1N 5P3
T. 613-241-5221 F. 613-241-7440

Totland, Murray
City of Saskatoon / Ville de Saskatoon
222-3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Invoice / Facture: ORD-04338-W3S4W3
DATE: 03/01/2017
ACCOUNT/COMPTE: 92
DUE DATE/DATE LIMITE: 04/01/2017

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	222,189.00000	\$0.0230	\$255.52	\$5,365.86
			GST/TPS (5%):	\$255.52
			TOTAL:	\$5,365.86

PAYMENT/PAIEMENT

By cheque payable to:
Federation of Canadian Municipalities
Par chèque à l'ordre de:

Fédération canadienne des municipalités

24, rue Clarence Street

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001
QST # / No. de TVQ: 1202728231DQ0001

By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number/Numéro de transit: 00006

Account Number/Numéro de compte: 1006603

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

Ref No. / No. de référence : 92

ADVISORY COMMITTEE REPORT

TO: Standing Policy Committee on Finance
FROM: Chair, Saskatoon Accessibility Advisory Committee
DATE: February 3, 2017
SUBJECT: 2016 Annual Report – Saskatoon Accessibility Advisory Committee
FILE NO. CK. 430-1

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

REPORT

The mandate of the Saskatoon Accessibility Advisory Committee is to promote universal accessibility to ensure that the City of Saskatoon's services, facilities and infrastructure are barrier-free for citizens of all abilities.

In order to advise and assist City Council with its jurisdictional options in achieving this barrier-free goal, so that the City of Saskatoon is a leader by example, the Committee developed an Implementation of Accessibility Action Plan in October 2008.

The 2016 membership on the Saskatoon Accessibility Advisory Committee was as follows:

Councillor Charlie Clark
Councillor Mairin Loewen
Ms. Lynne Lacroix, Director of Recreation & Community Development
Mr. Del Elhert, Acting Director of Facilities & Fleet Management
Mr. Robin East, Chair
Mr. J.D. McNabb, Vice Chair
Ms. Odette Nicholson
Ms. Gladys Kozlow
Ms. Janice Dawson
Ms. Muriel Baxter (representative of seniors' community)

SUMMARY OF ACTIVITIES AND DISCUSSIONS UNDERTAKEN IN 2016

Accessible Audible Pedestrian Signals

Administration provided updates to the Committee regarding the matter of accessible audible signals. Over the past few years the new model of accessible pedestrian signals have been installed in a number of locations and the City has achieved the target of an average of 5 intersections retrofitted annually. Further the City has formalized these audible/accessible pedestrian signals as the required standard in all new development where there is high volume signalized intersections. The Committee will continue to receive updates from the Administration.

Disabled Parking

Transportation and Utilities Department reviewed and submitted a report regarding proposed loading zones policy and disabled parking zones policy. The Committee resolved that the Administration look into options for placing a term limit on residential loading zones and look into options for follow-up regarding tracking the removal of these signs. Community Standards Division also provided information regarding loading zone placards and loading zone sticker issuance along with the installation of loading zones. Further parking updates to be received as they become available.

Sidewalk assessment/improvements

Major Projects, Traffic Management staff presented information on the city-wide sidewalk assessment study that took place and answered questions of the committee regarding the study. Committee provided feedback on sidewalk safety and access ramps in the downtown area.

Planning and Development staff provided the Committee updates on the 2016 sidewalk improvements and Urban Design's upgrade to the tree grates and improved designs to ensure they are not creating barriers or tripping hazards in the downtown in particular for people with visual disabilities.

The Committee also arranged a walking/wheeling tour for all committee members and City staff to have a first-hand experience about the design and layout of sidewalks in the downtown area, reviewed the obstacles (trees, placards, flower pots, parking stations, etc) within the amenity strips that can create obstacles, barriers and tripping hazards for people with a disability. The staff in the applicable Divisions will be using this feedback in consideration for future design and development standards in the downtown.

Access Transit

The Access Transit Manager and Access Transit Supervisor provided updates regarding several matters of concern for the Committee. Automated voice announcements along with the visual display of upcoming bus stops were install in all transit buses to address an outstanding matter raised by the Committee and Saskatchewan Human Rights Commission. Transit also continued to add low floor buses to the fleet to expand routes with these accessible buses.

Miscellaneous Updates

Traffic Management staff also provided Committee with an update on the implementation plan to install curb ramps in priority areas around the City based on the recommendations in the Accessibility Action Plan.

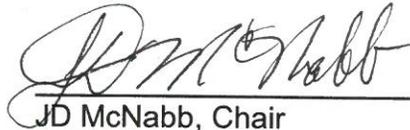
The Committee hosted an informal retreat in mid-2016 to discuss areas of focus for the Committee and to outline recommendations for things to consider in the upcoming review of the Accessibility Action Plan. This information will be used to help formalize the terms of reference for the review and update of the future years of the Accessibility Action Plan.

Plans for 2017

The Saskatoon Accessibility Advisory Committee, in consultation with the Administration, will be undertaking a project to review the progress made on the implementation of the Accessibility Action Plan over the past 7 to 8 years. The project will also consult with the community and applicable internal staff to then make recommendations for priorities for addressing accessibility and continuing the work towards ensuring the City of Saskatoon programs, services, and infrastructure are accessible for people with a disability.

The Committee will also be reviewing the new Federal Building Code to address any concerns regarding accessibility within the universal standards, and for best practices moving forward.

Submitted by:



JD McNabb, Chair

Saskatoon Accessibility Advisory Committee

Dated: March 10th 2017

2016 Annual Report.doc

From: City Council
Sent: March 09, 2017 1:58 PM
To: City Council
Subject: Form submission from: Write a Letter to Council



Submitted on Thursday, March 9, 2017 - 13:58
Submitted by anonymous user: 142.165.131.158
Submitted values are:

Date: Thursday, March 09, 2017
To: His Worship the Mayor and Members of City Council
First Name: Todd
Last Name: Brandt
Address: 101 - 202 4th Avenue North
City: Saskatoon
Province: Saskatchewan
Postal Code: S7K 0K1
Email: tbrandt@tourismsaskatoon.com

Comments:
Tourism Saskatoon would like to make a presentation to the Standing Policy Committee on Finance on Monday, April 3, at 2:00. This is a requirement under our Fee-for-Service Agreement with the City. Out of respect for the volunteer time contributed by our Board Chair, Mr. Dale Grant, I further request being placed near the start of the agenda.

Thank you

Todd Brant
President & CEO

The results of this submission may be viewed at:
<https://www.saskatoon.ca/node/398/submission/155934>

March 24, 2017

To: Standing Policy Committee on Finance – April 3, 2017
From: Todd Brandt/Dale Grant
Re: Presentation by Tourism Saskatoon



I am pleased to provide you with the following documents in preparation for the meeting. These documents are in keeping with the recommendations from the 2004 Program Audit completed by Bob Prosser and Associates.

Package Index

- 2016 Measures Dashboard - Final
- 2016 Audited Statements
- 2017 Measures Dashboard
- 2017 Operating and Capital Budget summary, including statement of leveraging ratio of City Funding

I look forward to our discussions.

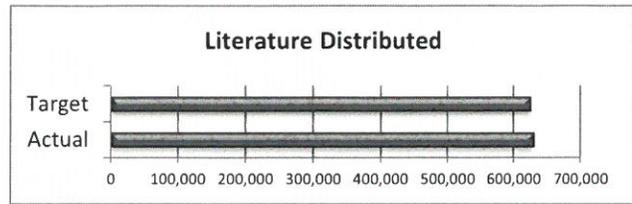
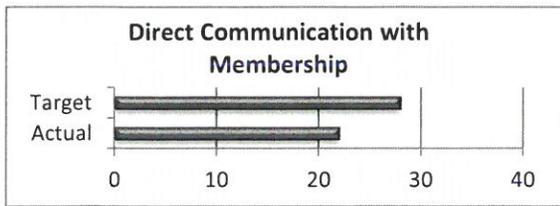
Sincerely,



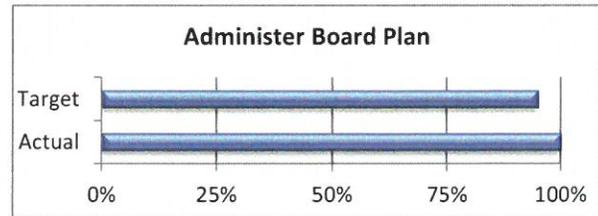
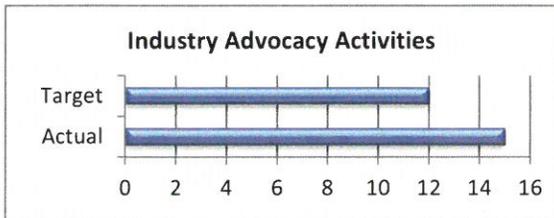
Todd Brandt,
President & CEO

2016 Measures - Dashboard - FINAL

Membership



Administration/Industry Development

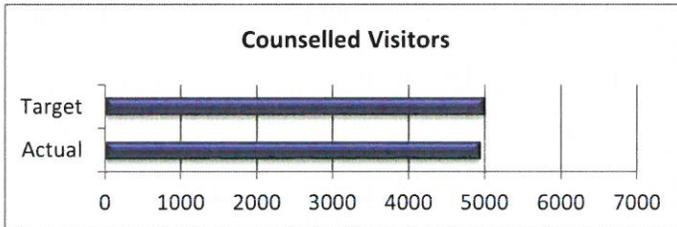


Clean Audit

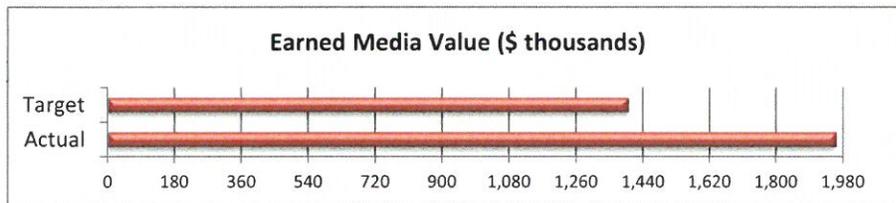
YES

NO

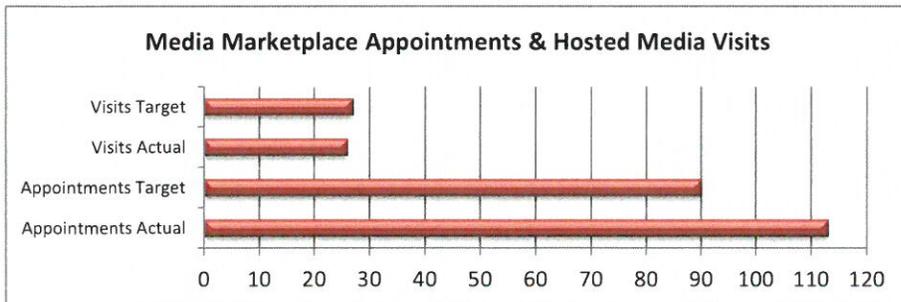
Visitor Services



Media



* not including significant reach on NBC sports, Cineplex, AOL and Yahoo.



Twitter new followers:

Target 16,000 Actual 14,553

Facebook new followers:

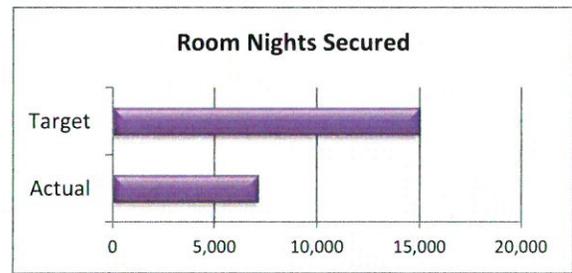
Target 10,000 Actual 10,184

Instagram new followers

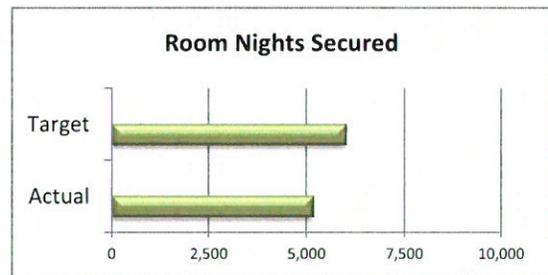
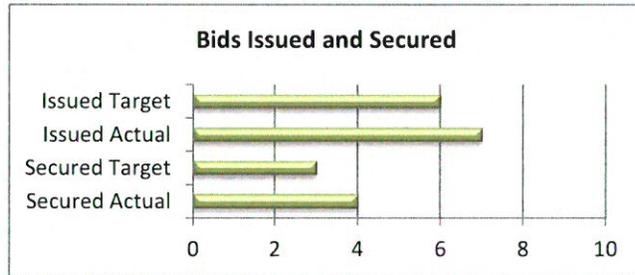
Target 5,000 Actual 8,618

2016 Measures - Dashboard - FINAL

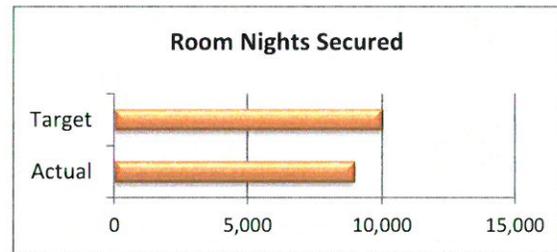
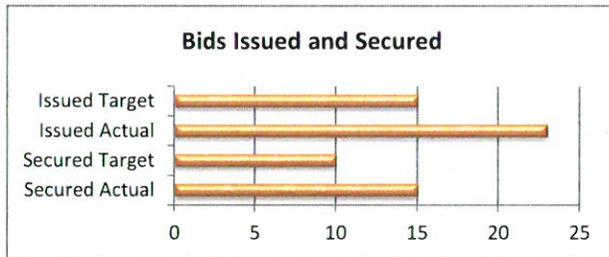
National Conventions and Events



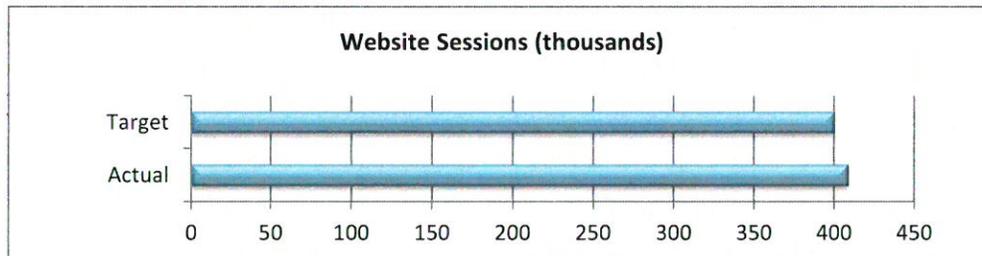
International Conventions and Events



Sport Tourism



Leisure Marketing



*does not include spectator room nights

Room Nights Booked

Target: 8,600 *
 Actual: 3,070
 2015 Actual: 2,876

Travel Trade Marketplace Appointments

Target: 72
 Actual: 79

* Target set by Marketing council, spring 2016 with enhanced program.

Financial Statements of

**SASKATOON VISITOR &
CONVENTION BUREAU INC.**

Year ended December 31, 2016



KPMG LLP
500-475 2nd Avenue South
Saskatoon Saskatchewan S7K 1P4
Canada
Tel (306) 934-6200
Fax (306) 934-6233

INDEPENDENT AUDITORS' REPORT

To the members

We have audited the accompanying financial statements of Saskatoon Visitor & Convention Bureau Inc. ("the Entity"), which comprise the statement of financial position as at December 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Saskatoon Visitor & Convention Bureau Inc. as at December 31, 2016, and its results of operations and its cash flows for the year then ended December 31, 2016 in accordance with Canadian accounting standards for not-for-profit organizations.

KPMG LLP

Chartered Professional Accountants

March 7, 2017
Saskatoon, Canada

SASKATOON VISITOR & CONVENTION BUREAU INC.

Statement of Financial Position

December 31, 2016, with comparative information for 2015

	2016	2015
Assets		
Current assets:		
Cash	\$ 408,939	\$ 489,371
Restricted cash and investments (note 10)	352,258	404,340
Accounts receivable - Destination		
Marketing Program	378,749	369,256
Accounts receivable	73,980	65,586
Prepaid expenses and deposits	169,029	185,802
Short-term investments	161,099	158,854
Inventories	3,088	1,994
	<u>1,547,142</u>	<u>1,675,203</u>
Property and equipment (note 3)	146,878	180,111
	<u>\$ 1,694,020</u>	<u>\$ 1,855,314</u>

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 316,513	\$ 366,581
Deferred contributions (note 5)	766,811	935,501
	<u>1,083,324</u>	<u>1,302,082</u>
Deferred contributions for property and equipment (note 6)	240,464	235,489
Net assets:		
Operating surplus	327,739	252,977
Equity in property and equipment	42,493	64,766
	<u>370,232</u>	<u>317,743</u>
Commitments (note 7)		
	<u>\$ 1,694,020</u>	<u>\$ 1,855,314</u>

See accompanying notes to financial statements.

On behalf of the Board:

_____ Director

_____ Director

SASKATOON VISITOR & CONVENTION BUREAU INC.

Statement of Operations

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Revenue:		
Partnership projects and sales (note 8)	\$ 2,704,602	\$ 2,946,461
City of Saskatoon	480,200	414,600
Membership	96,895	95,899
Amortization of deferred contributions	39,287	41,631
In-kind revenue	10,930	10,530
	<u>3,331,914</u>	<u>3,509,121</u>
Expenses:		
Leisure, travel and convention marketing	3,000,412	3,267,076
Membership services	150,369	139,510
Visitor services	117,714	121,820
In-kind expenses	10,930	10,530
	<u>3,279,425</u>	<u>3,538,936</u>
Excess (deficiency) of revenue over expenses	\$ 52,489	\$ (29,815)

See accompanying notes to financial statements.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Statement of Changes in Net Assets

Year ended December 31, 2016, with comparative information for 2015

	Operating surplus	Equity in property and equipment	Total 2016	Total 2015
Balance, beginning of year	\$ 252,977	\$ 64,766	\$ 317,743	\$ 347,558
Excess (deficiency) of revenue over expenses	74,762	(22,273)	52,489	(29,815)
Purchase of property and equipment	(28,326)	28,326	-	-
Allocation of deferred contributions	28,326	(28,326)	-	-
Balance, end of year	\$ 327,739	\$ 42,493	\$ 370,232	\$ 317,743

See accompanying notes to financial statements.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash flows from (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ 52,489	\$ (29,815)
Items not involving cash:		
Amortization of property and equipment	61,559	63,907
Amortization of deferred contributions	(39,286)	(41,631)
	74,762	(7,539)
Change in non-cash operating working capital:		
Accounts receivable	(8,394)	(48,452)
Accounts receivable - Destination Marketing Program	(9,493)	62,796
Inventories	(1,094)	287
Prepaid expenses and deposits	16,773	83,731
Accounts payable and accrued liabilities	(50,068)	222,266
Deferred contributions	(168,690)	(69,768)
	(146,204)	243,321
Investing activities:		
Purchase of property and equipment	(28,326)	(8,870)
Purchase of investments	(2,245)	(2,982)
Deferred contributions for property and equipment (note 6)	44,261	22,800
Restricted cash and investments	52,082	23,372
	65,772	34,320
Increase (decrease) in cash	(80,432)	277,641
Cash, beginning of year	489,371	211,730
Cash, end of year	\$ 408,939	\$ 489,371

See accompanying notes to financial statements.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements

Year ended December 31, 2016

General:

Saskatoon Visitor and Convention Bureau Inc. (the "Bureau") is incorporated under the *Non-Profit Corporations Act of Saskatchewan* and operates as Tourism Saskatoon with a mission to realize economic benefits for Saskatoon through tourism. The Bureau is not liable for federal or provincial income taxes under the Income Tax Act (Canada).

1. Economic dependence:

Ongoing operation of the Bureau is dependent on continuing support of the City of Saskatoon and the membership of the Bureau.

2. Significant accounting policies:

(a) Use of estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Areas that require significant management estimates include the valuations of accounts receivables and the useful lives of property and equipment. Actual results could differ from these estimates.

(b) Cash:

Cash consists of cash and cash equivalents with an initial term to maturity of three months or less.

Restricted cash and investments consists of cash received from Destination Marketing Program contributions where the cash received is restricted for purposes of the related agreement for expenditure of the funds received. The Bureau may invest cash received from Destination Marketing Program contributions in short-term investments bearing interest.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(c) Financial instruments:

Financial assets and liabilities are initially recognized at fair value and their subsequent measurement is dependent on their classification as described below:

- Cash, restricted cash and short-term investments are measured at fair value. Fair value fluctuations in these assets which may include interest earned, interest accrued, gains and losses realized on disposal and unrealised gains and losses are included in revenue.
- Accounts receivable, accounts receivable - Destination Marketing Program and accounts payable and accrued liabilities are recorded at amortized cost.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Bureau determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Bureau expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value. .

(d) Property and equipment:

Property and equipment are stated at cost. Amortization is provided over the estimated useful lives of the assets using the following methods and annual rates:

Property and equipment	Method	Rate
Furnishings and equipment	Declining balance	20%-30%
E-Commerce	Declining balance	30%
Leasehold improvements	Straight-line	10%

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(e) Net assets:

The Bureau segregates net assets between operating surplus and equity in property and equipment.

Operating surplus represents amounts available for on-going operation of the Bureau.

Equity in property and equipment represents property and equipment less unamortized capital contributions used to purchase property and equipment.

(f) Inventories:

Inventories of promotional items and various publications for resale are valued at the lower of cost and net realizable value. Cost is determined on a first-in, first-out basis. Net realized value is the estimated selling price in the ordinary course of business, less the estimated costs necessary to make the sale.

(g) Revenue recognition:

The Bureau recognizes revenue from grants as earned based on the terms of the agreements. Membership revenue is recognized when received. Revenue from fees, contracts and items for resale are recognized when the services are provided or the goods are sold.

The Bureau recognizes revenue and expenses for contributed products and services that would otherwise have been purchased by the Bureau, at the estimated value of such products and services. The current year's membership revenue includes \$9,159 of in-kind memberships (2015 - \$2,507).

Revenue received for externally restricted special projects where the related costs will be incurred in future periods is deferred on the statement of financial position. These revenues will be recorded on the statement of operations in the period when the related costs are incurred.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

2. Significant accounting policies (continued):

(h) Allocation of general administration expenses:

The Bureau classifies expenses on the statement of operations by function. The Bureau allocates certain costs by identifying the appropriate basis of allocating and applying that basis consistently each year. Administration expenses are allocated based on estimates of staff activities and resource usage.

Administration expenses of \$455,921 (2015 — \$461,558) have been allocated as follows:

	2016		2015	
Leisure, travel and convention marketing	\$	364,737	\$	369,246
Visitor services		45,592		46,156
Membership services		45,592		46,156
	\$	455,921	\$	461,558

3. Property and equipment:

	2016		2015	
	Cost	Accumulated amortization	Net book value	Net book value
Furnishings and equipment	\$ 383,804	\$ 352,363	\$ 31,441	\$ 33,215
E-Commerce	421,784	350,985	70,799	78,901
Leasehold improvements	230,275	185,637	44,638	67,995
	\$ 1,035,863	\$ 888,985	\$ 146,878	\$ 180,111

4. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$237 (2015 - \$21,867), which includes amounts payable for GST and PST. Accounts payable and accrued liabilities also includes \$135,000 relating to a deposit received for the Canadian Country Music Awards.

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

5. Deferred contributions:

The Bureau receives operational and special project funding that has been deferred and will be recognized as revenue on the statement of operations in the year to which the funding relates. All deferred contributions relate to the next fiscal year. Deferred contributions is comprised of funding from the following sources:

	2016	2015
Destination Marketing Program (note 10)	\$ 731,007	\$ 773,596
Canadian Country Music Awards	35,804	36,155
City of Saskatoon	-	125,750
	-	-
	\$ 766,811	\$ 935,501

Restricted cash and investments of \$352,258 (2015 - \$404,340) relates to deferred contributions from Destination Marketing Program (see note 10).

6. Deferred contributions for property and equipment:

Deferred contributions for property and equipment is comprised of the unamortized contributions used to purchase property and equipment and the contributions that have not yet been used to purchase property and equipment. The amortization of these deferred contributions is recorded as revenue in the statement of operations.

	2016	2015
Balance, beginning of year	\$ 235,489	\$ 254,320
Additional contributions received:		
City of Saskatoon	22,800	22,800
Destination Marketing Program (note 10)	21,461	-
Less amounts amortized to revenue	(39,286)	(41,631)
	-	-
	\$ 240,464	\$ 235,489

The balance of unamortized capital contributions and unspent contributions related to property and equipment consists of the following:

	2016	2015
Unamortized capital contributions used to purchase assets	\$ 104,385	\$ 115,345
Unspent contributions	136,079	120,144
	\$ 240,464	\$ 235,489

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

7. Commitments:

The Bureau is committed to marketing support bids through the fiscal year 2018 and leases office space and office equipment under long-term operating leases which expire in the fiscal years through 2018.

Future payments are estimated as follows:

	Marketing support bids	Office space	Equipment	Total
2017	\$ 39,000	\$ 72,597	\$ 5,098	\$ 116,695
2018	55,000	48,398	2,392	105,790
2019	17,500	-	-	17,500
	\$ 111,500	\$ 120,995	\$ 7,490	\$ 239,985

8. Partnership projects and sales:

	2016	2015
Saskatoon Hotel Association	\$ 2,574,697	\$ 2,832,529
Member events, sales missions, advertising and other	125,566	104,394
Sales of specialty items and maps	4,339	9,538
	\$ 2,704,602	\$ 2,946,461

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

9. Financial risks and concentration of credit risk:

(a) Liquidity risk:

Liquidity risk is the risk that the Bureau will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Bureau manages its liquidity risk by monitoring its operating requirements. The Bureau prepares budgets to ensure it has sufficient funds to fulfill its obligations.

(b) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in financial loss. The Bureau is exposed to credit risk with respect to accounts receivable, short-term investments and restricted cash and investments. The Bureau assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. Credit risk related to cash, restricted cash and investments and short-term investments is minimized by dealing with financial institutions that have strong credit ratings.

(c) Interest rate risk:

The Bureau is exposed to interest rate risk arising from fluctuation in interest rates on amounts invested in interest bearing accounts and short term investments.

10. Destination Marketing Program Contributions:

On June 11, 2014 the Bureau signed an agreement with the Saskatoon Hotel Association to provide funding to the Bureau for the Destination Marketing Program to increase total overnight visitation and expenditures in Saskatoon. The agreement is for the period April 1, 2014 to March 31, 2017. During 2016, the Association reached a new agreement with the Saskatoon Hotel Association to be effective for the period commencing January 1, 2017 through December 31, 2019. Funding available and current expenditures for each of the years ended December 31, 2016 and 2015 are as follows:

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

10. Destination Marketing Program Contributions (continued):

	2016	2015
Funding:		
Destination Marketing	\$ 3,577,345	\$ 3,924,020
Expenditures:		
Salaries and benefits	605,237	505,477
Saskatchewan market	378,540	351,207
Web marketing	301,782	275,508
Meetings	236,661	175,307
Saskatoon Sports Tourism Inc.	221,326	291,326
Joint marketing	213,700	175,000
Printing	167,983	151,257
Business plan development	138,483	121,200
International market	132,953	207,035
Other market	96,995	190,639
Travel media promotions	75,091	75,726
Familiarization tours	54,498	79,716
Alberta market	34,492	82,037
Administrative	33,474	34,696
Research	30,714	80,992
Memberships	27,853	26,569
Images	21,811	34,052
Trade show booth	21,461	-
Initiatives	20,367	30,950
Manitoba market	15,200	36,182
Writing services	11,304	35,043
Local planners	8,771	12,744
Travel media	8,564	11,083
Travel trade Rendez-vous Canada	7,505	4,107
Campaign design	5,850	6,473
Marketing	5,463	5,689
Consumer shows	3,018	6,789
Saskatchewan Association of Travel Writers	2,642	3,929
Communications and promotions	600	648
Convention - Global STEM States Incorporated (i)	(36,000)	139,043
	2,846,338	3,150,424
Deferred contributions	\$ 731,007	\$ 773,596

SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2016

10. Destination Marketing Program Contributions (continued):

An analysis of deferred contributions is as follows:

Balance, beginning of year	\$	773,596	\$	859,764
Cash received		2,794,256		3,127,052
Accounts receivable, end of year		378,749		369,256
Accounts receivable, beginning of year		(369,256)		(432,052)
Expenditures		(2,846,338)		(3,150,424)
<hr/>				
Balance, end of year	\$	731,007	\$	773,596
<hr/>				
Restricted cash and investments	\$	352,258	\$	404,340
<hr/>				
Restricted cash and investments are comprised of the following:				
Cash	\$	108,651	\$	163,645
Short-term investments		243,607		240,695
<hr/>				
	\$	352,258	\$	404,340
<hr/>				

(i) During 2015, Global STEM States Incorporated ("STEM States"), a company based in Australia, held a convention in Saskatoon. As a result of a financial shortfall, the Destination Marketing Program agreed to pay hotels and other local suppliers \$139,043 for costs incurred to hold this convention and entered into a loan agreement with STEM States, through the Bureau, to recover these amounts. The loan agreement provides for payments of \$3,000 per month until the loan is repaid in full.

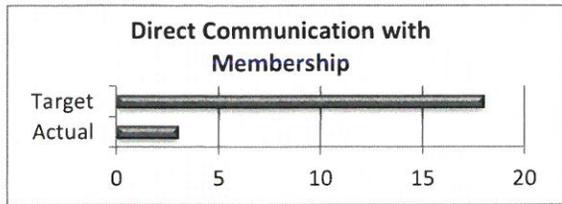
The amounts paid to hotels and other local suppliers have been recorded as an expenditure for the Destination Marketing Program. During 2016, the Bureau reached an agreement with a third party for their in-kind services as partial repayment for the loan. For 2016 these in-kind services amounted to \$36,000 which has been recorded as an international marketing expense. Amounts received as repayments on the loan agreement have been recorded as a recovery of expenditures of the Destination Marketing Program. The outstanding receivable at December 31, 2016 is \$103,043.

11. Comparative figures:

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

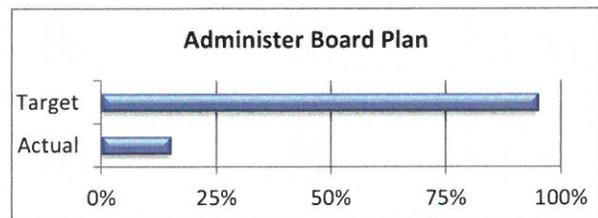
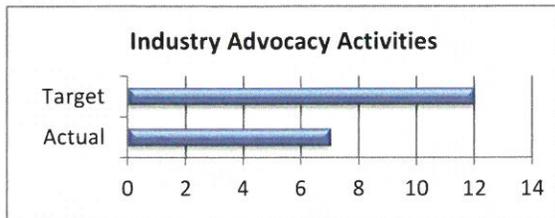
2017 Measures - Dashboard - March

Membership

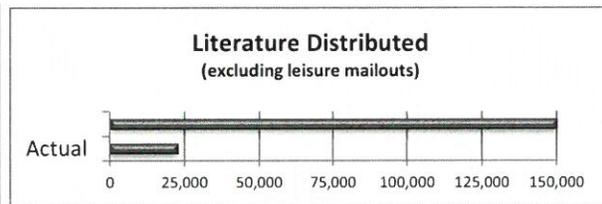
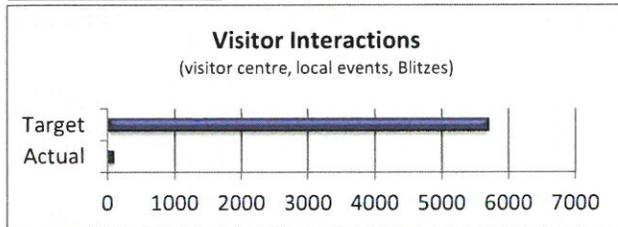


Clean Audit YES NO

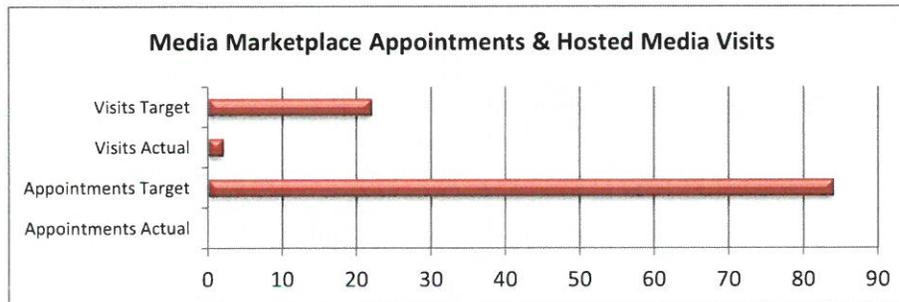
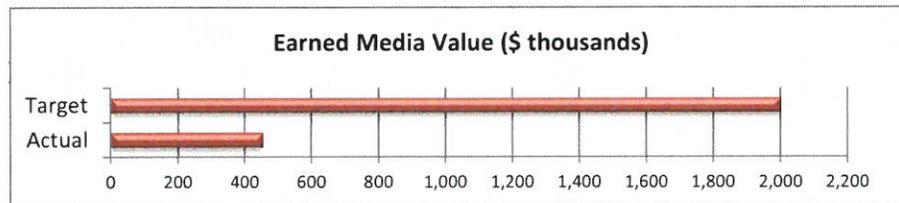
Administration/Industry Development



Visitor Services



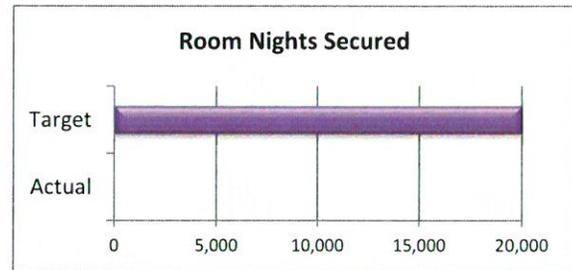
Media



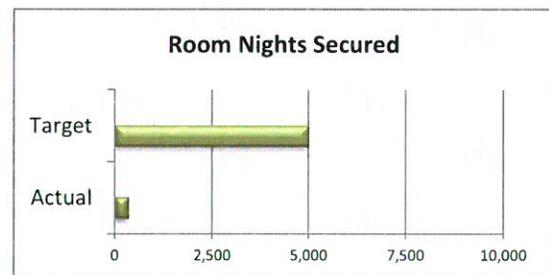
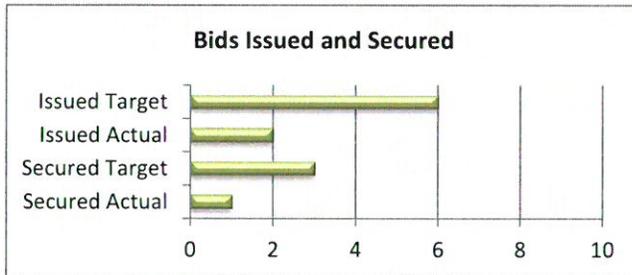
Twitter impressions/month:	Target	75,000	Actual	72,000
Facebook daily impressions:	Target	6,000	Actual	11,643
Instagram engagement/month:	Target	5,000	Actual	2,458

2017 Measures - Dashboard - March

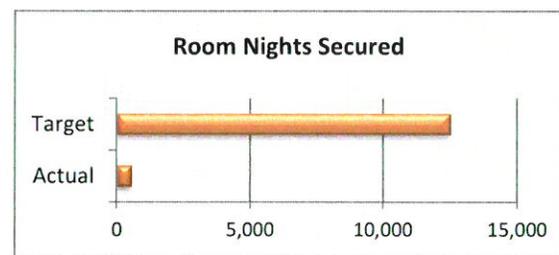
National Conventions and Events



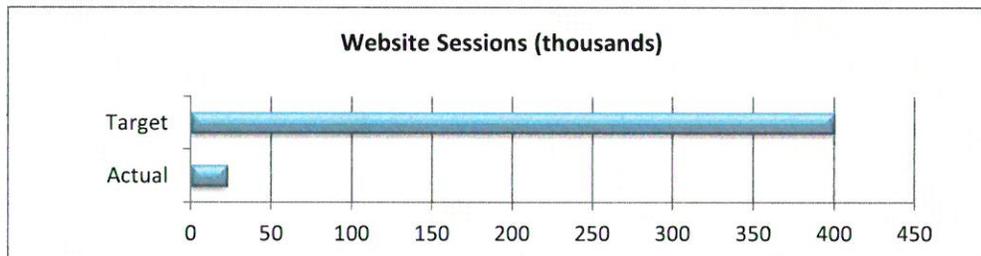
International Conventions and Events



Sport Tourism



Leisure Marketing



Experience Pass Issued to Consumers

Target: 2,600

Actual:

Travel Trade Appointments

Target: 66

Actual: 17

Leveraging Comparison - Year to year

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Budgeted Revenue	873,375	923,574	1,106,385	1,299,977	966,901	1,909,613	2,174,909	3,062,725	2,989,653	2,645,495	2,539,378
City Fee for Service	271,200	321,200	321,200	325,857	328,898	333,832	341,700	353,400	368,100	368,100	372,009
Leveraging Ratio	2.22:1	1.88:1	2.44:1	2.99:1	1.94:1	4.72:1	5.36:1	7.67:1	7.1:1	6.2:1	5.8:1

	2013	2014	2015	2016	2017
Budgeted Revenue	3,050,698	3,071,326	3,509,121	3,480,477	Projected 3,488,740
City Fee for Service	392,000	405,000	414,600	480,200	502,200
Leveraging Ratio	6.8:1	6.6:1	7.5:1	6.3:1	6.0:1

Internal Audit Budget Information Update – February 2017

Recommendation

That the information be received.

Topic and Purpose

This report provides an update on the expenditures to date for internal audit services provided by PricewaterhouseCoopers (PwC).

Report Highlights

1. Expenditures are within budget parameters.

Strategic Goal

Efficient and effective performance of internal audits supports the long-term strategy of being more efficient in the way the City of Saskatoon (City) does business under the Strategic Goal of Continuous Improvement.

Background

At its meeting on February 27, 2017, City Council approved the establishment of an Internal Audit Program Reserve. Pending City Council approval on March 27, 2017, to transfer \$15,533 of unspent 2016 funding into the Reserve, the opening balance will be \$442,533.

This is the third year of the five-year contract with PwC.

Report

There are currently four internal audit projects being conducted by PwC. Audit fieldwork is currently underway regarding the Revenue Generation and Human Resource Management audits. The Operating & Life Cycle Costs and Resource Scheduling audits are nearing completion and audit reports have been provided to the Administration for review. As of February 28, 2017, 6% of the total budgeted internal audit hours for the year have been completed.

PwC is also working on one additional consulting project that has been carried over from 2016. The final report regarding Saskatoon Land is expected to be tabled with the Standing Policy Committee on Finance at its meeting on April 3, 2017.

Attachment 1 provides detailed information regarding each project. The Statement of Work describing the scope and approach for each audit/project can be found on the Corporate Risk webpage on the City's website.

Due Date for Follow-up and/or Project Completion

A budget information update report will be submitted monthly to the Standing Policy Committee on Finance.

Public Notice

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

Attachment

1. Internal Audit Budget Status Report

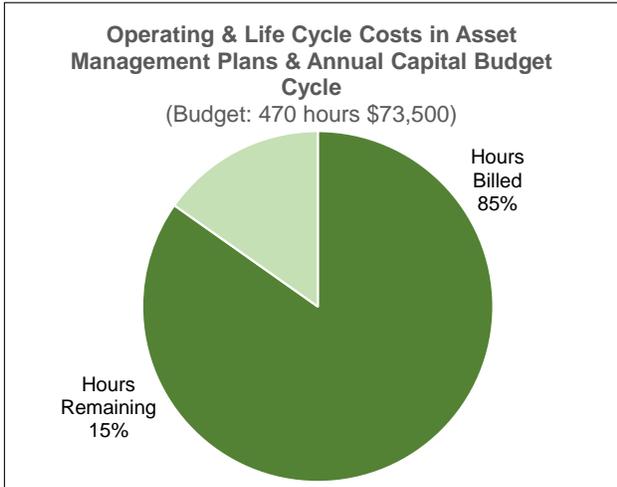
Report Approval

Written by: Nicole Garman, Director of Corporate Risk
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department

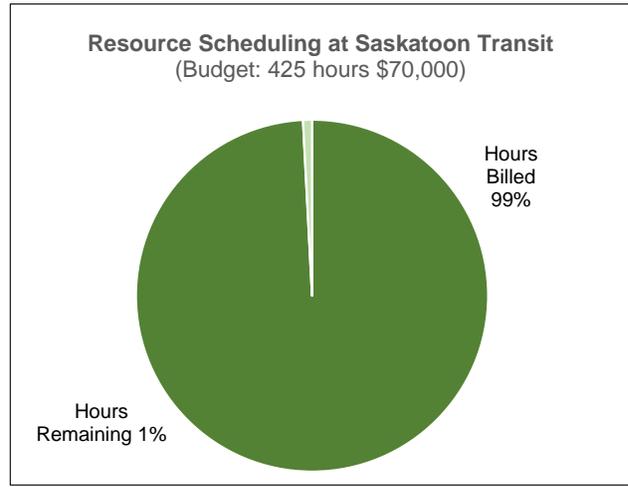
Internal Audit Budget_Feb 2017.docx

Internal Audit Budget Status Report

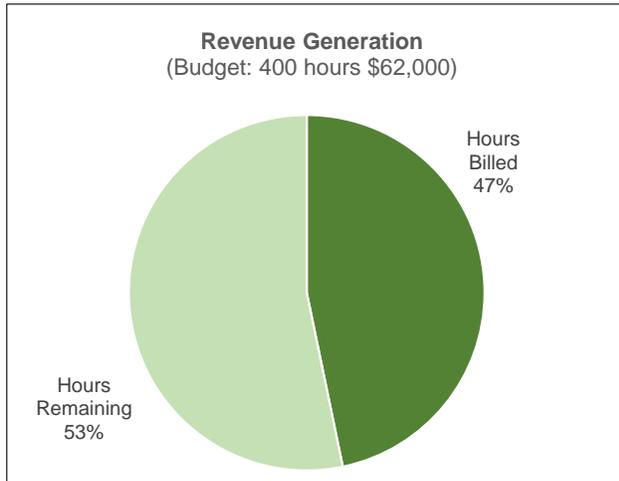
Internal Audit Projects



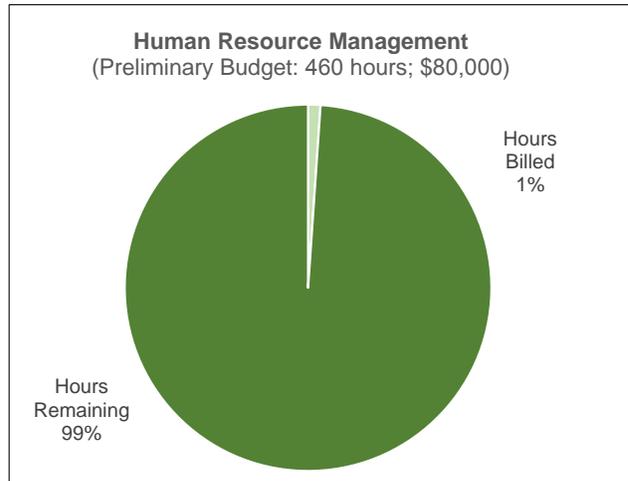
Notes: Statement of Work approved August 15, 2016. Audit fieldwork is complete and a draft report has been provided to the Administration for review. Anticipated reporting to SPC on Finance in spring 2017.



Notes: Statement of Work approved July 18, 2016. Audit fieldwork is complete and a draft report has been provided to the Administration for review. Anticipated reporting to SPC on Finance in spring 2017.

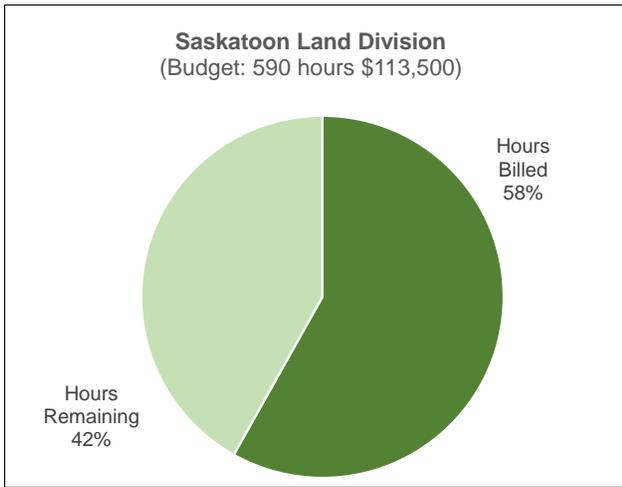


Notes: Statement of Work approved November 7, 2016. Audit fieldwork continues. Anticipated reporting to SPC on Finance by mid-2017.

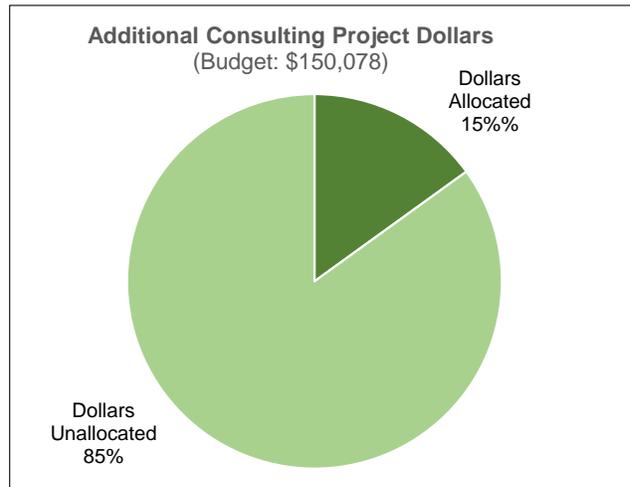


Notes: Initial meetings with the corporate stakeholder group have been conducted. A statement of work is anticipated to be presented to the SPC on Finance in spring 2017.

Additional Consulting Projects

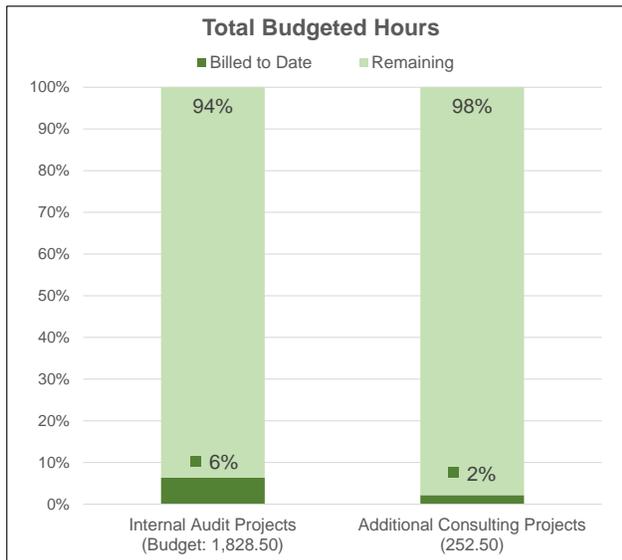


Notes: Statement of Work approved August 15, 2016. Audit fieldwork is complete and a draft report has been provided to the Administration for review. Anticipated reporting to SPC on Finance in April 2017.

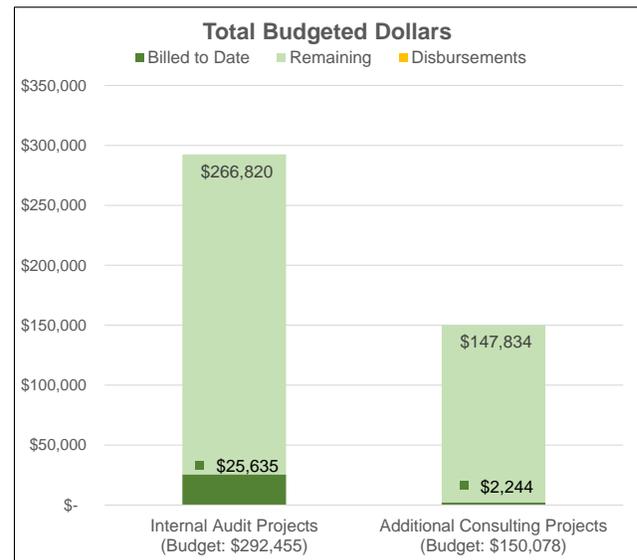


Notes: 17% of additional consulting project dollars have been allocated to specific consulting projects to date.

Overall Internal Audit Program



Notes: A total of 116.0 hours of internal audit work and 5.5 hours of additional consulting work have been billed to February 28, 2017.



Notes: A total of \$27,879.15 has been billed to February 28, 2017 for internal audit services, consulting services and disbursements. This represents 6% of the total available funding for 2017.

Request to Sell City-Owned Property – Bentley Crescent Lot Groupings, Kensington Neighbourhood

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 85 single-family lots, divided within 27 groupings, in the Kensington neighbourhood with legal descriptions as follows: Lots 1 to 37, Block 106, Plan No. 102144844; Lots 1 to 7, Block 107, Plan No. 102144844; Lots 1 to 15, Block 108, Plan No. 102144844; and Lots 1 to 26, Block 109, Plan No. 102144844. The groupings will be sold through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in this report;
2. That if no offers are received for the grouped lots over a 30-day offer acceptance period, the lots remain for sale over-the-counter until acceptable market price offers are received;
3. That the Director of Saskatoon Land be authorized to administer development controls for the 85 lots, aimed at facilitating a Craftsman style housing theme; and
4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to sell 85 single-family lots, within 27 groupings in the Kensington neighbourhood, through an open market (standard terms) sales approach. Lot groupings not sold over a 30-day offer acceptance period will remain for sale over-the-counter until acceptable market price offers are received.

Saskatoon Land is also requesting approval to administer development controls for the 85 single-family lots, aimed at facilitating a Craftsman style housing theme.

Report Highlights

1. Saskatoon Land proposes to sell 85 single-family lots, divided within 27 groupings, through an open market (standard terms) sales approach. Grouped lots remaining unsold following a 30-day offer acceptance period will be for sale over-the-counter on a first-come-first-served basis.
2. Asking prices for lot groupings were determined using a base price of \$10,450/metre.

3. Payment terms for this offering are consistent with current terms offered on inventory lot purchases except that a 12 month interest free payment period will be offered for these group lot sales. Additionally, lot groupings sold in 2017 will be eligible for single-family lot incentives for front yard landscaping and driveway surfacing.
4. Saskatoon Land proposes to administer a comprehensive set of architectural guidelines aimed at facilitating a Craftsman style housing theme.

Strategic Goals

The sale of these parcels support the four-year priority of continuing to create and support a business-friendly environment and increase the tax base that is non-residential under the Strategic Goal of Economic Diversity and Prosperity.

This report also 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

At its meeting on October 7, 2013, City Council approved the proposed sale of the 85 single-family lots through a lot draw process. However, release to the market was withheld due to delays in facilitating transform authorization on lots that were owed to the City of Saskatoon (City) under the Kensington Land Exchange Agreement.

City Council, at its meeting held on January 23, 2017, approved the open market (standard terms) sales approach as another method for Saskatoon Land to allocate groups of single-family lots to Eligible Contractors.

Report

Saskatoon Land – Single-Family Lot Inventory

As of January 1, 2017, Saskatoon Land had 394 single-family lots in inventory available for sale over-the-counter on a first-come, first-served basis. The majority of lots in inventory are located in the Kensington and Parkridge neighbourhoods (317 lots).

The 85 single-family lots proposed to be sold are identified in Attachment 1. Lots within this phase include a variety of different lot types, including narrow lots with rear lane access, linear park backing lots, and larger standard attached garage lots. Most lots are between 13.4 metres and 15.2 metres in width.

Saskatoon Land is proposing to sell 27 groupings of single-family lots (totalling 85 lots) in the Kensington neighbourhood through an open market (standard terms) sales approach. Interested Eligible Contractors will have a 30-day period to submit offers on the site groupings. Offers received during this period will be reviewed by the Administration to determine compliance with standard terms and to identify which proponents will be contacted for negotiation of an Agreement for Sale for the respective lots. It is generally accepted that the highest offer received will determine the preferred proponent, assuming the standard terms and conditions are met in the offer received.

Request to Sell City-Owned Property – Bentley Crescent Lot Groupings, Kensington Neighbourhood

Single-family lot groupings which receive no offers will remain available over-the-counter until acceptable offers are received. The lots will remain grouped, though Saskatoon Land has the ability to sell individual lots where demand warrants. In cases where individual lots are sold, the full asking price and payment terms in place for general single-family lot inventory would apply. All offers will be conditional upon approval of the CFO/General Manager, Asset and Financial Management Department.

The proposed lot groupings allow for the bulk purchase of lots by Saskatoon Land's Eligible Contractors. The bulk offerings of contiguous lots provide builders with benefits related to economies of scale and logistical efficiencies in the construction of new homes.

Lot Group Pricing

Lot group asking prices were determined using a base price of \$10,450 per front metre. Adjustments were then made to base prices factoring in lot location and characteristics. The base pricing of \$10,450 per front metre is consistent with pricing offered in previous lot releases in Kensington by the City and private developers. The average asking price per front metre for this phase of development is \$10,674, and the average list lot price is \$144,540. Grouped lot asking prices are identified in Attachment 2.

Payment Terms and Incentives

Specific payment terms applicable to this phase are as follows:

- Deposit amount of 13% is due within five (5) business days of offer acceptance.
- 0% interest for the first twelve (12) months of the lots being under an Agreement for Sale.
- Full payment of the lot is due in twelve (12) months.
- After twelve (12) months, a further payment of 5% on the purchase price is required to extend an additional four (4) months.
- The purchaser shall have the right of possession upon the effective date of the Agreement for Sale.
- The return of any lot shall not be permitted.

Additionally, lot groupings sold in 2017 will be eligible for Saskatoon Land's single-family incentives, which include rebates for the early completion of front yard landscaping and front driveway surfacing.

Development Controls

Saskatoon Land proposes to administer architectural guidelines (Attachment 3) for the 85 single-family lots aimed at facilitating Craftsman style homes. Craftsman style homes are characterized by the use of gabled roofs, dormers, exposed beams, angle braces, tapered columns, front verandas, wide trim, and the use of deep earth tones and historic colours accented by heavy white trim. Construction of Craftsman style homes has become increasingly popular in suburban areas of the city in recent years, with large pockets of Craftsman homes being constructed in parts of the Kensington, Rosewood and Stonebridge neighbourhoods.

Request to Sell City-Owned Property – Bentley Crescent Lot Groupings, Kensington Neighbourhood

Architectural guidelines aimed at accommodating a specific home style marks a departure for Saskatoon Land, as past administration of development controls has typically focused on requiring minimum material requirements opposed to achieving an overall housing style. Saskatoon Land views the subject area as a good test case to implement the administration of a more comprehensive set of architectural guidelines, with other privately developed parts of Kensington utilizing a similar approach.

Options to the Recommendation

The Standing Policy Committee on Finance could choose not to proceed with the sale of the single-family lots at this time, or consider an alternate sales approach.

Communication Plan

Notice of the offer period for the subject sites will be advertised in The StarPhoenix a minimum of two Saturdays during the offer period and will be sold pursuant to Council Policy No. C09-033, Sale of Serviced City-Owned Lands. The offer period and property sale information will be posted on Saskatoon Land's website.

Financial Implications

Proceeds from the sale of the subject sites will be deposited into the Kensington Neighbourhood Land Development Fund.

Other Considerations/Implications

There are no policy, environmental, privacy, or CPTED implications or considerations, and neither public and/or stakeholder involvement is applicable.

Due Date for Follow-up and/or Project Completion

Information on the outcome of the open market sale of lot groupings will be made available in a further report presented to the Standing Policy Committee on Finance.

Public Notice

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

Attachments

1. Lot Information Map
2. Proposed Group Price List – Kensington A2
3. Craftsman Architectural Guidelines
4. Open Market Sales Approach – Terms and Conditions

Report Approval

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

Request to Sell_KensingtonA2_Grouped Lots_Apr 2017.docx



**KENSINGTON
OPEN MARKET SALE**

Legend

- 5m easement
- 3m easement
- Garage side
- C Corner Garage Placement
- Utility Pedestal
- Transformer
- T Temporary Water Hut
- 107 Block #
- Street Light
- Transit Stop
- Mail Box
- Group 1**
\$123 **Grouping and Reserve Price**
- Decorative Aluminum Fencing

Stromberg Crescent

Private Development
(single-family)

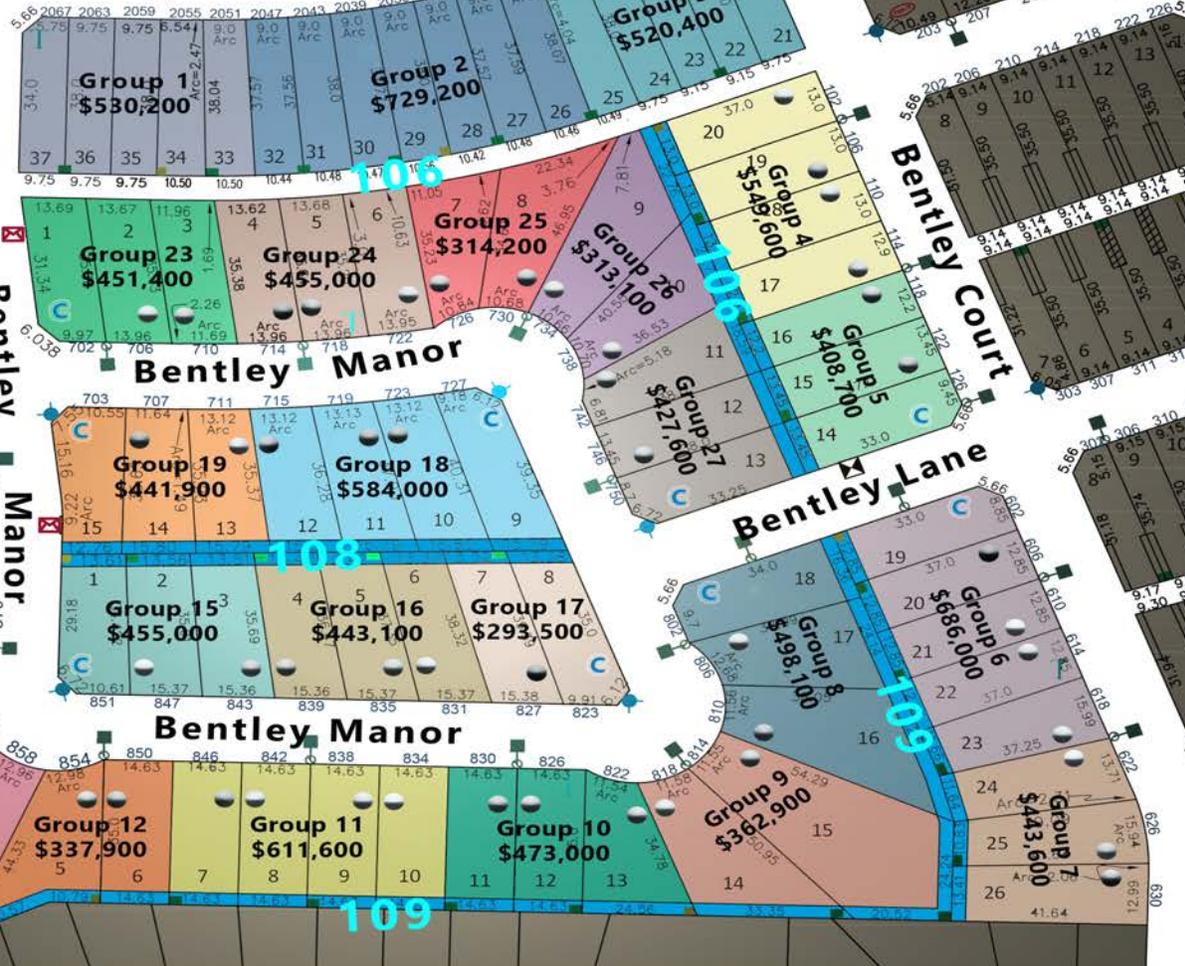
Kensington Road

Bentley Manor

Bentley Manor

Bentley Lane

Bentley Court



Proposed Group Price List - Kensington A2

Group	Lot	Block	Lot Price	Group Price
1	33	106	\$104,300	\$530,200
	34	106	\$104,300	
	35	106	\$107,200	
	36	106	\$107,200	
	37	106	\$107,200	
2	26	106	\$104,100	\$729,200
	27	106	\$104,200	
	28	106	\$104,000	
	29	106	\$104,400	
	30	106	\$104,200	
	31	106	\$104,200	
3	21	106	\$107,200	\$520,400
	22	106	\$100,900	
	23	106	\$100,900	
	24	106	\$107,200	
	25	106	\$104,200	
4	17	106	\$134,800	\$549,600
	18	106	\$135,900	
	19	106	\$135,900	
	20	106	\$143,000	
5	14	106	\$140,600	\$408,700
	15	106	\$140,600	
	16	106	\$127,500	
6	19	109	\$134,300	\$686,000
	20	109	\$134,300	
	21	109	\$134,300	
	22	109	\$134,300	
	23	109	\$148,800	
7	24	109	\$147,000	\$443,600
	25	109	\$145,500	
	26	109	\$151,100	
8	16	109	\$180,200	\$498,100
	17	109	\$166,000	
	18	109	\$151,900	
9	14	109	\$176,600	\$362,900
	15	109	\$186,300	
10	11	109	\$152,900	\$473,000
	12	109	\$152,900	
	13	109	\$167,200	
11	7	109	\$152,900	\$611,600
	8	109	\$152,900	
	9	109	\$152,900	
	10	109	\$152,900	

Group	Lot	Block	Lot Price	Group Price
12	5	109	\$185,000	\$337,900
	6	109	\$152,900	
13	3	109	\$195,400	\$361,900
	4	109	\$200,200	
14	1	109	\$161,700	\$350,200
	2	109	\$188,500	
15	1	108	\$152,500	\$455,000
	2	108	\$151,700	
	3	108	\$150,800	
16	4	108	\$149,400	\$443,100
	5	108	\$147,800	
	6	108	\$145,900	
17	7	108	\$148,000	\$293,500
	8	108	\$145,500	
18	9	108	\$146,400	\$584,000
	10	108	\$147,400	
	11	108	\$144,500	
	12	108	\$145,700	
19	13	108	\$146,500	\$441,900
	14	108	\$146,600	
	15	108	\$148,800	
20	1	107	\$173,300	\$346,700
	2	107	\$173,400	
21	3	107	\$169,400	\$514,200
	4	107	\$170,800	
	5	107	\$174,000	
22	6	107	\$175,500	\$352,800
	7	107	\$177,300	
23	1	106	\$150,700	\$451,400
	2	106	\$150,400	
	3	106	\$150,300	
24	4	106	\$151,200	\$455,000
	5	106	\$151,800	
	6	106	\$152,000	
25	7	106	\$154,000	\$314,200
	8	106	\$160,200	
26	9	106	\$163,700	\$313,100
	10	106	\$149,400	
27	11	106	\$146,400	\$427,600
	12	106	\$140,600	
	13	106	\$140,600	
Total				\$12,255,800

CRAFTSMAN SERIES

KENSINGTON NEIGHBOURHOOD



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11

PLAN APPROVAL PROCESS
 Drawing set submission requirements and plan approval process.



Introduction

The primary objective of these guidelines is to establish a consistent Craftsman architectural theme for the Bentley Manor, Bentley Court and Kensington Road areas in the Kensington neighbourhood.

Craftsman homes are typically characterized by low-pitched gabled roofs, broad eaves, exposed beams and accents, dormers, front porches, the use of natural materials and more. Everything about the exterior design of a Craftsman home expresses an attractive streetscape.

These guidelines provide a summary of key design elements builders must consider in their home designs. Homes within this phase do not have to incorporate every item listed in this document, however, house plans must demonstrate a substantial consistency with the spirit and intent of this document.

CRAFTSMAN | **SERIES** K E N S I N G T O N N E I G H B O U R H O O D

Entry Features

Architecturally significant entry features should be provided on the front elevation, including partial or full verandas, tapered columns, overhangs and broad eaves.



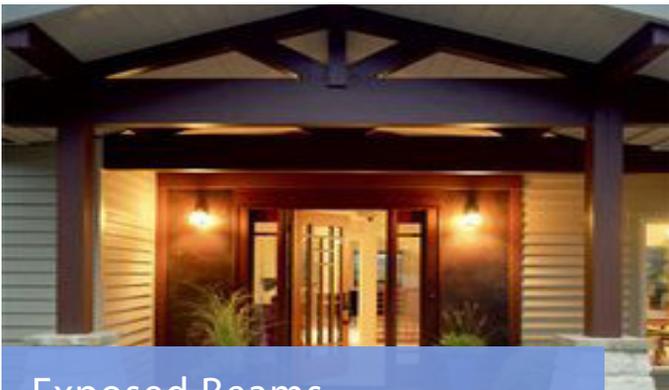
Tapered Columns

Wide based, tapered columns.



Front Doors

Partially paned front doors, with glass panels in the upper third of door, separated from the bottom paneled portion by thick trim.



Exposed Beams

Entry way columns supporting exposed overhead beams or supports.

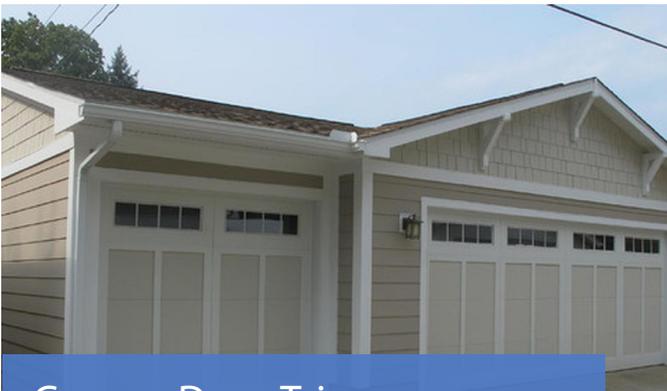


Verandas

Verandas which span a significant portion of the length of the front elevation.

Garage Doors

Overhead garage doors must utilize one of the styles as illustrated, appropriate to the design of the house. On attached garage lots, garage doors comprise a significant portion of the front elevation. As a result, a Craftsman style garage door is a mandatory design element.



Garage Door Trim

Garage doors with wide bands of trim, and windows on the upper portion of the door.

Insets

Garage Doors with insets with or without upper and lower sashes separated by muntin bars.

Exterior Materials & Colour

Craftsman style homes should be finished in siding, shakes or stone/brick. More than one dominant finish must be used on any elevation visible from a street or public space, installed in layers separated by a wide horizontally installed trim board.

Colours suited to the Craftsman style include deep earth tones and historic colours accented by heavy white trims.



Trim Separation

Cement fibre siding and cedar shakes separated by wide trim board.



Brick or Stone Accents

The use of brick or stone cladding on facade accents, including at the base of a tapered column.



Board and Batten

The use of board and batten siding or shakes along roof gables.

Highly Visible Treatments

Homes on corner lots require additional design considerations. Street or park flanking side elevations on corner lots must have full front elevation treatment in terms of window placement and architectural detailing consistent with the front elevation.



Appropriate

Side street flanking elevation utilizes Hardie board siding, stone accents, wide trim, varying roof-line, bump-outs and exposed beams. In this case, side elevation detailing is consistent with what is expected along a front elevation.



Inappropriate

Side street flanking elevation primarily consists of Hardie board siding and a long wall, with minimal interruption in plane and one solid roof-line.

Roof Slope & Treatments

Craftsman designs should incorporate moderately pitched (front, side or cross) gabled roofs with wide overhangs and design treatments to facilitate a high quality built form.



Dormers

Dormers help to articulate the facade of a given elevation. The undulating roof shape enabled through the use of dormers helps break up long, straight sections of wall or roof areas.



Roof Pitch

Front and side gables at a 5/12 roof pitch.



Multiple Lines of Integrated Roof Forms

Craftsman roofs should be made up of several integrated roof forms to reduce the overall mass of the home, while establishing visual interest.

Architectural Treatments

Various architectural treatments that complement the overall house design and add visual interest to the facade should be incorporated including, angle braces, rafter tails, exposed beams, broad eaves, etc.



Angle Braces

The use of decorative angle braces supporting canopy structure.



Exposed Rafter Tails

The use of open eaves or exposed rafter tails to increase visual interest and curb appeal.



Exposed Beams

The use of exposed beams above windows or below deep roof eaves.

Windows & Trim

Windows should utilize one of the styles as illustrated, appropriate to the design of the house, with the incorporation of wide trim.



Grills (both sashes)

Vertical orientation with grills in upper and lower window sashes.



Grills (top sash)

Vertical orientation with grills in the top sash only.



Trim

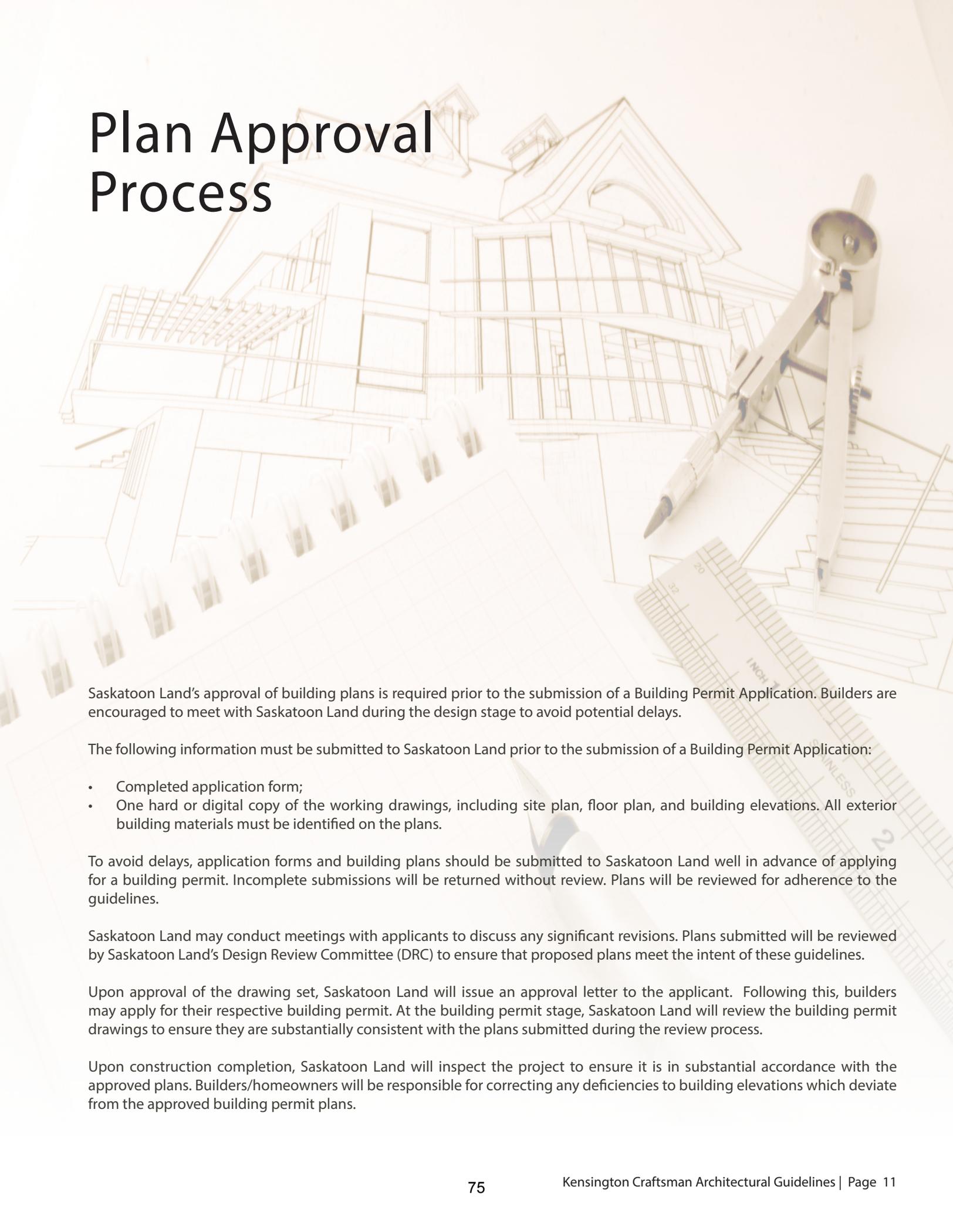
The use a wide trim around all windows of a colour easily discernible from the colour of the exterior materials.

Repetition

The same elevations should not be repeated on adjacent properties or directly across the street. For adjacent properties, a change in architectural detailing is required.

Examples of acceptable changes are, but not limited to, the following: roof and dormer orientation and slope, front attached garage roof style or orientation, the size and location of windows and doors, colours and finish materials.

Plan Approval Process



Saskatoon Land's approval of building plans is required prior to the submission of a Building Permit Application. Builders are encouraged to meet with Saskatoon Land during the design stage to avoid potential delays.

The following information must be submitted to Saskatoon Land prior to the submission of a Building Permit Application:

- Completed application form;
- One hard or digital copy of the working drawings, including site plan, floor plan, and building elevations. All exterior building materials must be identified on the plans.

To avoid delays, application forms and building plans should be submitted to Saskatoon Land well in advance of applying for a building permit. Incomplete submissions will be returned without review. Plans will be reviewed for adherence to the guidelines.

Saskatoon Land may conduct meetings with applicants to discuss any significant revisions. Plans submitted will be reviewed by Saskatoon Land's Design Review Committee (DRC) to ensure that proposed plans meet the intent of these guidelines.

Upon approval of the drawing set, Saskatoon Land will issue an approval letter to the applicant. Following this, builders may apply for their respective building permit. At the building permit stage, Saskatoon Land will review the building permit drawings to ensure they are substantially consistent with the plans submitted during the review process.

Upon construction completion, Saskatoon Land will inspect the project to ensure it is in substantial accordance with the approved plans. Builders/homeowners will be responsible for correcting any deficiencies to building elevations which deviate from the approved building permit plans.

CRAFTSMAN **SERIES**

KENSINGTON NEIGHBOURHOOD



City of
Saskatoon
Saskatoon Land

For more information, contact Saskatoon Land at 306-975-3278.
saskatoonland.ca

Open Market Sales Approach – Terms and Conditions

1. Deposit/Possession:
 - i) Deposit amount of 13% is due within five (5) business days of offer acceptance.
 - ii) 0% interest for the first twelve (12) months of the lots being under an Agreement for Sale.
 - iii) Full payment of the lot is due in twelve (12) months.
 - iv) After twelve (12) months, a further payment of 5% on the purchase price is required to extend an additional four (4) months.
 - v) The purchaser shall have the right of possession upon the effective date of the Agreement for Sale.

2. Conditions Precedent:
 - i) Approval of the sale by the CFO/General Manager, Asset and Financial Management Department.

3. Special Terms and Conditions:
 - i) The property is sold “as is” and the purchaser shall assume all responsibility and liability including any environmental matters existing as of the closing date.
 - ii) Development on these lots will be reviewed for consistency with Saskatoon Land’s Craftsman Architectural Guidelines and development controls.
 - iii) Upon entrance into the Agreement for Sale, lot purchases will be considered final sales. Return of any of the lots will not be permitted.
 - iv) Builders must be in good standing on Saskatoon Land’s Eligible Contractor List.
 - v) The purchaser covenants and agrees to construct a dwelling on each lot, with the dwellings being completed within three years of the effective date of the Agreement for Sale as evidenced by a substantial completion of the dwelling unit.
 - vi) The purchaser further agrees to grant the City of Saskatoon, Saskatchewan Telecommunications, Saskatchewan Power Corporation, SaskEnergy Incorporated, and any utility agency any easements, which may be required by any or all of the said agencies at no cost.

2015 Canadian Award for Financial Reporting

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to inform the Standing Policy Committee on Finance that the City of Saskatoon (City) has received a 2015 Canadian Award for Financial Reporting as recognized by the Government Finance Officers Association (GFOA) of the United States and Canada.

Report Highlights

1. The City has been awarded a 2015 Canadian Award for Financial Reporting for its ability to present financial information in a clear, concise and informative manner.

Strategic Goal

Receiving a Canadian Award for Financial Reporting supports the Strategic Goal of Asset and Financial Sustainability as it shows the City demonstrates openness, accountability and transparency in financial reporting.

Background

The GFOA established the Canadian Award for Financial Reporting (CANFR) Program in 1986 to encourage and assist Canadian local governments to go beyond the minimum requirements of generally accepted accounting principles, as set by the Public Sector Accounting Board of Canadian Institute of Chartered Public Accountant. Its purpose is to promote municipal governments to complete comprehensive annual financial reports that evidence the spirit of transparency and full disclosure.

The GFOA is a non-profit professional association serving 17,400 government finance professionals in the United States and Canada, with offices in Chicago, Illinois and Washington, D.C.

Report

The GFOA presented the City with the Canadian Award for Financial Reporting for its 2015 Annual Financial Report in recognition of the City's ability to present financial information in a clear, concise and informative manner (Attachments 1 and 2).

This award program encourages innovative financial reporting and maintains a high standard of quality recognized amongst peers. Its attainment represents a significant accomplishment by a government and its management.

2015 Canadian Award for Financial Reporting

Reports submitted to the CAnFR Program are reviewed by selected members of the GFOA professional staff and a review committee. Both comprise individuals with expertise in Canadian public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

The financial statements were prepared by the Finance Division, Asset and Financial Management Department, in conjunction with the Annual Report prepared by the Strategic and Business Planning Division, Corporate Performance Department.

This is the ninth time the City has received this award, most recently in 2009.

Communication Plan

A news release will be issued advising the public of the 2015 Canadian Award for Financial Reporting. The award information and certificate will also be included within the 2016 Annual Report.

Due Date for Follow-up and/or Project Completion

Follow-up and/or project completion is not required.

Public Notice

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

Attachments

1. 2015 Canadian Award for Financial Reporting
2. 2015 Canadian Award for Financial Reporting Correspondence – January 30, 2017

Report Approval

Written by: Kyra Macfarlane, Corporate Accounting Manager
Reviewed by: Clae Hack, Director of Finance
Approved by: Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department

2015 Canadian Award for Financial Reporting.docx



The Government Finance Officers Association of the United States and Canada

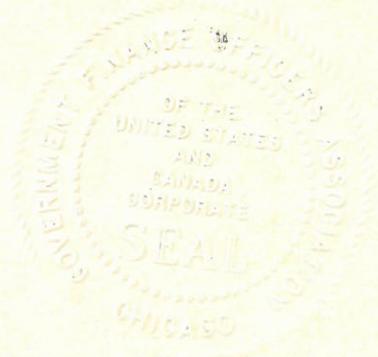
presents this

CANADIAN AWARD FOR FINANCIAL REPORTING ACHIEVEMENT

to

CITY OF SASKATOON, SASKATCHEWAN

The Canadian Award for Financial Reporting Achievement is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit's achieving a Canadian Award for Financial Reporting. A CAnFR is presented to those government units whose annual financial reports are judged to adhere to program standards.



Executive Director

Date

JANUARY 30, 2017



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

January 30, 2017

Ms. Kyra Macfarlane
 Corporate Accounting Manager
 City of Saskatoon
 222 3rd Avenue North
 Saskatoon, Saskatchewan S7K 0J5

Dear Ms. Macfarlane:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2015, qualifies for a Canadian Award for Financial Reporting (CAnFR). The CAnFR recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management. Congratulations on having met the high standards of the CAnFR Program. We hope that your example will encourage others in their efforts to achieve and maintain excellence in financial reporting.

Each entity submitting a report to the Canadian Award for Financial Reporting Program review process is provided a "Summary of Grading Results" form and a confidential list of comments and suggestions for improvements. Your list of comments and suggestions has been enclosed. We strongly encourage you to implement these recommendations in your next report. Also, we request that you provide a detailed written response to each of these suggestions along with next year's submission. These responses will be needed by the judges who will be selected to review your next report.

Continuing participants will find a certificate and brass medallion enclosed with these results. The brass medallion may be mounted on your ten-year plaque. First time recipients will find a certificate enclosed with these results to be followed by a plaque in about ten weeks. As a recipient of the current CAnFR award, you may include a reproduction of the certificate in your next annual financial report. The award certificate commemorates your achievement and may be used for formal presentations.

When a Canadian Award for Financial Reporting (CAnFR) is awarded to a government, an Award for Financial Reporting Achievement is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the CAnFR. Accordingly, an Award for Financial Reporting Achievement for the City of Saskatoon is enclosed.

Kyra Macfarlane
January 30, 2017
Page 2

We hope that you will arrange for a formal presentation of both the CanFR and the Canadian Award for Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist you in this regard, a sample news release is enclosed.

Also, enclosed is an application form to facilitate the submission of your next report. This application should be returned to the GFOA (i.e., postmarked) no later than June 30, 2017. This application should be accompanied by three copies of your annual financial report, three copies of your written responses to this year's comments and suggestions for improvement, a check for the review fee, and any other material you deem appropriate.

Your interest in and support of the Canadian Award for Financial Reporting Program is most appreciated. If we may be of any further assistance, please do not hesitate to contact us.

Yours very truly,

GOVERNMENT FINANCE OFFICERS ASSOCIATION



Stephen J. Gauthier
Director/Technical Services Center

Enclosures



City of Saskatoon, Saskatchewan
 Fiscal year end: December 31, 2015

CANADIAN AWARD FOR FINANCIAL REPORTING

SUMMARY OF GRADING RESULTS

The Canadian Award for Financial Reporting program Canadian Review Committee (CRC) has completed its review of your annual financial report. Listed below are the grading categories used and a summary of the CRC's evaluation of your report. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category that received a grade of "UNACCEPTABLE" indicates an area of particular concern to the CRC and the related comments and suggestions for improvement in this category should be given special attention. However, all comments should be addressed. Written responses to each comment and suggestion for improvement are required as an integral part of your next submission.

	<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<u>Reporting in conformance with generally accepted accounting principles and provincial requirements</u>	X	
<u>Demonstration of compliance with finance-related legal and contractual provisions</u>	X	
<u>Completeness</u>	X	
<u>Clarity</u>	X	
<u>Use of standardized terminology and formatting conventions</u>	X	

	<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<u>Disclosure thoroughness and detail sufficiency</u>	X	
<u>Minimization of ambiguities and potentially misleading inferences</u>	X	
<u>Cohesiveness and internal consistency</u>	X	
<u>Responsiveness to prior year comments and suggestions for improvement</u>	X	
<u>Reader appeal</u>	X	

Corporate Inventory Status – 2016

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide the Standing Policy Committee on Finance with information regarding the corporate inventory status at year-end 2016.

Report Highlights

1. Inventory held at year-end was \$12,366,792.
2. Saskatoon Light & Power holds 69% of the corporate inventory.
3. Overall inventory turnover during 2016 was .84 turn.
4. Compliancy to corporate inventory guidelines were met by store locations.

Strategic Goal

This review of the corporate inventory status supports the Strategic Goal of Asset and Financial Sustainability by being open, accountable and transparent.

Report

In accordance with Administrative Policy No. A02-020, Stores – Operations and Utilization, the Administration is required to report once a year on the corporate inventory status.

In 2016, inventory was held at seven locations throughout the City of Saskatoon.

Attachment 1 is a detailed list of locations, value and percentage of value at 2016 year-end. It notes the majority of the inventory value of 69% was held at Saskatoon Light & Power.

Attachment 2 shows the inventory breakdown by store location. In 2016, the amount of slow-moving/inactive inventory increased by \$360,873. This increase was primarily due to material stocked for capital projects at Saskatoon Light & Power.

The major factors that affected the inventory level at Saskatoon Light & Power were:

- demand for street lighting for new areas required high inventory levels; and
- PCB transformer replacements require higher inventory of transformers; and
- inventory required for rusted street lighting change outs on major roadways.

In 2016, the significant changes in overall corporate inventories were as follows:

- inventory held at year end increased 12% to \$12,366,792;
- material issues increased 13% to \$10,403,494;
- inventory turnover increased from .83 to .84 turn; and
- slow-moving/inactive inventory increased 6% to \$6,264,370.

Slow-moving items are those that have less than one turn during the year, and include items such as wire and cable. Inactive items were not used during the year, and include items such as transformers, poles and capacitor banks.

A reduction in slow-moving/inactive materials is expected as the capital projects are completed during 2017. Material value due to changes/delays of projects, and variances in breakdown and maintenance requirements will remain.

The Administration will continue to identify and write off material surplus to operations.

Inventory and Asset Recovery Services annually reviews the corporate guidelines for management of inventory with each store and documents compliance to the corporate guidelines. Any deviations, due to operational requirements, are covered by approved compensating procedures.

Inventory and Asset Recovery Services provides support and direction to all departmental stores to improve inventory management and efficiencies.

Due Date for Follow-up and/or Project Completion

A report on the corporate inventory status at year-end 2017 will be presented to the Standing Policy Committee on Finance in April 2018.

Public Notice

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

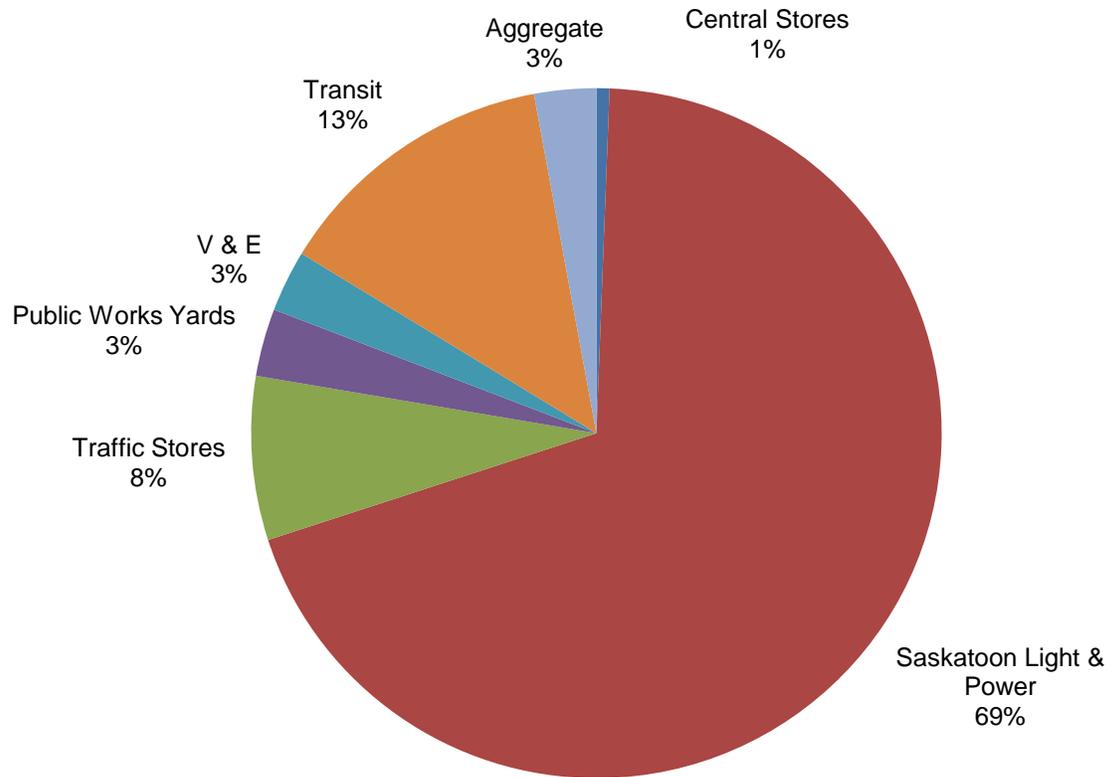
Attachments

1. Corporate Inventory Levels – December 31, 2016
2. Corporate Inventory Indicators

Report Approval

Written by: Keith Beck, Manager, Inventory and Asset Recovery Services
Reviewed by: Linda Leedahl, Acting Director, Materials Management
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

**Corporate Inventory Levels
December 31, 2016**



December 31, 2016

Central Stores	\$	75,487
Saskatoon Light & Power	\$	8,580,219
Traffic Stores	\$	948,814
Public Works Yards	\$	391,469
V & E	\$	356,795
Transit	\$	1,655,586
Aggregate	\$	358,422
Total	\$	12,366,792

Corporate Inventory Indicators

Inventory Value

Store Location	2014	2015	2016
Central Stores	\$ 56,109	\$ 78,078	\$ 75,487
Saskatoon Light & Power	\$ 7,635,100	\$ 7,540,560	\$ 8,580,219
Traffic Stores	\$ 693,056	\$ 795,594	\$ 948,814
Public Works Stores	\$ 341,508	\$ 356,334	\$ 391,469
Transit	\$ 1,376,207	\$ 1,574,936	\$ 1,655,586
Fleet Stores	\$ 311,880	\$ 329,928	\$ 356,795
T&U Aggregate	\$ 127,107	\$ 413,199	\$ 358,422
Total	\$ 10,540,967	\$ 11,088,629	\$ 12,366,792

Yearly Issues

Store Location	2014	2015	2016
Central Stores	\$ 123,282	\$ 146,954	\$ 141,317
Saskatoon Light & Power	\$ 4,297,814	\$ 4,047,814	\$ 4,671,376
Traffic Stores	\$ 863,958	\$ 846,623	\$ 1,083,353
Public Works Stores	\$ 1,113,127	\$ 1,334,875	\$ 1,296,017
Transit	\$ 1,024,003	\$ 2,126,283	\$ 1,861,583
Fleet Stores	\$ 770,012	\$ 700,173	\$ 624,358
T&U Aggregate	n/a	n/a	\$ 725,490
Total	\$ 8,192,196	\$ 9,202,722	\$ 10,403,494

Slow-moving/Inactive

Store Location	2014	2015	2016
Central Stores	\$ 15,873	\$ 31,381	\$ 32,780
Saskatoon Light & Power	\$ 4,781,977	\$ 5,263,378	\$ 5,574,910
Traffic Stores	\$ 336,406	\$ 512,633	\$ 540,854
Public Works Stores	\$ 131,743	\$ 96,105	\$ 115,826
Transit	n/a	n/a	n/a
Fleet Stores	n/a	n/a	n/a
T&U Aggregate	n/a	n/a	n/a
Total	\$ 5,265,999	\$ 5,903,497	\$ 6,264,370

Summary of changes from 2015 to 2016

- Total inventory value increased \$1,278,163 (12%)
- Inventory issues increased \$1,200,772 (13%)
- Slowmoving/inactive material increased \$360,873 (6%)
- Overall turnover increased from .83 to .84 turn

Notes:

- Turnover ratio is calculated by dividing the value of material issues into the year-end inventory value. The turnover rate indicates the amount of the overall value of inventory used during the year.
- Slow-moving/inactive includes material that has turned less than once in the year (the amount in stock is greater than the amount used during the year) and stock on hand that has no issues during the year.
- Water Treatment inventory is not shown - inventory limited to safety only new and used parts. Chemical inventory controlled by mechanical process.

Report on Investments – December 2016

Recommendation

That the report of the CFO/General Manager, Asset and Financial Management Department, dated April 3, 2017, be forwarded to City Council for information.

Topic and Purpose

The purpose of this report is to inform City Council of recent interest rate developments and trends, investment activity, and portfolio compliance and performance.

Report Highlights

1. Major global events in 2016 have contributed to the increased volatility in Canadian bond yields.
2. The long-term investment portfolio reduced the number of bond holdings later in the year.
3. Compliance and performance measures remain favourable.

Strategic Goal

This report supports the long-term strategy to protect the City of Saskatoon's (City) credit rating under the Strategic Goal of Asset and Financial Stability. The high level of cash and investments translates into increased financial flexibility which has a favourable impact on the credit rating process.

Report

Global Events Increased Bond Yield Volatility

Global bond yields moved lower in the first half of the year over concerns of a slowing Chinese economy and the surprise "Brexit" vote allowing the United Kingdom to leave the Economic Union. Canadian bond yields declined with 10-year bonds trading downwards to the 1.00% level. By early November, the capital markets had firmly reversed their course. North American bond yields and stock prices both surged higher after the presidential election results. Investors sold bond positions in expectation of stronger U.S. economic growth and higher inflation in the coming months. This expectation was supported by promises of tax cuts, more infrastructure spending and less regulation by the Trump administration. Bond yields felt some additional upward pressure as the U.S. Federal Reserve increased its administered rates in December.

Stronger U.S. economic growth and low unemployment were key factors influencing the hike in interest rates. Ten-year Canada bond yields reached a low of 0.95% in early July before rebounding to a high of 1.83% in mid-December. The following chart outlines the yield movements on a 10-year Government of Canada bond during the past year.



Reduction of Bond Holdings - Long-term Investment Portfolio

Significant capital gains were realized later in the year as some bond holdings were sold to (1) replenish liquidity (cash) levels for funding daily expenditures; and (2) reduce the average maturity term of the General Account long-term portfolio by selling longer bond positions and reinvesting the proceeds into short-term bonds. Short-term bond prices are less sensitive to a rise in interest rates compared to the prices of long-term bonds.

The General Account long-term portfolio remains well-positioned against a further rise in bond yields. Approximately 44% of securities holdings mature within 3 years with 71% of the portfolio maturing in 5 years (Attachment 1). The General Account long-term portfolio recorded a weighted average term to maturity of 3.6 years as at December 31, 2016.

Portfolio Compliance and Performance

The investment of civic funds is governed by Council Policy Nos. C12-002, Investment Committee; C12-003, Securities Handling; and C12-009, Portfolio Management, which are collectively referred to as the Corporate Investment Policy. Detailed compliance reports are forwarded to the Investment Committee on a monthly basis for approval.

The primary performance objectives and results relating to the investment of civic funds are outlined as follows:

- Capital preservation of the corporation's financial assets:
 - The Policy objective states that all bonds held by the civic portfolios have a minimum credit rating of "A" which has been achieved, as shown in Attachment 2.

- Funding the day-to-day cash flows of the City:
 - Civic expenditures were funded in a timely manner in 2016. Liquidity (cash and short-term investments) as a percentage of total securities holdings ranged from 7.1% to 24.0% during the year. The range of liquidity percentages may be explained by fluctuations in total securities held and the timeliness of corporate cash flows. The policy objective states that a minimum liquidity level of 15% be maintained.
- Maximizing return subject to Council Policy No. C12-009
 - The budget variance measures the success in attaining the Investment Manager’s interest income projections:

2016	Budget	Actual	Variance
Interest on Investments	\$10,248,700	\$10,891,300	(\$642,600)
Bank Interest	\$400,000	\$498,600	(\$98,600)
Total	\$10,648,700	\$11,389,900	(\$741,200)

Realized capital gains late in 2016 largely contributed to the favourable variance for interest on investments.

- The income return of the combined General Account bond and money market portfolios is compared to a benchmark comprised of government and corporate yields which closely match the average term of the portfolio:

	2013	2014	2015	2016
Income Return *	2.53%	2.57%	2.53%	2.76%
Benchmark	1.56%	1.46%	1.36%	1.35%
Excess Return	0.97%	1.11%	1.17%	1.41%

* Income Return is based on earned revenues (interest income, realized capital gains/losses, amortized premiums/discounts) as a percentage of the weighted average value of the General Account long-term and short-term portfolios.

Due Date for Follow-up and/or Project Completion

The Report on Investments for 2017 will be presented to City Council in April 2018.

Public Notice

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

Attachments

1. General Account Long-Term Investments as at December 31, 2016
2. Total Portfolio Holdings by Credit Rating and Bond Type

Report Approval

Written by: Murray Gronsdal, Investment Manager
 Reviewed by: Investment Committee
 Approved by: Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Department

Investment Cttee Report 2016.docx

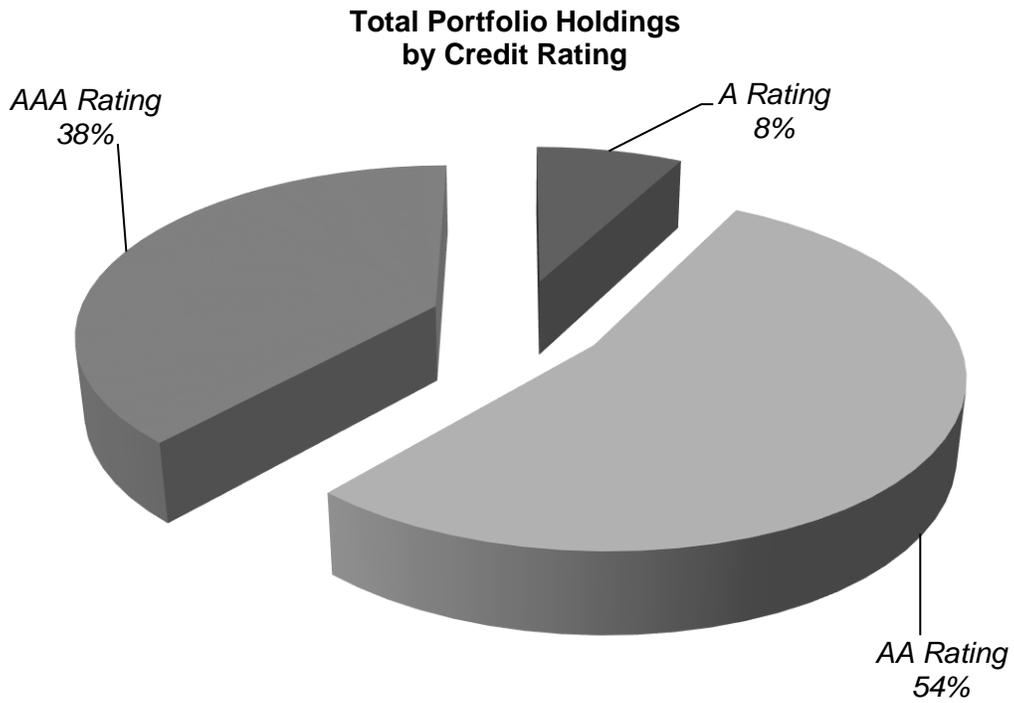
General Account Long-Term Investment Portfolio
as at December 31, 2016

SECURITY	INTEREST RATE	MATURITY TERM	PAR VALUE	%	UNIT COST	BOOK VALUE	%
2017							
ROYAL BANK OF CANADA DEPOSIT NOTE	3.660	25-Jan-17	2,000,000		100.147	2,002,938.00	
PSP CAPITAL INC. MID TERM NOTE	2.260	16-Feb-17	3,000,000		102.150	3,064,500.00	
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+20bp	15-Mar-17	11,100,000		100.237	11,126,270.00	
TORONTO DOMINION BANK DEPOSIT NOTE	1.824	3-Apr-17	2,000,000		100.000	2,000,000.00	
NATIONAL BANK OF CANADA DEPOSIT NOTE	2.019	13-Apr-17	800,000		100.000	800,000.00	
CITY OF QUEBEC DEBENTURE	1.800	1-May-17	3,600,000		99.216	3,571,760.00	
CENTRAL 1 CREDIT UNION FLOATING RATE NOTE	1.720	1-May-17	5,500,000		100.042	5,502,300.00	
CITY OF WINNIPEG COUPON	1.530	15-May-17	1,257,750		96.502	1,213,753.91	
PROVINCE OF SASKATCHEWAN COUPON	2.020	30-May-17	4,256,250		93.030	3,959,589.38	
CANADA HOUSING TRUST BOND	2.050	15-Jun-17	5,000,000		101.702	5,085,100.00	
PROVINCE OF BRITISH COLUMBIA COUPON	4.542	18-Jun-17	8,000,000		61.656	4,932,480.00	
PEEL REGION DEBENTURE	2.050	20-Jun-17	3,500,000		99.893	3,496,255.00	
CITY OF TORONTO DEBENTURE	5.050	18-Jul-17	1,000,000		99.728	997,280.00	
CITY OF GUELPH DEBENTURE	1.200	21-Jul-17	2,443,000		100.000	2,443,000.00	
NIAGARA REGION DEBENTURE	2.200	31-Jul-17	1,393,000		99.953	1,392,345.29	
SASKTEL CENTRE LOAN	5.250	1-Aug-17	404,904		100.000	404,903.52	
CANADA HOUSING TRUST FLOATING RATE NOTE	3 mo. BA+11bp	15-Sep-17	15,000,000		99.948	14,992,263.00	
REGIONAL MUNICIPALITY OF DURHAM	2.250	16-Oct-17	1,000,000		99.916	999,160.00	
COUNTY OF WELLINGTON DEBENTURE	2.200	30-Oct-17	468,000		99.929	467,667.72	
CITY OF GUELPH DEBENTURE	2.750	9-Nov-17	1,485,000		100.775	1,496,508.75	
NB MUNICIPAL FINANCE CORPORATION	3.150	19-Nov-17	1,233,000		99.751	1,229,929.83	
WATERLOO REGION DEBENTURE	2.200	26-Nov-17	542,000		99.906	541,490.52	
PROVINCE OF SASKATCHEWAN COUPON	4.589	30-Nov-17	4,156,250		60.388	2,509,876.25	
CITY OF MONTREAL DEBENTURE	5.000	1-Dec-17	2,000,000		106.557	2,131,140.00	
			81,139,154	21.3		76,360,511.15	20.5
2018							
CIBC FLOATING RATE NOTE	3 mo. BA+66bp	8-Feb-18	3,000,000		100.000	3,000,000.00	
TORONTO DOMINION BANK FLOATING RATE NOTE	3 mo. BA+60bp	28-Mar-18	8,889,000		100.260	8,912,129.51	
TORONTO DOMINION BANK DEPOSIT NOTE	2.171	2-Apr-18	300,000		100.000	300,000.00	
CITY OF WINNIPEG COUPON	1.720	15-May-18	1,248,644		94.446	1,179,294.31	
YORK REGION DEBENTURE	4.550	27-May-18	1,000,000		111.130	1,111,300.00	
PEEL REGION DEBENTURE	1.250	1-Jun-18	3,000,000		100.000	3,000,000.00	
FINANCEMENT - QUEBEC FLOATING RATE NOTE	3 mo. BA+39bp	1-Jun-18	5,000,000		100.000	5,000,000.00	
NATIONAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+50bp	14-Jun-18	2,000,000		100.000	2,000,000.00	
NB MUNICIPAL FINANCE CORPORATION	2.200	14-Jun-18	2,000,000		99.633	1,992,660.00	
PEEL REGION DEBENTURE	2.300	20-Jun-18	1,000,000		99.925	999,250.00	
TOYOTA CREDIT CANADA INC. MTN	2.750	18-Jul-18	600,000		99.986	599,916.00	
CITY OF GUELPH DEBENTURE	1.250	21-Jul-18	2,000,000		100.000	2,000,000.00	
PROVINCE OF ONTARIO GREEN BOND	1.750	1-Sep-18	500,000		99.823	499,115.00	
WATERLOO REGION DEBENTURE	1.250	26-Sep-18	3,000,000		100.000	3,000,000.00	
REGIONAL MUNICIPALITY OF DURHAM	2.550	16-Oct-18	1,000,000		99.814	998,140.00	
CITY OF WINNIPEG COUPON	1.880	15-Nov-18	1,150,750		93.073	1,071,037.55	
MUNICIPAL FINANCE AUTHORITY OF B.C.	5.100	20-Nov-18	2,000,000		99.628	1,992,560.00	
CENTRAL 1 CREDIT UNION FLOATING RATE NOTE	1.470	21-Nov-18	4,000,000		100.000	4,000,000.00	
CITY OF MONTREAL DEBENTURE	5.000	1-Dec-18	5,500,000		110.604	6,083,240.00	
			47,188,394	12.4		47,738,642.36	12.8
2019							
PROVINCE OF SASKATCHEWAN BOND	1.950	1-Mar-19	2,000,000		101.855	2,037,100.00	
CITY OF LONDON DEBENTURE	1.400	7-Mar-19	2,562,000		99.950	2,560,719.00	
TORONTO DOMINION BANK DEPOSIT NOTE	2.447	2-Apr-19	2,000,000		100.000	2,000,000.00	
ROYAL BANK OF CANADA FLOATING RATE NOTE	3 mo. BA+41bp	9-Apr-19	5,000,000		100.000	5,000,000.00	
BANK OF MONTREAL FLOATING RATE NOTE	3 mo. BA+41bp	11-Apr-19	3,000,000		100.000	3,000,000.00	
PROVINCE OF SASKATCHEWAN COUPON	2.782	30-May-19	4,256,000		85.522	3,639,816.32	
CITY OF REGINA DEBENTURE	5.000	2-Jun-19	5,000,000		111.840	5,592,000.00	
REGIONAL MUNICIPALITY OF PEEL DEBENTURE	2.250	10-Jun-19	2,000,000		99.944	1,998,880.00	
REGIONAL MUNICIPALITY OF PEEL DEBENTURE	2.550	20-Jun-19	3,800,000		104.477	3,970,126.00	
INTERNAL LOAN - CAPITAL PROJECT 2160	4.500	1-Jul-19	1,187,516		100.000	1,187,516.43	
CITY OF GUELPH DEBENTURE	1.300	21-Jul-19	2,552,000		100.000	2,552,000.00	
NEWFOUNDLAND & LABRADOR COUPON	3.960	17-Oct-19	2,100,000		69.960	1,469,160.00	
REGIONAL MUNICIPALITY OF DURHAM	1.320	17-Oct-19	1,590,000		99.515	1,582,288.50	
CITY OF OTTAWA DEBENTURE	3.050	19-Oct-19	1,000,000		107.960	1,079,600.00	
REGIONAL MUNICIPALITY OF WATERLOO DEBENTURE	2.050	6-Nov-19	2,000,000		99.854	1,997,080.00	
NB MUNICIPAL FINANCE CORPORATION	2.150	8-Dec-19	600,000		99.769	598,614.00	
			40,647,516	10.7		40,264,900.25	10.8
2020							
CITY OF LONDON DEBENTURE	1.500	7-Mar-20	2,615,000		99.834	2,610,659.10	
CITY OF LONDON DEBENTURE	2.650	9-May-20	2,994,000		105.020	3,144,298.80	
PROVINCE OF SASKATCHEWAN COUPON	3.063	30-May-20	6,006,000		81.678	4,905,580.68	
CITY OF OTTAWA DEBENTURE	3.050	31-May-20	1,553,000		105.428	1,637,296.84	
CITY OF VANCOUVER DEBENTURE	4.500	1-Jun-20	2,650,000		112.920	2,992,380.00	

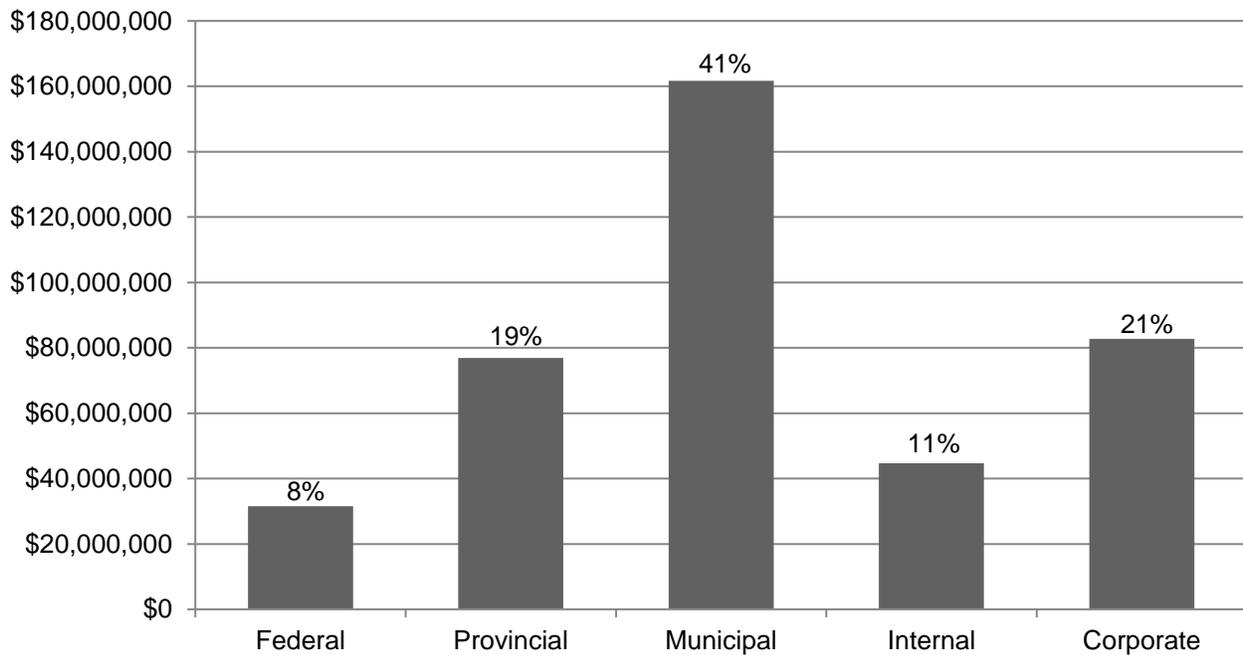
SECURITY	INTEREST RATE	MATURITY TERM	PAR VALUE	%	UNIT COST	BOOK VALUE	%
REGIONAL MUNICIPALITY OF HALTON DEBENTURE	2.600	2-Jun-20	2,000,000		99.763	1,995,260.00	
BANK OF NOVA SCOTIA DEPOSIT NOTE	2.130	15-Jun-20	1,000,000		99.972	999,720.00	
REGIONAL MUNICIPALITY OF PEEL DEBENTURE	2.800	20-Jun-20	1,700,000		107.264	1,823,488.00	
TORONTO DOMINION BANK DEPOSIT NOTE	2.563	24-Jun-20	3,200,000		103.128	3,300,105.37	
REGIONAL MUNICIPALITY OF NIAGARA DEBENTURE	4.650	30-Jun-20	1,000,000		116.470	1,164,700.00	
ROYAL BANK OF CANADA DEPOSIT NOTE	1.920	17-Jul-20	2,000,000		100.000	2,000,000.00	
CITY OF GUELPH DEBENTURE	1.400	21-Jul-20	3,611,000		99.981	3,610,313.91	
BANK OF NOVA SCOTIA DEPOSIT NOTE	2.090	9-Sep-20	5,000,000		100.130	5,006,510.00	
BANK OF MONTREAL DEPOSIT NOTE	2.100	6-Oct-20	13,500,000		101.621	13,718,828.00	
REGIONAL MUNICIPALITY OF DURHAM DEBENTURE	1.400	17-Oct-20	611,000		100.000	611,000.00	
CITY OF OTTAWA DEBENTURE	3.150	22-Oct-20	3,217,000		106.024	3,410,792.08	
SOUTH COAST BC TRANSPORTATION AUTH BOND	3.800	2-Nov-20	800,000		99.926	799,408.00	
NB MUNICIPAL FINANCE CORPORATION	2.400	8-Dec-20	1,231,000		99.867	1,229,362.77	
			54,688,000	14.4		54,959,703.55	14.7
2021							
CITY OF SASKATOON DEBENTURE	4.700	14-Feb-21	75,000		108.470	81,352.50	
ROYAL BANK OF CANADA DEPOSIT NOTE	2.860	4-Mar-21	1,500,000		99.987	1,499,805.00	
ROYAL BANK OF CANADA DEPOSIT NOTE	2.030	15-Mar-21	1,000,000		99.962	999,620.00	
CITY OF LONDON DEBENTURE	2.900	9-May-21	1,000,000		104.920	1,049,200.00	
ONTARIO HYDRO COUPON	1.500	26-May-21	4,100,000		93.212	3,821,692.00	
MUNICIPAL FINANCE AUTHORITY OF B.C.	4.150	1-Jun-21	5,000,000		112.825	5,641,250.00	
REGIONAL MUNICIPALITY OF PEEL DEBENTURE	2.750	10-Jun-21	1,000,000		99.754	997,540.00	
REGIONAL MUNICIPALITY OF NIAGARA DEBENTURE	1.600	6-Jul-21	4,723,000		99.866	4,716,671.18	
CANADIAN IMPERIAL BANK OF COMMERCE DEPOSIT NO	1.640	12-Jul-21	1,750,000		99.957	1,749,247.50	
ROYAL BANK OF CANADA DEPOSIT NOTE	1.650	15-Jul-21	2,000,000		99.971	1,999,420.00	
NATIONAL BANK OF CANADA DEPOSIT NOTE	1.809	26-Jul-21	3,000,000		100.276	3,008,280.00	
CITY OF OTTAWA DEBENTURE	3.400	19-Oct-21	1,598,000		107.118	1,711,745.64	
REGIONAL MUNICIPALITY OF DURHAM DEBENTURE	1.550	17-Oct-21	1,634,000		99.986	1,633,771.24	
CITY OF OTTAWA DEBENTURE	3.400	22-Oct-21	1,000,000		99.840	998,400.00	
COUNTY OF WELLINGTON DEBENTURE	2.100	4-Nov-21	314,000		99.893	313,664.02	
REGIONAL MUNICIPALITY OF WATERLOO DEBENTURE	2.550	6-Nov-21	477,000		104.010	496,127.70	
NB MUNICIPAL FINANCE CORPORATION	3.300	20-Nov-21	2,000,000		99.624	1,992,480.00	
ONTARIO HYDRO COUPON	1.810	26-Nov-21	9,680,000		90.897	8,798,851.50	
CITY OF SASKATOON DEBENTURE	3.350	27-Nov-21	1,135,000		105.830	1,201,170.50	
BANK OF NOVA SCOTIA DEPOSIT NOTE	1.900	2-Dec-21	800,000		99.972	799,776.00	
NB MUNICIPAL FINANCE CORPORATION	2.600	8-Dec-21	1,166,000		99.822	1,163,924.52	
CITY OF BRANDON DEBENTURE	4.750	30-Dec-21	534,000		109.140	582,807.60	
			45,486,000	12.0		45,256,796.90	12.1
2022							
PROVINCE OF SASKATCHEWAN RESIDUAL	1.562	4-Feb-22	13,000,000		91.708	11,922,040.00	
PROVINCE OF NEW BRUNSWICK COUPON	1.890	26-Mar-22	1,700,000		90.255	1,534,335.00	
REGIONAL MUNICIPALITY OF HALTON DEBENTURE	3.100	2-Jun-22	3,522,000		107.470	3,785,093.40	
REGIONAL MUNICIPALITY OF NIAGARA DEBENTURE	2.300	9-Jul-22	1,982,000		99.807	1,978,174.74	
PROVINCE OF NEW BRUNSWICK COUPON	1.950	26-Sep-22	1,700,000		89.095	1,514,615.00	
REGIONAL MUNICIPALITY OF DURHAM DEBENTURE	1.650	17-Oct-22	1,581,000		99.909	1,579,561.29	
CITY OF OTTAWA DEBENTURE	3.600	22-Oct-22	2,551,000		99.749	2,544,596.99	
COUNTY OF WELLINGTON DEBENTURE	3.200	30-Oct-22	2,500,000		104.827	2,620,675.00	
COUNTY OF WELLINGTON DEBENTURE	2.350	4-Nov-22	321,000		99.974	320,916.54	
REGIONAL MUNICIPALITY OF WATERLOO DEBENTURE	3.100	26-Nov-22	1,700,000		104.349	1,773,933.00	
PROVINCE OF NEW BRUNSWICK COUPON	2.030	3-Dec-22	1,400,000		88.345	1,236,830.00	
			31,957,000	8.4		30,810,770.96	8.3
2023							
TORONTO HYDRO CORPORATION DEBENTURE	2.910	10-Apr-23	1,000,000		99.983	999,830.00	
REGIONAL MUNICIPALITY OF NIAGARA DEBENTURE	2.550	9-Jul-23	2,000,000		100.000	2,000,000.00	
CITY OF TORONTO DEBENTURE	3.900	29-Sep-23	4,800,000		103.698	4,977,510.00	
PROPERTY REALIZED RESERVE - LAND ACQUISITION	4.250	1-Oct-23	23,755,642		100.000	23,755,642.00	
REGIONAL MUNICIPALITY OF WATERLOO	3.750	24-Oct-23	2,000,000		99.802	1,996,040.00	
CITY OF VANCOUVER DEBENTURE	3.750	24-Oct-23	2,000,000		99.884	1,997,680.00	
COUNTY OF WELLINGTON DEBENTURE	2.550	4-Nov-23	328,000		99.921	327,740.88	
			35,883,642	9.4		36,054,442.88	9.7
2024							
CITY OF LONDON DEBENTURE	3.450	9-May-24	2,300,000		99.598	2,290,754.00	
CITY OF TORONTO DEBENTURE	3.400	21-May-24	3,192,000		102.070	3,258,070.40	
REGIONAL MUNICIPALITY OF HALTON DEBENTURE	3.450	2-Jun-24	1,000,000		99.857	998,570.00	
INTERNAL LOAN - CAPITAL PROJECT 2160	5.250	1-Jul-24	6,127,123		100.000	6,127,123.26	
INTERNAL LOAN - CAPITAL PROJECT 1787	5.250	1-Jul-24	5,430,469		100.000	5,430,469.41	
COUNTY OF WELLINGTON DEBENTURE	2.700	4-Nov-24	336,000		99.770	335,227.20	
			18,385,593	4.8		18,440,214.27	4.9

SECURITY	INTEREST RATE	MATURITY TERM	PAR VALUE	%	UNIT COST	BOOK VALUE	%
2025							
PROVINCE OF SASKATCHEWAN RESIDUAL	2.190	30-May-25	14,000,000		82.679	11,574,990.00	
CANADIAN NATIONAL RAILWAY COMPANY BOND	2.800	22-Sep-25	600,000		99.680	598,080.00	
MUNICIPAL FINANCE AUTHORITY OF B.C. DEBENTURE	2.650	2-Oct-25	625,000		99.599	622,493.75	
COUNTY OF WELLINGTON DEBENTURE	2.850	4-Nov-25	346,000		99.724	345,045.04	
			15,571,000	4.1		13,140,608.79	3.5
2026							
PROVINCE OF SASKATCHEWAN BOND	2.550	2-Jun-26	5,000,000		104.399	5,219,950.00	
CITY OF VANCOUVER DEBENTURE	2.700	15-Dec-26	3,000,000		99.878	2,996,340.00	
			8,000,000	2.1		8,216,290.00	2.2
NO DEFINED MATURITY DATE							
EQUITY BUILDING PROGRAM (As per Investment Agreement with Affinity CU)	3.540	N/A	1,500,000	0.4	100.000	1,500,000.00	0.4
PORTFOLIO TOTAL			380,446,299	100.0		372,742,881.11	100.0

Total Portfolio Holding by Credit Rating and Bond Types



Total Portfolio Holdings by Bond Type



Incentive Application – DSI Underground Canada Ltd.

Recommendation

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

1. That the application from DSI Underground Canada Ltd. (DYWIDAG Systems International) for a five-year tax abatement on the incremental portion of taxes at 3919 Millar Avenue, as a result of its expansion in 2017, be approved as follows:
 - 100% in Year 1;
 - 80% in Year 2;
 - 70% in Year 3;
 - 60% in Year 4;
 - 50% in Year 5; and
2. That the City Solicitor be instructed to prepare the appropriate agreements.

Topic and Purpose

The purpose of this report is to obtain City Council approval for a five-year tax abatement on the incremental portion of taxes at DSI Underground Canada Ltd.'s (DSI) expansion at 3919 Millar Avenue.

Report Highlights

1. DSI has met the eligibility requirements of Council Policy No. C09-014, Business Development Incentives, with the exception of Section 3.3(h) which requires the incentive application be complete prior to application for a building permit.

Strategic Goal

This report supports the long-term strategy of creating a business-friendly environment where the economy is diverse and builds on our city and region's competitive strengths under the Strategic Goal of Economic Diversity and Prosperity.

Background

City Council approved Council Policy No. C09-014, Business Development Incentives, on October 15, 1991, with the most recent updated approved on March 26, 2012.

The purpose of this Policy is to make incentives available to businesses which meet the eligibility requirements listed within this Policy to:

- encourage them to locate or expand their operations in Saskatoon in order to create long-term, skilled or semi-skilled jobs;
- provide tax relief that will flow to companies creating new jobs;
- place Saskatoon in a competitive position in attracting businesses that it would not otherwise occupy;
- increase the long-term viability of a project; or
- demonstrate the City of Saskatoon's commitment to a business or industry.

In accordance with this Policy, the Saskatoon Regional Economic Development Authority (SREDA) Board of Directors, through a sub-committee, reviews the applications and brings forward a recommendation to City Council.

Report

Attachment 1 is a report from Wanda Hunchak, Chair, SREDA Board of Directors. The report is self-explanatory and provides the required information for City Council to consider the request from DSI for a five-year tax abatement.

As noted in the report, DSI meets all eligibility requirements with the exception of Section 3.3(h) which states the applicant “must apply for the incentive before commencing with an expansion or new building project and prior to applying for a building permit with the City of Saskatoon.” The landlord of the property being leased by DSI was unaware of the company’s meetings with SREDA and made application for the building permit prior to the incentive application being completed.

Options to the Recommendation

City Council has the option of denying the tax abatement; however, that would be contrary to the Policy.

Policy Implications

SREDA’s Board of Directors is requesting that the City of Saskatoon give special consideration to this timing difference as per Section 3.3(1) of the Policy which allows for elements of the criteria to be waived or modified to recognize the uniqueness of the application.

Financial Implications

The tax abatement will be offset by an equivalent amount of incremental property tax until it expires in year five. The impact in the first year is estimated at \$14,200. The total estimated value of the five-year abatement is \$51,120.

Other Considerations/Implications

There are no environmental, privacy, or CPTED implications or considerations. Neither a communication plan nor public and/or stakeholder involvement is required.

Due Date for Follow-up and/or Project Completion

A further follow-up report is not required; however, the abatement will be subject to an annual compliance audit undertaken by SREDA.

Public Notice

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

Attachment

1. Report from Wanda Hunchak, Chair, SREDA Board of Directors, March 24, 2017.

Report Approval

Written by: Shelley Sutherland, Director of Corporate Revenue

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

Incentive App_DSI Underground Canada Ltd. docx



Saskatoon Regional Economic Development Authority (SREDA)
Suite 103, 202 Fourth Avenue N | Saskatoon, SK

MEMO

TO: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management
City of Saskatoon

FROM: Wanda Hunchak, Chair, SREDA Board of Directors

RE: DSI Underground Incentive Application Review

DATE: March 24, 2017

The Saskatoon Regional Economic Development Authority's Board of Directors reviewed a tax incentive application from DSI Underground and is requesting that the City of Saskatoon give special consideration as per 3.3(i) of the policy which allows for elements of the criteria to be waived or modified to recognize the uniqueness of the application.

DSI Underground, a mining supply company, will be expanding at 3919 Millar Avenue, Saskatoon, SK. In 2014 DSI acquired 100% of JENNMAR's Canadian mining business, resulting in the closure and consolidation of production facilities in Ontario, as well as the decision to make Saskatoon the location for DSI's Canadian head office. This expansion would result in 7 new FTEs.

The company meets all eligibility requirements, with the exception of 3.3(h) which states the applicant "must apply for the incentive before commencing with an expansion or new building project and prior to applying for a building permit with the City of Saskatoon." While the application for the incentive was received following the application for the building permit, it is important to note that it was not DSI Underground which submitted the permit application, but the landlord of the property who had no knowledge of the company's meetings with SREDA, or their intention to apply for the incentive.

Due to the nature of DSI's business, the establishment of a head office in Saskatoon, the company's action to move forward with expansion plans, the significance of this incentive to support the expansion in spite of the recent economic downturn in the mining industry, and that the submission for building permits was made by an entity outside of the organization, SREDA believes DSI Underground's application for a tax incentive should be given unique consideration for approval within the parameters of the City's Business Development Incentive Policy.

The Saskatoon Regional Economic Development Authority's Board of Directors approved the following resolution on March 24, 2017:

Recommendations

THAT the Board of Directors approves the recommendation by the Incentive Review Committee for SREDA to submit DSI Underground's tax incentive application to the City of Saskatoon for unique consideration for approval.

The Board's recommendations are forwarded to City Council for consideration and approval. A summary of the tax abatement application from DSI Underground, along with the Eligibility Criteria Checklist and lease agreement.

Wanda Hunchak, Chair

Lease of City-Owned Farm Land North of Saskatoon

Recommendation

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

1. That the Administration be authorized to enter into a farm lease with Airview Farms Inc. for NW 2-37-06-W3, NW 34-36-06-W3, and NE 34-36-06-W3, totalling approximately 325 acres of arable land;
2. That the Administration be authorized to enter into a farm lease with Mr. Derek Dery for portions of NW 23-36-06-W3 and NE 23-36-06-W3, totalling approximately 125 acres of arable land;
3. That the Administration be authorized to enter into a farm lease with Highmark Foundations Ltd. for LSD 11 NW 33-37-05-W3, LSD 14 NW 33-37-05-W3, and portions of LSD 12 NW 33-37-05-W3 and LSD 13 NW 33-37-05-W3, totalling approximately 152 acres of pasture land; and
4. That the City Solicitor be requested to prepare the appropriate agreements and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to receive City Council approval to execute three lease agreements for approximately 602 acres of farm land owned by the City of Saskatoon (City).

Report Highlights

1. The proposed lessees were the highest bidders for each respective grouping of farm land advertised through tenders that closed March 21, 2017.
2. Notable terms of the lease agreements include a term of approximately three years.

Strategic Goal

This report supports the four-year priority of exploring alternate sources of revenue to pay for ongoing operations and the long-term strategy of increasing revenue sources and reduce reliance on residential property taxes under the Strategic Goal of Asset and Financial Sustainability.

Background

On an interim basis until agricultural land is required for development, the City establishes farm leases. These leases generate annual revenue and ensure that the land is adequately maintained.

The Administration was recently informed that a long-time lessee of City-owned farm land has decided to retire, thereby vacating approximately 325 acres of arable land in the west section of Saskatoon (Group 1) and 125 acres of arable land in the southwest (Group 2) as shown on Attachment 1. This land will not be required for development for many years; therefore, the City requires a new lessee.

In September 2015, the City acquired 155 acres of future development land located in the R.M. of Corman Park, just north of Saskatoon. Although the land is not arable, it has the potential to serve as pasture land (Attachment 2). This land will also not be required for development for several years; therefore, the City requires a lessee to maintain the land.

Report

Lease Awarded to Highest Bidder

To attract interest and to ensure the City receives market rents for use of the land, the land was advertised through two tenders which closed on March 21, 2017. The arable land was advertised as a single, public tender, although separate bids were submitted for each group.

The City received three bids for arable land Group 1, one bid for arable land Group 2, and one bid for the pasture land. All bids are reflective of market rents and represent an increase from the previous rent collected on the land.

Terms of the Lease Agreement

The tenders outlined general terms of the proposed farm lease agreements, which will be similar to other farm lease agreements currently in place. In addition to generic clauses that protect the City and ensure the land is adequately maintained, notable terms of the agreements include:

- a. Annual payments based on the per acre bids submitted multiplied by the total number of seeded acres as stated in the annual Saskatchewan Crop Insurance Seeded Acreage Report.
- b. Each agreement will carry a term of approximately three (3) years, expiring December 31, 2019. A term of this length enables the lessee to adequately manage their input costs.
- c. The lessee will have the first opportunity to lease the land after expiration of the current term. Any extension will be at the future market rent.
- d. The lessee is responsible for all costs of farming/grazing the land.

Options to the Recommendation

City Council can choose to not approve any or all of the leases. The Administration does not recommend this option as the City does not currently have a lessee(s) for the lands and would therefore forfeit revenue while incurring maintenance costs.

Public and/or Stakeholder Involvement

The pasture land is located in the R.M. of Corman Park and zoned AG. Future use as grazing land for livestock is permissible under the AG zoning.

Financial Implications

The City will collect approximately \$26,925 in annual rent payments throughout the agreement term which will be deposited into the City's General Revenue Account.

Other Considerations/Implications

There are no policy, environmental, privacy or CPTED implications or considerations, and a communication plan is not required at this time.

Due Date for Follow-up and/or Project Completion

As the term nears expiration, discussions regarding any lease extensions will be required.

Public Notice

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

Attachments

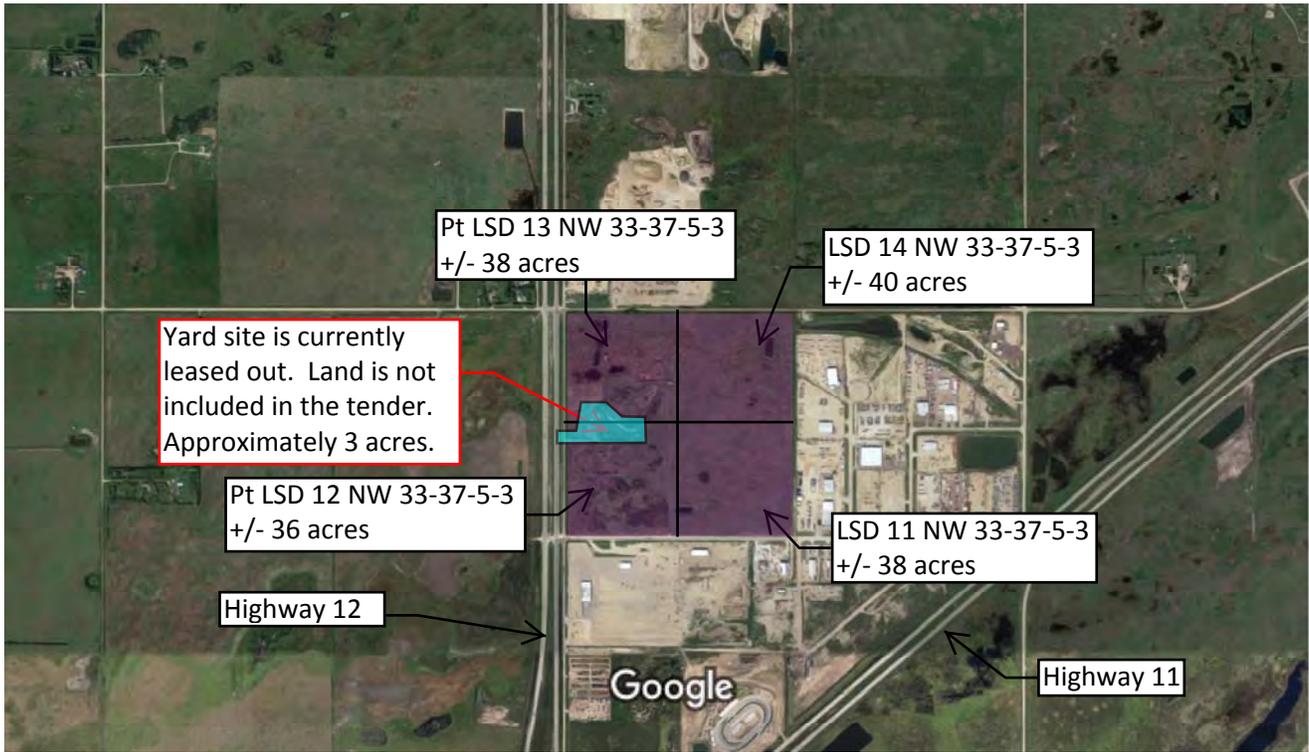
1. Drawing Indicating Arable Land
2. Drawing Indicating Pasture Land

Report Approvals

Written by: Jeremy Sibley, Property Agent, Real Estate Services, Land Division
Reviewed by: Keith Pfeil, Manager, Real Estate Services
Frank Long, Director of Saskatoon Land
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department

Lease_Farm_Pasture Land.docx

LAND



Shaw Centre Air Handler Equipment Enclosure – Consulting Services – Award of Request for Proposal

Recommendation

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

1. That the proposal submitted by Robb Kullman Engineering LLP for consulting services for Air Handler Equipment Enclosure at Shaw Centre, at a total estimated cost of \$115,255, plus applicable taxes be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor under the Corporate Seal.

Topic and Purpose

The purpose of this report is to request City Council approval to proceed with a contract with Robb Kullman Engineering LLP for consulting services for the Shaw Centre's air handler equipment enclosure.

Report Highlights

1. A Request for Proposals was issued for procurement of consulting services related to the installation of an enclosure for existing air handling equipment at the Shaw Centre.
2. The Administration is recommending Robb Kullman Engineering LLP, the Preferred Proponent, be awarded the contract for consulting services.

Strategic Goals

This report supports the Strategic Goal of Quality of Life by ensuring that the facility continues to provide a well-maintained indoor air environment for patrons who enjoy active living. In addition, ensuring civic buildings are well-managed and well-maintained supports the Strategic Goal of Asset and Financial Sustainability, and will also enable the ability to host major events.

Background

Supplemental ventilation equipment was installed at the Shaw Centre in 2014. The equipment was originally intended to be installed within the facility, but due to construction costs and timelines, the equipment was installed adjacent to the facility. Since the installation in 2014, the equipment has not run optimally due to being located outdoors, and requires an enclosure to be constructed around it.

The Administration issued a Request for Proposals (RFP) for consulting services for the design and contract administration related to the installation of an air handler equipment enclosure at the Shaw Centre. As per Administrative Policy No. A02-027, Corporate Purchasing Procedure, City Council approval is required for award of the RFP, as the acceptable proposal is in excess of \$75,000.

Report

RFP for Consulting Services

On February 8, 2017, an RFP for consulting services was advertised on the SaskTenders website with a closing date of February 27, 2017. The Administration received four responses to the RFP from the following proponents:

- 1) Associated Engineering (Sask.) Ltd.
- 2) WSP Canada Inc.
- 3) Robb Kullman Engineering LLP.
- 4) Morrison Hershfield Ltd.

The Evaluation Committee, comprised of four staff from the Facilities and Fleet Management Division, evaluated the proposals received based on the following criteria, and as detailed in the RFP:

Criteria	Points
Evaluation of rates and charges	35
Demonstrated understanding of project requirements	20
Qualifications of project personnel and relevant experience	30
Project schedule milestones and controls	10
General quality of proposal, including completeness, readability and layout	5
TOTAL	100

Preferred Proponent

Upon the evaluation of all proposals submitted, the Committee determined that the proposal submitted by Robb Kullman Engineering LLP achieved the highest score and meets the RFP requirements. The Administration is recommending that the City of Saskatoon enter into an agreement with Robb Kullman Engineering LLP for consulting services in the amount of \$115,255, plus applicable taxes.

Options to the Recommendation

City Council can choose not to proceed with the construction of an air handler equipment enclosure at the Shaw Centre. This option is not recommended as it would be in contrary to the provisions to provide a well-maintained indoor air environment and extend the working life and efficiency of this air handling equipment.

The option to have this work done in-house was considered; however, applying the principles for assessing the use of external resources that were presented to the City Council during the 2017 Budget deliberation, this was not a recommended option due to the following reasons:

- Currently do not have the capacity of existing staff to perform the work;
- Currently do not have the expertise of existing staff to perform the work, either for the design or construction of this specialized and infrequent type of work;

Shaw Centre Air Handler Equipment Enclosure – Consulting Services – Award of Request for Proposal

- Due to the issues at this facility regarding the air quality, using an external service allows the Administration to transfer the risk of the effectiveness of the work as well as project management; and
- The expected scope of work is more efficiently done by experts in the area of air quality, as civic staff do not have the skill to perform this infrequent type of work which would require extensive training.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required at this stage of the project.

Financial Implications

The cost of the consulting services agreement is within the approved 2016 Capital Budget, Project No. 1135.

Other Considerations/Implications

There are no policy, environmental, privacy, or CPTED implications or considerations, and a communication plan is not required at this time.

Due Date for Follow-up and/or Project Completion

The request for proposal award will be completed once approval is obtained.

Public Notice

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

Report Approval

Written by: John Hiltz, Project Coordinator, Project Services Section
Reviewed by: Gord Hundebly, Manager, Project Services Section
Troy LaFreniere, Director of Facilities & Fleet Management
Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department
Approved by: Murray Totland, City Manager

Shaw Centre Air Handler_Award of RFP.docx

Contract Management System – Award of Contract

Recommendation

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

1. That the City enter into an agreement with ISN Canada for the setup and supply of a Contract Management System at a total cost of \$120,225.00 (including GST and PST); and,
2. 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 enter into a contract with ISN Canada for supply, implementation, training, and on-going operation of a Contract Management System being piloted by the Construction & Design division.

Report Highlights

1. ISN Canada's submission far exceeded all of the criteria outlined in the City's Request for Proposals (RFP).
2. Instituting ISN Canada's Contract Management System will eliminate redundant tasks, and provide general contractor information in a comprehensive electronic and user-friendly format.
3. A 3-year commitment with ISN Canada is being recommended at a total cost of \$120,225.00 (including GST and PST).

Strategic Goal

The recommendations in this report support the long-term strategy of Continuous Improvement in standardizing our general contractor requirements, ensuring transparency and improving administrative processes. This approach also supports investment in maintaining infrastructure under the Strategic Goal of Asset and Financial Sustainability.

Background

The Construction & Design division requested proposals for a third-party web-based Contract Management Software and Services package. Implementing a Contract Management System will result in increased contractor compliance with the Saskatchewan Employment Act (SEA), specifically the Prime Contractor legislation. The Contract Management System will ensure that the general contractors are fulfilling the following responsibilities:

- Adequate insurance/liability coverage;
- Good standing with Saskatchewan Finance;
- Worker's compensation board (WCB) clearance;

Contract Management System – Award of Contract

- General contractors have proper procedures and policies in place for supplier management;
- Quality assurance and control measures;
- Employee certification records; and
- Safety programs.

Construction & Design's current method of collecting and monitoring of this information is inefficient and can be inconsistent due to the multiple submissions and multiple reviews. Presently, each instance of hiring a contractor requires the general contractor to resubmit all required documents and the respective City project manager to review the document set and verify that the information is complete and correct. As most general contractors contract with the City on numerous projects, it requires multiple submissions of common documents and the redundant evaluation of these by multiple project managers. This problem is exacerbated due to extreme time limitations during peak tendering season. The project managers rely heavily on this reviewed and vetted information to ensure compliance with minimum regulations and in order to enforce the Contractor Safety Management System.

By using a third-party service provider, a standardized, cost-effective solution will allow information to be collected, reviewed and shared to eliminate management of multiple databases across multiple divisions and departments. The provider employs experts in the field to conduct in-depth reviews of safety documentation and other requirements as set forth by the City. This system allows contractors interested in doing business with the City to submit their basic information only once for review and perform minimal maintenance of information throughout the year reducing redundancy for both parties. Furthermore, the removal of these specialized and redundant reviews will allow project managers to focus on other tasks during the planning and implementation of their contracts leading to improved overall project delivery. Consequently, the system will ensure that all contractors being considered for tenders are demonstrably pre-qualified to perform the required work leading to better overall success in delivering work on time and on budget while maintaining the highest standards of safety and quality.

It is estimated that in order to implement a similar program internally without engaging ISN Canada, that is effective in meeting all the requirements for reviews in a timely manner, would require multiple FTE's in the areas of safety, quality and environment to ensure staff are available and possess the required skills to verify the information.

Although the pilot project is being led by Construction & Design, all City divisions will have the opportunity to join the pilot program during initial implementation and throughout the pilot.

The long-term intent is to implement the Contract Management System throughout all divisions managing contractors engaged in high-risk work activities. This system will form the backbone of the Prequalification requirements under the Contractor Management System.

Report

Preferred Proposal from ISN Canada.

On February 16, 2017, an RFP was advertised on the SaskTenders website for a Contract Management Software and Services provider.

Proposals were received from one company:

- ISN Canada (Calgary, AB)

The proposal were evaluated according to the following criteria as outlined in the RFP:

- 20 points – System Capabilities
- 20 points – Implementation
- 20 points – Service & Support
- 15 points – Price
- 10 points – Information Technology (IT) Performance and Connectivity
- 5 points – Security
- 5 points – Business Characteristics & Sustainability
- 5 points – Development & Growth Potential

The evaluation team unanimously agreed that the proposal from ISN Canada meets all of the City's requirements as outlined in the RFP.

Benefits of ISN Canada

ISN Canada provides an online service that assists hiring organizations, such as the City of Saskatoon, with the following functions:

- Gathering and centralizing general contractor information, including contact information, locations, work types;
- Reviewing and verifying health, safety, insurance, licensing, worker's compensation and numerous other regulatory compliances;
- Identifying and monitoring performance and competencies;
- Mobile connectivity and accessibility;
- Statistical analysis of current and archived data; and
- Custom, automated and real-time reporting.

ISN Canada Subscription

Registering with ISN Canada will incur a one-time setup fee of \$5,500.00 and an annual \$33,000.00 subscription fee. The subscription fee includes all functionality, travel, service and support throughout the year; no additional fees will be incurred.

Subscription renewal is based solely on the City of Saskatoon's decision to renew. In the case of renewal, the annual subscription fee would apply but the setup fee would not.

The Administration recommends an initial contract term of 3 years in duration with an annual option to extend for additional 1-year terms, up to a maximum of 5 additional terms.

Options to the Recommendation

Options to the recommendations include:

1. Cancel the Request for Proposal.
2. Not accept the proposal from ISN Canada.

Both options are not recommended as the existing method of contract management is inefficient and can be inconsistent. Proceeding based on the current approach exposes the City to potential risk due to inconsistencies and ability to conduct thorough reviews of critical contractor information. To mitigate this risk the City would be required to engage additional internal resources to meet our needs.

The ISN Canada system will best accommodate the City's needs.

Public and/or Stakeholder Involvement

All contractors interested in engaging in high-risk construction contracts with Construction & Design will have to subscribe to the provider. The cost is determined by the number of employees the company has, and is expected to be between \$800 and \$2000 yearly. Currently, approximately 33% of known contractors that partner with the City are already subscribing to various services as it is a requirement of many large organizations.

Communication Plan

Previous events have forecasted the implementation of the Contract Management System, and have promoted the development of strong working relationships and open lines of communication.

The communications plan for the implementation of the Contract Management System will establish solid and effective partnerships and promote stakeholder support. The plan includes advanced letters to stakeholders detailing the benefits of ISN Canada, and civic website updates explaining the clear access to pertinent and timely information.

The ISN Canada be heavily involved in the communications plan as they will be in direct correspondence with each of the potential stakeholders. Communications through ISN Canada will be in line with the City's strategic plan.

Financial Implications

Funding for the implementation and the initial contract year are available through shared Capital Budgets across the Construction & Design division. Subsequent contract years will be funded through the Materials Management division.

The ability for multiple users to access verified contractor performance data on key parameters such as safety, quality and sustainability will result in considerably more cost-effective project delivery. The savings in project management costs will be used to offset future construction project budgets.

Contract Management System – Award of Contract

The net cost to the City for the proposal submitted by ISN Canada. is as follows:

Setup Fee	\$ 5,500.00
Annual Fee: Year 1	33,000.00
Annual Fee: Year 2	33,000.00
Annual Fee: Year 3	33,000.00
Contingency	10,000.00
GST	<u>5,725.00</u>
Total Cost	\$120,225.00
GST Rebate	<u>(5,725.00)</u>
Net Cost to the City	<u>\$114,500.00</u>

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A follow-up report is not required. Setup and implementation of the system will begin in the spring of 2017 with the system to be fully functional in the summer of 2017.

Public Notice

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

Report Approval

Written by: Aaron Brick, Project Engineer, Construction & Design
Reviewed by: Sohrab Khan, Senior Project Engineer, Construction & Design
Reviewed by: Rob Dudiak, Engineering Manager, Construction & Design
Reviewed by: Matt Jurkiewicz, Engineering Manager, Construction & Design
Reviewed by: Celene Anger, Director of Construction & Design
Reviewed by: Linda Leedahl, Acting Director of Materials Management
Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset and Financial Management Dept.
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Department

Contract Management System – Award of Contract.docx

Boychuk Interchange Land Acquisition – TWP 362

Recommendation

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

1. That the Administration be authorized to purchase a portion of Surface Parcel No. 146095106 from George Brent Reddekopp for the Boychuk Interchange Project as per the terms noted in this report;
2. 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; and
3. That Project P2016 Boychuk Drive/Highway 16 Grade Separation be used as the funding source for this purchase, including legal and administrative costs and disbursements.

Topic and Purpose

The purpose of this report is to receive City Council approval to purchase a 0.14 acre portion of Surface Parcel No. 146095106 from George Brent Reddekopp (Reddekopp) for the Boychuk Interchange Project.

Report Highlights

1. The land will improve traffic flow from Township Road 362 to Boychuk Drive.
2. Terms of the agreement have been negotiated by Real Estate Services.

Strategic Goal

The Boychuk Interchange Project supports the long-term strategy of optimizing the flow of people and goods in and around the city under the Strategic Goal of Moving Around.

Background

The Boychuk Interchange Project was bundled with the McOrmond Interchange Project as a Design-Build Project. The City of Saskatoon awarded the project to PCL Construction Management Inc. in December 2016.

Previous purchases for the Boychuk Interchange include the following land acquisitions; 7.51 acres from Ahmadiyya Movement in Islam (Ontario) Inc. in 2012, 0.09 acres from Larix Holdings Ltd. in 2016, and 0.50 acres from 101204822 Saskatchewan Ltd. in 2016.

Report

Land to improve traffic flow

As part of the Boychuk Interchange Project, Township Road 362 was re-routed south of the parcel owned by the Ahmadiyya Movement in Islam (Ontario) Inc., with this portion of roadway being referred to as the East Service Road. With the current road allowance, Township Road 362 will meet the East Service Road at a right-angle. The proposed acquisition would allow for the road allowance to be widened and a curve to be constructed, allowing traffic to proceed from Township Road 362 through the East Service Road to Boychuk Drive uninterrupted.

Terms of the Agreement

Real Estate Services has negotiated an agreement with Reddekopp to acquire a 0.14 acre portion of Surface Parcel No. 146095106 as shown on Attachment 1. The land is within the Rural Municipality of Corman Park and will be designated as roadway upon acquisition and survey.

Notable terms of the agreement are as follows:

- Total purchase price of \$8,500 to be paid within 30 days of the closing date. Purchase price was based on \$2,500 for the land and \$6,000 for disturbances and inconveniences. This relates to the required relocation of the seller's access to the property.
- Boychuk Interchange Project to construct a new property access as shown in Attachment 2 along the East Service Road at the projects' cost. This expense is estimated to be \$8,000.
- Conditional upon City Council approval by May 25, 2017.
- Possession date upon City Council approval.
- Closing date subsequent to the required subdivision.

Options to the Recommendation

City Council could choose to not approve this purchase. Administration does not recommend this option since the acquisition is beneficial to improve traffic flow.

Public and/or Stakeholder Involvement

RM of Corman Park Administration is aware and in support of the City's intention to purchase this land to designate as roadway.

Financial Implications

The City will pay \$8,500 in compensation, all costs associated with constructing the new access, as well as survey and Land Registry fees.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Closing date is to be the earliest date acceptable to both parties subsequent to registration of the Plan of Survey and the raising of titles pursuant to the Plan.

Public Notice

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

Attachments

1. Drawing Showing Proposed Land Acquisition
2. Drawing Showing New Access Location

Report Approvals

Written by: Jeremy Sibley, Real Estate Services

Written by: Bryan Zerebeski, Senior Project Management Engineer

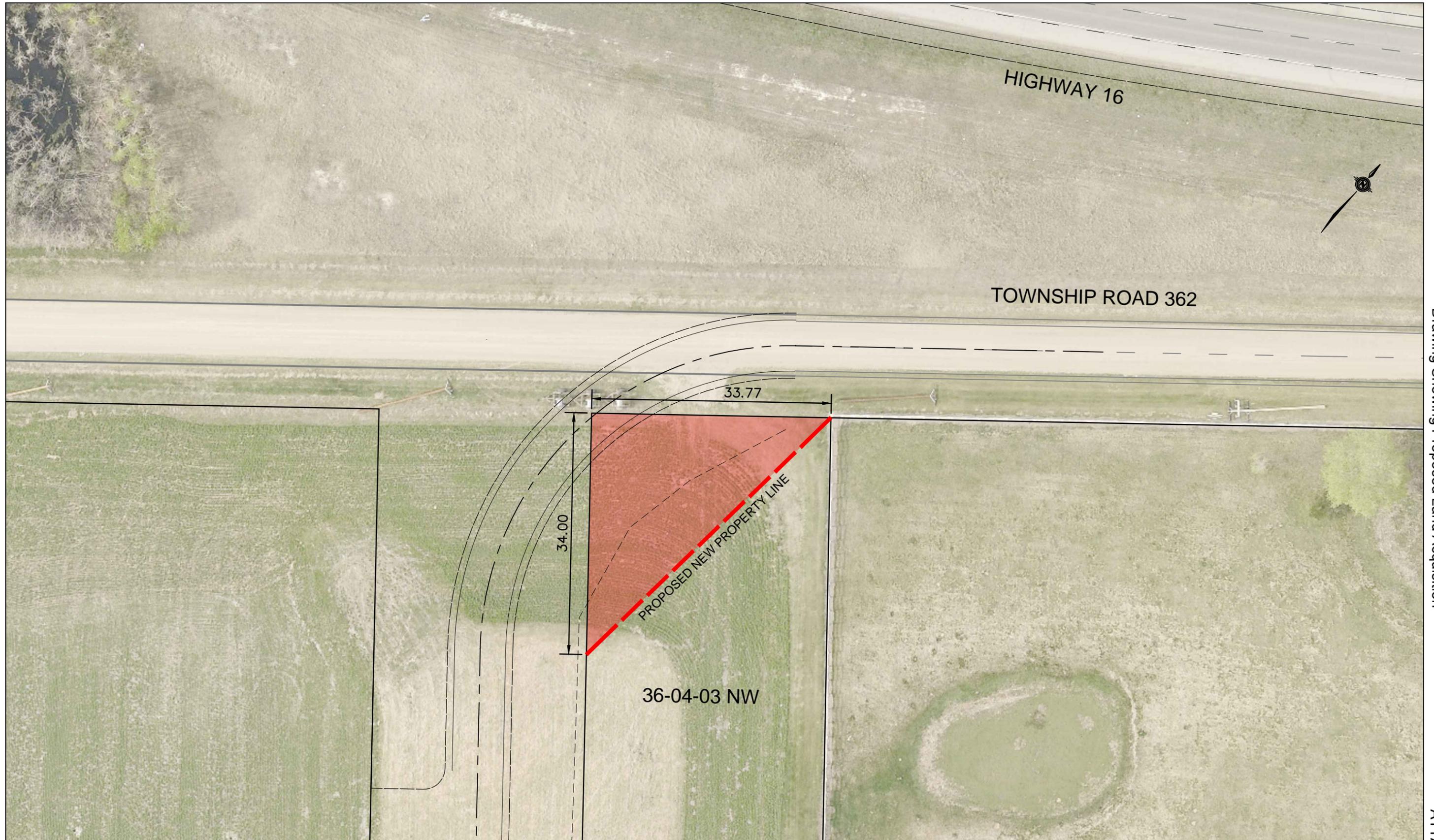
Reviewed by: Frank Long, Director of Saskatoon Land

Reviewed by: Dan Willems, Director of Major Projects & Preservation

Reviewed by: Kerry Tarasoff, CFO/General Manager, Asset and Financial
Management Dept.

Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities Dept.

Finance – Boychuk Interchange Land Acquisition – TWP 362



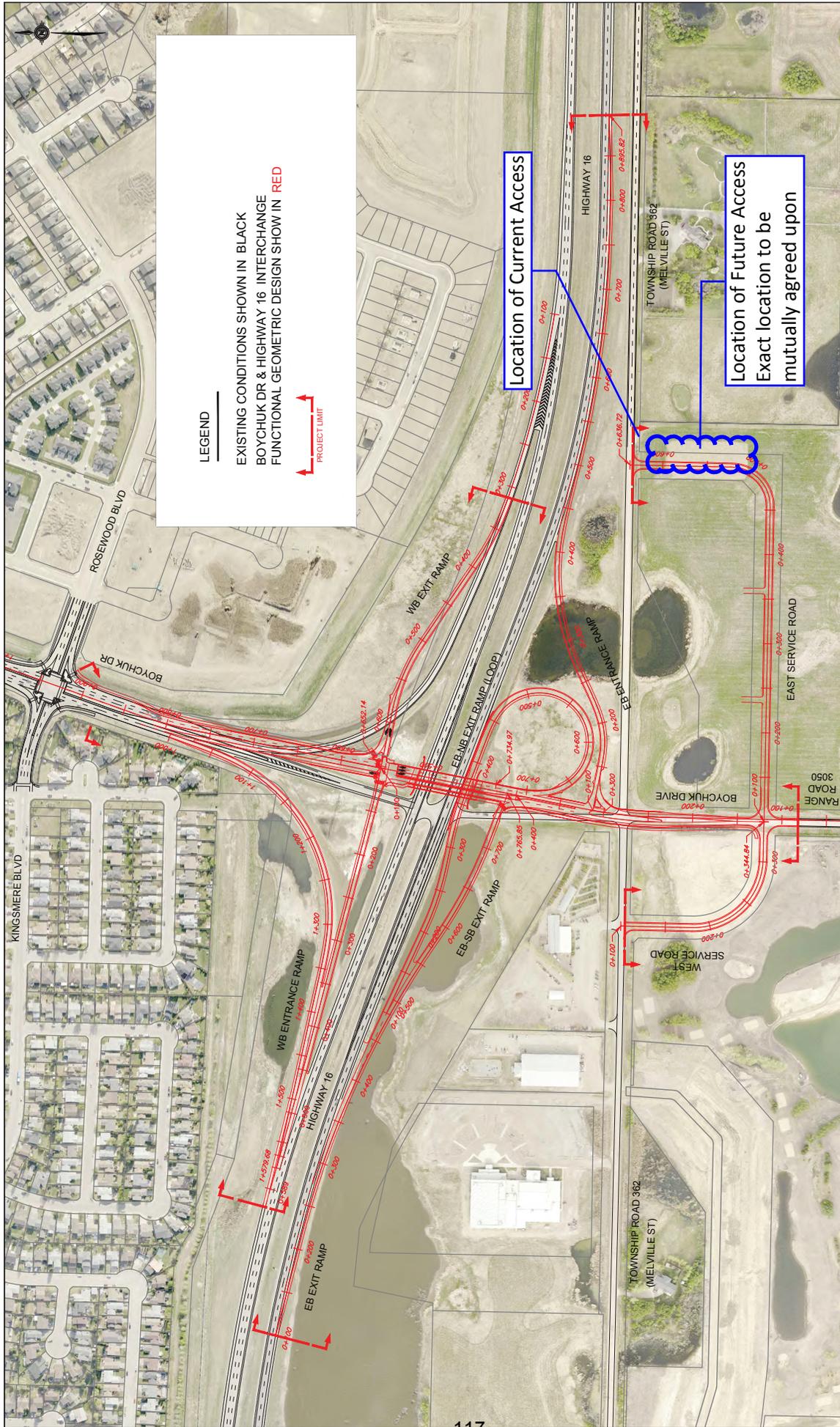
Drawing Showing Proposed Land Acquisition

ATTACHMENT 1

11			
10			
9			
8			
7			
6			
5			
4			
3			
2			
1			
PLAN DESCRIPTION/REVISION	DATE	BY	



BOYCHUK INTERCHANGE	
LAND ACQUISITION	
TOWNSHIP ROAD 362 EAST OF BOYCHUK DRIVE	
CHIEF ENGINEER	SEPTEMBER 26, 2016
SCALES:	DATE
HOR. 1:1000	
VERT. 1:500	
SHEET NO. 1 OF 1	PLAN NO.



LEGEND

EXISTING CONDITIONS SHOWN IN BLACK
 BOYCHUK DR & HIGHWAY 16 INTERCHANGE
 FUNCTIONAL GEOMETRIC DESIGN SHOW IN RED

PROJECT LIMIT

Location of Current Access

Location of Future Access
 Exact location to be mutually agreed upon

BOYCHUK INTERCHANGE		DATE
SITE PLAN		DATE
 City of Saskatoon Transportation & Utilities Department		CHIEF ENGINEER SCALE: 1:4000 NO. 1000 SHEET NO. 3 OF 15 PLAN NO. B-R-001
 Stantec		REFERENCE CONCEPT
PLAN DESCRIPTION/REVISION NO. DATE BY		