



**PUBLIC AGENDA
STANDING POLICY COMMITTEE ON FINANCE**

Tuesday, September 5, 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

1. That consideration Item 11 - In Camera Agenda Items be done immediately following confirmation of agenda and that Committee move *In Camera* at 2:00 p.m. to consider item 11.2;
2. That the Public portion of the remainder of the agenda be considered at 3:00 p.m., followed by consideration of the remainder of the *In Camera* items; and
3. That the agenda be confirmed as amended.

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 August 14, 2017 be adopted.

5. UNFINISHED BUSINESS

6. COMMUNICATIONS (requiring the direction of the Committee)

6.1 Delegated Authority Matters

6.2 Matters Requiring Direction

6.3 Requests to Speak (new matters)

7. REPORTS FROM ADMINISTRATION

7.1 Delegated Authority Matters

- 7.1.1 Internal Audit Budget Information Update - August 2017 [CK. 1600-3 and AF. 1600-1] 6 - 9

Recommendation

That the information be received.

- 7.1.2 Request for Direct Sale of Former Railway Spurline - Between 47th and 48th Street, West of Wentz Avenue [CK. 4215-1 and AF. 4214-1] 10 - 13

Recommendation

1. That the direct sale of former railway spurline land located west of Wentz Avenue between 47th and 48th Street, to several adjacent property owners, be approved; and
2. That the City Solicitor attend to the execution of the Agreement by His Worship the Mayor and the City Clerk under the Corporate Seal.

- 7.1.3 Request to Sell City-Owned Property - Aspen Ridge Neighbourhood Phase 3 [CK. 4215-1, AF. 4131-1 and LA. 4131-28 x 41] 14 - 39

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 115 new single-family lots with legal descriptions: Lots 7 to 11, Block 713; Lots 1 to 30, Block 714; Lots 1 to 22, Block 715; Lots 1 to 17, Block 716; Lots 1 to 16, Block 717; Lots 1 to 14, Block 718; Lots 1 to 11, Block 719; all Plan No. 102207912, on Kenaschuk Crescent, Lane, Union, Way and Link through a lot draw process;
2. That if the parcels are not sold through the lot draw process, they will be placed for sale over-the-counter on a first-come, first-served basis;
3. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned;
4. That the Director of Saskatoon Land be authorized to administer architectural controls for the 115 new single-family lots; and

5. That the City Solicitor be requested to prepare the Agreements for Sale and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

7.1.4 Request to Sell City-Owned Property - Marquis and Hudson Bay Industrial Areas [CK. 4215-1, AF. 4214-1 and LA. 4134-2 x 4134-14]

40 - 47

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 17 lots (Lots 1 to 7, Block 945, Plan No. 102197729, Lots 1 and 2, Block 946, Plan No. 102197729, Lots 9 and 10, Block 949, Plan No. 102197729, Parcel E, Plan No. 101646659, Lot 5A, Block 280, Plan No. 102147904, and Lots 6 to 9, Block 869, Plan No. 102232347) in the Marquis and Hudson Bay Industrial areas through a public tender process with reserve bid prices;
2. That if the lots are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-serve basis for a period of six months;
3. That the Director of Saskatoon Land be authorized to entertain acceptable market price offers on any lot which remains unsold after the six-month period following the public tender closing date. Offers will be solicited through the open market (standard terms) sales approach;
4. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in the servicing costs and for returned parcels; and
5. 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 agreement under the Corporate Seal.

7.1.5 Price Adjustment - Evergreen Boykowich Walk-out Lots [CK. 4131-1, AF. 4131-1 and LA. 4131-28 x 4131-30]

48 - 51

Recommendation

That the Director of Saskatoon Land be authorized to reprice and sell 13 single-family lots with legal descriptions: Lots 1 to 6, Block 672 ; and Lots 1 to 7, Block 673; all Plan No. 102146891 on Boykowich Crescent in Evergreen.

7.1.6 Proposed Elk Point Neighbourhood - Infrastructure Installation Summary [CK. 4131-33, AF. 4131-1 and LA. 4131-33] 52 - 67

Recommendation

That the information be received.

7.1.7 Definition of External Consulting Services [CK. 225-1 and AF. 4560-1] 68 - 72

Recommendation

That the information be received.

7.2 Matters Requiring Direction

7.2.1 Amendments to Council Policy No. C09-006, Residential Lot Sales - General Policy [CK. 4131-1, x 1600-1, AF. 4131-1, x 1600-1, and LA. 4001-0] 73 - 83

Recommendation

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

1. That the proposed amendments to Council Policy No. C09-006, Residential Lots Sales – General Policy, be adopted; and
2. That the City Clerk be requested to update Council Policy No. C09-006 as reflected in this report.

8. URGENT BUSINESS

9. MOTIONS (notice previously given)

10. GIVING NOTICE

11. IN CAMERA AGENDA ITEMS

Recommendation

That the following items be considered *In Camera*.

11.1 Verbal Updates

11.2 External Audit Services [CK. 1610-1]

[In Camera - Negotiations - Section 16; Economic, Financial and Other Interests - Section 17 and Third Party Information - Section 18]

11.3 Land Matters [CK. 4020-2 and AF. 4214-1]

[In Camera - Economic/Financial - Land - Section 17 LAFOIPP]

11.4 Land Matters [CK. 4215-1, AF. 4214-1 and LA. 4221-15-009]

[In Camera - Economic/Financial - Land - Section 17 LAFOIPP]

11.5 Land Matters [CK. 4020-1, AF. 4020-1 and LA. 4020]

[In Camera - Economic/Financial - Land - Section 17 LAFOIPP]

11.6 Audit Matter

*[In Camera - Third Party Information - Section 18; and Audits and Tests
- Section 19 LAFOIP]*

12. RISE AND REPORT

13. ADJOURNMENT

Internal Audit Budget Information Update – August 2017

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide an update on the internal audit and consulting services provided by PricewaterhouseCoopers (PwC) to date.

Report Highlights

1. Expenditures are under budget and PwC's progress on achieving the internal audit plan is behind schedule.

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

Internal audit services are funded through the Internal Audit Program Reserve which had an opening balance of \$442,533 for 2017. This is the third year of the five-year contract with PwC.

Report

As of August 24, 2017, 28% of the total budgeted internal audit hours for the year have been completed, and 24% of the total contracted funds for audits have been spent. Both are trending behind the expected progress for the year.

There are currently five internal audit projects being conducted by PwC. Planning activities have recently started for the Parks and Recreation audit; fieldwork activities are underway for the Business Continuity, CO2 Reduction Initiatives and Human Resource Management audits; and audit fieldwork for the Revenue Generation audit is complete.

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 of 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

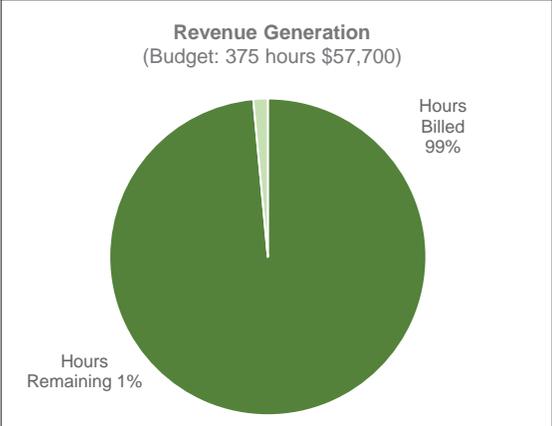
Written by: Nicole Garman, Director of Corporate Risk

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

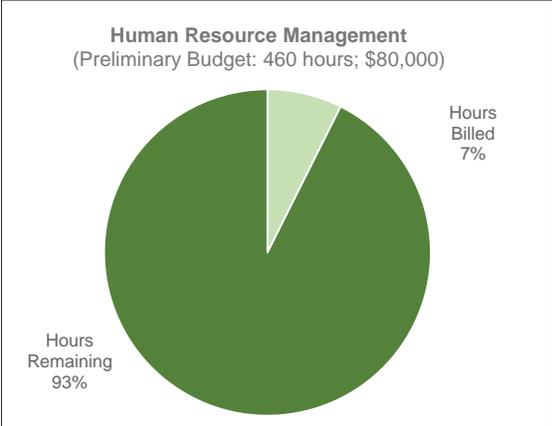
Internal Audit Budget_Aug2017.docx

Internal Audit Budget Status Report

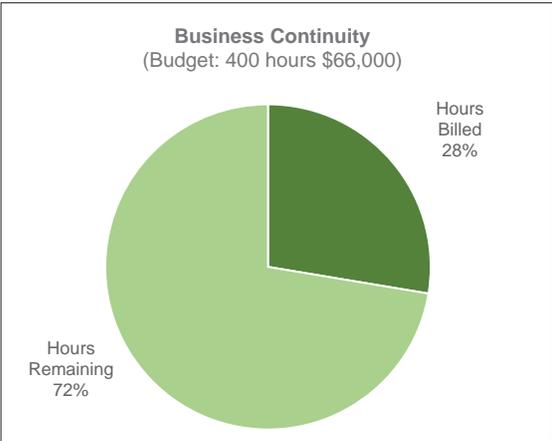
Internal Audit Projects



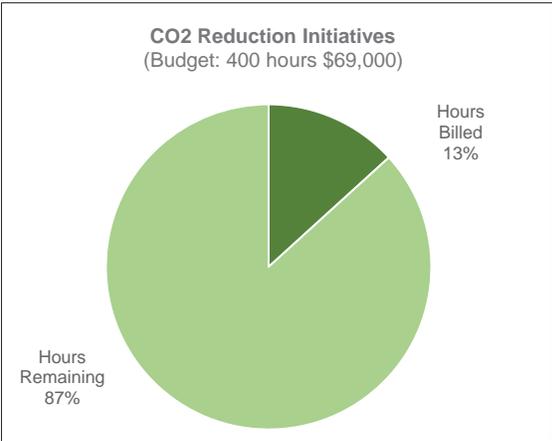
Notes: Statement of Work approved November 7, 2016. Audit fieldwork complete. Draft audit report being circulated to Administration for review and comment. Anticipated reporting to Committee fall 2017.



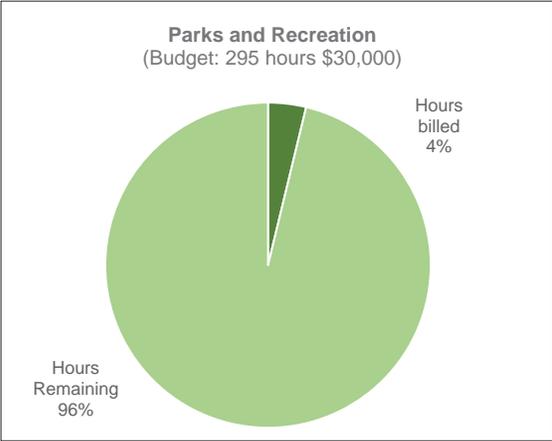
Notes: Statement of Work approved August 14, 2017. Audit fieldwork underway.



Notes: Statement of Work approved August 14, 2017. Audit fieldwork underway.

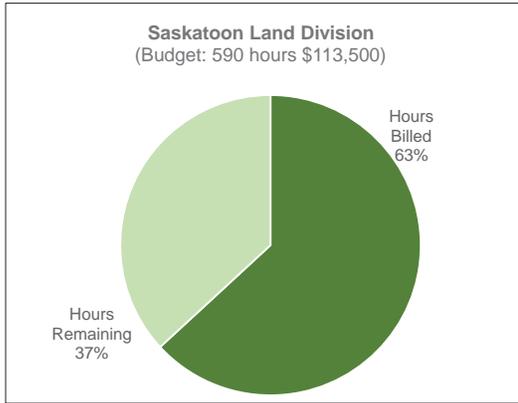


Notes: Statement of Work approved August 14, 2017. Audit fieldwork underway.

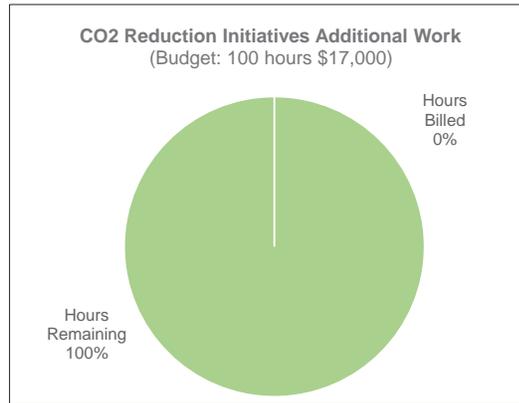


Notes: Preliminary planning activities have commenced.

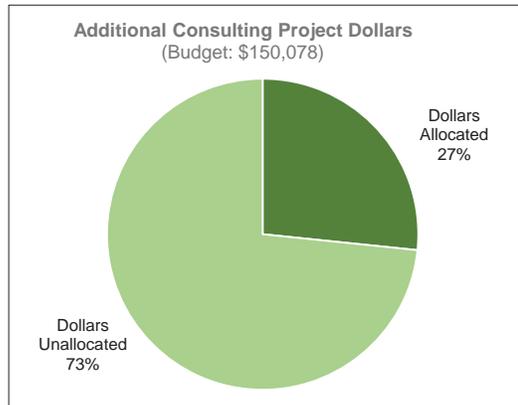
Additional Consulting Projects



Notes: Audit report presented to Committee on August 14, 2017. Administration agreed with all 21 findings.

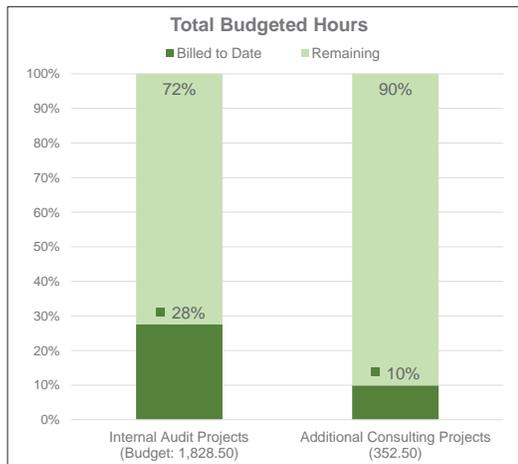


Notes: Statement of Work approved August 14, 2017. Audit fieldwork underway.

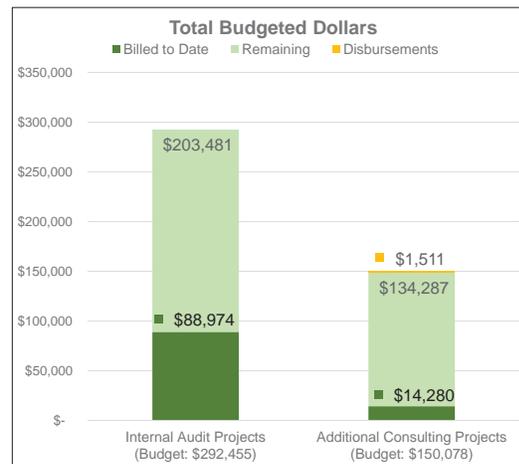


Notes: 26% of additional consulting project dollars have been allocated to specific consulting projects to date.

Overall Internal Audit Program



Notes: A total of 505.5 hours of internal audit work and 35.0 hours of additional consulting work have been billed to August 24, 2017.



Notes: A total of \$104,764.97 has been billed to August 24, 2017 for internal audit services, consulting services and disbursements. This represents 24% of the total available funding for 2017.

Request for Direct Sale of Former Railway Spurline – Between 47th and 48th Street, West of Wentz Avenue

Recommendation

1. That the direct sale of former railway spurline land located west of Wentz Avenue between 47th and 48th Street, to several adjacent property owners, be approved; and
2. That the City Solicitor attend to the execution of the Agreement by His Worship the Mayor and the City Clerk under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain Standing Policy Committee on Finance approval for the direct sale of 0.787 acres of former railway spurline located west of Wentz Avenue between 47th and 48th Street to several adjacent property owners.

Report Highlights

1. The portion of spurline west of Wentz Avenue is abandoned and considered surplus remnant land.
2. The City of Saskatoon (City) would realize \$163,589, less rail removal and subdivision costs, from the sale.
3. Ongoing maintenance of the spurline would no longer be required.

Strategic Goal

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

Background

Development in the North Industrial area began in the 1950's. In 1966, the City and Canadian National Railway Company (CNR) entered into an agreement for the provision of rail service throughout the North Industrial area. The area was subdivided with many 54' wide corridors for CNR to construct and operate railway spur trackage, known as spurlines. Although CNR provided rail service via these spurlines, the City retained ownership of the land. Since demand for rail service has declined, many CNR rail service siding agreements have been cancelled resulting in several spurlines being abandoned and left vacant.

At its meeting held on April 21, 2008, City Council approved the direct sale of an abandoned railway spurline between 48th and 50th Street in the North Industrial area.

Report

Spurline is Surplus Land

Although railway tracks still remain in place, the Administration has confirmed with CNR that there are no active rail service siding agreements along the portion of spurline west

Direct Sale of Former Railway Spurline – Between 47th and 48th Street, West of Wentz Avenue

of Wentz Avenue. CNR is in support of the City selling this portion of land. Additionally, prior to starting this process, one of the adjacent property owners contacted the City to express interest in acquiring the land.

Both of the Transportation and Planning & Development divisions have confirmed there is no potential for future civic use of this land.

The Administration is recommending that the potential sale of the portion of spurline west of Wentz Avenue, between 47th and 48th Street, proceed in a similar manner to the spurline sale that was approved in 2008.

Direct Sale Revenue

The direct sale of this surplus property in the North Industrial area complies with Council Policy No. C09-033, Sale of Serviced City-Owned Lands, as follows:

“3.3 The Administration may pursue or entertain direct sale or long-term leases under the City’s Industrial Land Incentives Program of civic lands when one or more of the following conditions are present:

- f) A situation where a remnant parcel is not needed by the City and could be sold to an adjacent property owner.”

The Administration has contacted all adjacent property owners to gauge interest in acquiring the land. Six of the nine property owners were interested in acquiring the portion of spurline adjacent their sites, with the rear neighbours of the uninterested landowners expressing a desire to acquire additional land. The land would be subdivided as shown on Attachment 1. Real Estate Services has negotiated sale agreements with the respective property owners that are conditional upon Standing Policy Committee on Finance approval. Notable terms are as follows:

- All agreements are conditional upon Standing Policy Committee on Finance approval by October 25, 2017.
- Cumulative purchase price of \$163,589 (total area of 0.787 acres). Considering the land is located at the rear of all sites, the sale price is deemed to be market value.
- The City is responsible for the subdivision and all costs associated with removal of the railway track, ties, and other associated materials.
- The land is to be sold “as is”.
- The purchaser is required to maintain and comply with the elevation design grades provided to ensure proper drainage.

If the sale of this land is approved, quotes will be gathered from capable companies for the subdivision and the track and materials removal. The subdivision is anticipated to cost approximately \$15,000, while the track removal is estimated to be approximately \$20,000.

Maintenance Costs

As rail siding agreements are cancelled and the railway spurlines are abandoned, maintenance has become a growing concern. Generally, CNR maintains spurlines that remain active but is reluctant to maintain spurlines that are no longer utilized since the City is the landowner. Through a sale, the City would remove itself from annual maintenance costs that would otherwise be incurred.

Options to the Recommendation

The Standing Policy Committee on Finance can choose not to approve this sale. The Administration does not recommend this option as the spurline is considered surplus land that does not currently generate revenue but will incur annual maintenance costs.

Public and/or Stakeholder Involvement

CNR and the Transportation and Planning & Development divisions have been contacted and are supportive of the proposed sale.

All adjacent property owners have been contacted to inform them of the intended process and details of the potential sale agreements.

Financial Implications

Approving the recommended sale would yield total revenue of \$163,589 less subdivision and track removal costs. Sales revenues are expected to far exceed any associated costs.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

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

Public Notice

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

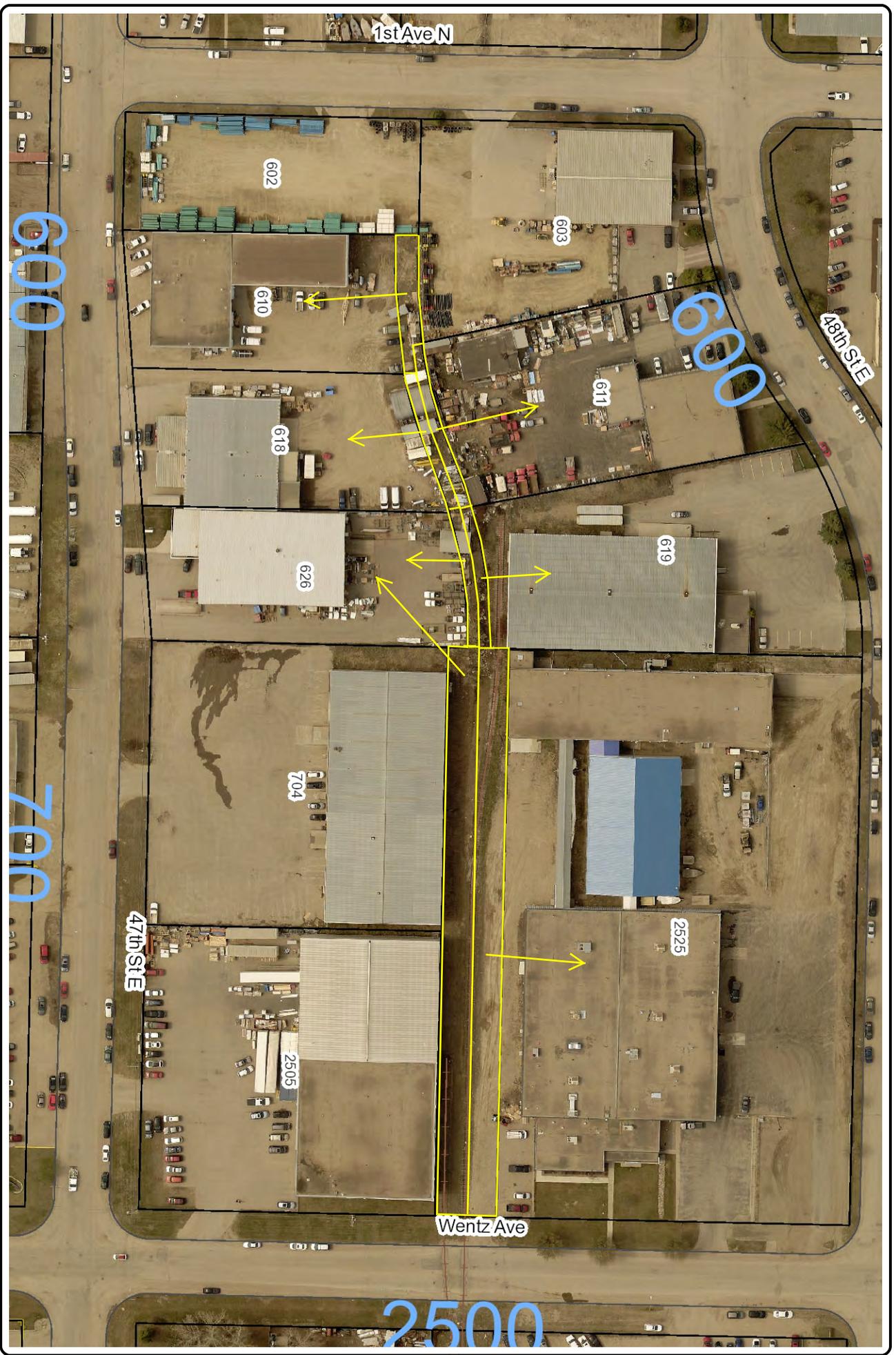
Attachment

1. Drawing Showing Area of Proposed Sale

Report Approval

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

Printed: March 20, 2017
Scale: 1:1,388



Disclaimer: This information is supplied solely as a courtesy and the City of Saskatoon makes no guarantee as to its accuracy. The recipient accepts all risks and expenses which may arise from the use of this information.

© Copyright - City of Saskatoon

Request to Sell City-Owned Property – Aspen Ridge Neighbourhood Phase 3

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 115 new single-family lots with legal descriptions: Lots 7 to 11, Block 713; Lots 1 to 30, Block 714; Lots 1 to 22, Block 715; Lots 1 to 17, Block 716; Lots 1 to 16, Block 717; Lots 1 to 14, Block 718; Lots 1 to 11, Block 719; all Plan No. 102207912, on Kenaschuk Crescent, Lane, Union, Way and Link through a lot draw process;
2. That if the parcels are not sold through the lot draw process, they will be placed for sale over-the-counter on a first-come, first-served basis;
3. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in servicing costs and lots being returned;
4. That the Director of Saskatoon Land be authorized to administer architectural controls for the 115 new single-family lots; and
5. That the City Solicitor be requested to prepare the Agreements for Sale 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 Standing Policy Committee on Finance approval to sell and administer architectural controls for 115 new single-family lots in the Aspen Ridge neighbourhood through a lot draw process.

Report Highlights

1. Proposed prices for the 115 new single-family lots in this lot draw range from \$111,600 to \$223,800.
2. Architectural controls for the 115 new lots are being proposed in order to enhance the character within the neighbourhood, assist in strengthening the streetscape, and harmonize the interface between various housing forms. The 13 proposed repriced lots are already subject to approved architectural controls.
3. It is proposed that the new lots being offered through this lot draw be eligible for the landscaping and front driveway surfacing rebate program, which is in effect throughout 2017.
4. As with previous lot sales in Aspen Ridge, information regarding the ecological sensitivity of the Northeast Swale will be provided to both lot purchasers and home buyers.

Strategic Goal

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

Background

City Council, at its meeting on June 23, 2014, approved the Aspen Ridge Neighbourhood Concept Plan. The Aspen Ridge neighbourhood is approximately 640 acres in area and will accommodate an estimated population of 12,544 persons living within 5,702 dwelling units. The City of Saskatoon (City) owns and will develop 71% of the Aspen Ridge development. Construction tenders for grading, deep services, and roadways for this phase were initiated in 2014 and are now complete.

Report

Lot Pricing

Saskatoon Land is requesting approval to set prices and offer by lot draw 115 new single-family lots in Aspen Ridge Phase 3, which includes a variety of lot sizes and types. Lot sizes range from 9.14 metres (30 feet) to 15.24 metres (50 feet). The majority of lots are between 9.14 metres (30 feet) and 14.63 metres (48 feet) in width (Attachment 1).

The general breakdown and unique features of the lots are as follows:

- 17 detached garage lots with a lane;
- 68 attached garage standard lots;
- 4 attached garage standard lots that back onto the green space housing the lift station and feature decorative rear-yard fencing; and
- 26 attached garage walk-out basement lots that back onto the Northeast Swale and feature decorative rear-yard fencing.

A variety of lot price points will be available in this phase that will accommodate affordable homes, mid-range homes, and high-end homes. Lot prices have been determined based on 2016 prepaid rates and an examination of recent sales of comparable properties in the Saskatoon market.

A base unit price of \$11,500 per front metre was used to calculate the lot prices. Adjustments were made to the base price to account for lot location and lot specific characteristics, including some spectacular views of the Northeast Swale wetlands. The lot prices range from \$111,600 to \$223,800, and the average lot price for this area is \$164,050. Attachment 2 provides a list of individual lot prices.

Architectural Controls

The Administration is recommending that architectural controls (Attachment 3) be administered for the single-family lots in this phase of development in order to:

- enhance the character within the neighbourhood;
- strengthen the streetscape; and
- harmonize the interface between various housing forms.

These architectural controls are structured to encourage the construction of houses with more exterior architectural detailing and with the use of a variety of exterior building materials. These architectural controls are consistent with the previous two phases, and include the following noteworthy details:

- No vinyl siding will be permitted on any walk-out basement lots that back onto the Northeast Swale.
- Attached garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling.
- All dwellings will require a minimum of two different exterior building materials on the front elevation.
- Highly visible or corner lots will require a minimum of two different exterior building materials on side or rear elevations.
- For 49 lots, the minimum roof pitch is 6-in-12 except when it can be demonstrated that a lesser sloped roof pitch is integral to the intended architectural style and consistent with the goal of harmonizing the interface between housing forms. There will be no roof pitch requirement for 66 lots which are grouped together.
- Saskatoon Land will receive and evaluate each house plan for compliance prior to submission for building permit.
- Saskatoon Land's interpretation and decision regarding architectural controls will be final.

Incentives

The lots that are purchased through this lot draw offering will be eligible for the incentive program as approved by City Council at its August 18, 2016 meeting, and extended through 2017 by the Standing Policy Committee on Finance at its January 9, 2017 meeting. Incentives include cash rebates for front yard landscaping and front driveway surfacing that is completed within two years of the building permit being issued. These incentives could be available through 2018, pending a further report and Standing Policy Committee on Finance approval.

Specific payment terms applicable to Phase 3 lots are recommended as follows:

- A minimum down payment of 13% of the purchase price together with all applicable taxes is required at the time of purchase.
- No interest would be charged for the first 12 months of the lot being under an Agreement for Sale.
- After 12 months, a further payment of 5% of the purchase price would be required to extend for an additional 4 months. Full payment of the lot would be due in 16 months.

Northeast Swale Information

Saskatoon Land is communicating information to Aspen Ridge lot purchasers and future home buyers that will help them understand and reduce their impact on the ecologically sensitive Northeast Swale. Information compiled by the Meewasin Valley Authority regarding the Northeast Swale will be included as an attachment to the Lot Information Package being distributed to all lot purchasers (Attachment 4). All lots that border the Northeast Swale Greenway will have a biodegradable information board affixed to the aluminum fencing (Attachment 5).

Options to the Recommendation

The Standing Policy Committee on Finance could choose not to proceed with the sale of these lands at this time.

Public and/or Stakeholder Involvement

Public and stakeholder consultation occurred in 2014.

Communication Plan

Notice of the intent to allocate these lots to builders and individuals by lot draw will be advertised in the Saskatoon StarPhoenix a minimum of two Saturdays prior to the draw, pursuant to Council Policy No. C09-006, Residential Lot Sales – General Policy, and will be posted on the City's website.

Financial Implications

Proceeds from the sale of these lots will be deposited in the Aspen Ridge Neighbourhood Land Development fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

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

Public Notice

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

Attachments

1. Aspen Ridge Sales Map
2. Proposed Lot Prices
3. Aspen Ridge Phase 3 Architectural Controls
4. Meewasin Northeast Swale Information
5. Northeast Swale Information Board Attached to Fences

Report Approval

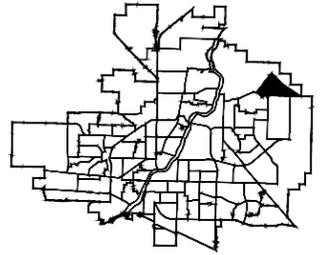
Written by: Derek Thompson, Land Development Project Manager
Reviewed by: Frank Long, Director of Saskatoon Land
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

Request to Sell_Aspen Ridge Phase 3.docx



Phase 3 - Lot Information Map

115 Lots - Kenaschuk Crescent, Link, Way, Union, & Lane



Meewasin Northeast Swale

ECOLOGICAL BUFFER (NATURAL SPECIES)



Legend:

Single Family Roof Slope Requirement - R1A		Easement 2m		Light Standard		Transit Stop	
Single Family No Roof Slope Requirement - R1A		Easement 3m		Corner Garage Location		Vertical Curb	
Residential Care Home		Easement 5m		Mail Boxes			
Multi-Unit Parcels Low Density - RM1, RM2		Lot Number	12	Utility Corridor			
Multi-Unit Parcels Low/Medium Density - RMTN		Civic Address	123	Fire Hydrant			
Multi-Unit Parcels Medium Density Multi-Unit - RMTN1		Transformer		Walkout Basement			
Buffer		Service Pedestal		Decorative Fence			
Open Space Conceptual Design Subject to Change		Concrete Pad		Masonry Fence			
				Wildlife Fence			

Note: This map is conceptual and may change.



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

Proposed Lot Prices

Aspen Ridge Phase 3 (2017)
Kenaschuk

Lot	Block	Plan	Price	Lot	Block	Plan	Price
7	713	102207912	\$150,500	6	715	102207912	\$154,300
8	713	102207912	\$161,200	7	715	102207912	\$154,300
9	713	102207912	\$161,200	8	715	102207912	\$152,100
10	713	102207912	\$169,400	9	715	102207912	\$151,000
11	713	102207912	\$175,400	10	715	102207912	\$150,100
1	714	102207912	\$216,700	11	715	102207912	\$148,900
2	714	102207912	\$206,500	12	715	102207912	\$147,400
3	714	102207912	\$209,700	13	715	102207912	\$159,900
4	714	102207912	\$213,200	14	715	102207912	\$161,400
5	714	102207912	\$213,200	15	715	102207912	\$168,400
6	714	102207912	\$221,900	16	715	102207912	\$168,400
7	714	102207912	\$221,900	17	715	102207912	\$161,300
8	714	102207912	\$221,900	18	715	102207912	\$161,300
9	714	102207912	\$221,900	19	715	102207912	\$154,300
10	714	102207912	\$221,900	20	715	102207912	\$154,300
11	714	102207912	\$220,100	21	715	102207912	\$156,600
12	714	102207912	\$220,100	22	715	102207912	\$157,400
13	714	102207912	\$223,800	1	716	102207912	\$131,800
14	714	102207912	\$211,500	2	716	102207912	\$119,200
15	714	102207912	\$211,500	3	716	102207912	\$119,200
16	714	102207912	\$211,500	4	716	102207912	\$119,200
17	714	102207912	\$211,500	5	716	102207912	\$111,800
18	714	102207912	\$211,500	6	716	102207912	\$111,600
19	714	102207912	\$211,500	7	716	102207912	\$111,600
20	714	102207912	\$211,500	8	716	102207912	\$111,600
21	714	102207912	\$211,500	9	716	102207912	\$111,600
22	714	102207912	\$211,500	10	716	102207912	\$111,600
23	714	102207912	\$211,500	11	716	102207912	\$111,600
24	714	102207912	\$211,500	12	716	102207912	\$119,000
25	714	102207912	\$211,000	13	716	102207912	\$119,000
26	714	102207912	\$211,900	14	716	102207912	\$126,300
27	714	102207912	\$181,600	15	716	102207912	\$134,700
28	714	102207912	\$151,700	16	716	102207912	\$133,500
29	714	102207912	\$143,700	17	716	102207912	\$131,400
30	714	102207912	\$140,800	1	717	102207912	\$146,700
1	715	102207912	\$151,800	2	717	102207912	\$149,000
2	715	102207912	\$152,000	3	717	102207912	\$150,500
3	715	102207912	\$151,800	4	717	102207912	\$154,300
4	715	102207912	\$151,900	5	717	102207912	\$154,300
5	715	102207912	\$154,300	6	717	102207912	\$154,300

Lot	Block	Plan	Price
7	717	102207912	\$144,800
8	717	102207912	\$143,100
9	717	102207912	\$140,800
10	717	102207912	\$149,400
11	717	102207912	\$150,800
12	717	102207912	\$154,300
13	717	102207912	\$154,300
14	717	102207912	\$154,300
15	717	102207912	\$160,200
16	717	102207912	\$158,800
1	718	102207912	\$178,500
2	718	102207912	\$160,500
3	718	102207912	\$163,600
4	718	102207912	\$168,500
5	718	102207912	\$169,500
6	718	102207912	\$168,100
7	718	102207912	\$168,000
8	718	102207912	\$156,600

Lot	Block	Plan	Price
9	718	102207912	\$149,400
10	718	102207912	\$152,500
11	718	102207912	\$159,400
12	718	102207912	\$158,600
13	718	102207912	\$158,700
14	718	102207912	\$182,400
1	719	102207912	\$141,400
2	719	102207912	\$146,100
3	719	102207912	\$150,300
4	719	102207912	\$153,600
5	719	102207912	\$154,900
6	719	102207912	\$147,300
7	719	102207912	\$142,500
8	719	102207912	\$153,400
9	719	102207912	\$170,300
10	719	102207912	\$166,300
11	719	102207912	\$149,700
Total			\$18,865,600



Aspen Ridge
Phase 3 Architectural Controls



ARCHITECTURAL CONTROLS

To enhance the street appeal of Aspen Ridge, Saskatoon Land has selected a variety of architectural controls aimed at creating an aesthetically pleasing streetscape and encouraging a variety of different exterior building materials.

The architectural controls selected by Saskatoon Land are an integral component in strengthening neighbourhood streetscapes and fostering diversity amongst housing choices, creating a warm and inviting environment.

INDEX

- 3 **General Design Considerations**
- 4 **Architectural Controls by Lot Type**
- 4 **Standard Lot - Attached Garage**
- 5 **Executive Walk-Out Basement Lot - Attached Garage**
- 6 **Laned Lot - Detached Garage**
- 7 **Highly Visible Lots**
- 8 **Highly Visible Lots - Examples**
- 9 **Exterior Building Material Requirements**
- 10 **Garage Placement**
- 11 **Architecturally Significant Garage Doors**
- 12 **Attached Garage Integration**
- 13 **Columns & Entry Features**
- 14 **Stairs & Entry Features**
- 15 **Roof Pitch**
- 16 **Plan Approval Process**



GENERAL DESIGN CONSIDERATIONS - ALL LOT TYPES

These controls are in addition to the controls for each lot type in the following sections. The requirements listed in each lot type section are an absolute minimum. Saskatoon Land reserves the right to require further architectural treatment to any facade in order to satisfy the intention of the Phase 3 architectural controls.

Massing and Relief

All building volumes must incorporate intermittent variances in plan and elevation to encourage shadow lines on facades and visible elevations which will enhance the streetscape by introducing interesting architecture. This includes all building elevations that are adjacent to or visible from public streets or open spaces.



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 include, but are 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.



Front Door Placement

It is strongly encouraged that the front door of a dwelling be highly visible on the front facade by directly facing the fronting street.

If the door does not face the street, architectural elements such as verandas, front window enhancements, additional front materials or other architectural elements will be required to enhance the house entrance.



Depending on Saskatoon Land's evaluation of any submitted plans, especially those that satisfy only the "minimum" requirements of this document, Saskatoon Land may require architectural details such as the following:

- Accented wall build-outs or interruptions in wall planes.
- Window and door accents.
- Break-ups in roof massing or roof lines such as dormers or cross gables.
- Other accents or placement of material or colour.



ARCHITECTURAL CONTROLS BY LOT TYPE

Phase 3 of Aspen Ridge features three lot types: Standard Lot Attached Garage, Executive Walk-out Basement Lot Attached Garage and Laned Lot Detached Garage. The architectural controls for each type are noted below:

Standard Lot - Attached Garage

a) No dwelling shall be constructed on any of the lots which has an above grade floor area (excluding attached decks, patios and garages) less than:

- i. 1,000 square feet in the case of a bungalow, bi-level or split-level dwelling;
- ii. 1,200 square feet in the case of a two-storey dwelling.

b) All dwellings must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 3.5 metres wide and 6.0 metres long.

c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch except when it can be demonstrated that a lesser sloped roof pitch is integral to any architectural style and consistent with the intent of strengthening the streetscape and harmonizing the interface between housing forms.

No roof pitch requirement exists for Lots 7 to 11, Block 713; Lots 1 to 22, Block 715; and Lots 1 to 9, Block 717.

d) Attached garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling.

e) All attached garages require architecturally significant garage doors consistent with the architectural style of the dwelling. See page 11 for examples.

f) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 50 square feet in area or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

Standard Lot Attached Garage

- Lots 7 to 11, Block 713
- Lots 27 to 30, Block 714
- Lots 1 to 22, Block 715
- Lots 1 to 16, Block 717
- Lots 1 to 14, Block 718
- Lots 1 to 11, Block 719





Executive Walk-out Basement Lot - Attached Garage

a) No dwelling shall be constructed on any of the lots which has an above grade floor area (excluding attached decks, patios and garages) less than:

- i. 1,200 square feet in the case of a bungalow, bi-level or split-level dwelling; or
- ii. 1,500 square feet in the case of a two-storey dwelling.

b) All dwellings must be constructed with a minimum double-wide attached garage. The garage must be constructed at the same time as the dwelling is built. Minimum inside dimensions shall be 5.4 metres wide and 6.0 metres long.

c) The roof of the principal dwelling shall have a minimum 6-in-12 pitch except when it can be demonstrated that a lesser sloped roof pitch is integral to any architectural style and consistent with the intent of strengthening the streetscape and harmonizing the interface between housing forms.

No roof pitch requirement exists for Lots 1 to 13, Block 714.

d) Attached garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling.

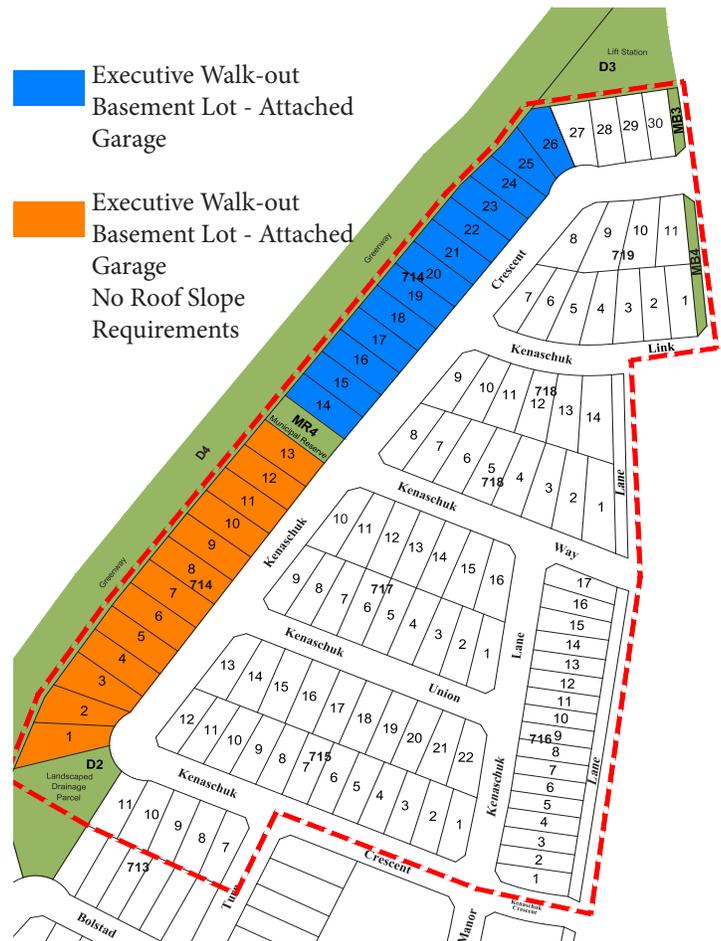
e) All attached garages require architecturally significant garage doors consistent with the architectural style of the dwelling. See page 11 for examples.

f) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 75 square feet in area or a minimum of three exterior building materials with each material being no less than 40 square feet in area. No vinyl siding shall be permitted on any building elevation.

g) All dwellings shall be constructed with direct access from the basement level to the backyard (walk-out units).

Executive Walk-Out Basement Lot - Attached Garage

- Lots 1 to 26, Block 714





Laned Lot - Detached Garage

a) No dwelling shall be constructed on any of the lots which has an above grade floor area (excluding attached decks, patios and garages) less than:

- i. 1,000 square feet in the case of a bungalow or bi-level; or
- ii. 1,200 square feet in the case of a two-storey dwelling.

b) All dwelling units shall be bungalows, raised bungalows, bi-levels, or two-storeys. Split-level dwellings are not permitted.

c) All dwellings shall be constructed with an architecturally significant entry feature which may include a covered veranda, a covered entry feature or a modern contemporary interpretation of a pergola. In the event that columns are used, column styles should be consistent with the overall architectural style of the dwelling. Preferably 10 inches by 10 inches or greater. See page 13 for examples.

d) The roof of the principal dwelling shall have a minimum 6-in-12 pitch except when it can be demonstrated that a lesser sloped roof pitch is integral to any architectural style and consistent with the intent of strengthening the streetscape and harmonizing the interface between housing forms.

No roof pitch requirement exists for Lots 1 to 17, Block 716.

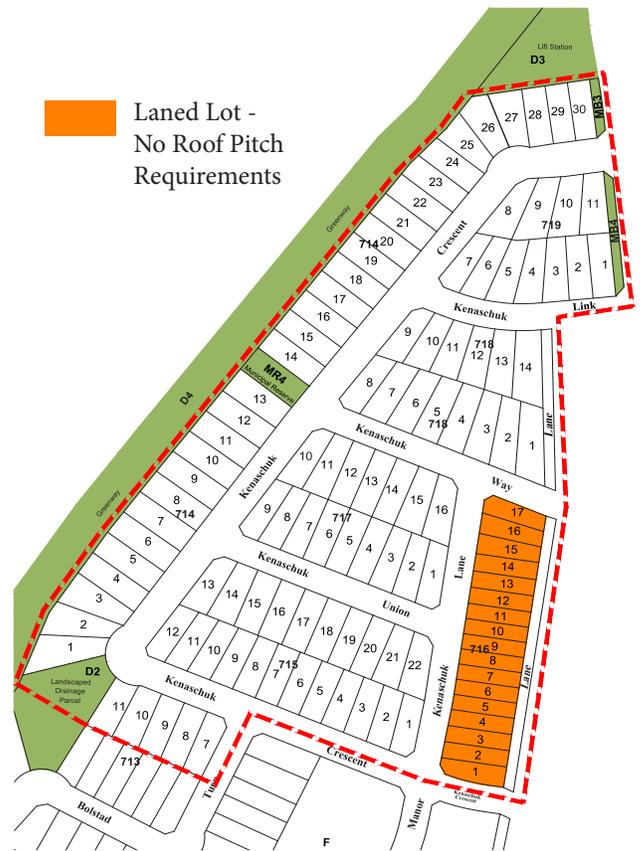
e) All dwellings must be constructed with a concrete garage pad with access from the rear lane only. The concrete garage pad must be constructed at the same time the dwelling is built with a minimum dimension of 6 metres in width and 6 metres in length. The concrete pad shall be located at a minimum of 1.2 metres from the rear property line, and include a paved apron that connects it to the rear property line.

f) All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 50 square feet in area or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

Please be advised that, as per the National Building Code (NBC), foundations for detached garages 55 square metres and larger must be designed by a design professional (engineer or architect) licensed to consult in the Province of Saskatchewan. The sealed design must be accompanied with a Letter of Commitment for field review.

Laned Lots - Detached Garage

- Lots 1 to 17, Block 716





Highly Visible Lots - Building Elevations that are Street Flanking and Highly Visible from Open Space

These controls are in addition to the controls noted in the previous sections. The intention of these controls are to avoid the monotony and the perceived cheapness of large expanses of blank walls on side and rear facades that are highly visible from streets and open spaces. The lots that are relevant to these highly visible lot controls are identified in the map below. The requirements listed below are an absolute minimum. Saskatoon Land reserves the right to require further treatment to any facade in order to satisfy the intention of the Phase 3 Architectural Controls.

- Highly Visible Lots**
- Lots 1 and 11, Block 713
 - Lots 1 to 30, Block 714
 - Lots 1, 12, 13, & 22, Block 715
 - Lots 1 and 17, Block 716
 - Lots 1, 9, 10, & 16, Block 717
 - Lots 8 and 9, Block 718
 - Lots 7 and 8, Block 719

In addition to the front facade requirements, any building elevation which flanks a street or faces open space:

a) Requires a secondary exterior building material that covers no less than 1/3 (33%) of the elevation as defined as the total area of elevation from ground to under the eaves. For the purpose of this calculation, window and/or door areas shall be subtracted. A third material may also be used provided that the second and third materials, when combined, cover no less than 1/3 (33%) of the subject elevation. See page 9 for more information.

Horizontal banding of the base of the building is discouraged as landscaping tends to cover the material.

b) Requires a secondary exterior colour that covers no less than 1/3 (33%) of the elevation as defined as the total area of elevation from ground to under the eaves. For the purpose of this calculation, window and/or door areas shall be subtracted. A third colour may also be used provided that the second and third colours, when combined, cover no less than 1/3 (33%) of the subject elevation.

c) Requires the windows and/or doors to occupy no less than 5% of the elevation as defined as the total area of elevation from ground to under the eaves.



Depending on Saskatoon Land’s evaluation of any submitted plans, especially those that satisfy only the “minimum” requirements of this document, Saskatoon Land may require more architectural details such as the following:

- Accented wall build-outs or other interruptions in wall planes.
- Window and door accents.
- Break-ups in roof massing or roof lines such as dormers or cross gables.
- Other accents or placement of material or colour.



HIGHLY VISIBLE LOTS - EXAMPLES



The area of the rear elevation (minus window area) totals 270 square feet. 90 square feet of stone has been provided, which satisfies the secondary material requirement. 140 square feet of window/door placement has also been provided, which satisfies the window and/or door placement requirement on highly visible lots.



The area of side wall (minus window area) totals 300 square feet. 100 square feet of stone has been provided, which satisfies the secondary material requirement. 40 square feet of window placement has also been provided, which satisfies the window and/or door requirement on highly visible lots.



EXTERIOR BUILDING MATERIAL REQUIREMENTS

Standard Attached Garage Lots and Laned Detached Garage Lots

All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 50 square feet in area or a minimum of three exterior building materials with each material being no less than 25 square feet in area.

Executive Walk-out Basement Lots

All dwellings require a minimum of two different exterior building materials on the front elevation with each material being no less than 75 square feet in area or a minimum of three exterior building materials with each material being no less than 40 square feet in area. No vinyl siding is permitted on any Executive Walk-out building elevation.

Note: Material types and square footage must be clearly identified on the drawings submitted in support of your application. Failure to do so may result in delays to the approval of your application.

Front Elevation Material Calculations

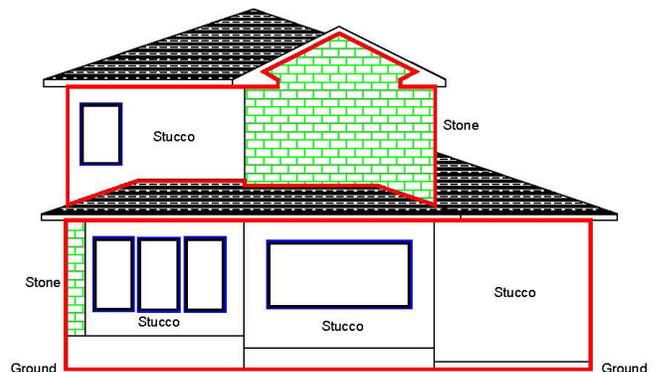


Three Materials Example:

- 1) Stucco
- 2) Stone Column = 10sqft
Stone Garage = 70sqft
- 3) Hardi Siding = 60sqft

The stone and Hardi siding exceed the minimum three material requirement of 25sqft (standard) and 40sqft (walk-out).

Highly Visible Lot Material Calculations



- Red (elevation) = 130sqft (1st storey)
85sqft (2nd storey)
- Blue (windows and doors) = 120sqft
- Green (secondary material) = 126sqft provided

Secondary Material Required
215sqft (elevation) minus 120sqft (windows/doors) =
95sqft X 33% = 31sqft required

- Trim features and roof shingles will not be counted as a material. In order to be included towards the required material amount, the material must be visibly shown on the 2D elevation plan. Material wrapped around a column or architectural feature is encouraged to provide cleaner edges, but will not count towards the required material total for the elevation in review.
- The materials being used need to be distinctly different and discernible from each other. Contrast with the trim materials and exterior building materials being used is also encouraged.
- For the purpose of the material calculation, the total area of elevation is from the ground to under the eaves. Windows and/or doors shall be subtracted.



GARAGE PLACEMENT

For lots requiring an attached garage, a garage side location is determined on the Lot Information Map unless the lot is marked with a “C” for corner lot garage placement.

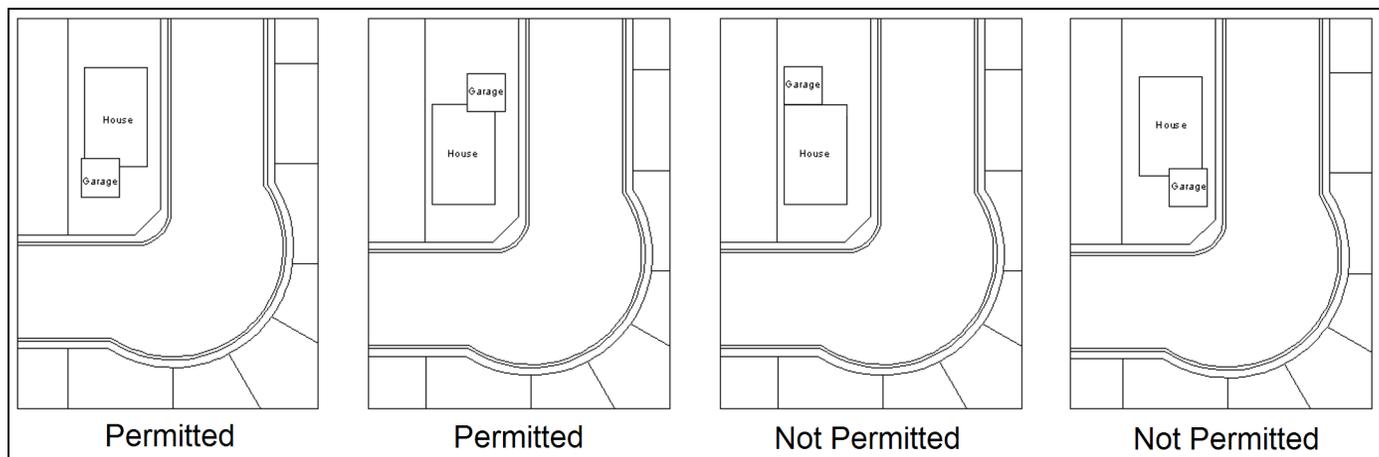
Garage sides on a given block are paired together against a common property line in order to provide a better streetscape appearance.

Corner Lots

For corner attached garage lots, the garage must be located as per the permitted garage sides as shown in Figure 1.

Figure 1 demonstrates the permitted options for the placement of an attached garage on a corner lot, attached to the front of the house furthest from the street corner or attached to the rear of the house closest to the side street.

Figure 1 - Corner Lot Garage Placement



Builders should check curb design, street light pole locations, utility pedestal locations, and mailbox locations, prior to placing the garage on the side.





ARCHITECTURALLY SIGNIFICANT GARAGE DOORS

The street appeal of a home contributes to the general appeal of any residential area. Garage doors make up a significant portion of the facade of any attached garage home. Any home with a front or rear attached garage requires garage door styles that complement the home's exterior. The garage door must include some architectural elements. Examples of garage door types, design elements and corresponding architectural styles are as follows:

- Minimum of three windows in each door;
- Decorative pane glass;
- Wide trim pieces;
- Natural woods; and
- Aluminum and glass.

Garage door supplier and model information must be submitted along with your application. Please include photos or brochures to help explain the garage door design.

Hardware and handles can be used on garage doors but are not counted towards the garage door architectural elements.

Permitted Garage Doors



Garage Doors with wide trim the same colour as the door is permitted.



Not Permitted Garage Doors



Flush Garage Doors with no architectural elements are not permitted.



Windows above garage doors are permitted but do not count towards garage door architectural elements.



Coloured garage doors are permitted but still need architectural elements.



Flush Garage Doors with minimum architectural elements are not permitted.



Garage doors that look like wood but are not wood are not permitted without other architectural elements.



Garage doors with random window spacings are not permitted.



ATTACHED GARAGE INTEGRATION

For lots which require an attached garage, the attached garage shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling.

Examples showing acceptable garage projections are illustrated below.



The attached garage projects less than 2.4 metres from the front living room of the dwelling.



The attached garage projects 2.4 metres from the second storey of the dwelling.



The attached garage projects 2.4 metres from the front office/den of the dwelling.



The attached garage projects 2.4 metres from the second-storey bonus room.



The attached garage projects less than 2.4 metres from the front living room of the dwelling.



The attached garage projects 2.0 metres from the second storey of the dwelling.



COLUMNS & ENTRY FEATURES

For lots which require an architecturally significant entry feature, features should be consistent with the overall architectural style of the dwelling.

This may include the use of covered verandas, modern contemporary interpretations of pergolas or covered entry features.

In the event that columns are used, column styles should be consistent with the overall architectural style of the dwelling. This might include the use of wide-based, tapered columns with stone detailing at the column base for craftsman style homes, cedar clad columns for modern contemporary style homes, or columns with masonry cladding along the full length of the column for traditional style homes.



Modern interpretation of a pergola entry.



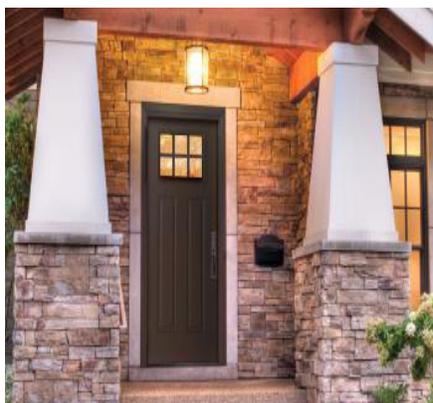
Covered entry feature with supporting column. Preferred 10"x10" columns or greater.



Covered entry feature with supporting column.



Covered veranda with substantial columns.



Wide-based, tapered columns with stone detailing. Preferred tapered columns with 12"x12" base and 8"x8" top.



Wide-based columns with stone detailing. Preferred 10"x10" columns or greater.



STAIRS AND ENTRY FEATURES

All lots that have raised entries and verandas must enclose the stairs on all sides and the veranda must be skirted or enclosed.

Using steel risers on stairs is permitted as long as the steel is not visible and encased by wood.





ROOF PITCH

The roof of the principal dwelling shall have a minimum 6-in-12 pitch except in instances where it can be demonstrated that a lesser sloped pitch contributes towards a consistent architectural style or enhanced level of street appeal.

Approval of roof pitches less than 6-in-12 will be at the discretion of Saskatoon Land. Some examples that outline the acceptable use of roof pitches less than 6-in-12 are identified below.



The use of a low-pitched gabled roof for a craftsman style home.



The use of a flat roof or low-sloped roof in a modern contemporary style home.



The use of a low-pitched hip roof with wide overhanging eaves in a prairie style home.



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 with garage door image or brochure for attached garages;
- One hard or digital copy of the working drawings, including site plan, floor plan, and building elevations. All exterior building materials and square footage must be identified on the elevation 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 held until the complete application is submitted. Plans will be reviewed for adherence to the architectural controls and Saskatoon Land may contact the applicant to discuss any required revisions. Plans which don't meet all the Architectural Controls will be reviewed by Saskatoon Land's Design Review Committee (DRC). The DRC's decision is final and any revisions will be required to be made before approval.

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 may review the building permit drawings again to ensure they're substantially consistent with the plans submitted during the review process.

Periodically, Saskatoon Land will inspect the project to ensure it's 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.

Meewasin Northeast Swale

The Meewasin Northeast Swale is an ancient river channel formed by glacial activity that took place thousands of years ago. This remarkable feature runs adjacent to the South Saskatchewan River and is approximately 2800 hectares in size. The Swale is a grassland ecosystem of rare native prairie and wetland areas. It is an important wildlife corridor, with over 200 plant species and 180 bird species.

The Swale acts as a natural filter for both air and water and mitigates flooding in adjacent neighbourhoods. It promotes physical health and well-being, encourages community engagement and stewardship, and contributes to the vitality and productivity of the community.

The development of The Swale is a once-in-a-lifetime opportunity to enhance the legacy of our region by integrating this important natural system into the fabric of our city.

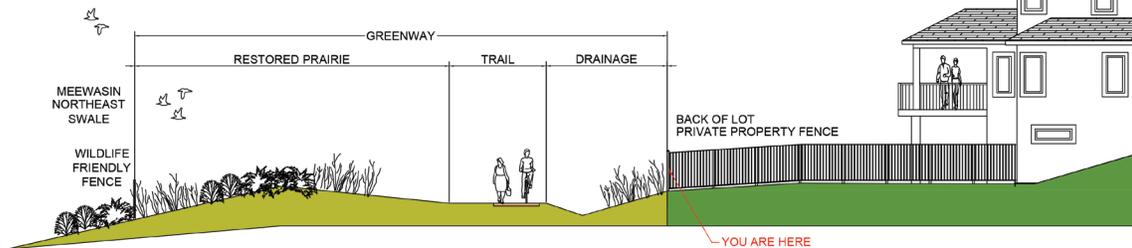
To help protect the Meewasin Northeast Swale (Swale), here are some important things to remember:

- **The Swale is a nocturnal preserve** - Light from adjacent neighbourhoods affects wildlife and plants in the Swale by altering their daily cycle of light and dark. Aspen Ridge neighbours can help keep the night sky dark by using Dark Sky Compliant lighting; such as downward facing outdoor lighting with cutoffs, no brighter than necessary, on a motion sensor, and turned off when not in use. Visit www.darksky.org for more information about Light Pollution and the Dark Skies Movement.
- **The Swale is home to abundant wildlife** - Many grassland birds, birds of prey (e.g. owls and hawks), waterfowl, deer, coyotes, frogs, snakes, badgers, ground squirrels, and a variety of other fascinating creatures live in the Swale. Please respect the wildlife and allow them a safe distance. Feeding wildlife can lead to dependence on handouts and nuisance animals. Keep garbage and compost in animal proof containers to discourage wildlife and neighbourhood pets.
- **The Swale is native prairie with many rare and unique plants** - Native prairie is highly susceptible to invasion from exotic plants that will outcompete for space and resources. Please consider planting native and non-invasive plants in your yard. Planting seed and fruit bearing shrubs can help to provide food and shelter for birds in your yard. See the Native Plant Society's document "Native Plant Material and Services Supplier List" for recommendations of sources for native plant please visit: http://www.npss.sk.ca/docs/2_pdf/Native_Plant_Source_List_2013_-_revised.pdf.
- **Chemicals have an impact on Swale flora and fauna** - Please consider the use of fertilizer, herbicides or pesticides cautiously and use environmentally friendly alternatives, when possible, to reduce impacts on the native vegetation, wildlife, and wetlands.
- **For Swale management, call Meewasin** - The native vegetation may look wild and unkempt at times, but even dead trees provide food and shelter for wildlife so please resist conducting any maintenance activities of your own in the Swale or Greenway. Contact Meewasin with any safety concerns regarding vegetation as they regularly conduct resource management activities on site to help keep the Swale healthy and rich with biodiversity.
- **Trails are designed to protect sensitive areas** - Please use only marked trails. These trails have been carefully planned to respect wildlife and sensitive areas. Avoid damaging vegetation and please do not pick wildflowers. Dogs must be on leash in the Recreation Zone and picked up after. There are no dogs allowed in the Ecological Core. Please help protect the rare and endangered species in the Swale.



Naturalized Area

The Greenway is a corridor that provides a transition between Aspen Ridge and the grasslands and wetlands of the Meewasin Northeast Swale. The Greenway consists of a drainage channel, multi-use trail, and restored prairie.



What you can do to help.

The Greenway will take a number of years to develop into a mature and stable naturalized ecosystem. On your property, we encourage you to:

- reduce the amount of sod, fertilizer, chemicals, and irrigation used
- remove invasive weeds before going to seed to reduce their potential spread
- plant your yard with native prairie wildflowers, shrubs and grasses
- do not mow or maintain the open space beyond your property
- respect the night sky – use full cutoff exterior lighting
- keep yard clean of construction and household waste
- do not feed wild animals or leave food out and screen gardens and fruit trees
- stay on the designated trails and do not create new access points

The Greenway promotes Active Transportation, Biodiversity and Water Conservation.

In keeping with the sustainability goals set out for Aspen Ridge, many features of the Greenway will protect the biodiversity of the Swale:

- residential developments were setback from the Swale edge
- native prairie wildflowers, shrubs and grasses will be re-established in disturbed areas
- the need to irrigate is minimized
- mowing will be restricted to select areas and occur only once or twice per growing season
- ongoing resource management practices will be used such as prescribed burning
- constructed stormwater drainage systems will collect and manage residential runoff
- full cutoff lighting will be installed along the trail



YES! Walk or Bike
on designated trails



YES! Smell Flowers



YES! Watch Wildlife



YES! Take Photos



NO Motorized Vehicles
Bylaw No. 7767



NO Picking Plants
Bylaw No. 7767



NO Off-leash Dogs
Bylaw No. 7860



NO Littering
Bylaw No. 7767

Request to Sell City-Owned Property – Marquis and Hudson Bay Industrial Areas

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 17 lots (Lots 1 to 7, Block 945, Plan No. 102197729, Lots 1 and 2, Block 946, Plan No. 102197729, Lots 9 and 10, Block 949, Plan No. 102197729, Parcel E, Plan No. 101646659, Lot 5A, Block 280, Plan No. 102147904, and Lots 6 to 9, Block 869, Plan No. 102232347) in the Marquis and Hudson Bay Industrial areas through a public tender process with reserve bid prices;
2. That if the lots are not sold through the tender process, they be placed for sale over-the-counter on a first-come, first-serve basis for a period of six months;
3. That the Director of Saskatoon Land be authorized to entertain acceptable market price offers on any lot which remains unsold after the six-month period following the public tender closing date. Offers will be solicited through the open market (standard terms) sales approach;
4. That the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing that may be necessary to account for changes in the servicing costs and for returned parcels; and
5. 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 agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain Standing Policy Committee on Finance approval to sell 17 industrial lots in the Marquis and Hudson Bay Industrial areas through a public tender process. Any lots not sold through the public tender will remain for sale over-the-counter on a first-come, first-serve basis for a period of six months.

Any lots which remain unsold after the six month period following the public tender closing date will be offered through the open market (standard terms) sales approach until acceptable market price offers are received.

Report Highlights

1. Seventeen industrial lots in the Marquis and Hudson Bay Industrial areas will be sold through a public tender process. The lots will be awarded to the highest bidder.
2. If the lots are not sold through the public tender process, they will be placed for sale at the reserve bid price over-the-counter on a first-come, first-serve basis for a period of six months.
3. Any lots which remain unsold after the six month period following the public tender closing date will be offered through the open market (standard terms) sales approach until acceptable market price offers are received.

Strategic Goal

The sale of these parcels supports 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.

Background

The last phase consisting of seven parcels in the Marquis Industrial Area was released to the market in 2016. An adequate supply of serviced land remains in the hands of previous purchasers, but limited variety of parcels are available to end users in Saskatoon Land inventory. The 17 parcels being released vary in size from 1 acre to just over 9 acres, though the majority of parcels being released are less than 2 acres in size.

Servicing work for the subject parcels will be completed this fall, which facilitates the connection of Faithfull Avenue to Marquis Drive.

Report

Marquis Industrial Public Tender

The purpose of this report is to obtain approval to sell 17 industrial lots in the Marquis and Hudson Bay Industrial areas through a public tender process. Any lots that are not sold through the public tender will remain for sale at the reserve bid price over-the-counter on a first-come, first-serve basis for a period of six months. Any lots which remain unsold after the six-month period following the public tender closing date will be offered through the open market (standard terms) sales approach until acceptable market price offers are received. Attachment 1 shows the subject lots located on Faithful Avenue, 60th Street, 64th Street and Arthur Rose Avenue.

All lots, with the exception of Lot 5A (Arthur Rose Avenue), are zoned IL1 or IH District, which are both flexible industrial zoning districts that allow for a wide range of industrial/commercial uses. Lot 5A is zoned IL2 (Limited Intensity Light Industrial) District which permits a more limited set of land uses, largely due to proximity of nearby chemical plants.

Each of the parcels within this tender will be advertised with a reserve bid price. The Administration recommends that a price range of \$499,000 to \$623,800 per acre be used for establishing the reserve bids.

Proposed parcel prices are outlined in Attachment 2. Factors such as zoning, location, visibility and corner influence are taken into consideration within the final price for each lot. The reserve bid prices are based on a review of comparable industrial land sales in the Saskatoon market, including resale of land recently sold by the City of Saskatoon (City). The average price per acre is \$548,000 and the total proposed sales revenue for the phase is \$21.5M.

Tender Award

Parcels will be awarded to the highest bidder over the reserve bid price. If there is any uncertainty regarding the bids received, the appropriate reports and recommendations will be presented to Standing Policy Committee on Finance. Lots that do not sell through the public tender process will be made available for sale over-the-counter on a first-come, first-serve basis for a period of six months.

Open Market (Standard Terms) Sales Approach

Any lots which remain unsold after the six-month period following the public tender closing date will be offered through the open market (standard terms) sales approach until acceptable market price offers are received.

The reserve bid prices used for the public tender will be used to establish asking prices for the sites remaining in inventory. Once the six-month period from the public tender closing date expires, interested parties will have a designated period to submit non-binding offers on the subject sites that remain in inventory.

Offers received will be reviewed by the Administration to determine compliance with standard terms and to identify which proponent will be contacted for negotiation of a sale agreement for the respective parcel. It is generally accepted that the highest offer received will determine the preferred proponent, assuming the standard terms and conditions are met. Standard terms for the subject sites are identified in Attachment 3. If no offers are received, the parcels will remain available over-the-counter until an acceptable offer is received. Any offer will be conditional upon approval of the CFO/General Manager, Asset and Financial Management Department.

Utilizing the open market (standard terms) sales approach provides the Administration with additional flexibility to accommodate prospective sales, helping to mitigate risk associated with carrying larger than desired industrial land inventory.

Options to the Recommendation

The Standing Policy Committee on Finance can choose to not proceed with the sale of the land at this time.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not applicable.

Communication Plan

Notice of the public tender will be advertised in the Saskatoon StarPhoenix a minimum of two Saturdays prior to close of tender submission and will be sold pursuant to Council Policy No. C09-033, Sale of Serviced City-Owned Lands. The tender will also be posted on the City's website. Notification of the remaining lots being offered through the open market (standard terms) sales approach will be advertised after the six-month period has expired.

Financial Implications

Proceeds from the sale of this land will be deposited into the Property Realized Reserve.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

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

Public Notice

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

Attachments

1. Marquis and Hudson Bay Industrial Parcels to be Priced
2. Marquis and Hudson Bay Industrial Price Listing
3. Marquis and Hudson Bay Industrial - Standard Terms

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_Marquis and Hudson Bay Industrial.docx

LEGEND

- 3m easement
- 5m easement
- 10m easement
- 15m easement
- easement width varies

FUTURE INDUSTRIAL

64TH STREET

WET POND

60TH STREET

MUNICIPAL RESERVE

FAITHFULL PLACE



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

949

63.60	63.60
10	9
1.38 ac	1.38 ac
\$829,000	\$687,000
79.60	88.05
12.01	88.01
55.10	63.71

945

79.60	12.01
1	69.60
1.69 ac	
\$1,012,000	
77.97	
88.10	
62.00	62.00
2	
1.35 ac	
\$707,000	
88.10	
62.00	62.00
3	
1.35 ac	
\$707,000	
88.10	
65.60	65.60
4	
1.43 ac	
\$749,000	
88.10	
65.60	65.60
5	
1.43 ac	
\$749,000	
88.10	
65.60	65.60
6	
1.43 ac	
\$749,000	
88.10	
66.01	62.01
7	
1.43 ac	
\$859,000	
84.10	5.66

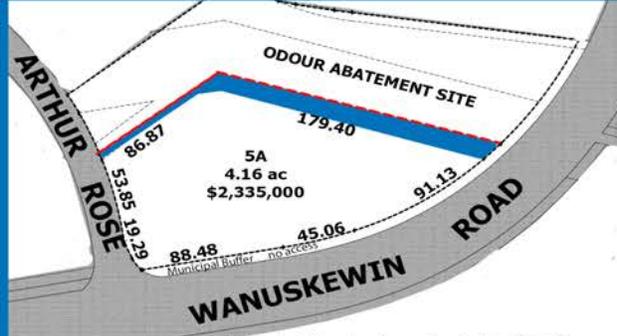
946

138.17	103.91
1	
3.75 ac	
\$2,248,000	
95.25	
146.67	
105.95	105.95
2	
3.84 ac	
\$2,012,000	
146.67	
251.28	255.32
E	
9.25 ac	
\$5,078,000	
5.65	142.71

869

51.57	55.48	55.48	55.48
6	7	8	9
1.27 ac	1.27 ac	1.27 ac	1.27 ac
\$763,000	\$668,000	\$668,000	\$668,000
88.97	92.97	92.97	92.97
5.65			
55.57	55.48	55.48	55.48

LOT 5A INSET MAP



Dashed red line denotes north extents of Lot 5A. Easement width ranges from 3m to 10m.

Marquis and Hudson Bay Industrial Price Listing

Neighbourhood/ Phase	Lot	Block/ Parcel	Plan	Zoning	Area (ac)	Price per Acre	Total Price
Marquis Phase 8	1	945	102197729	IH	1.69	\$ 598,800	\$ 1,012,000
Marquis Phase 8	2	945	102197729	IH	1.35	\$ 523,950	\$ 707,000
Marquis Phase 8	3	945	102197729	IH	1.35	\$ 523,950	\$ 707,000
Marquis Phase 8	4	945	102197729	IH	1.43	\$ 523,950	\$ 749,000
Marquis Phase 8	5	945	102197729	IH	1.43	\$ 523,950	\$ 749,000
Marquis Phase 8	6	945	102197729	IH	1.43	\$ 523,950	\$ 749,000
Marquis Phase 8	7	945	102197729	IH	1.43	\$ 598,800	\$ 859,000
Marquis Phase 8	1	946	102197729	IH	3.75	\$ 598,800	\$ 2,248,000
Marquis Phase 8	2	946	102197729	IH	3.84	\$ 523,950	\$ 2,012,000
Marquis Phase 8	9	949	102197729	IH	1.38	\$ 499,000	\$ 687,000
Marquis Phase 8	10	949	102197729	IH	1.38	\$ 598,800	\$ 829,000
Marquis Phase 8		E	101646659	IH	9.25	\$ 548,900	\$ 5,078,000
Marquis Phase 4	5A	280	102147904	IL2	4.16	\$ 561,375	\$ 2,335,000
Hudson Bay Indust.	6	869	102232347	IL1	1.27	\$ 598,800	\$ 763,000
Hudson Bay Indust.	7	869	102232347	IL1	1.27	\$ 523,950	\$ 668,000
Hudson Bay Indust.	8	869	102232347	IL1	1.27	\$ 523,950	\$ 668,000
Hudson Bay Indust.	9	869	102232347	IL1	1.27	\$ 523,950	\$ 668,000
Total					38.96	\$ 548,166	\$ 21,488,000

Marquis and Hudson Bay Industrial – Standard Terms

1. Deposit/Closing Date/Possession/Adjustment Date:
 - (i.) 10% deposit due within ten (10) days of offer acceptance.
 - (ii.) Sixty (60) days following acceptance of the Saskatoon Land proposal letter or as agreed to between the vendor and purchaser.
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.) Real Estate Commissions to be paid based on a rate of 5% of the land portion of the selling price.
 - (iii.) 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.

Price Adjustment – Evergreen Boykowich Walk-out Lots

Recommendation

That the Director of Saskatoon Land be authorized to reprice and sell 13 single-family lots with legal descriptions: Lots 1 to 6, Block 672 ; and Lots 1 to 7, Block 673; all Plan No. 102146891 on Boykowich Crescent in Evergreen.

Topic and Purpose

The purpose of this report is to obtain Standing Policy Committee on Finance approval to reprice, sell and administer the previously approved architectural controls for 13 existing lots still in inventory within the Evergreen neighbourhood.

Report Highlights

1. Proposed prices for the 13 proposed repriced lots in this lot draw range from \$225,800 to \$237,700.

Strategic Goal

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

Background

City Council, at its meeting on May 5, 2014, approved the pricing and the sale of 310 lots in Evergreen Phase 8, including the 13 walk-out style lots on Boykowich Crescent that are the subject of the repricing in this report.

Report

The Administration is requesting approval to reprice and reoffer for sale 13 single-family walk-out lots that are currently in inventory in Evergreen. Of these lots, 12 are full walk-out basement lots and 1 is a transitional walk-out basement lot. All 13 lots are attached garage lots and back onto Richard's Park. They include decorative aluminum fencing. The lot sizes vary from 16.45 metres (54 feet) to 17.08 metres (56 feet) in width and are designed for larger custom homes (Attachment 1).

Initial pricing on the lots was applied in May 2014 when these lot types were in high demand and selling at average values in excess of \$14,000 to \$15,000 per front metre. Due to the fact that these lots have garnered little interest since the initial release, Administration is recommending price reductions on the lots. A review of sales transactions for similar lots indicates that pricing at an average of \$13,900 per front metre would be more reflective of the current market (Attachment 2).

Upon approval of the price adjustment, the lots will be placed back in inventory and offered for sale over-the-counter. Previously approved incentives for front driveway surfacing and front yard landscaping will be applicable for these lots.

Options to the Recommendation

The Standing Policy Committee on Finance could choose not to proceed with the price adjustment and leave current pricing in place.

Communication Plan

A notice will be placed on Saskatoon Land's website and sent to Saskatoon Land's Eligible Contractors notifying of the re-pricing of the lots on Boykowich Crescent outlined in this report.

Financial Implications

Proceeds from the sale of these lots will be deposited in the Evergreen Neighbourhood Land Development fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

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

Public Notice

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

Attachments

1. Proposed Lot Prices
2. Evergreen – Boykowich Sales Map

Report Approval

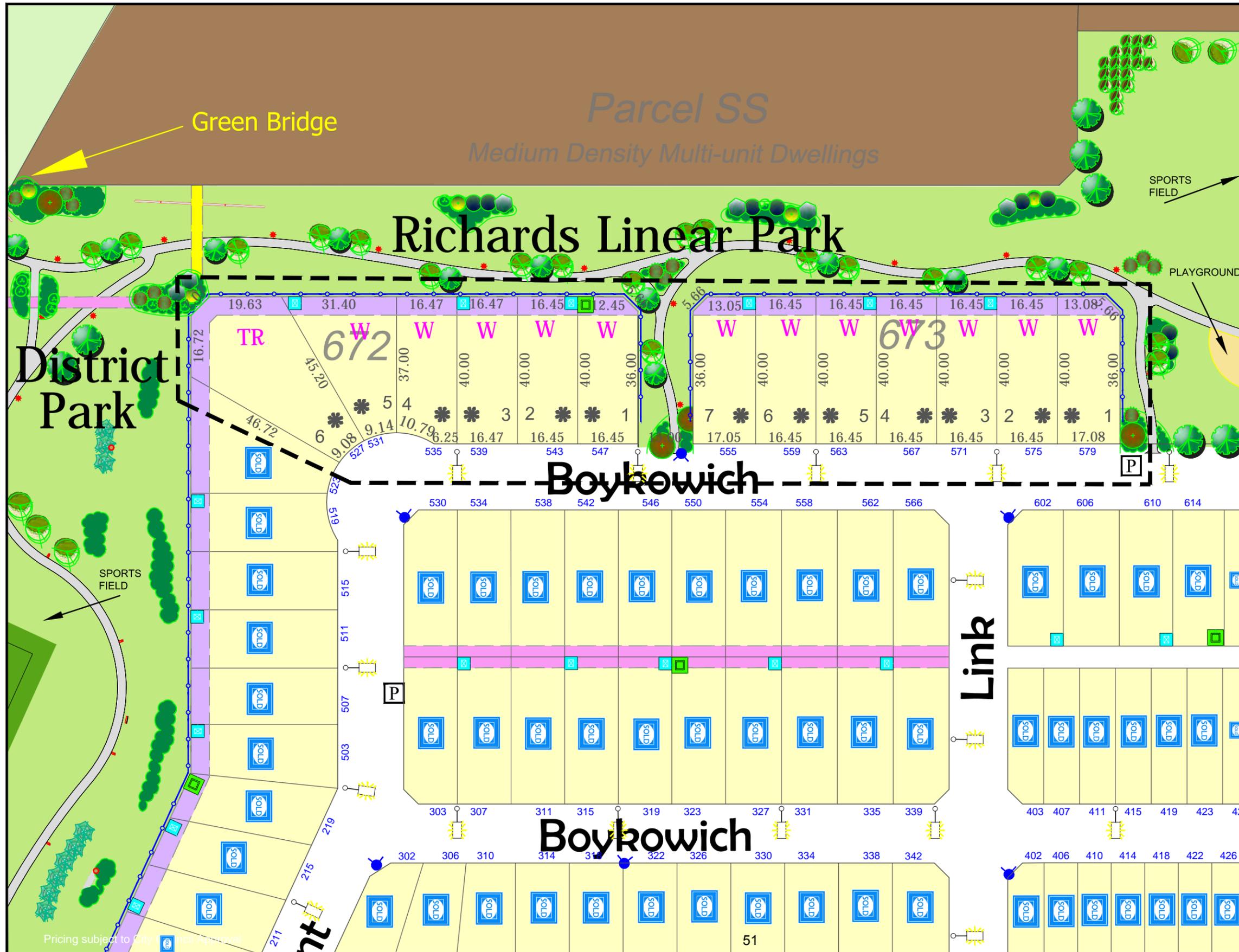
Written by: Frank Long, Director of Saskatoon Land
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department

Price Adjustment_Boykowich Cres.docx

Proposed Lot Prices

Evergreen Adjustments (2017)
Boykovich Walk-out Lots

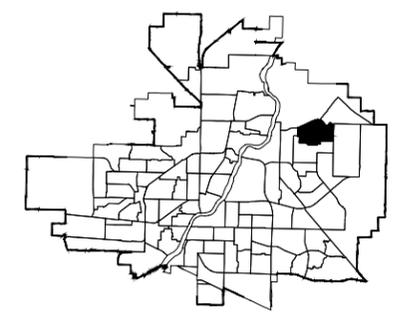
Lot	Block	Plan	Proposed Price	Current Price
1	672	102146891	\$227,500	\$251,900
2	672	102146891	\$227,500	\$251,900
3	672	102146891	\$227,800	\$252,200
4	672	102146891	\$225,800	\$250,400
5	672	102146891	\$228,100	\$261,300
6	672	102146891	\$237,700	\$265,400
1	673	102146891	\$236,200	\$268,700
2	673	102146891	\$227,500	\$258,800
3	673	102146891	\$227,500	\$258,800
4	673	102146891	\$227,500	\$258,800
5	673	102146891	\$227,500	\$258,800
6	673	102146891	\$227,500	\$258,800
7	673	102146891	\$235,800	\$268,200
Total			\$2,983,900	\$3,364,000



Legend:

- Single Family
- Multi-Unit Parcels
- Medium Density Multi-Unit - RMTN1
- Easement 1.5m
- Easement 3m
- Easement 5m
- City Water & Sewer
- Civic Addresses 1234
- Mail Boxes P
- Decorative Fence
- Garage Location
- Walk-out Units W
- Transitional Units TR
- Fire Hydrant
- Transformer(2.0m x 2.0m)
- Utility Pedestal (2.75m x 2.0m)
- Light Standard

Evergreen - Boykowich Sales Map



Note: The Land Branch does not guarantee the accuracy of this plan. To ensure accuracy, please refer to the Registered Plan of Survey. This plan is not to scale. Distances are in meters unless shown otherwise. This is not a legal plan. Lot dimensions and the location of other features are compiled from available information and are subject to change without notice. For verification please check with the appropriate authority. Do not scale.

Attachment 2

Pricing subject to City Council approval

Proposed Elk Point Neighbourhood – Infrastructure Installation Summary

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide information on municipal investments made within the future Elk Point neighbourhood to accommodate west Saskatoon development and other infill development opportunities throughout Saskatoon.

Report Highlights

1. The Elk Point area was identified as the best location to install municipal infrastructure to accommodate west suburban growth and city-wide infill development opportunities.
2. Significant off-site investments were required in the Elk Point area to accommodate development in the Kensington neighbourhood, free up capacity in the city's main sanitary sewer interceptor, and mitigate potential future stormwater flooding in several west Saskatoon neighbourhoods.
3. Funding for deep service installations in the first phase of Elk Point was approved by City Council in 2013 in anticipation of a continuation of significant population growth that was occurring at the time.
4. Further installation of direct municipal improvements and the marketing of land parcels in the Elk Point area are on hold pending consideration of the Elk Point Neighbourhood Concept Plan by City Council and approval of subdivision applications by the Planning and Development Division.
5. The wetland design for Elk Point is compliant with Council Policy No. C09-041, Wetland Policy.

Strategic Goal

The information provided in this report supports the long-term strategy of adopting an integrated approach to growth related to transportation, servicing, transit and land use under the Strategic Goal of Sustainable Growth. Additionally, the infrastructure outlined in the report supports the long-term strategy of increasing and encouraging infill development and corridors to balance growth under the Strategic Goal of Sustainable Growth.

Background

At its meeting on May 1, 2017, the Standing Policy Committee on Planning, Development and Community Services received an information report on the Proposed

Elk Point Neighbourhood Concept Plan. During the review of the plan, it was noted that significant development activity had occurred within the Elk Point boundary. The Committee resolved that the wetland section of the report be forwarded to the Saskatoon Environmental Advisory Committee (SEAC) for their feedback before the report goes to City Council.

In addition, further information has been requested from the Administration regarding improvements within the Elk Point development area.

Report

Infrastructure Investment in the Elk Point Neighbourhood

In order to accommodate future growth in the Blairmore Suburban Area (west Saskatoon), an innovative sanitary and storm water management strategy was developed. The strategy involved the construction of a lift station and force main in the future Elk Point neighbourhood designed to redirect sanitary flows to the Marquis trunk system and construction of a storm pond in the south portion of Elk Point to manage storm water flows for portions of the Kensington neighbourhood and future Elk Point development. These major infrastructure investments were located in Elk Point to take advantage of the naturally occurring topography that existed in the area.

Attachment 1 notes the various municipal off-site improvements that were installed within the Elk Point boundary to:

- accommodate Kensington development and additional growth in the Blairmore Sector;
- redirect existing neighbourhood sanitary flows and free up sanitary capacity in the main interceptor for infill development opportunities in the city;
- mitigate storm water flooding that was prevalent in some west Saskatoon neighbourhoods; and
- provide unencumbered all season access to the lift station site for routine maintenance requirements.

To ensure these significant off-site infrastructure investments were located optimally within the south portion of Elk Point, a draft plan of proposed subdivision for the surrounding area (Phase 1 Elk Point) was required. The plan outlined the lot/block and roadway design around the pond and lift station, as well as routing of a new force main through the future Elk Point neighbourhood. The general location of these facilities and the accompanying lot/roadway design was identified on several figures presented to City Council on April 16, 2012 during consideration of the Kensington Neighbourhood Concept Plan (Attachment 2).

With the lot/roadway design around the wet pond confirmed, the City of Saskatoon (City) was able to take advantage of several construction efficiencies associated with site grading and locating piping inlets/outlets around the pond. Having the adjacent lot design allowed the City to avoid significant risk and potential redundancies in the construction of these major facilities.

Direct Service Installations Elk Point Phase 1

From 2007-2015, Saskatoon experienced significant population growth, adding 47,233 new residents which resulted in a 22% increase in population and an average annual growth rate of 2.75%. During this time period, the local land development industry was under significant pressure to maintain the targeted minimum of a one-year supply of serviced shovel-ready lots. At the height of this high growth period (2012-2014), Saskatoon Land experienced record annual land sales of over 600 lots.

In the preparation of annual servicing plans in 2013 and 2014 (Attachment 3), economic data suggested a continuation of these robust growth levels. Both the Conference Board of Canada and Canada Mortgage Housing Corporation were projecting population growth rates in Saskatoon to be 2.5% - 3% annually. Facing this potential growth reality, the decision was made to proceed with deep services (water and sewer installations) in the first phase of Elk Point around the storm pond. Installing deep services in prior years has proven to be an effective strategy to ensure the timely delivery of lots to the market in high growth periods. At the time, the Kensington neighbourhood was expected to be fully serviced by 2015 and the Elk Point Concept Plan design was complete and undergoing final review by the Administration. There is little risk of the Phase 1 roadway or lot design changing during consideration of the Elk Point Concept Plan, as this area was formalized during the Kensington Concept Neighbourhood Plan approval to facilitate installation of off-site services.

The plan to transition into Elk Point with deep services was identified in presentations of the Three-Year Land Development reports to the former Planning and Operations Committee in 2013 and 2014 (Attachment 3).

Approval to proceed with investment of deep servicing work in Elk Point Phase 1 was provided in the 2014 Land Development Capital Budget approved on December 4, 2013.

Since the slowdown in growth has become a reality, the Construction and Design Division has ceased all further investment in direct local services in Elk Point Phase 1 until the Concept Plan is considered by City Council and build-out in Kensington is further advanced. No subdivisions for Elk Point can be approved by the Administration until these two requirements are met.

Elk Point Wetland Design

Throughout the development of the Elk Point Neighbourhood Concept Plan, Saskatoon Land and Dream Development worked closely with City Administration and environmental consulting firm AMEC Foster Wheeler to develop an innovative storm water management plan for the neighbourhood. The Wetland Policy that is in place today was informed significantly by the Elk Point design experience, and the final wetland design is compliant with the approved policy. Details of the Elk Point wetlands are provided in Attachment 4, which also includes SEAC's comments regarding the wetland design.

Due Date for Follow-up and/or Project Completion

The proposed Elk Point Neighbourhood Concept Plan will be considered by the Municipal Planning Commission and City Council in fall 2017.

Public Notice

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

Attachments

1. Elk Point Off-site Servicing Summary
2. Elk Point Off-site Installations Identified in the Kensington Neighbourhood Concept Plan Submission
3. Elk Point Phase 1 Direct Service Infrastructure Installation
4. Elk Point Constructed Wetland Design Summary

Report Approval

Written by: Frank Long, Director of Saskatoon Land

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

Approved by: Murray Totland, City Manager

Elk Point_Infrastructure Installation Summary.docx

ELK POINT OFF-SITE SERVICING SUMMARY

1.0 Background Information

In order to service the Kensington neighbourhood, it was necessary to install a considerable amount of infrastructure within Phase I of the future Elk Point neighbourhood.

These services included a sanitary lift station and related sanitary forcemain, stormwater infrastructure including a wet pond and related piping extensions, and primary water mains. These services were shown within the Kensington Neighbourhood Concept Plan report approved by City Council in 2012 and are shown as Figures 2, 3 and 4.

Figure 1 - Kensington and Elk Point Map - Lift Station, Force Main and Primary Water Main



Figure 2 - Kensington Sanitary Sewer Collection Plan



Figure 3 - Kensington Water Distribution Plan

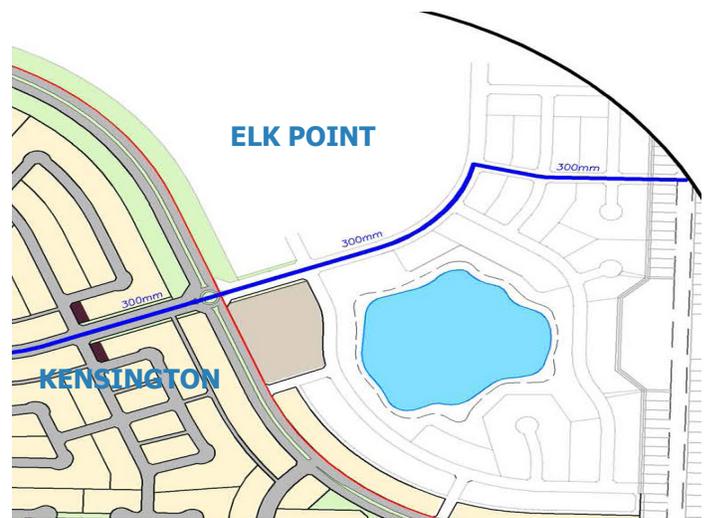


Figure 4 - Kensington Stormwater Management Plan

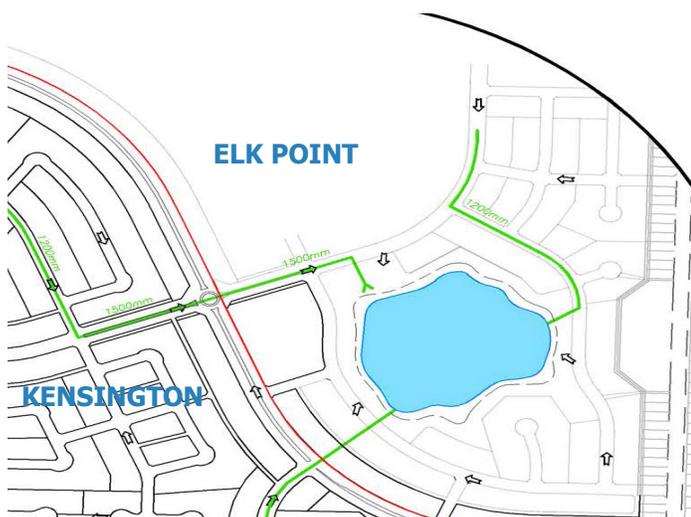


Figure 5 - Elk Point Constructed Wetland (east)



Elk Point Servicing Work Summary

A summary of installed services and other work follows below:

(a) Sanitary Lift Station and Force main

- Located adjacent to the storm pond parcel in first phase of Elk Point.
- The lift station and force main were necessary to service Kensington and Elk Point, and were sized to accept redirected flows from existing west side neighbourhoods, freeing up interceptor capacity for future downtown infill development. The lift station is a key piece of infrastructure in west-side development.
- Lift station pumps through a force main that runs north to the Marquis Industrial sanitary trunk system. The portion of the force main that runs through Elk Point has been located strategically to fit within a future predesigned roadway network.
- Construction of Elk Point Road from 33rd Street West to the lift station was required to provide access for operation and maintenance of the lift station.

(b) Elk Point Storm Water Retention Pond (South)

- Storm pond and related piping in Phase I of Elk Point was necessary to accommodate storm water flows for most of the Kensington neighbourhood located north of the former 33rd Street alignment.
- Pond provides additional storm water capacity for existing adjacent west-side neighbourhoods.
- Excavated material from pond was distributed according to area grading design to avoid extra cost of double handling material.
- Inlets serving Elk Point were installed at this time to avoid future pond dewatering to accommodate construction and to integrate extensions with Elk Point design grades.

Design and construction of the pond and surrounding extensions required preparation of plan of proposed subdivision and design of lots/blocks, roadways and grading plans throughout Elk Point Phase I.

This roadway network and lot design around the pond was identified during the review and approval of the Kensington Neighbourhood Concept Plan.

(c) Primary and Supply Water Mains

- Water mains were identified in conjunction with the servicing design for the Kensington and Elk Point neighbourhoods and were required to loop the water main in Kensington with existing neighbourhoods in order to provide sufficient fire protection, to maintain safe velocities in the pipes and to ensure enough pressure in the system.

(d) Elk Point Constructed Wetland (East)

- Development of the east constructed wetland in Elk Point was initiated in 2015 to allow for the establishment of wetland vegetation and functionality prior to the development of adjacent residential parcels.
- Landscaping and vegetation associated with constructed wetlands typically require extended maintenance periods to ensure that vegetation is well established and that the wetland is performing to design expectations, often including adjusting plantings and managing nuisance species. As a result, early construction initiation of the east wetland in Elk Point was intended to ensure the appropriate establishment of vegetation and to ensure that the wetland functions as a viable entity upon build-out of adjacent residential parcels.



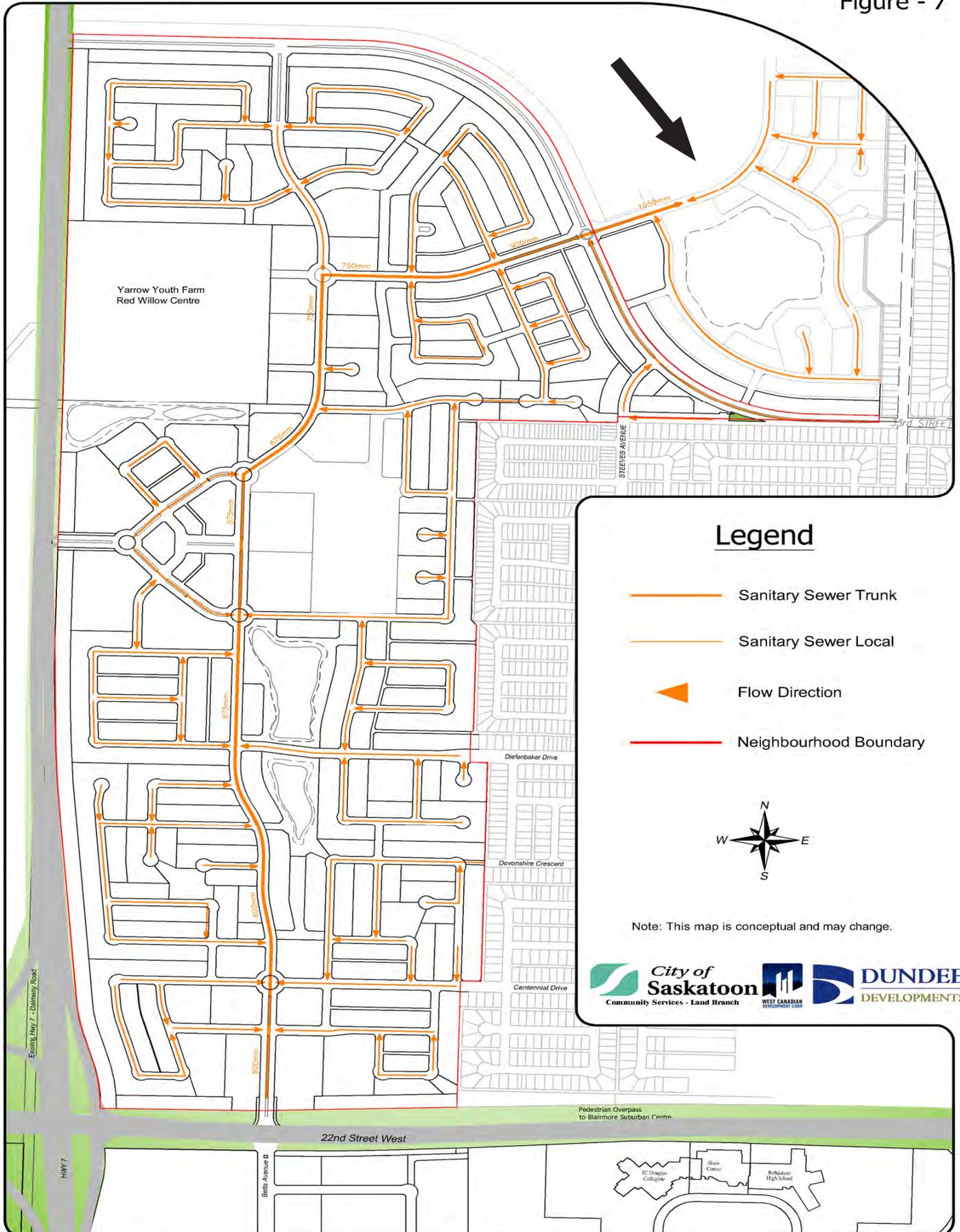
Legend

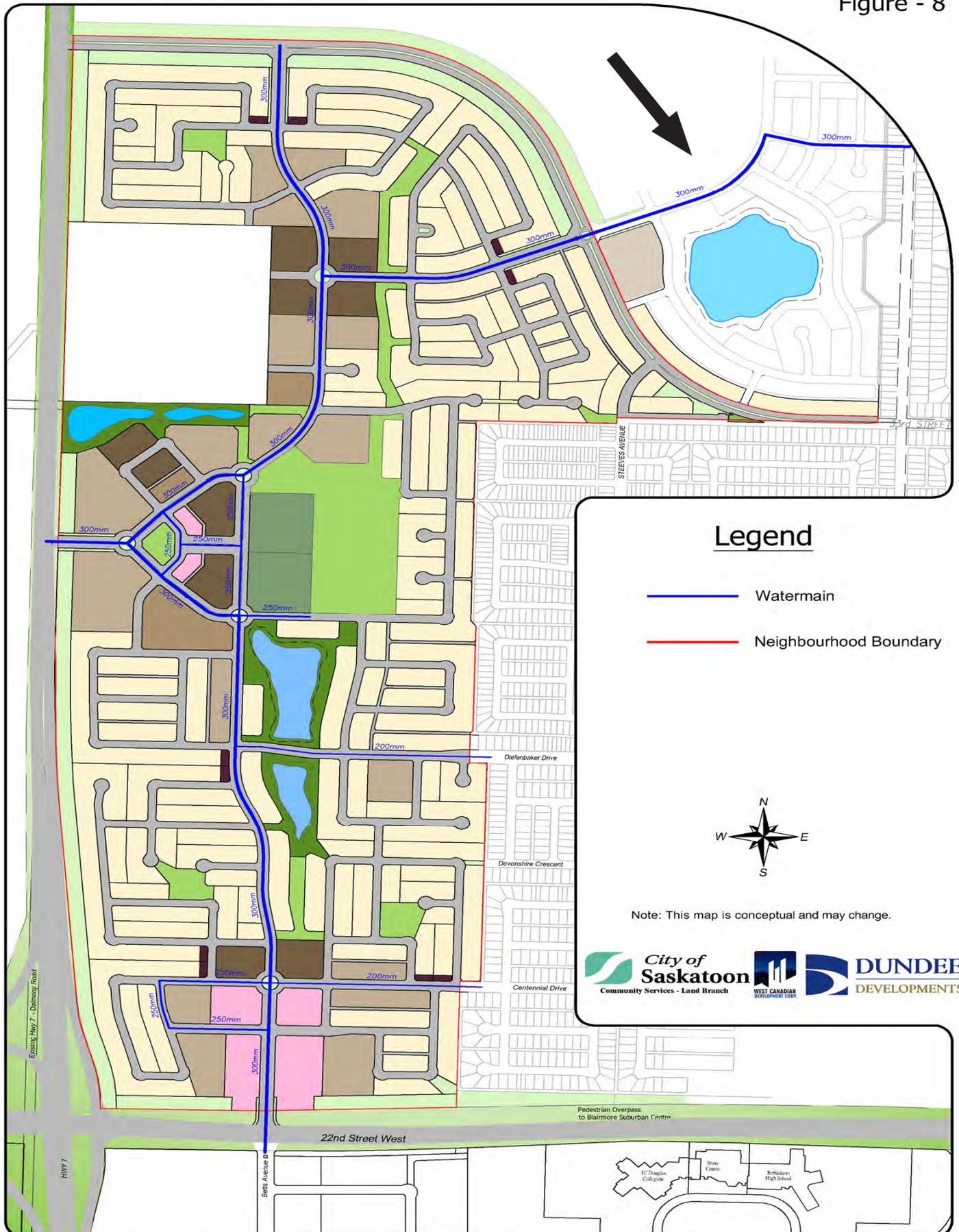
- Single Family Detached
- Single Family Detached (laned)
- Multi Unit (Street Townhouse)
- Multi Unit - Grouped Townhouse
- Multi Unit Stacked Group Townhouse
- Multi Unit - Med Density Apt. Style
- Mixed Use (Comm/Res/Inst.)
- Schools
- Stormwater Parcel
- Municipal Reserve
- Residential Care Homes Type II, Day Cares & Pre-Schools
- Neighbourhood Boundary



Note: This map is conceptual and may change.

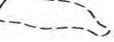








Legend

-  Storm Water Main
-  Over Land Flow Route
-  Stormwater Pond (Normal Water Line)
-  Stormwater Pond (High Water Line)
-  Neighbourhood Boundary



Note: This map is conceptual and may change.



ELK POINT PHASE 1 DIRECT SERVICE INFRASTRUCTURE INSTALLATION

- Area grading and local water and sewer infrastructure along the south boundary of Elk Point for those lots fronting 33rd Street West took place as these lots were sold as part of Kensington Phase I.
- Area grading and local water and sewer for the remainder of Elk Point Phase I was undertaken in 2014 to meet predicted demand for residential lots.
- 2013-2015 and 2014-2016 Three-Year Land Development reports identified population growth rates ranging from 2 to 4 percent annually with the servicing of all Kensington lots occurring in 2015.
- These reports identified the need for 200 and 233 serviced lots respectively in Elk Point by 2015 in order maintain an adequate supply of serviced residential lot inventory.
- To ensure the City maintained an adequate lot supply during this high growth period, water and sewer servicing for Elk Point Phase 1 was identified and approved by City Council within the 2014 Land Development Capital Budget. Since the tender and initiation of this direct infrastructure work, a significant economic slowdown has occurred in Saskatchewan.
- Efficiencies were attained by undertaking grading and installation of sanitary and water services under the same construction contract.
- Constructing local services while storm water infrastructure trenches were open to avoid redundant trenching and compacting and the installation of deep service mains were required in advance of the shallower storm main installation.

The following servicing plans were presented to the former Planning and Operations Committee on December 4, 2012 and October 29, 2013.

Figure 1 - Elk Point Planned Servicing (Three-Year Land Development Program 2013-2015)

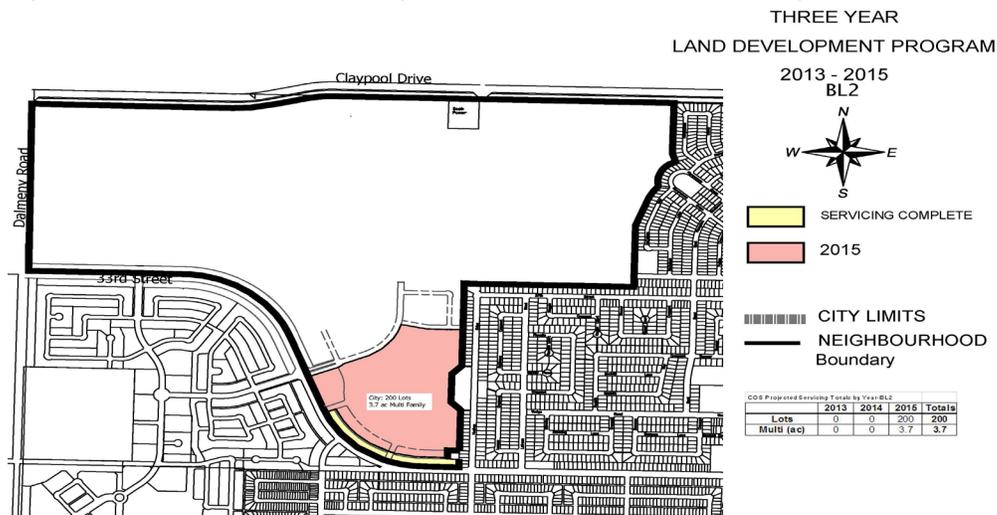
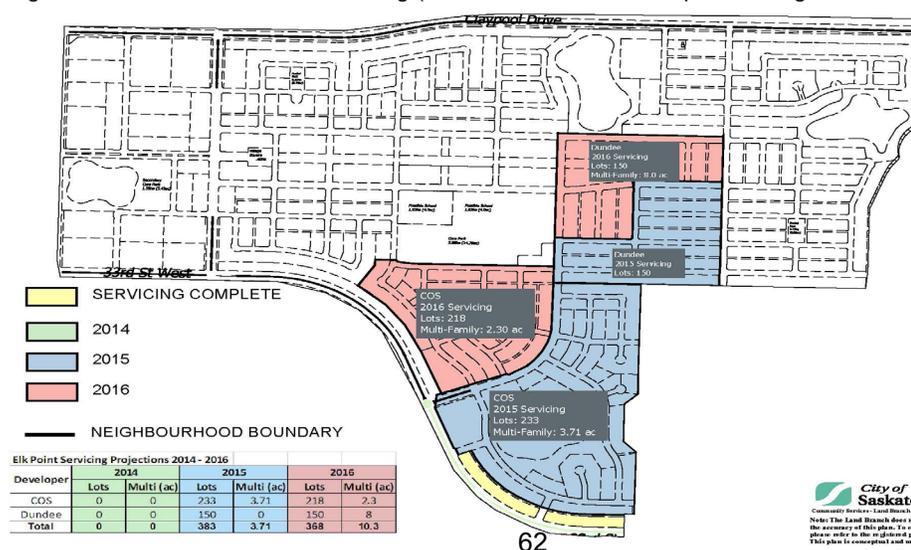


Figure 2 - Elk Point Planned Servicing (Three-Year Land Development Program 2014-2016)



ELK POINT CONSTRUCTED WETLAND DESIGN SUMMARY

Saskatoon Land and Dream Development initiated design of the Elk Point Neighbourhood Concept Plan in 2011, prior to the implementation of City of Saskatoon Council Policy No. C09-041, (Wetland Policy), which was approved by City Council on November 4, 2013.

The developers agreed to participate in a wetland demonstration project for the Elk Point neighbourhood to help show how the principles of wetland conservation can be applied in an urban context. Ultimately, the results of the wetland demonstration project were intended to form the basis for final recommendations for the City's Wetland Policy.

To assist in the completion of the demonstration project and the development of a comprehensive storm water management strategy for Elk Point, the developers, in conjunction with Saskatoon Water, undertook a number of studies as outlined below:

a) *AMEC Environment & Infrastructure's Wetland Assessment Report (December 2012)*: This study assessed selected functions of wetlands within the proposed Elk Point Neighbourhood Concept Plan. Specific criteria related to the biological, physical and socio-economic functions of existing wetlands within Elk Point were used to evaluate the environmental significance of the wetlands.

b) *AMEC Environment & Infrastructure's Hydro-geological Assessment for the Blairmore II (Elk Point) Subdivision (March 2013)*: The intent of this study was to characterize the hydro-geological and soil conditions within the Elk Point neighbourhood to help assess the construction implications that those conditions may have on the development of the Elk Point neighbourhood.

c) *CH2MHILL Wetland Design Guidelines (March 2014)*: This document provides a set of guidelines for developers and designers to aid in siting and design requirements for constructed wetlands.

These studies helped identify which significant wetlands can be integrated into the Elk Point storm water management system as receiving bodies, with the use of pre-treatment best management practices (BMPs) focused on ensuring wetland sustainability. Primary wetland mitigation measures in Elk Point are addressed through the creation of three constructed wetlands as shown in Figure 1.

In addition to the three constructed wetlands, Elk Point also features a fourth storm water management pond, located in the southern portion of the neighbourhood, which was completed in conjunction with development of the Kensington neighbourhood. This pond provides storm water relief for the north portion of the Kensington neighbourhood. While designed as a conventional storm pond, the pond will feature naturalized vegetation similar to Trounce Pond in the Lakewood Suburban Centre.



Figure 1 - Elk Point Constructed Wetland Locations

Land Development Impacts

Through the course of typical land development activities, two major items cause wetlands to be impacted:

- a) Area grading will change the topography of the land, and therefore change each wetland's watershed;
- b) With land development, more of the area will become an impervious surface, due to construction of streets, sidewalks, and buildings. The storm water generated from this increased runoff will need to be captured and conveyed to a centralized retention area before being released into the existing City storm system. Without discharging this storm water into each individual wetland, the existing wetlands would likely dry up.

Constructed Wetland Concept

Due to the topography and perviousness impacts associated with land development, the significant wetlands identified for preservation will be altered to constructed wetland storm water retention ponds. The identified wetlands will need to be constructed at a lower elevation than what currently exists. This is mainly due to the low grade relief across the neighbourhood and the distances storm water must travel through the piped system before entering the constructed wetlands. For these reasons, discharge outlets will be at a significantly lower elevation than the existing wetlands.

The constructed wetlands will feature many characteristics inherent with those of a natural wetland, including native grasses, and re-vegetation using stock-piled seed banks. The constructed wetlands will be located in areas that currently have naturally occurring wetlands and will generally mimic the function and intent these naturally occurring wetlands, with aquatic vegetation and plantings surrounding the constructed wetland serving to filter and clean storm water run-off before it enters the ponds. Sediment basins will be included at the outlets of all pipes that discharge into the constructed wetlands. These basins will trap heavier sediments before the storm water migrates into the larger wetland area. This process results in the discharge of excess water into the City's storm sewer system and eventually the South Saskatchewan River being cleaner than when it entered into the wetlands.

Saskatoon Land hired Associated Engineering to complete conceptual and detailed landscaping designs for the central and east constructed wetlands. These designs were completed by a team of landscape architects and biologists drawing upon the findings and recommendations from the studies outlined on the preceding page.

The constructed wetland landscaping design incorporates a number of educational, cultural and recreational amenities, including educational signage and placards, boardwalks, viewing platforms, etc. Through the inclusion of these features, educational opportunities exist with potential schools in the neighbourhood to learn about the native and natural forms of landscaping found in and around the constructed wetlands.



Figure 2- Constructed Wetland (East) Conceptual Landscaping Design



Trounce Pond - Lakewood Suburban Centre

Development of the east constructed wetland in Elk Point began in 2015 to allow for wetland vegetation and functionality to be established prior to development of adjacent residential parcels.

Wetland Administrative Review and Wetland Policy Compliance

The Elk Point Wetland Assessment Report classified existing wetlands in Elk Point using the Steward and Kantrud (1971) wetland classification system. Additionally, a functional assessment of the wetlands was undertaken using the City of Calgary's wetland criteria (Criteria for Assessing the Environmental Significance of Wetlands for Designation as Environmental Reserves) in order to assess the significance of wetland environmental, biological, physical and socio-economic functions.

The Elk Point Neighbourhood Concept Plan and Elk Point Wetland Demonstration Project were largely developed prior to approval of the City's Wetland Policy. Through participation in the City's Wetland Demonstration Project, the experience in Elk Point informed the formulation of the City's Wetland Policy.

Prior to final adoption of the Wetland Policy, the Terms of Reference compiled by the Planning and Development Division for the wetland demonstration project referenced the City of Calgary's wetland criteria as used in Elk Point. Ultimately, an alternate functional wetland method (MnRam) was chosen by the Administration for use in the City's Wetland Policy. However, based on the timing of the Elk Point application and the general consistency between the functional assessment outputs from the Calgary criteria in Elk Point with typical functional assessment outputs using the MnRam system, the Administration supported the use of the City of Calgary's functional assessment method in this case.

Saskatoon Environmental Advisory Committee (SEAC) Wetland Review

At its meeting on June 8, 2017, Saskatoon Environmental Advisory Committee (SEAC) considered a report which provided a comprehensive review of the wetlands within Elk Point and the constructed wetland concept.

Through their review of this report, SEAC advised that the approach of designing compensatory constructed wetlands in Elk Point as a means to mitigate unavoidable impacts to wetlands is consistent with the Saskatoon Wetland Policy and current best practice. SEAC also advised that the replacement of wetland function through the development of constructed wetlands meets the intent of the Wetland Policy, and that the methods described for wetland construction in Elk Point are consistent with current best practices.

July 4, 2017

Darryl Dawson, Manager, Development Review
Planning & Development, Community Services

Dear Mr. Dawson:

**Re: Elk Point Neighbourhood Concept Plan – Wetland Policy [CK. 4131-33,
4110-38]**

At the Standing Policy Committee on Planning, Development & Community Services meeting held on May 1, 2017; it was resolved, in part, that the wetland section of the report of the General Manager, Community Services, dated June 8, 2017 be forwarded to the Saskatoon Environmental Advisory Committee for its feedback before the report goes to City Council.

The Committee respectively submits the following comments to the Planning & Development Division for its consideration:

Conservation of wetlands at a regional level is typically guided by a mitigation hierarchy where avoiding impacts to wetlands is preferred, followed by minimization and then finally mitigation of impacts. The urban setting and the nature of the development is important in considering the wetland conservation efforts for the Elk Point Neighbourhood Concept Plan. It's possible to avoid wetlands when siting a road or a building; however wetland impacts are largely unavoidable when planning a neighbourhood given the nature and scale of anticipated development. In the Elk Point area, due to a large number of small prairie pothole wetlands, avoiding development on all wetland sites would result in a very low density neighbourhood; such an approach would be counter to other civic sustainability strategies such as design for active transportation, compact development and efficient use of space and utilities. **The approach of designing compensatory constructed wetlands in Elk Point as a means to mitigate unavoidable impacts to wetlands is consistent with the Saskatoon Wetland Policy and current best practice.**

Actions to mitigate impacts to wetlands typically seek to maintain functions provided by wetlands on the landscape. Within the Elk Point area, implementation of wetland mitigation measures resulted in the inclusion of 3 constructed wetlands in the neighbourhood plan. The end result is a transition from many small ephemeral wetlands dotting a landscape to 3 large, permanent wetlands (and 1 storm pond). While this represents a change in form, it does serve to restore wetland functions in the area. The decision to include constructed wetlands and not simply storm water ponds is very important in terms of meeting the intent of the Wetland Policy. Constructed wetlands differ from traditional storm water ponds in that basin morphology (reduce slope angles)

July 4, 2017
Page 2

support habitat functions, soils and seed banks are retained, aquatic vegetation is planted and hydrology and design enable sediment capture and improve water quality. These differences are important in preserving the ecological and hydrological functions of wetlands. **The replacement of wetland function through the development of constructed wetlands meets the intent of the Saskatoon Wetland Policy. Methods described for wetland construction in Elk Point are consistent with current best practices.**

It is also important to note that wetland construction methods are imperfect. Even when best practices are implemented, it is rare that all techniques succeed fully or produce the intended results. For example, aquatic vegetation can fail to establish or soil chemistry changes occurs regardless of efforts. Within Elk Point, the City of Saskatoon should be prepared to evaluate the success of the planned constructed wetlands, including the success and functionality of specific constructed wetland features. Methods and design for wetland construction continues to evolve as research and evaluation improves. Methods for wetland construction should be updated periodically and include lessons learned from other jurisdictions.

Yours truly,



Debby Sackmann, Committee Assistant
Saskatoon Environmental Advisory Committee

DRS:

cc: Kathleen Aikens, SEAC Chair
Director of Environmental & Corporate Initiatives
~~Deputy City Clerk, Standing Policy Committee on PDCS~~

Definition of External Consulting Services

Recommendation

That the information be received.

Topic and Purpose

The purpose of this report is to provide background regarding the Administration's definition of consulting services in comparison to other municipalities.

Report Highlights

1. In 2016, the Administration reported to the Standing Policy Committee on Finance on the use of external services for the year 2015.
2. The definition utilized by the Administration regarding information provided to the Saskatoon StarPhoenix in 2017 on external consultants was consistent with other municipalities.

Strategic Goal

This report supports the Strategic Goal of Asset and Financial Sustainability by being open, accountable and transparent, particularly when it comes to the resource allocation and collection decisions the City of Saskatoon (City) makes.

Background

At its meeting on July 26, 2017, City Council resolved that the Administration report back on its definition of what constitutes an "external consulting service" and also report on how this practice compares in other municipalities.

Report

Consultant Reporting

The City currently has no legislative requirement or City Council direction to report on the use of external services on a regular basis. The closest annual reporting done by the Administration is the annual public accounts which reports on all supplier payments in excess of \$50,000. This report includes all consultants, contractors and suppliers of other goods and services.

As requested by the Saskatoon StarPhoenix, on March 7, 2016, the Administration presented a report to the Standing Policy Committee on Finance regarding the use of external services in 2015. This report outlined \$18.6 million in consultant expenditures and defined consultant services as any service that otherwise could have been completed in-house pending appropriate resource (staff, equipment, expertise) allocations.

In early 2017, the Administration provided information to the Saskatoon StarPhoenix (as requested) regarding the use of external consultants in 2016. The information presented in that case utilized a different definition than a previous year for what

Definition of External Consulting Services

constituted a consultant. The Administration believes the revised definition is more consistent with other municipalities which had previously reported on consultants, as well as the City's existing policy as per the following section of this report.

The definition of consultants used in the 2016 information provided to the Saskatoon StarPhoenix and as outlined in Council Policy No. C02-030, Purchase of Goods, Services and Work, is as follows:

“Consultant - includes individuals and firms who provide professional services, reports, opinions and recommendations in specialist areas. For the purpose of this policy, consultant will not include those who perform day-to-day functions as an extension of in-house resources or those who are retained for on-going municipal operations (e.g. consultants used for surveys, soil tests, etc.).”

Utilizing this definition, areas such as engineering, project management, design services, photography, graphic design, training and software support were excluded in the information provided to the newspaper from 2016. The 2015 report incorrectly overlooked the City's existing definition and other municipal comparisons.

Municipal Comparisons

Through the Administration's research, only the City of Winnipeg was found to provide regular public reporting to City Council regarding the use of consultants. Since 2012, the City of Winnipeg Administration has reported on the assignment of consultants, however, this only includes consultants within the operating budget and does not include consultants that are utilized under its capital budget.

In addition, the City of Calgary circulates the following information to its respective City Council via email:

- pending awards to professional service providers if the contract value exceeds \$250,000; and
- quarterly reports outlining all consultant contracts awarded that exceed \$100,000.

No other municipalities were found to report out on consulting usage on a regular basis. Of the remaining municipalities contacted, including Regina, Edmonton, Surrey and Brantford, there is no existing legislative requirement or direction from its respective City Council to provide regular updates on consultant usage.

Due to the fact that other municipalities are not required to report out on consultant usage, most did not have a formal definition readily available. Attachment 1 includes an overview of the definitions that other municipalities have included in its purchasing policy or have been used to report out to the media and/or their respective City Council on an ad hoc basis. While the attached definitions vary greatly, the majority are consistent with the City's definition used most recently in the information provided to the Saskatoon StarPhoenix.

Definition of External Consulting Services

While a contact from the City of Toronto could not be reached, its open data service provided a Consultant Services Expenditure listing from 2015 which consists solely of studies, research, analysis and advice which is consistent with the Council policy definition.

Due Date for Follow-up and/or Project Completion

Due date for 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.

Attachment

1. Consultant Definitions of Comparable Municipalities

Report Approval

Written by: Clae Hack, Director of Finance

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

Definition_External Consulting.docx

Consultant Definitions of Comparable Municipalities

Saskatoon

Consultant includes individuals and firms who provide professional services, reports, opinions and recommendations in specialist areas. For the purpose of this policy, consultant will not include those who perform day-to-day functions as an extension of in-house resources or those who are retained for on-going municipal operations (e.g. consultants used for surveys, soil tests, etc.).

Regina

Consulting services are costs for getting external information and knowledge. Examples include costs such as IT support, legal support and things such as feasibility studies and project planning that we are not able to do internally.

Surrey

Consultant is the person, firm or corporation engaged by the City and identified as such in any agreement. The Consultant is the Architect, the Engineer, or entity licensed to practise in the province of British Columbia. The term Consultant means the Consultant of the Consultant's authorized representative.

Brandtford

No definition available.

Calgary

The City contracts with consulting and professional firms to provide technical or professional expertise, direction and guidance, including recommendations to management. The City cannot hire individuals due to requirements defined by the Canada Revenue Agency (CRA). Examples of consultant and professional services include, but are not limited to, the following:

- Actuarial studies
- Business processes
- Environmental management
- Planning development
- Organizational development
- Quality standards
- Strategic planning
- Design and related issues for construction projects
- Policy, procedures and governance issues related to benefits, pensions and compensation
- Material testing (including geo-technical)

Edmonton

No definition available.

Winnipeg

The following services are licensed professionals that have a provincially or nationally recognized accreditation to have the right to practice in such field and which service generally includes more than advice:

- accountants
- architects
- dentists
- engineers
- land surveyors
- lawyers
- medical doctors
- notaries
- nurses
- pharmacists
- veterinarians

The following services are trained and skilled in the theoretic or scientific parts of a trade or occupation as opposed to merely performing the mechanical functions:

- accredited real estate appraisers
- agrologists
- dietitians
- home economists
- human resource recruitment
- interior designers
- landscape architects
- occupational therapists
- optometrists
- physiotherapists
- psychologists
- speech and hearing therapists
- trainers

The following services are services approved by City Council which provide advice only and the consultant will not be acting upon his or her own advice:

- Communications - for the purpose of providing advice (i.e., how to do; what needs to be done) on media relations activities and communications strategies.
- Information Technology - for the purpose of providing advice (i.e., how to do; what needs to be done) on the technical aspects of a City computer system or a component thereof (hardware or software) or on a system, hardware or software that the City may wish to investigate with a view to possible acquisition.
- Management - for the purpose of providing advice on organizational structure or governance.
- Training - for the purposes of providing advice (i.e., how to do; what needs to be done) on education, training and instruction.

No other service shall be deemed to be a consultant service without the approval of the Chief Financial Officer.

Amendments to Council Policy No. C09-006, Residential Lot Sales – General Policy

Recommendation

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

1. That the proposed amendments to Council Policy No. C09-006, Residential Lots Sales – General Policy, be adopted; and
2. That the City Clerk be requested to update Council Policy No. C09-006 as reflected in this report.

Topic and Purpose

The purpose of this report is to obtain City Council approval of the proposed amendments to Council Policy No. C09-006, Residential Lot Sales – General Policy (Policy), regarding the time frame to build requirement.

Report Highlights

1. The recent internal land audit recommended changes to the time frame to build requirement sections in the Policy.
2. Saskatoon Land is proposing changes to the Policy that would allow Eligible Contractors the ability to exceed build time requirements under certain circumstances.
3. Several housekeeping updates to the Policy are being proposed in response to the internal audit recommendations.

Strategic Goals

This report supports the long-term strategy of increasing productivity by being more efficient in the way the City of Saskatoon (City) does business under the Strategic Goal of Continuous Improvement.

This report also 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

At its August 14, 2017 meeting, the Standing Policy Committee on Finance resolved, in part:

- “3) That the Administration implement the auditor's recommendations and bring an update in one year with a progress report; and
- 4) That the Administration adhere to approved policy in the administration of Saskatoon Land, and bring forth recommendations for policy changes when necessary.”

Recommendations 10 through 12 of the internal audit report were specific to the build time requirement contained in the Policy. Recommendation 11 was completed prior to the audit, as this item had been identified by Saskatoon Land and a new process was fully implemented in September 2016.

Report

Land Audit Recommendations

The internal audit report contained the following two recommendations regarding the current build time requirement sections in the Policy:

- Recommendation 10: Suggested further clarification on the definition as to when a home is considered complete by Saskatoon Land (Attachment 1). The following identifies the concern with current Policy and the recommended solutions:
 - Section 3.9 of the current Policy states that there must be a fully completed residence with a clear, final building inspection or builders could face temporary suspension from the Eligible Contractor list.
 - Common practice for home builders is to complete the final inspection only when the home is sold, resulting in builders being suspended even if homes are substantially complete, but without a final inspection having been requested.
 - Saskatoon Land recommends amending the Policy from a clear final inspection to the house being substantially complete and ready for occupancy. This could continue to be tracked through the building inspection process or by the builder providing evidence that the home can be occupied.
 - Building Standards is implementing a new Building Bylaw effective January 1, 2018 that enhances the City's ability to have permits closed and removes the need to enforce permit closures through the land transaction.
- Recommendation 12: A further review of the commencement date of the build time requirement be undertaken (Attachment 1). The following points identify the concern with current Policy and the recommended change:
 - Policy currently states that the agreement date be used as the start point for the three-year build time period.
 - At times, Saskatoon Land will enter into Agreements for Sale prior to servicing completion and possession granted on lots sales.
 - As builders may be unable to access the lots at the time of purchase, it would be more prudent to have the build time commence upon possession. Therefore, Saskatoon Land is recommending that the Policy be amended to have possession date as the commencement date for the three-year build time requirement.

Amendments to Build Time

Build time requirements on lot sales have proven to be an effective tool in ensuring the timely build out of communities. However, enforcing build time requirements in the current market has been challenging for Saskatoon Land and its builders. The following outlines the recent problems that have arisen with enforcing the current Policy and the recommended changes to rectify the problems:

- Current Policy allows a build time extension of one year at the discretion of the Administration if certain conditions are met (Attachment 2 (3.10b)). Conditions not currently considered in Policy include the volume of the builder, the types of lots in their inventory, and the market conditions prevalent when they purchased the lots compared to current market conditions.
- Consultation with Eligible Contractors indicated that there are cases where more than one extension may be required, especially in regard to builders who buy and build in larger volumes, and for builders who buy larger, more expensive lots for custom home builds.
- In some instances, the current build time requirement outlined in Policy is preventing Saskatoon Land from realizing additional sales of inventory lots to Eligible Contractors that may in good standing except for the one lot in violation.
- Saskatoon Land is recommending the following amendments to the build time requirement:
 - Builders in violation of time frame to build requirements will not be allowed to participate in new lot offerings, purchases of inventory lots over the counter will be allowed.
 - Extensions of up to six years from date of possession can be considered under the following added circumstances:
 - The Eligible Contractor has no more than 10% of their five-year purchase history from the City in violation of the three-year build time requirement (i.e. builder purchases 30 lots over five years, extensions can be granted on three lots); or
 - The Eligible Contractor demonstrates that the lot(s) is of a type that is suited for construction of a high-end custom home as determined by Saskatoon Land and that they are actively marketing the lot to potential new home buyers.

Housekeeping Updates

The following are additional housekeeping items that also require amendments to the Policy:

- Commencement time for the extension is currently from the date of the request and not the date of original expiry.
 - Saskatoon Land is recommending that all build time extensions commence from the date of the original build time expiry in order to prevent builders from delaying their application for an extended period of time.

All proposed amendments noted in this report are outlined in Attachment 2.

Options to the Recommendation

City Council could choose not to proceed with the recommended policy changes. Saskatoon Land does not recommend this option as the purpose of the amendments address concerns brought forward by the building industry, as well as internal audit recommendations.

Public and/or Stakeholder Involvement

A steering committee consisting of builders of various sizes was established to discuss possible amendments to the build time requirement sections. Saskatoon Land has also communicated directly with the Saskatoon and Region Home Builders' Association, which has indicated there are no concerns with the recommended Policy amendments.

Communication Plan

Notification will be sent to all Eligible Contractors via mail and e-mail outlining the new requirements and the benefits to builders, the public and Saskatoon Land. Notification will also be placed on Saskatoon Land's website to inform all stakeholders of the new requirements for Saskatoon Land's Eligible Contractors.

Policy Implications

Pending City Council approval, Council Policy No. C09-006 will be amended.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

There is no follow-up required.

Public Notice

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

Attachments

1. Internal Audit Report – Recommendations 10 – 12
2. Amendments – Council Policy No. C09-006, Residential Lot Sales General Policy

Written by: Jeremy Meinema, Finance and Sales Manager
Reviewed by: Frank Long, Director of Saskatoon Land
Kerry Tarasoff, CFO/General Manager, Asset & Financial
Management Department
Approved by: Murray Totland, City Manager

Amendments to Policy C09-006 Residential Lot Sales - General Policy Aug 2017.docx

Internal Audit Report – Recommendation 10 - 12

Recommendation 10:

"IA recommends that Saskatoon Land, in accordance with 4.1 (b) of C09-006, recommend changes to the policy to implement any needed changes 3.9 with respect to the Time Frame to Build Requirement. Saskatoon Land's responsibility under C09-006 is to "Administer the sale of City-owned residential lots in accordance with the terms and conditions set out in this policy". The discretion required to be exercised regarding inspection dates indicates that further clarification is needed within policy to ensure fairness and consistency in application of the Time Frame to Build Requirement (i.e., to clearly define when a building is considered complete by Saskatoon Land, including any types of outstanding deficiencies that are acceptable for purposes of enforcing this requirement). IA also recommends that either additional coordination occur between Saskatoon Land and Building Inspections to ensure that there is proper application of policy with respect to "a clear Final Building Inspection" or that the responsibility for enforcing this requirement be removed from Saskatoon Land altogether and become the responsibility of the Building Inspection department."

- Administration's Response

Agree. Saskatoon Land will recommend changes to the Time Frame to Build Requirement in accordance with Section 4.1(b) of Council Policy No. C09-006. Coordination between Saskatoon Land and Building Standards will take place to ensure there is proper application of the policy requirement and responsibility of ensuring a clear final building inspection.

Recommendation 11:

"IA recommends that Saskatoon Land implement a new procedure for monitoring and enforcing the Time Frame to Build Requirement. Based on the items noted above, it would be reasonable to conclude that the Time Frame to Build Requirement has not been adequately enforced during the period inspected due to the process implemented and the significant challenges that Saskatoon Land has faced in its attempts to prepare the report via an automated method. Although our preference would be that Saskatoon Land work with the software provider(s) and/or the City of Saskatoon Information Technology department on an automated solution to monitor and enforce the Time Frame to Build Requirement, we understand that attempts to do so during the period under audit were unsuccessful and that a new tracking system has been implemented within the software to facilitate monitoring and enforcing the Time Frame to Build Requirement."

- Administration's Response

Agree. New procedure was implemented September 2016. Over the last two and a half years, Saskatoon Land, with the help of IT programmers, has attempted to create a bridge reporting system between Reflex and Posse software to automate the process of identifying builders in violation of the three-year build time requirement. In the creation and attempted rollout of the report, many errors were encountered in the automated comparison of the two data sets. Despite multiple attempts to correct these errors, there continued to be issues and

deficiencies in the bridging report, and the reliability of the data was constantly in question. To address the known deficiencies, Saskatoon Land has abandoned the bridge report and implemented a new tracking system in which a diary is created in the Reflex system at the time of sale. The diary automatically sends reminders to staff to check the build requirement at select intervals. This also allows the Administration to deal with violations in a more timely matter, as all alerts will take place on the individual lot level and not just when a report is run. At these intervals, Saskatoon Land will generate the required letters in Reflex and remind builders of their requirements.

Recommendation 12:

“IA recommends that Saskatoon Land, in accordance with 4.1(b) of C09-006, recommend changes to the policy to implement any needed changes to 3.9 with respect to allowing for the possession date to be used as the commencement date in place of the date of the Agreement for Sale.”

- Administration’s Response
Agree. The Administration will recommend policy changes in accordance with 4.1(b) of Council Policy No. C09-006 to address the build time commencement date.

CITY OF SASKATOON COUNCIL POLICY

NUMBER

C09-006

POLICY TITLE <i>Residential Lot Sales – General Policy</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>September 9, 1991</i>
ORIGIN/AUTHORITY <i>Land Bank Committee Report No. 6-1991, with amendments up to and including Land Bank Committee Report No. 5-2013; Clause 2, Report No. 17-2013 of the Executive Committee; and Standing Policy Committee on Finance, Item 8.2.5 – January 23, 2017.</i>	CITY FILE NO. <i>CK. 4110-36, 4214-1, 4215-1 and 1500-1</i>	UPDATED TO <i>January 23, 2017</i>
		PAGE NUMBER <i>1 of 5</i>

3.9 Time Frame to Build Requirement – Purchasers are required to build a fully **substantially** completed residence by obtaining a clear Final Building Inspection dwelling as determined by Saskatoon Land within three years, commencing upon the **possession** date of the lot pursuant to the Agreement for Sale.

3.10 Enforcement of Residency and Time Frame to Build Requirements

- a) Individual Purchasers - A \$50,000 forgivable mortgage related to both requirements will be registered against each lot sold to an individual purchaser. Forgiveness will be granted for the residency requirement in equal monthly instalments over the final thirty-six months of the four year term that the requirement has been met. No forgiveness will be granted during the first twelve months of the residency term or during the complete term of time frame to build requirement.

The Administration, at its discretion, may consider an extension of up to one year, on the condition the individual adds a year to their residency requirement. The following criteria would be used to determine whether the extension would be granted:

- i) the site has passed inspection at the framing stage of construction;
- ii) the timeline of construction has increased past the original Three Year Time Frame to Build Requirement due to illness, death, marriage breakdown, job transfer, or seasonal construction limitations; and

CITY OF SASKATOON COUNCIL POLICY

NUMBER C09-006

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Lot Sales – General Policy</i>	<i>September 9, 1991</i>	<i>January 23, 2017</i>	<i>2 of 4</i>

- iii) that the individual submits a written request to Saskatoon Land.

- b) **Eligible Contractors** - Violators of the Time Frame to Build Requirement will be temporarily removed **suspended** from the ~~Eligible Contractor Listing~~ **participating in new public release of lots through draws, tenders or open market methods**, until such time as the violation has been rectified in full. Responsibility of the build requirement remains with the original purchaser ~~term regardless of future changes in ownership~~ **unless change in ownership was approved by assignment under section 3.6 of this policy in which an extension can be granted**. The Administration, at its discretion, may extend the Three Year Time Frame to Build Requirement for an Eligible Contractor should all of the following conditions be satisfied:
 - i) ~~that the Eligible Contractor has no more than one lot purchased from the City in violation of the Three Year Time Frame to Build Requirement;~~
 - ii) ~~that the Eligible Contractor has purchased at least one single family residential lot from the City in the 12 months preceding from the date of violation of the requirement; and~~
 - iii) ~~that the Eligible Contractor submit a written request for the extension, providing sufficient explanation and supporting documentation identifying the reason for the request and indicating the proposed steps to complete construction, including a completion date that shall not exceed 12 months from the date of request.~~

- c) **In order to be eligible for an extension of the Three Year Time Frame to Build Requirement an Eligible Contractor must provide the following:**
 - i) **a written request for the extension, providing sufficient explanation and supporting documentation identifying the**

CITY OF SASKATOON COUNCIL POLICY

NUMBER <i>C09-006</i>

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Lot Sales – General Policy</i>	<i>September 9, 1991</i>	<i>January 23, 2017</i>	<i>3 of 4</i>

reason for the request and indicating the proposed steps to complete construction; and

- ii) all amounts owing on the lot have been paid and title transferred.

- d) **Provided an Eligible Contractor is in compliance with 3.10(c), the Administration, at its discretion, may extend the Three Year Time Frame to Build Requirement for an Eligible Contractor up to six years, under the following circumstances:**
 - i) the Eligible Contractor has no more than 10% of their five-year purchase history from the City in violation of the Three Year Time Frame to Build Requirement; or
 - ii) the Eligible Contractor demonstrate the lot(s) is of a type that is suited for construction of a high-end custom home build as determined by Saskatoon Land and that they are actively marketing the lot to potential new home buyers.

- e) City Mortgage Appeals Board – A Review Board will consider all requests for forgiveness of City Mortgages. All decisions of the Board are final. Forgiveness may be granted where the owner must sell the mortgaged property due to any of the following:
 - i) Marriage breakdown;
 - ii) Job transfer involving a move out of Saskatoon;
 - iii) Change of employment involving a move out of Saskatoon;
 - iv) Death of a signatory; and
 - v) Any other unanticipated event which, in the Board’s view, make it fair and reasonable to forgive the indebtedness under the mortgage (e.g. serious illness, loss of employment).

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C09-006

POLICY TITLE	EFFECTIVE DATE	UPDATED TO	PAGE NUMBER
<i>Residential Lot Sales – General Policy</i>	<i>September 9, 1991</i>	<i>January 23, 2017</i>	<i>4 of 4</i>

Should a request for an extension on the Three Year Time Frame to Build Requirement be denied by the Administration, the individual would be permitted to appeal this decision in front of the Mortgage Appeals Board, whose decision would be final. The Board would consider other unanticipated events and provide up to a one year extension when in the Board's view, it is "fair and reasonable."