



**PUBLIC AGENDA
STANDING POLICY COMMITTEE ON FINANCE**

Monday, January 9, 2017, 2:00 p.m.

Council Chamber, City Hall

Committee Members:

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

Pages

1. CALL TO ORDER

2. APPOINTMENTS TO STANDING POLICY COMMITTEE ON FINANCE

City Council, at its Regular Business Meeting on December 12, 2016, confirmed the following appointments for 2017:

Standing Policy Committee on Finance

- Councillor C. Block
- Councillor R. Donauer
- Councillor B. Dubois
- Councillor A. Iwanchuk
- Councillor M. Loewen

3. CONFIRMATION OF CHAIR AND VICE-CHAIR

The Committee is requested to appoint a Chair and Vice-Chair for 2017.

Recommendation

That the Standing Policy Committee of Finance appoint a Chair and Vice-Chair for 2017.

4. CONFIRMATION OF AGENDA

Recommendation

That the agenda be confirmed as presented.

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

Recommendation

That the minutes of Regular Meeting of the Standing Policy Committee on Finance held on December 5, 2016 be adopted.

7. UNFINISHED BUSINESS

8. COMMUNICATIONS (requiring the direction of the Committee)

8.1 Delegated Authority Matters

- 8.1.1 Tourism Saskatoon 2017 Operating Budget [File No. CK. 1870-10] 7 - 8**

Recommendation

That the information be received.

- 8.1.2 Keith Moen, Executive Director, North Saskatoon Business District - Land Audit [File No. CK. 1600-24] 9 - 9**

A letter dated December 22, 2016 from Keith Moen, Executive Director, North Saskatoon Business District, is provided.

Recommendation

That the information be received.

8.2 Matters Requiring Direction

- 8.2.1 Broadway Business Improvement District - Meeting Procedures Approval [File No. CK. 175-47] 10 - 26**

Recommendation

That the Standing Policy Committee on Finance forward the Broadway Business Improvement District written procedures to City Council for information.

- 8.2.2 Saskatchewan Urban Municipalities Association (SUMA) 2017 Membership Fees [File No. CK. 155-3] 27 - 36**

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the 2017 membership fee for the Saskatchewan Urban Municipal Association in the amount of \$104,267.67 be paid.

- 8.2.3 Federation of Canadian Municipalities 2017-2018 Membership Fees [File No. CK. 155-2] 37 - 38**

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the Federation of Canadian Municipalities 2017-2018 membership fees, in the amount of \$34,289.09, be paid.

- 8.2.4 Trans Canada Yellowhead Highway Association 2017 Membership Fees [File No. CK. 155-5] 39 - 41**

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that the 2017 membership in the Trans Canada Yellowhead Highway Association, in the amount of \$37,327.75, be paid.

8.3 Requests to Speak (new matters)

9. REPORTS FROM ADMINISTRATION

9.1 Delegated Authority Matters

- 9.1.1 Internal Audit Budget Information Update – December 2016 [File No. CK 1600-3 and AF 1600-1] 42 - 46**

Recommendation

That the information be received.

- 9.1.2 Request to Sell City-Owned Property – Aspen Ridge Neighbourhood Phase 2 [File No. CK 4215-1, AF 4131-1 and LA 4131-30] 47 - 71**

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 122 single-family lots with legal descriptions of Lots 1 to 22, Block 707; Lots 1 to 13, Block 708; Lots 1 to 22, Block 709; Lots 1 to 18, Block 710; Lots 1 to 12, Block 711; Lots 1 to 29, Block 712; and Lots 1 to 6, Block 713, all Plan No. 102207912, on Bolstad Link, Manor, Turn, and Way 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 sell Lots 28 and 29, Block 712 to the highest bidder through a public tender process for the intended use of developing

- Type II Residential Care Homes, Child Care Centres, or Pre-Schools with tender conditions and reserve bid prices plus applicable taxes;
4. That any of the pre-designated Type II Residential Care Home, Child Care Centre, or Pre-School lots which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
 5. That 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;
 6. That the Director of Saskatoon Land be authorized to administer architectural controls for the 122 single-family lots; and
 7. 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.

9.1.3 Request to Sell City-Owned Property – 2950 McClocklin Road [File No. CK 4215-1, AF 4110-1 and LA 4110-1]

72 - 84

Recommendation

1. That the Director of Saskatoon Land be authorized to sell Lot 38, Block 1, Plan No. 102064025 located at 2950 McClocklin Road in the Hampton Village neighbourhood through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in the January 9, 2017 report of the CFO/General Manager, Asset and Financial Management Department;
2. That if no offers are received for 2950 McClocklin Road over a 45-day offer acceptance period, the parcel remain for sale over-the-counter until an acceptable market price offer is received;
3. That proceeds from the sale be used to partially fund the construction and/or land costs associated with building the future fire hall in the proposed Elk Point neighbourhood; and
4. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Recommendation

1. That the Director of Saskatoon Land be authorized to sell the following land through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in the January 9, 2017 report of the CFO/General Manager, Asset & Financial Management Department:
 - a. Parcels AA and BB, Plan No. 102177862 in the Blairmore Suburban Centre;
 - b. Parcel D, Plan No. 102038150; Parcel E, Plan No. 102064294; Parcel N, Plan No. 102077894; and Parcel DD, Plan No. 102132447 in the Evergreen neighbourhood; and
 - c. Parcel Y, Plan No. 102171732; Parcel 225, Plan No. 102171732; and Parcel 226 (Plan No. to be registered) in the Kensington neighbourhood;
2. That if no offers are received for the subject sites over a 30-day offer acceptance period, the parcels remain for sale over-the-counter until acceptable market price offers are received;
3. That the Director of Saskatoon Land be authorized to administer development controls for Parcel 226 (Plan No. to be registered);
4. That the Director of Saskatoon Land be authorized to provide a 6-month offer to purchase to New Rock Developments (Sask) Inc. for Parcel KK, Plan No. 102137633 under the terms and conditions outlined in the January 9, 2017 report of the CFO/General Manager, Asset & Financial Management Department; 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 agreements under the Corporate Seal.

9.2 Matters Requiring Direction

Recommendation

That the Standing Policy Committee on Finance recommend to

City Council that a withdrawal of \$650,512.70 from the Property Realized Reserve be approved to fund miscellaneous land development and related sales costs incurred during the period December 1, 2015, to November 30, 2016.

9.2.2 Extension of Single-Family Lot Sales Incentives and Amendments to Council Policy Nos. C09-006 and C09-033 [File No. CK 4110-36, AF 4131-1 and LA 4001-0]

102 - 110

Recommendation

1. That the extension of front-driveway and landscaping rebate incentives for 2017 single-family lots sales be approved as outlined in the January 9, 2017 report of the CFO/General Manager, Asset & Financial Management Department; and
2. That the Standing Policy Committee on Finance recommend to City Council:
 - a. That the proposed amendments to Council Policy No. C09-006, Residential Lot Sales – General Policy, and Council Policy No. C09-033, Sale of Serviced City-Owned Lands, be adopted; and
 - b. That the City Clerk be requested to update the policies as reflected in the January 9, 2017 report of the CFO/General Manager, Asset & Financial Management Department.

10. URGENT BUSINESS

11. MOTIONS (notice previously given)

12. GIVING NOTICE

13. IN CAMERA AGENDA ITEMS

Recommendation

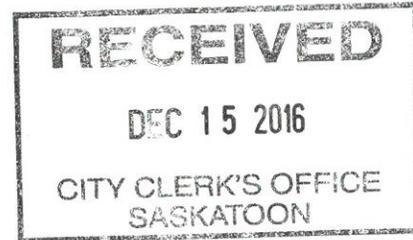
That the following be considered *In Camera*.

13.1 Land Matter [File No. 1600-24]

*[In Camera - Economic/Financial - Land, Sections 17(1)(d) and (e)
LAFOIPP]*

14. ADJOURNMENT

Mayor Charlie Clark & City Council
Mayor's Office
City of Saskatoon
222 - 3rd Avenue North
Saskatoon, SK
S7K 0J5



December 13, 2016

Dear Mayor Clark:

Re: Tourism Saskatoon 2017 Operating Budget

Please find enclosed our approved budget recap for the year 2017 as per our Fee for Service Agreement.

You may contact Todd Brandt at (306) 931-7574 should you have any questions pertaining to the proposed budget.

Yours truly,

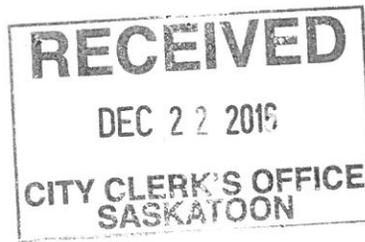


Angela Wallman
Finance and Personnel Officer

Enclosure

cc: Kerry Tarasoff

TOURISM SASKATOON			December 13, 2016
2017 OPERATING BUDGET			
RECAP - COMBINED DEPARTMENTS			
	2017	2016	
	BUDGET	BUDGET	
REVENUE			
ADMINISTRATION	561,200	489,200	
MEMBERSHIP	113,830	117,990	
LEISURE MARKETING	62,750	57,100	
VISITOR SERVICES	3,950	8,200	
DMP - Marketing	2,436,323	3,111,249	
DMP - Administration (net of DMF hotel memberships)	31,170	33,013	2017 Budget
DMP - SST	279,517	194,184	Total TS only
			772,900
TOTAL REVENUE	3,488,740	4,010,936	
EXPENSE			
ADMINISTRATION	221,960	199,744	
MEMBERSHIP	23,400	21,700	
VISITOR SERVICES	24,540	29,600	
CORE - Staff Costs	503,000	454,459	2017 Budget
DMP - Marketing	1,856,323	2,474,798	Total TS only
DMP - Staff Costs	580,000	636,451	
DMP - SST	279,517	194,184	
			772,900
TOTAL EXPENSES	3,488,740	4,010,936	
PROFIT (LOSS)	-	-	0



1600-24

Phone: 306.242.3060
Fax: 306.242.2205
Email: info@nsbasask.com
Website: www.nsbasask.com
#9-1724 Quebec Avenue, Saskatoon, SK S7K 1V9

December 22, 2016

His Worship the Mayor and Members of City Council
222 3rd Avenue North
Saskatoon, Saskatchewan S7K 0J5

Re: Land Bank Scope of Work

Dear Council,

On behalf of the approximately 800 members of the NSBA, I would like to thank and congratulate City Council on your recent approval on the Statement of Work on the Saskatoon Land Division. We believe this audit will go to great lengths in assessing how Saskatoon Land functions and is managed.

For some time, we have been hearing concerns from some of our membership regarding Saskatoon Land, particularly in the areas of governance, accountability and transparency. Therefore, to see these topics as part of this audit is of high interest and value to us.

It seems that there may be some unknowns when looking into Saskatoon Land. This may in fact not be the case but this, I think, speaks to the transparency and ease of accessing information. We are looking forward to seeing the full details of the audit results which we hope will alleviate many of our members' concerns regarding the transparency and operations of Saskatoon Land.

Yours,

Keith Moen
Executive Director

"Supporting Saskatoon's Business Community"

175-47
RECEIVED
DEC 16 2016
CITY CLERK'S OFFICE
SASKATOON

From: DeeAnn Mercier <deeanmercier@broadwayxe.com>
Sent: December 16, 2016 3:27 PM
To: Web E-mail - City Clerks
Subject: Meeting Procedures for Broadway Business Improvement District
Attachments: 20161216 Meeting Procedures Broadway Business Improvement District.pdf

Hello,

Please find attached the board approved written procedures for meetings of the Broadway Business Improvement District, file no. 185.0358.

Please forward this to the Standing Policy Committee on Finance for approval.

If there are any questions or concerns please let me know,

Thanks,
DeeAnn

DeeAnn Mercier
Executive Director | Broadway Business Improvement District



Local. Urban. Culture.
306.664.6463 | 813 Broadway Avenue Saskatoon SK S7N 1B5
Social | @broadwayxe

Meeting Procedures for Broadway Business Improvement District

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

DIVISION A Directors' Meetings - General

Regular Meetings of Directors

1. Regular Meetings of Directors of the Corporation will be held on every third Wednesday of the month. As per the Bylaws, no specific notice to directors is required.

Special Meetings of Directors

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

Place of Meetings

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

Resolutions in Writing and Electronic Meetings

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

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

DIVISION B
Control and Conduct at Meetings

Chair

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

Vice-Chair

8. (1) The Directors shall appoint a Vice-Chair.
- (2) The Vice-Chair is to act as the Chair if:
 - (a) the Chair is unable to perform the duties of Chair; or

- (b) the office of Chair is vacant.

Point of Order

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

Point of Privilege

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

Point of Procedure

- 11. (1) Any Director may rise and ask the Chair for an opinion on a point of procedure.³
- (2) When a point of procedure is raised, the Director speaking shall immediately be seated until the Chair responds to the inquiry.

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

Appeal

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

Conduct of Directors

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

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

DIVISION C
Directors' Meeting Procedure

Procedure and Rules

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

Suspension of Rules

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

Order of Business and Agenda

- 16. (1) The order of business for a Regular Business Meeting shall be as set out in Schedule "A".
- (2) The Chair shall prepare the agenda for Directors' meetings and shall arrange for distribution of copies of the agenda, along with all reports or communications to be dealt with at the Directors' meeting, to each Director at least 5 days immediately preceding the Directors' meeting.
- (3) Business shall be considered in the order in which it stands on the agenda, unless the Directors alter the order of business for the convenience of the Directors' meeting by a majority vote of the Directors present.

Minutes

17. (1) The Secretary shall arrange for the recording of the minutes of each Directors' meeting and shall arrange for distribution of copies of the minutes of the last Directors' meeting to each Director at least 5 days before the next Directors' meeting.
- (2) Any Director may request that a portion of the minutes be read aloud.
- (3) Any Director may make a motion amending the minutes to correct any mistakes.

Commencement of Meeting

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

Quorum

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

Motions and Debate

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

Motion to Amend - General

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

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

Dividing a Motion into Parts

- 22. (1) A Director may request or the Chair may direct that a motion be divided if the motion contains more than one separate and complete recommendation.
- (2) Directors shall then vote separately on each recommendation.

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

Motion Arising

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

Motion to Defer to a Fixed Date

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

Request that Motion be put to Vote

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

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

Motion to Adjourn

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

Motion Contrary to Rules

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

Withdrawal of Motion

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

Motion to Reconsider

- 29. (1) A motion to reconsider is in order whether the original motion passed or failed.

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

Motion to Rescind

30. (1) A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.
- (2) A motion to rescind may be made at any time following the Directors' meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.
- (3) A motion to rescind may be moved and seconded by any Director regardless how they voted on the original motion.
- (4) A motion to rescind is debatable.
- (5) A motion to rescind may be amended.
- (6) Except as provided in subsection (7), a motion to rescind shall only be made by a notice of motion duly given at a Directors' meeting prior to the meeting at which the motion is to be considered.

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

Notice of Motion

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

Debate on Motion

- 32. (1) Subject to subsections (4) and (5), no Director shall speak more than once to a motion except to explain a material part of their speech which may have been misquoted or misunderstood.
- (2) No Director shall speak longer than five minutes on the same motion.
- (3) The mover of the motion shall be given the first opportunity to speak.
- (4) The mover of the motion shall be allowed a reply at the conclusion of the debate, which reply shall not be longer than three minutes.

- (5) The Directors may, by a majority vote of the Directors present, allow any Director to speak to the same motion more than once or for longer than five minutes.

Voting of Directors

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

Voting of Chair

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

Majority Decision

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

Recorded Vote

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

Tied Vote

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

DIVISION D

Members' Meetings - General

Annual General Meeting

38. The Annual General Meeting of Members shall be held in Saskatoon, notice of which shall be given to each member no more than 50 days and no less than 15 days before the meeting.

Special Meetings of Members

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

DIVISION E

Control and Conduct at Meetings

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

DIVISION F

Members' Meeting Procedure

Directors' Meeting Procedure to Apply *Mutatis Mutandis*

42. Division C, Directors' Meeting Procedure shall apply, *mutatis mutandis*, to meetings of members.
43. Schedule "A" shall have added to it the following:
- (a) consideration of amendments to Articles of Incorporation;
 - (b) consideration of amendments to Bylaws;
 - (c) consideration of Financial Statement and Report of Auditor;
 - (d) resignation of Directors;
 - (e) election of Directors; and

(f) appointment of an Auditor.

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

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

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

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

Schedule "A"

Regular Business Meeting Agenda

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

December 6, 2016

City of Saskatoon
222 - 3rd Ave. N.
Saskatoon, SK S7K 0J5



Dear Mayor and Council,

SUMA is the Voice of Saskatchewan's Urban Governments, and has been since 1905. Saskatchewan's villages, towns, resort villages, cities, and northern municipalities have stood united and strong through membership in SUMA, and in turn we have promoted and defended your interests. We represent the collective strength of more than 440 urban governments. Things have changed a lot since our inception more than a century ago, and SUMA's work has continued to evolve. Today, what we do falls into three core functions.

Advocacy: *We Represent Your Interests*

SUMA serves as the collective unified voice of urban government, representing your interests to the provincial and federal governments. In 2016, we coordinated a large-scale advocacy campaign, highlighting the ways municipalities support residents and tying municipal issues to the provincial election. We continued to build our relationship with the new federal government after the 2015 election, with federal Minister of Public Safety Ralph Goodale meeting with the Board in March.

SUMA staff and Board members also represent the urban perspective by sitting on a wide range of boards, committees, and working groups: from the Municipal Employees' Pension Commission (more than half of the pension plan's employers are urban governments) to the Saskatchewan Assessment Management Agency, which determines the way you collect taxes.

Your SUMA membership gets you more than just our passionate and dedicated staff working on your behalf. We make partnerships to help serve your interests. SUMA works with like-minded organizations Urban Municipal Administrators Association of Saskatchewan, and participate in programs such as the Municipal Leadership Development Program and the Saskatchewan Municipal Awards.

"The Voice of Saskatchewan Cities, Towns and Villages"



Group Programs: *We Help You Save Money*

By combining the purchasing power of SUMA members, we offer programs that can reduce the cost of municipal government operations. SUMAdvantage brings you savings on goods and services, and in 2016 we started reaping the benefits of the 2015 program restructuring. We expanded the office products program by re-signing with long-time partner Supreme Basics and bringing on Staples Business Advantage for more savings opportunities. We also signed on Staples Business Advantage as our new janitorial supplies provider, and extended our partnership with SaskTel. There will be more updates in 2017, so watch for your administration's chance to take part in a bid committee.

SUMA also brings you and your municipal employees better benefits and insurance rates on all kind of plans: health; vision; dental; employee and family assistance; life; disability; accidental death, disease, and dismemberment; health care spending accounts; and specialized insurance for emergency service providers. These plans save you money and time, since we review and renegotiate the rates, manage the administration of programs, and offer employee support services. We focus on these tasks so your employees can focus on their many other important duties.

You also get access to SUMAssure, an insurance reciprocal, for your liability and property insurance. SUMAssure subscribers save money on their insurance, and as part-owners, earn equity and get access to risk management programs and education.

Capacity Building: *We Give You Access to Resources*

SUMA provides information, connections, training, and tools to make you more effective. We put together one of Saskatchewan's largest conventions, and coordinate regional meetings around the province. After the success of 2015's Town Sector meeting, we organized a Village Sector meeting in 2016. We provided training to members on proper procurement practices at several conferences, including Convention 2016. In 2017, we plan to expand through webinars so our members have access to our training and professional development opportunities all year long, from the comfort of their own offices.

We launched a new, mobile-friendly website in 2016. The website and our social media accounts work together with our more traditional communication vehicles, *Urban Voice* (our magazine) and *Urban Update* (our email newsletter) to keep you up to date on our work and the latest in the sector.

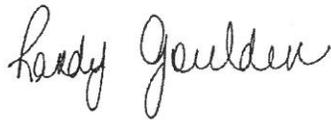
We are especially proud of our work on giving you access to resources since we introduced SUMA's Legal Services program. Our Policy and Legal Advisor, Steven Dribnenki, provides resources to help you with legal issues and keep you

up to date on decisions and trends in municipal law. You have access to a call-in service, and he covers legal issues in every edition of *Urban Voice*.

SUMA works hard with your membership dollars, and we appreciate your support. The invoice for your 2017 membership includes a small (five per cent) increase to the base and per capita fees, but because we are no longer collecting fees for the advocacy reserve fund, the total is lower than 2016.

Should you have any questions or concerns about your membership with SUMA, contact our CEO, Laurent Mougeot, at ceo@suma.org or 306-525-3727.

Sincerely,

A handwritten signature in cursive script that reads "Randy Goulden".

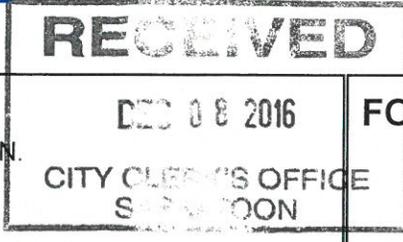
Councillor Randy Goulden
Interim President

(Invoice and membership statement enclosed)



200 - 2222 13th Avenue
 Regina, SK S4P 3M7
 Phone: (306) 525-3727
 Fax: (306) 525-4373
 E-mail: membership@suma.org

Invoice	
Number:	INV-000073597
Page:	1
Date:	01/01/2017
Customer #:	M SASKATOON



City of Saskatoon 2nd Floor, 222 - 3rd Avenue N. Saskatoon, SK S7K 0J5	FOR: 2017 Membership Fee
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2017 Membership Fee - January 1, 2017 to December 31, 2017

City of Saskatoon	POPULATION - 222189 VOTING DELEGATES - 11
Description	Total Fee
Membership - \$533.43 per Voting Delegate	5,867.73
Membership - \$0.58 per Capita	58,000.00
Membership - \$0.29 per Capita Over 100,000	35,434.81

Sub-Total 99,302.54
 GST#10795 6419 4,965.13
Total Membership Fee: \$104,267.67

PAYMENT DUE BY JANUARY 31, 2017

IMPORTANT: Payment not received in full by January 31, 2017, may result in termination of coverage for group benefits, SUMAdvantage, SUMAssure and other programs offered with SUMA membership.

Please return this portion with payment to:

Sk.Urban Municipalities Assoc.
 200 - 2222 13th Ave
 Regina, SK S4P 3M7

City of Saskatoon

Customer ID: M SASKATOON
 Number: INV-000073597
 Date: 01/01/2017
 Amount Due: 104,267.67

Invoice



Membership Fee Comparison

For the Calendar Years 2016 and 2017

City of Saskatoon

Fee Type	2016 \$	2017 \$	Change \$
Membership Per Voting Delegate	5,588.33	5,867.73	279.40 ↑
Membership Per Capita	88,601.98	93,434.81	4,832.83 ↑
Advocacy Per Voting Delegate	2,750.00	0.00	(2,750.00) ↓
Advocacy Per Capita	8,054.73	0.00	(8,054.73) ↓
Subtotal	104,995.04	99,302.54	(5,692.50) ↓
GST	5,249.75	4,965.13	(284.62) ↓
Total Membership Fee	110,244.78	104,267.67	(5,977.11) ↓

*****FOR INFORMATION PURPOSES ONLY, PLEASE DO NOT PAY*****

2017 SUMA Change of Information Form

PLEASE REVIEW THE INFORMATION LISTED BELOW

Make corrections, add missing information, and return the updated form by January 31, 2017.
Email: membership@suma.org **Fax:** 306-525-4373 **Mail:** 200 2222 13th Avenue, Regina, SK S4P 3M7

Municipality:	CITY OF SASKATOON		
Phone:	306-975-3200	Fax:	306-975-2784
Email Address*:	webmaster@saskatoon.ca		
Website Address:	www.saskatoon.ca		
Mailing Address:	City of Saskatoon 222 - 3rd Ave. N., Saskatoon, SK S7K 0J5		
Civic Address:	City of Saskatoon 222 - 3rd Ave. N., Saskatoon, SK S7K 0J5		
Region:	CITY Region		
Key Contact:	Murray Totland,		
Key Contact Email:	webmaster@saskatoon.ca		
Mayor:	His Worship Donald J. Atchison		
Mayor Email*:			
Administrator/CAO:	Murray Totland,		
Administrator/CAO Email*:	webmaster@saskatoon.ca		
Clerk:	Joanne Sproule		
Clerk Email*:			
Other Contact(s): Name, Title, and Email for each Contact:			

of Urban Voice Issues Required: 14

of Membership Cards Sent:

***NOTE:** This email address is provided so SUMA can email you updates on SUMA, services, news, important deadlines, events, and announcements. A valid email address is critical, as we may need to send time-sensitive information, including grant availability. You can unsubscribe or change your preferences at any time.

If you have questions or concerns, contact us by email (suma@suma.org), on our website (www.suma.org), by phone (306-525-3727), or at 200 2222 13th Avenue, Regina, SK S4P 3M7.

Membership Benefits as at September 30, 2016

*****FOR INFORMATION PURPOSES ONLY - DO NOT PAY*****

City of Saskatoon

2016 SUMA Member Yes Member Type Municipal

- Urban Voice Subscriber # of Copies 14
- Volunteer Firefighter Insurance
- SUMAssure Subscriber
- Group Benefit Participation
 - Life STD Dental Employee Opt Life
 - ADD Health EFAP Spousal Opt Life
 - LTD Vision Voluntary ADD Child Opt Life
 - HCSA

<u>SUMAdvantage Programs</u>	<u>Oct 1, 2015</u>	<u>Oct 1, 2014</u>	<u>Oct 1, 2013</u>	<u>Oct 1, 2012</u>
<u>Member Purchases*</u>	<u>to Sep 30, 2016</u>	<u>to Sep 30, 2015</u>	<u>to Sep 30, 2014</u>	<u>to Sep 30, 2013</u>
Election Materials	\$0.00	\$0.00	\$0.00	\$0.00
Fuel	\$0.00	\$0.00	\$0.00	\$0.00
Pins	\$0.00	\$0.00	\$0.00	\$0.00
Mosquito Control	\$0.00	\$0.00	\$0.00	\$0.00
Municipal World	\$351.89	\$319.90	\$319.90	\$319.90
Tires	\$0.00	\$0.00	\$0.00	\$0.00
Office Products	\$0.00	\$0.00	\$0.00	\$0.00
Identification Products	\$0.00	\$0.00	\$0.00	\$0.00
Shipping Labels	\$0.00	\$0.00	\$0.00	\$0.00
Signs	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$351.89	\$319.90	\$319.90	\$319.90

*Figures are based on SUMA's records. Estimation may have been used in compiling some of the figures presented.

Member Participation* (purchase details not available)

Building Valuations	N/A	Yes	Yes	Yes
Natural Gas	No	No	Yes	Yes
Office Machines	N/A	No	No	No
Payment Processing	No	No	No	No

*Participation is based on third party information. N/A indicates the information is not yet available.

Other SUMAdvantage Programs (participation data not available):

- *Apparel, Promotional Items, and Sporting Goods
- *Borrowing and Financing
- *Equipment Rental
- *Fleet Management and Vehicle Rentals
- *Janitorial Products
- *Long Distance, Cellular, and Internet Services
- *Network and Email Solutions
- *Software
- *Solar Pool Heating

For more information on the programs we offer, please visit the SUMAdvantage section of our website at www.suma.org

*****FOR INFORMATION PURPOSES ONLY - DO NOT PAY*****

GROUP BENEFITS PROGRAM

Benefit Provider of Choice for Saskatchewan



Did you know the SUMA Group Benefits Program insures more than 2,700 lives? By offering coverage to participating villages, northern municipalities, resort villages, towns, cities, and affiliated organizations, we are able to spread the risk and

pass the savings on to our members. The SUMA Group Benefits Program offers an economical way to meet insurance needs, as the cost of benefits on a group basis are typically less expensive than if purchased individually.

Plans can be customized based on your municipality's needs. **Benefit offerings** include:

Extended Health Care

Dental Care

Vision Care

Accidental Death, Disease, and Dismemberment Insurance

Life Insurance

Short-Term Disability

Long-Term Disability

Employee and Family Assistance Program

Health Care Spending Account

Optional Life Insurance

Optional Accidental Death, and Dismemberment Insurance

The Competitive Advantage

SUMA's plan offers higher maximums on life insurance; accidental death, disease, and dismemberment insurance; and short-term and long-term disability. These are offered on benefits that are not typically available to small municipalities that purchase on their own. In addition, our vision program is managed in-house, so we can offer members a **\$500 maximum** — much higher than what is traditionally available.

Eligible members:

- Full-Time Employees
- Part-Time Employees
- Seasonal Employees
- Elected Officials
- Board Members

Contact SUMA today for additional information on how to be a part of the SUMA Group Benefits Program at 306-525-4390 or gis@suma.org



The SUMAdvantage program provides you with price advantages, improved service, and superior delivery terms, by offering pre-qualified suppliers vetted through a competitive process.

Advantages to members:

- 1. Cost savings**
Discounts based on combined purchasing power
- 2. Collaboration between municipalities**
By working together collaboratively municipalities have the opportunity to learn from each other
- 3. Save time and improve efficiency**
Free up municipal staff time by leaving the administration of the procurement process to SUMA's procurement expert
- 4. Increased supplier engagement**
Increased supplier interest and competition due to the size of the competition
Responding to a single larger competition versus multiple small competitions from various member municipalities
- 5. Access to education and procurement resources**
Tips, tools, templates, and access to expertise in public procurement
- 6. Supplier relationship management**
We will help you resolve supplier issues or concerns

Save money

Find the best investment for your ratepayer's dollar, based on the leverage of our \$900 million purchasing power.

Going beyond the SUMAdvantage suppliers list

Free advice and expertise for procurement

Our SUMAdvantage procurement agent provides you with no-charge advice on procurement.

Connecting you with procurement partners

Members have told us it's important we don't compete with local suppliers. This program is based on goods and services that you likely can't purchase within your community.

Surplus from success

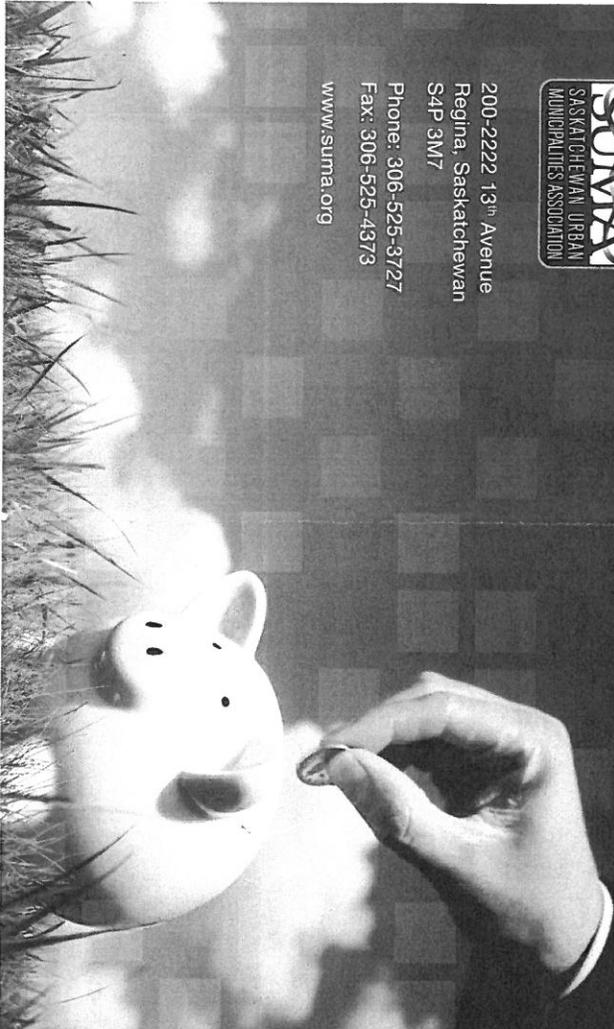
Surplus from the program will be reinvested back in the program or returned to program users in the form of dividends.

Group programs

SUMA offers group benefits, insurance services, and purchasing programs that can reduce the costs of municipal government operations. Through the SUMAdvantage purchasing program, you have access to more than 25 pre-screened suppliers with price advantages for you and financial support for SUMA.



200-2222 13th Avenue
Regina, Saskatchewan
S4P 3M7
Phone: 306-525-3727
Fax: 306-525-4373
www.suma.org



Financial

BMO Bank of Montreal
306-569-5605 www.bmo.com/main/business

Receive special discounted municipal pricing for numerous banking transactions, added interest for term deposits, and decreased interest charges for various credit arrangements. Contact your current provider will help you discover the coordinator. Contact your nearest branch or our designated program coordinator: Clint Mullenix.

First Data

306-501-6375 www.firstdatacanada.ca
Shift to credit and debit card payments and drastically reduce costs for your municipality. A free First Data cost analysis against your current provider will help you discover the savings. Regardless of population, the same pricing is offered to all SUMA member municipalities.

Suncorp Valuations

800-764-4454 www.suncorpvaluations.com
A full-service appraisal and valuation firm that helps your municipality receive the greatest benefit from your assets. Contact Suncorp directly for a non-obligatory proposal. Discounts vary from five to 15 per cent.

Hotels and Vehicle Rental

Whether it's for business or pleasure, SUMA members (elected and employees) receive preferred rates in Regina and Saskatoon. Special hotel rates effective March 1, 2017 – February 28, 2018.

DoubleTree by Hilton (Regina)

Convention 2018 Host Hotel
306-525-7580 www.doubletree.com
Rates starting at \$145.00
Contact Harmesh directly for reservations or email at harmesh.horjole@hilton.com.

Travelodge Regina

306-586-3443 www.travelodgeregina.com
Rates starting at \$136.00

Holiday Inn Downtown (Saskatoon)

306-966-5000 www.holidayinn.com
Rates starting at \$135.99

Home Inn & Suites (Saskatoon)

306-657-4663 www.homeinnsaskatoonsouth.ca
Rates starting at \$129.00

Enterprise Rent-a-Car

800-736-8227 www.enterprise.ca
For discounted car rental rates contact Enterprise directly or book online with SUMA corporate #Y19217.

Group Benefits and Insurance Services

SUMA: 306-525-4390 www.suma.org

Group Benefits Program

Offers a full line of benefits for SUMA member municipalities and affiliated organizations. Coverage available for full-time, part-time, and seasonal employees, and elected officials or board members.

Employee and Family Assistance

Provides confidential counselling services by trained professionals on a broad range of personal and work-related concerns to resolve difficult situations at work or at home. These services include support for employees, employees' spouses, and dependants.

Volunteer Firefighter Program

Provides comprehensive coverage to volunteer fire, first responder, and ambulance crews. Coverage includes accidental injury and illness, medical, and weekly indemnity. On-duty and off-duty coverage are available.

SUMAssure Insurance Reciprocal

866-450-2345 www.sumassure.ca
A group insurance reciprocal with enhanced municipal property and liability coverage, and risk-management services.



Office and Municipal Election

Canada Post

SUMA: 306-525-3727 www.suma.org
Save up to 44 per cent when shipping water samples or other products through Canada Post. Contact SUMA directly for shipping labels and rates.

Laurie Artiss Ltd

800-667-8168 www.thepinpeople.ca
A Saskatchewan-based and service-oriented municipal pin provider with professional design capacity. Purchase quality pins to commemorate your special events with a 15 per cent discount.

Lexcom Systems Group Inc.

877-539-2663 www.lexcom.ca
IT systems are fully supported by Lexcom without the need for recruiting, training, and retaining IT personnel. Remote network support available across the province 24/7. Contact Lexcom directly for a discounted quote.

Municipal World

SUMA: 306-525-3727 www.suma.org
Municipal World offers a 12-month subscription at a discount of 42 per cent off the full-price fee. Contact SUMA directly.

Prince Albert Source for Sports

306-764-3285 www.sourcesports.ca

Providing personalized corporate apparel and promotional items, plus sporting equipment for recreation facilities.

SaskTel

SUMA: 306-525-3727 www.sasktel.com
Exclusive provider of trusted information and communications technology in Saskatchewan, putting your business first. Contact SUMA directly for detailed discounts.

Election Materials

SUMA: 306-525-3727 www.suma.org
SUMA provides a convenient, one-stop shop for up-to-date election forms, supplies, and ballot printing. Visit the SUMA website for pricing and order forms.

SUCCESS Office Systems

800-667-8173 www.succesos.com
Purchase or lease office machines at a substantial savings up to 45 per cent off. Call SUCCESS directly for a quote.

Staples Business Advantage

877-272-2121 www.eway.ca
Supplying high-quality office products conveniently on www.eway.ca. Discounts range from 45 to 90 per cent on core list items.

Supreme Basics

800-667-3690 www.supremebasics.com
Discounts on regular commercial office product catalogue items with exceptional personalized service. Furniture excluded.

Public Works, Parks, and Leisure Services

Connect Energy Partnership

866-934-6918 www.connectenergy.ca
From Wholesale Flex to Guaranteed Rate, choose a natural gas savings plan that works best for your municipality. Contact EJ for more information.

FlySask

SUMA: 306-525-3727 www.flysask2.ca
Free high-resolution aerial imagery for view or download through members-only access. Provided by Saskatchewan Geospatial Imagery Collaborative (SGIC). Contact SUMA to obtain your account access.

Staples Business Advantage

877-272-2121 www.eway.ca
Janitorial supplies from cleaners to dispensers to safety equipment and beyond. Staples Business Advantage offers more than just office products. Look to www.eway.ca for your janitorial needs.

Ketchum Dog & Cat Tag Licensing

SUMA: 306-525-3727 www.suma.org

Animal control products including dog and cat tags provided through a partnership with Ketchum Manufacturing. Visit the SUMA website for pricing and the order form.

Kal Tire Ltd.

www.kaltire.com/locations
Contact nearest store
Offering an extensive line of products such as Bridgestone, Firestone, Michelin, Yokohama, Kumho, Nokian, as well as retreading of commercial, off-road, and grader tires. Contact Kal Tire with member account #001K7825 for discounted pricing.

Michelin

306-291-2199 www.suma.org
Conveniently purchased through a number of dealers listed below. Contact your Michelin dealer to check available stock and product code from the following locations:

- **Kal Tire:** www.kaltire.com
- **Graham's Tire:** 306-352-8473
- **Saskatoon Wholesale Tire:** 306-244-9512
- **Integra Tire:** www.integratire.com

Contact SUMA with the product code for discounted pricing then an order can be placed with your chosen Michelin dealer – Michelin account number: #0337378

PFA Canada

800-807-3750 www.pfacanada.com
Providing cheaper fuel and lubricants by grouping individual members' purchases with supplier partnerships with Imperial Oil (ESSO), Petro-Canada Lubricants, and Parkland Industries. Contact PFA for a free cost analysis.

ATS Traffic Saskatchewan

800-214-1477 www.atstraffic.ca
ATS Traffic Saskatchewan evolved from newly amalgamated companies Signal Industries and Guardian Traffic Services. Members will receive a greater product selection along with discounts on traffic safety products ranging from road signage and decals to equipment rentals.

KelIn Solar

888-731-8882 www.kelinsolar.com
Harness solar power for your municipal pool and save on your operating costs. Contact KelIn Solar for more information.

Energy (Division of Crop Production Services)

800-661-2991 www.opesagu.ca/Pages/Evergro.aspx
Help control your mosquito population by purchasing Vectobac or Alosid. Visit the SUMA website for discounted pricing. A certification number will be required by fax to Energy before placing order.

This is Our Moment

155-3

Join the municipal movement that's

Shaping Canada

fcm.ca



DEC 22 2016
CITY CLERK'S OFFICE
SASKATOON

December 16, 2016

Dear Mr. Murray Totland,
City of Saskatoon

This is a historic moment for Canada's municipalities. Local priorities are at the forefront of the national agenda like never before. Bold new federal investments in our cities and communities will transform the places Canadians call home. And now more than ever, the federal government is turning to municipalities to help shape Canada's future.

To answer that call, we need to keep our voice strong. That's why I'm writing to ask you to renew your membership with the Federation of Canadian Municipalities for 2017-2018.

The federal government trusts FCM because they know we represent a strong municipal sector. As the national voice for nearly 2,000 local governments — remote villages, rural towns, and cities — our influence is well-respected in Ottawa. That's why we get results.

Because of FCM, the federal government understands that thriving communities are the heart of a thriving Canada. In the past year alone, FCM and its members have helped secure unprecedented investments in a wide range of municipal priorities. Budget 2016 saw the launch of an ambitious federal infrastructure program — including bold new investments in transit, green and social infrastructure that will transform our cities and communities. The fall fiscal update took that commitment a step further, pledging \$81 billion over 11 years for infrastructure. That included a \$2 billion fund dedicated to rural, remote and northern infrastructure, which was an urgent FCM recommendation.

Talk about momentum.

Of course, our work is far from over. The federal infrastructure program is still in its early stages. Municipal leaders will need to remain front and centre if we're going to ensure that this historic investment includes the tools and resources local governments need to do what we do best — deliver for Canadians. Through FCM, every one of us will have a role to play.

Enclosed you'll find some important information about renewing your FCM membership. I encourage you to take a look. Canada's municipal leaders have never been stronger, more determined and more united. With City of Saskatoon's ongoing support, we can help build the Canada of tomorrow.

Sincerely,
Clark Somerville
FCM President

NB: Taxes on membership fees

The Canada Revenue Agency has determined that the status of FCM must change from a charitable organization to a not-for-profit association. In keeping with not-for-profit regulations, membership fees are taxed on the basis of our members' province of residence. Each municipality is entitled to claim the applicable input tax credit (ITC). Should you have any questions, please contact us 613-907-6273.

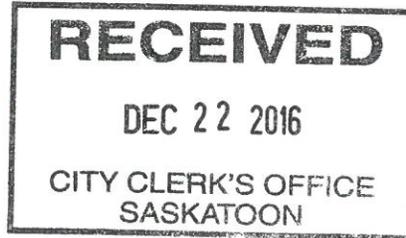
155-2



FEDERATION OF CANADIAN MUNICIPALITIES / FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

Membership Invoice 2017-2018 / Facture d'adhésion

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613.241.5221
F. 613.241.7440



City of Saskatoon
Mr. Murray Totland
222-3rd Avenue North
Saskatoon, SK S7K 0J5

Invoice/Facture 43773
Date: January 3, 2017
Account/Compte: 92
Due Date/Date Limite: April 1, 2017

Table with 2 columns: Description, Amount/Montant. Rows include 2017-2018 Municipal Dues, Per Capita Municipal Dues, Optional contribution, Subtotal, GST, and Total.

PAYMENT/PAIEMENT

By cheque
payable to the Federation of Canadian Municipalities

Par chèque
à l'ordre de : Fédération canadienne des municipalités

24 rue Clarence Street
Ottawa, ON K1N 5P3

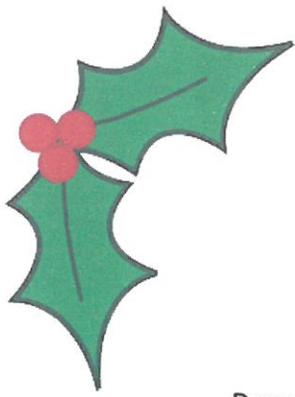
By Electronic Funds Transfer /
Par transfert électronique de fonds
Royal Bank of Canada (RBC)
90 Sparks St, Ottawa, ON K1P 5T7

Transit Number: 00006 Account Number: 1006063
Numéro de transit: 00006 Numéro de compte: 1006063

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

HST # / No. de TVH: 11891 3938 RT0001

Reference No. /
Numéro de Référence: 92



December 2016

Dear Member,

It's a pleasure to extend greetings on behalf of the Trans Canada Yellowhead Highway Association. We sincerely hope that 2016 has been a good year for you.

The TCYHA has had another busy year. For your information, we've attached an "Advocacy Update" that sets out responses, both Provincial and Federal, that have been received in response to lobbying efforts by the Association.

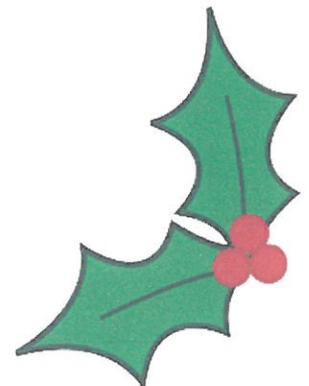
Clearly we're having an impact. And it stems largely from the fact of our membership across all four western Provinces. We wish to continue that influence. As well, through review of our members and executive, we will consider future direction and the feasibility of our current mandate against other options.

We appreciate your participation in the Association and we have included a membership renewal for 2017 for your consideration. We look forward to working with you in the future. Please contact the Association if you have any questions.

We wish you a safe and prosperous 2017.

Yours truly

Ray Orr
President, TCYHA
(Mayor, Minnedosa MB)





TRANS CANADA YELLOWHEAD HIGHWAY #16 & BC YELLOWHEAD #5 ADVOCACY UPDATE

Following are some announcements from Provincial / Federal Governments on areas the TCYHA has been advocating on your behalf:

- From Gov of BC: Pre-construction work has begun between Barriere and Little Fort in preparation for more new passing lanes along Highway 5 near Darfield.
- From Gov of BC: Construction is nearing completion on the Vinsulla passing lanes project south of McLure (north of Kamloops). The Vinsulla project includes a 2.2 km northbound passing lane and a commercial vehicle pullout.
- From Gov of Saskatchewan: An estimated \$52.4 million Highway 16 project east of Saskatoon that will improve safety and support the economy is targeted to open to traffic one year early.
- From Gov of Saskatchewan: New Highway 16 Twinning Project East of Saskatoon near completion.
- From Gov of Canada Senate: Senator Black welcomes opportunity to discuss the role that Trans Canada Yellowhead Highway #16 can play in the Senate's "Tear Down These Walls" initiative.
- From Gov of Alberta: Alberta Government confirms it would cover its share of the cost of upgrading Yellowhead Trail in Edmonton.
- From Gov of Manitoba: Completion of paving 34 kms of passing lanes west of Neepawa.
- From Gov of BC: Free, public Wi-Fi will soon be installed at the Highway 16 Mt. Terry Fox rest area six kilometres east of Tete Jaune.
- From Gov of Alberta: Studies have been approved to look at construction of a pass-holder's lane at Jasper Gate.
- From Gov of Alberta: Completed a functional planning study for twinning from Hinton to Jasper National Park boundary.
- From Gov of Manitoba: MIT confirms that renewing #16 through Neepawa remains one of MIT's priorities in the area.

By leveraging this collective voice, known as the TCYHA, we continue to influence Federal & Provincial governments to bring about needed highway infrastructure improvements.



TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION

#3, 9343 - 50 STREET, EDMONTON, ALBERTA, T6B 2L5

TEL: 780 761 3800 admin@goyellowhead.com

INVOICE

City of Saskatoon
Attn: Mayor Charlie Clark
222 Third Avenue North
Saskatoon, SK S7K 0J5

13 December 2016

As you prepare your renewal we would like to remind you that you can take advantage of our consumer website to promote your municipality's attractions, amenities, events and activities. Just go to www.goyellowhead.com to add the information ... free of charge - all a part of being a TCYHA Member.

Promote your amenities and attractions on social media using #GOYH and we will help spread the word!

INVOICE NUMBER: 17149

SERVICE	POPULATION	ANNUAL CONTRIBUTION (\$)
Municipal Contribution for 2017		
\$0.16 per head of population per annum - from 2011 Canadian Census	222,189	35,550.24
	TOTAL	35,550.24
	GST @ 5% (#122028137)	1,777.51
	TOTAL INVOICE	37,327.75

*Please make cheques payable to: Trans Canada Yellowhead Highway Association.
Please note any changes to your billing information when returning payment.*

Internal Audit Budget Information Update – December 2016

Recommendation

That the information be received.

Topic and Purpose

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

Report Highlights

1. Overall, internal audit and consulting expenditures are expected to be within budget parameters. However, project deliverables (i.e. audit reports) are not expected to be tabled with the Standing Policy Committee on Finance until early 2017.

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

City Council budgeted \$427,000 for internal audit services for 2016. This is the second year of the five-year contract with PwC.

Report

There are currently three internal audit projects being conducted by PwC. Audit fieldwork is currently underway with audit reports to be delivered to the Administration for review before the end of 2016 or early 2017, and final reports to be tabled with the Standing Policy Committee on Finance in the first quarter of 2017. As of December 15, 2016, 73% of the total budgeted internal audit hours for the year have been completed.

PwC is also working on two additional consulting projects. For both projects, draft reports have been provided to the Administration for review, and final reports are expected to be tabled in early 2017. As of December 15, 2016, 75% of the total budgeted consulting project hours for the year have been completed.

All operating funding has been fully allocated to specific audit and consulting projects.

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

Due Date for Follow-up and/or Project Completion

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

Public Notice

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

Attachment

1. Internal Audit Budget Status Report

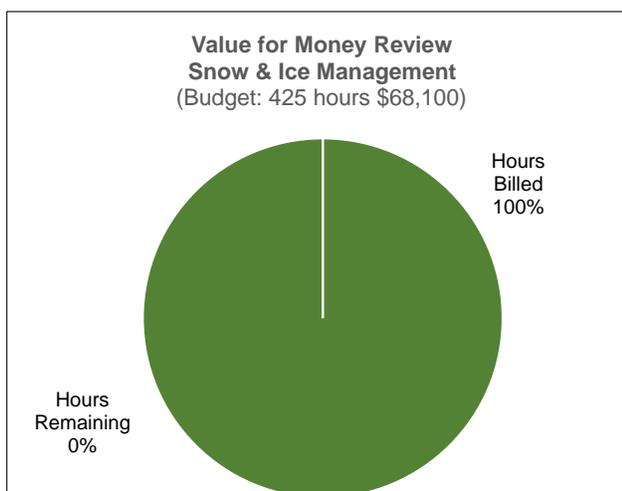
Report Approval

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

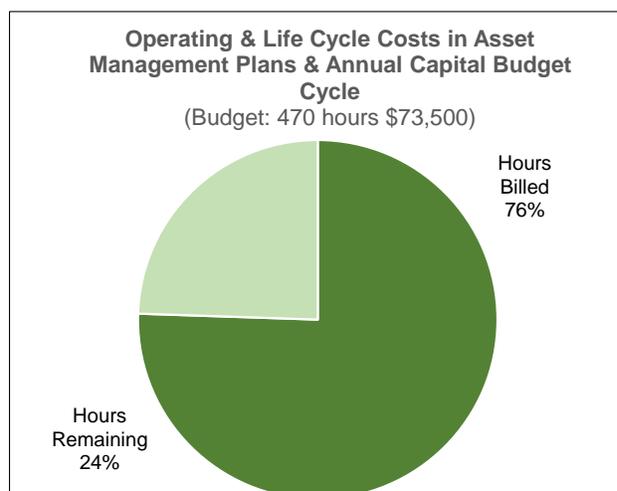
Internal Audit Budget_Dec 2016.docx

Internal Audit Budget Status Report

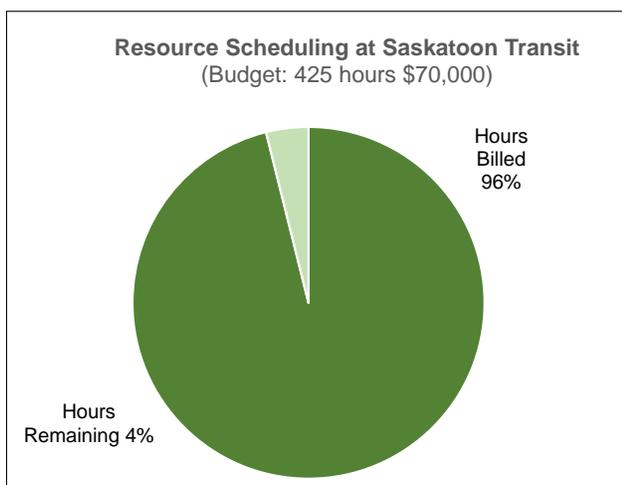
Internal Audit Projects



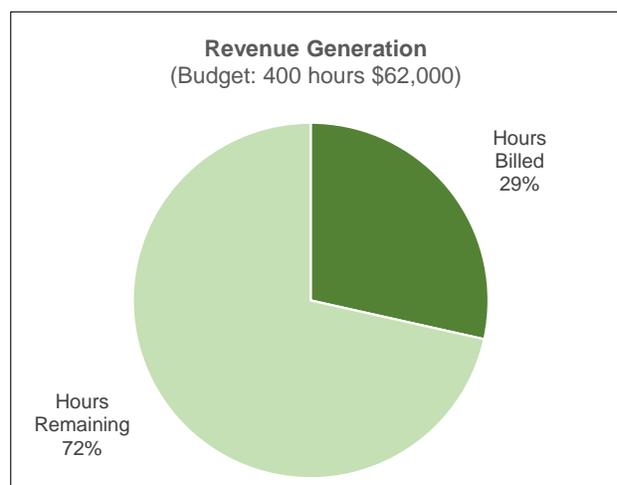
Notes: Statement of Work approved January 4, 2016. Audit report presented to SPC on Finance September 6, 2016. Administration agreed with all 21 findings - 2 high, 14 moderate and 5 low. Update report presented to SPC on Finance November 7, 2016.



Notes: Statement of Work approved August 15, 2016. Initial audit fieldwork complete and framework presented to Administration in October 2016. Draft report to be provided to Administration by December 31, 2016. Anticipated reporting to SPC on Finance in the first quarter of 2017.

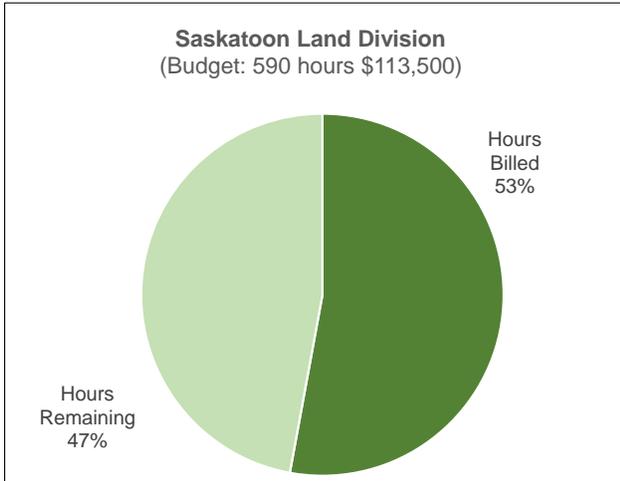


Notes: Statement of Work approved July 18, 2016. Audit fieldwork completed in September 2016. Revised draft report was reviewed with Administration in early December and submitted to General Manager of Transportation & Utilities for review on December 8, 2016. Pending review, the report will be submitted to SPC on Finance in January 2017.

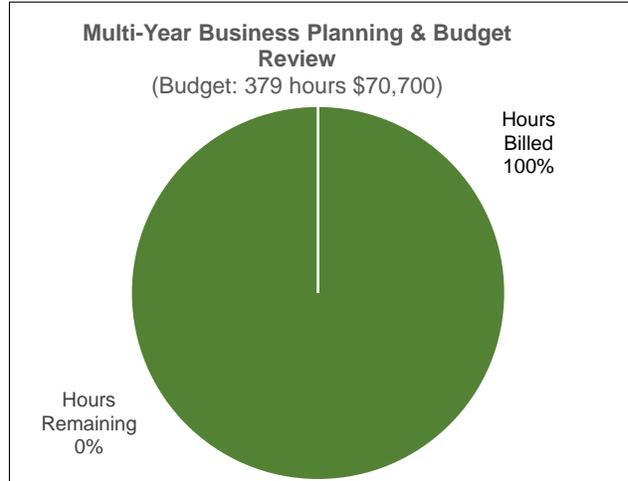


Notes: Statement of Work approved November 7, 2016. Audit fieldwork commenced with relevant stakeholder groups in December and will continue into January and February 2017. Anticipated reporting to SPC on Finance before the end of the first quarter of 2017.

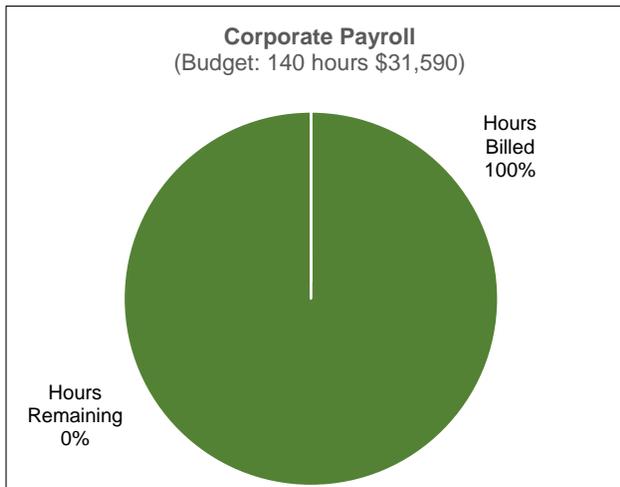
Additional Consulting Projects



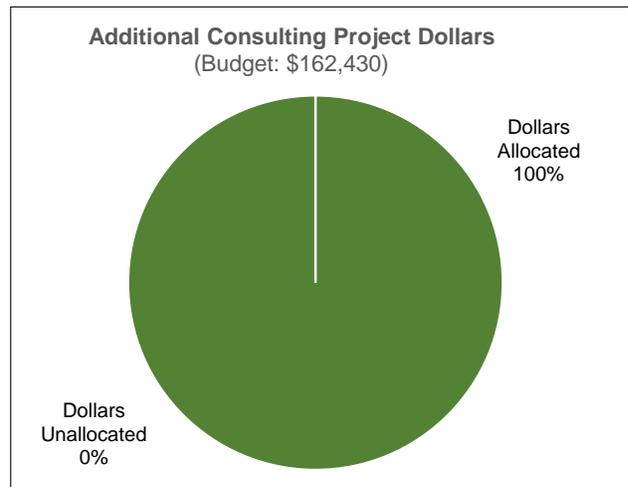
Notes: Statement of Work approved August 15, 2016. Project fieldwork is completed with draft report presented to Saskatoon Land on November 29, 2016. Pending receipt of comments and responses from Saskatoon Land in December 2016, the report will be provided to Administration for further review and comments. Anticipated reporting to SPC on Finance in the first quarter of 2017.



Notes: Statement of Work approved August 15, 2016. Final version of draft report presented to Administration on December 9, 2016.

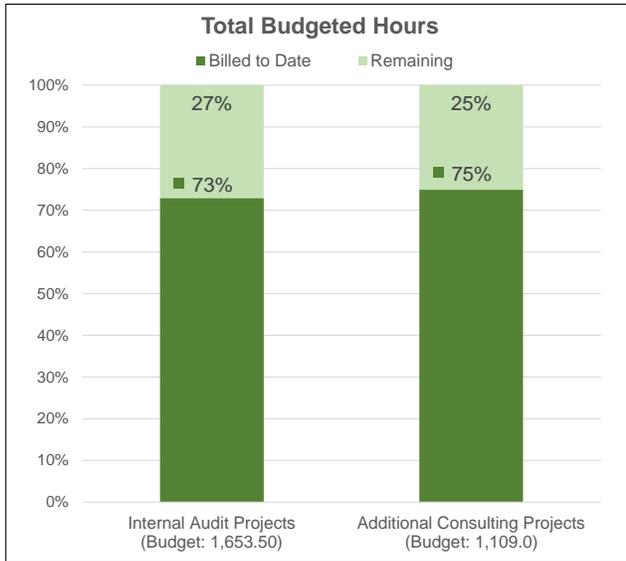


Notes: Conducted by former internal audit service provider.

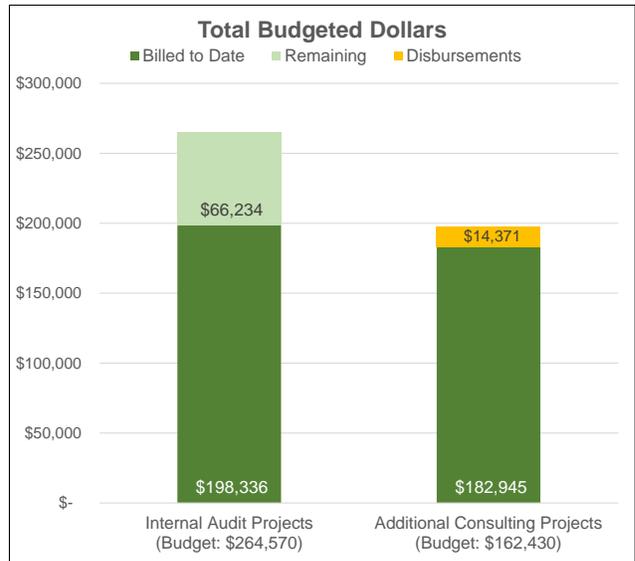


Notes: All additional consulting project dollars have been fully allocated to specific consulting projects.

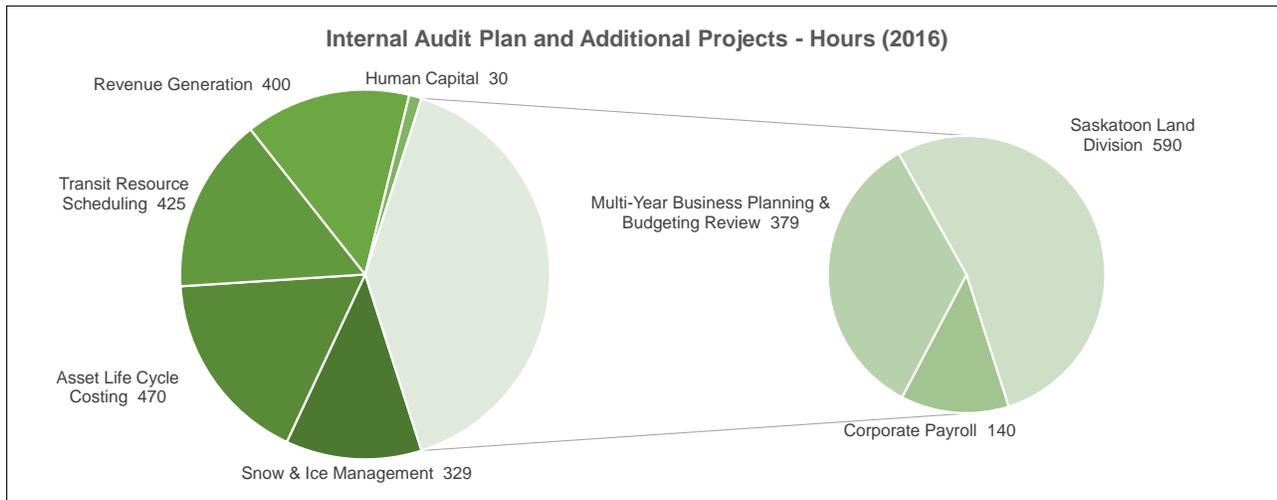
Overall Internal Audit Program



Notes: A total of 1,206.0 hours of internal audit work and 831.0 hours of additional consulting work have been billed to date.



Notes: A total of \$395,652 has been billed to date for internal audit services, consulting services and disbursements. This represents 93% of the total operating budget for 2016.



Notes: The Internal Audit Program operating budget has been fully allocated to specific audit and consulting projects.

Request to Sell City-Owned Property – Aspen Ridge Neighbourhood Phase 2

Recommendation

1. That the Director of Saskatoon Land be authorized to sell 122 single-family lots with legal descriptions of Lots 1 to 22, Block 707; Lots 1 to 13, Block 708; Lots 1 to 22, Block 709; Lots 1 to 18, Block 710; Lots 1 to 12, Block 711; Lots 1 to 29, Block 712; and Lots 1 to 6, Block 713, all Plan No. 102207912, on Bolstad Link, Manor, Turn, and Way 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 sell Lots 28 and 29, Block 712 to the highest bidder through a public tender process for the intended use of developing Type II Residential Care Homes, Child Care Centres, or Pre-Schools with tender conditions and reserve bid prices plus applicable taxes;
4. That any of the pre-designated Type II Residential Care Home, Child Care Centre, or Pre-School lots which are not sold through the public tender process be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year with conditions specified in the Agreement for Sale;
5. That 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;
6. That the Director of Saskatoon Land be authorized to administer architectural controls for the 122 single-family lots; and
7. 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 approval to sell and administer architectural controls for 122 single-family lots in the Aspen Ridge neighbourhood through a lot draw process.

Report Highlights

1. Proposed prices in this lot draw range from \$111,600 to \$234,100.
2. Two Type II Residential Care Home, Child Care Centre, or Pre-School lots are proposed to be sold by public tender.

3. Architectural controls for the 122 single-family lots are being proposed in order to enhance the character within the neighbourhood, assist in strengthening the streetscape, and harmonize the interface between various housing forms.
4. It is proposed that the lots being offered through this lot draw be eligible for the landscaping and front driveway surfacing rebate program, as per the temporary adjustment to lot payment terms and the offering of incentive rebates, which would remain in effect throughout 2017 pending a future report to City Council requesting extension of the program.
5. Information regarding ecological sensitivity of the Northeast Swale will be provided to both lot purchasers and future 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 (Attachment 1). 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 Aspen Ridge development. Topsoil stripping began in fall of 2013. 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 sell 122 single-family lots in the second phase of Aspen Ridge, which includes a variety of lot sizes and types. Lot sizes range from 9.14 metres (30 feet) to 15.22 metres (50 feet). The majority of lots are between 9.14 metres (30 feet) and 14.63 metres (48 feet) in width.

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

- 22 detached garage lots with lanes;
- 63 attached garage standard lots;
- 22 attached garage standard lots that back on to a linear park and feature decorative rear-yard fencing;
- 13 attached garage walk-out basement lots that back onto the Northeast Swale and feature decorative rear-yard fencing; and
- 2 Type II Residential Care Home, Child Care Centre, or Pre-School lots.

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 recently approved 2016 prepaid rates and an examination of current lot prices for 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 spectacular views of the Northeast Swale. The lot prices range from \$111,600 to \$234,100, and the average lot price for this area is \$160,480. Attachment 2 provides a list of individual lot prices.

Lots to be Sold by Public Tender

Lots 28 and 29 of Block 712, Plan 102207912, are pre-designated Type II Residential Care Home, Child Care Centre, or Pre-School lots, which are proposed to be sold by public tender (Attachment 3). If these lots are not sold through the public tender process, they will be placed for sale over-the-counter on a first-come, first-served basis for the same intended purpose for a period of one year. If not sold during that year, Saskatoon Land will place the lots for sale over-the-counter on a first-come, first-served basis for any purpose allowed within the R1A zone.

Architectural Controls

Architectural Controls (Attachment 4) are being proposed for the single-family lots in this phase of development in order to:

- enhance the character within the neighbourhood;
- 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 phase, 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 74 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. 48 lots, which are grouped together, will have no roof pitch requirement.
- 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 being offered through this lot draw could potentially be eligible for the incentive program, as approved by City Council at its meeting on August 18, 2016, to encourage single-family lot sales. These incentives would be available throughout 2017, pending a further report and approval by City Council for the extension of this program. The lot incentives include the landscaping and front driveway surfacing rebate program and the adjustment of lot payment terms in Council Policy No. C09-006, Residential Lot Sales – General Policy. Specific payment terms applicable to Phase 2 lots are 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 8 months of the lot being under an Agreement for Sale.
- After 8 months, with no additional deposit required, the interest rate would go to 5%.
- 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 still be due in 16 months.

Northeast Swale Information

Saskatoon Land is communicating information to 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 5). All lots that border the Northeast Swale Greenway will have a biodegradable information board affixed to the aluminum fencing as noted in Attachment 6.

Options to the Recommendation

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

Public and/or Stakeholder Involvement

The single-family lots being offered for sale are consistent with the approved Aspen Ridge Concept Plan. Public and stakeholder consultation occurred in 2014.

Communication Plan

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

Policy Implications

Proposed changes to payment terms will be subject to City Council consideration and approval.

Financial Implications

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

Safety/Crime Prevention Through Environmental Design (CPTED)

The subdivision and sale of these lots are in conformance with the approved Aspen Ridge Neighbourhood Concept Plan. A CPTED review is not required.

Other Considerations/Implications

There are no environmental or privacy 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 Neighbourhood Land Use Concept Plan
2. Aspen Ridge Proposed Price List
3. Aspen Ridge Phase 2 Lot Information Map
4. Aspen Ridge Phase 2 Architectural Controls
5. Meewasin Northeast Swale Information
6. Information Board Fence Attachment

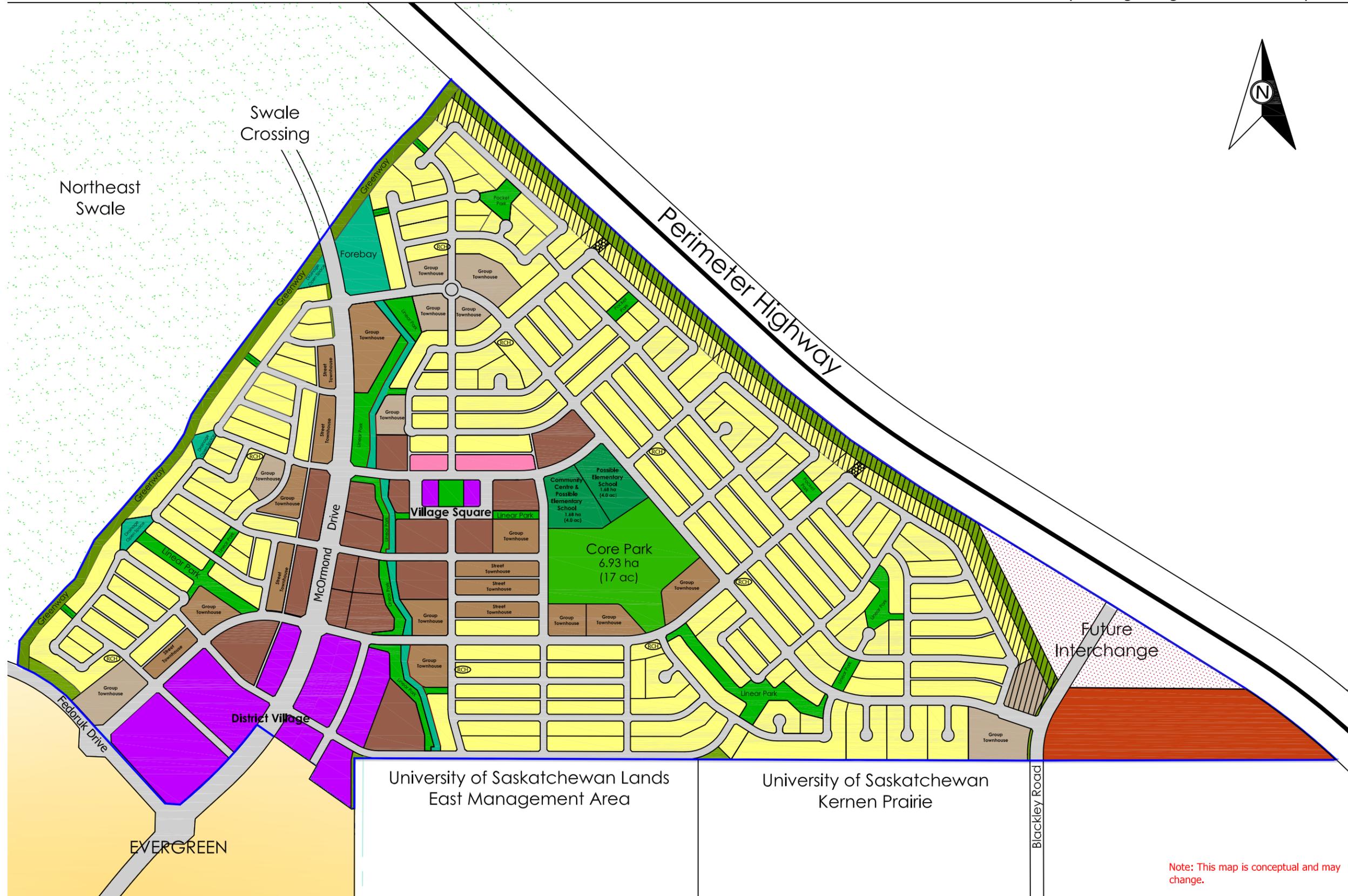
Report Approval

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

Aspen Ridge Phase 2 Pricing (Jan 2017).docx

Land Use Concept Plan

Aspen Ridge Neighbourhood Concept Plan



Legend

- Single-Unit Detached
- Low-Density Multi Unit
- Low/Med Density Multi Unit
- Medium-Density Multi Unit
- Medium-Density Mixed-Use
- Low-Density Mixed-Use
- Park
- Landscaped Drainage Open Space
- Greenway
- Buffer
- Elementary Schools/Community Centre
- Urban Holding Area
- Northeast Swale Preserved Land
- Possible Roadway Extension
- Neighbourhood Boundary
- RCH Possible Residential Care Home Site
- Possible Cell Tower Location
- Final configuration to be determined once the Perimeter Highway alignment is confirmed

Note: This map is conceptual and may change.



Aspen Ridge Neighbourhood Land Use Concept Plan — ATTACHMENT 1

Aspen Ridge Proposed Price List

Aspen Ridge (2016) - Bolstad

Plan No. 102207912

Lot	Block	Price
1	707	\$ 165,400
2	707	\$ 163,400
3	707	\$ 161,800
4	707	\$ 160,300
5	707	\$ 160,000
6	707	\$ 166,200
7	707	\$ 173,600
8	707	\$ 178,500
9	707	\$ 181,200
10	707	\$ 181,700
11	707	\$ 166,600
12	707	\$ 166,100
13	707	\$ 166,100
14	707	\$ 166,100
15	707	\$ 166,100
16	707	\$ 166,100
17	707	\$ 166,100
18	707	\$ 173,600
19	707	\$ 173,600
20	707	\$ 173,600
21	707	\$ 175,200
22	707	\$ 185,400
1	708	\$ 234,100
2	708	\$ 229,000
3	708	\$ 209,800
4	708	\$ 209,800
5	708	\$ 209,800
6	708	\$ 209,800
7	708	\$ 201,100
8	708	\$ 201,100
9	708	\$ 209,600
10	708	\$ 209,800
11	708	\$ 209,800
12	708	\$ 220,600
13	708	\$ 230,100
1	709	\$ 167,800
2	709	\$ 159,700
3	709	\$ 159,700
4	709	\$ 159,700
5	709	\$ 159,700
6	709	\$ 159,700
7	709	\$ 159,700
8	709	\$ 159,700
9	709	\$ 159,700
10	709	\$ 159,700
11	709	\$ 170,800
12	709	\$ 161,300
13	709	\$ 161,300

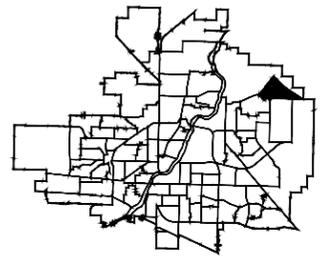
Lot	Block	Price
14	709	\$ 161,300
15	709	\$ 161,300
16	709	\$ 161,300
17	709	\$ 161,300
18	709	\$ 161,300
19	709	\$ 154,300
20	709	\$ 155,900
21	709	\$ 156,600
22	709	\$ 176,500
1	710	\$ 117,700
2	710	\$ 111,600
3	710	\$ 111,600
4	710	\$ 111,600
5	710	\$ 111,600
6	710	\$ 119,000
7	710	\$ 119,000
8	710	\$ 126,500
9	710	\$ 126,500
10	710	\$ 121,100
11	710	\$ 144,700
12	710	\$ 148,800
13	710	\$ 152,700
14	710	\$ 156,500
15	710	\$ 166,900
16	710	\$ 173,400
17	710	\$ 164,200
18	710	\$ 177,700
1	711	\$ 141,400
2	711	\$ 119,000
3	711	\$ 119,000
4	711	\$ 119,000
5	711	\$ 119,000
6	711	\$ 119,000
7	711	\$ 119,000
8	711	\$ 119,000
9	711	\$ 131,000
10	711	\$ 129,500
11	711	\$ 129,400
12	711	\$ 131,000
1	712	\$ 147,200
2	712	\$ 148,600
3	712	\$ 149,700
4	712	\$ 150,400
5	712	\$ 150,900
6	712	\$ 151,000
7	712	\$ 175,100
8	712	\$ 169,100
9	712	\$ 168,200

Lot	Block	Price
10	712	\$ 168,200
11	712	\$ 168,200
12	712	\$ 168,200
13	712	\$ 158,000
14	712	\$ 160,500
15	712	\$ 168,700
16	712	\$ 168,400
17	712	\$ 168,400
18	712	\$ 161,200
19	712	\$ 150,300
20	712	\$ 174,200
21	712	\$ 166,500
22	712	\$ 172,700
23	712	\$ 179,900
24	712	\$ 136,300
25	712	\$ 140,800
26	712	\$ 140,800
27	712	\$ 140,800
28	712	\$ 177,800
29	712	\$ 182,000
1	713	\$ 158,700
2	713	\$ 141,900
3	713	\$ 141,900
4	713	\$ 141,900
5	713	\$ 141,900
6	713	\$ 149,200



Phase 2 - Lot Information Map

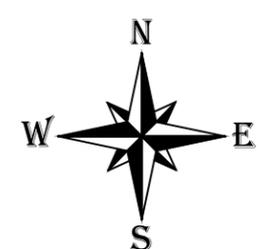
122 Lots - Bolstad Turn, Link, Manor & Way



Note: This map is conceptual and may change.

Legend:

Single Family		Easement 2m		Light Standard	
Single Family No Roof Slope Requirement		Easement 3m		Corner Garage Location	C
Residential Care Home		Easement 5m		Mail Boxes	P
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	W
Mixed Use Commercial		Service Pedestal		Decorative Fence	
Municipal Reserve		Concrete Pad		Wildlife Fence	



City of Saskatoon
AF - Saskatoon Land - November 2016

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.



Aspen Ridge
Phase 2 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 Roof Pitch



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 2 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 public parks.



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 foyer windows, additional accent materials or other architectural elements must be added 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 2 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 1 to 22, Block 707; Lots 1 to 11, Block 709; and Lots 11 to 15, Block 710.

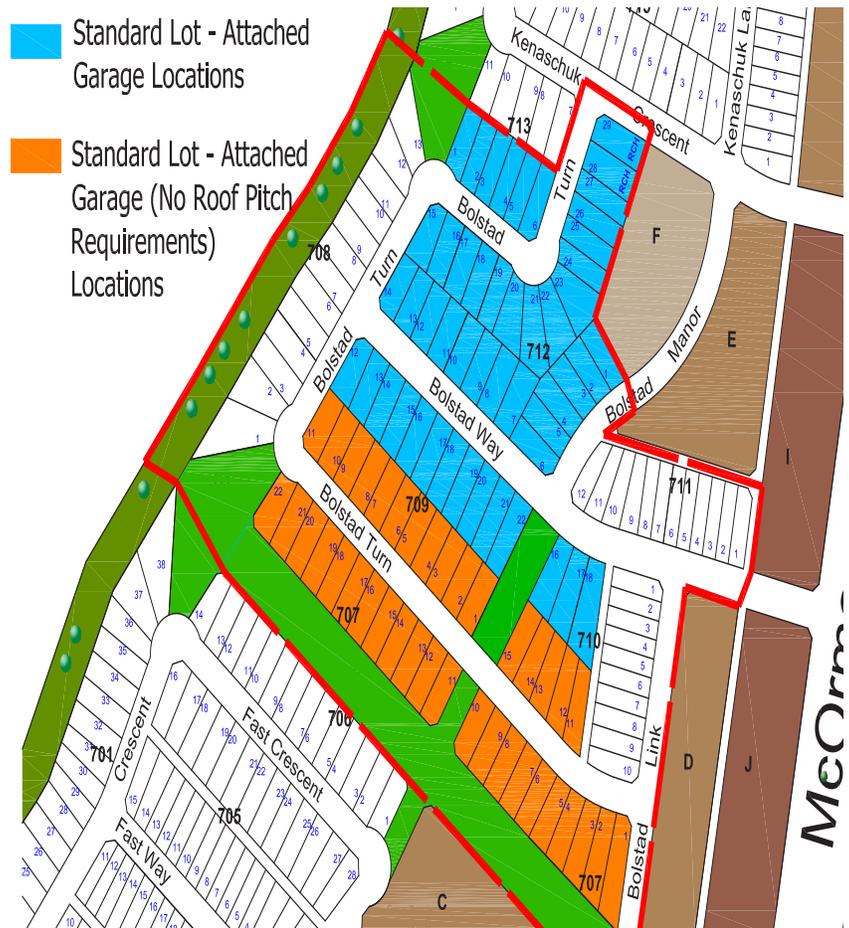
d) Attached garages shall not protrude more than 2.4 metres (8 feet) from the facade of any habitable floor area of the dwelling.

e) All attached garages require architecturally significant garage doors consistent with the architectural style of the dwelling.

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 1 to 22, Block 707;
- Lots 1 to 22, Block 709;
- Lots 11 to 18, Block 710;
- Lots 1 to 29, Block 712;
- Lots 1 to 6, Block 713.



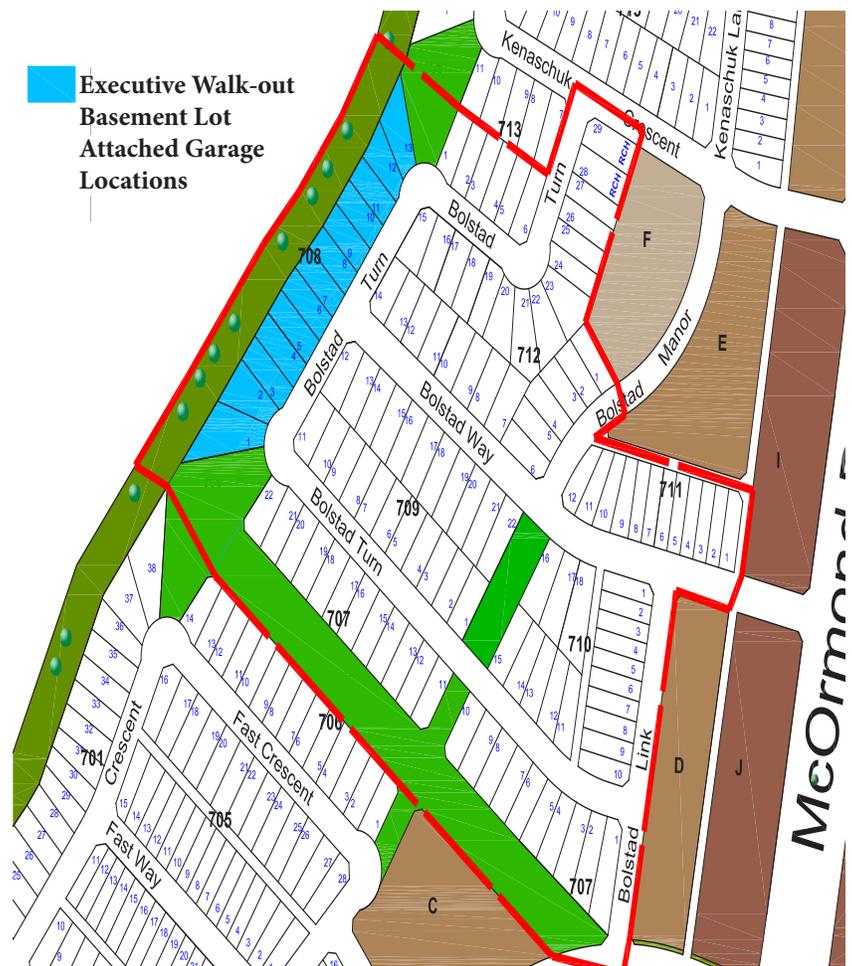


Executive Walk-out Basement Lot - Attached Garage

Executive Walk-Out Basement Lot - Attached Garage

- Lots 1 to 13, Block 708

- 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.
- 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.
- 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).





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.

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 10, Block 710.

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.

Narrow Lots - Detached Garage

- Lots 1 to 10, Block 710; and
- Lots 1 to 12, Block 711.





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 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 building elevation.

Note: Material types and areas must be clearly identified on the drawings submitted in support of your Building Permit Application. Failure to do so may result in delays to the approval of your Building Permit Application.



This home utilizes cedar shakes along the roof line and stone accent features near the garage edges, with the balance of the facade consisting of cement fiber siding.



This home features board and batten siding along the dormers, stone accents along the veranda columns, with the balance of the front facade consisting of cement fiber siding.

- *Trim features will not be counted as a material. In order to be included towards the required material amount, the material must be visible from the front street. Material wrapped around a column or architectural feature, facing a side or rear yard will not count towards the required material total.*
- *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.*



GARAGE PLACEMENT

For lots requiring an attached garage, one further requirement will also apply to all of the lots that indicates which side of the lot the garage must be placed.

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 on the side of the property that is furthest from the intersection.

Figure 1 demonstrates the permitted options (A & C) for the placement of an attached garage on a corner lot, attached to the front of the house furthest from the street corner or at attached to the rear of the house.

Figure 1 - Corner Lot Garage Placement





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 features. Examples of garage door types, design elements and corresponding architectural styles are as follows:

- Coped edges;
- Decorative glass;
- Designed inserts;
- Wide trim pieces;
- Natural woods; and
- Aluminum and glass.

Garage door supplier and model information must be submitted along with your building permit application. Garage doors will be reviewed and approved



Aluminum composite garage door, suitable for modern contemporary architectural style.



Aluminum composite garage door with left-side window placements suitable for modern contemporary architectural style.



Craftsman style garage door featuring wide trim pieces and decorative glass windows.



Garage door with dark finish and coped edges, suitable for traditional architectural style.



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 2.0 metres from the second storey 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 second-storey bonus room.



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.



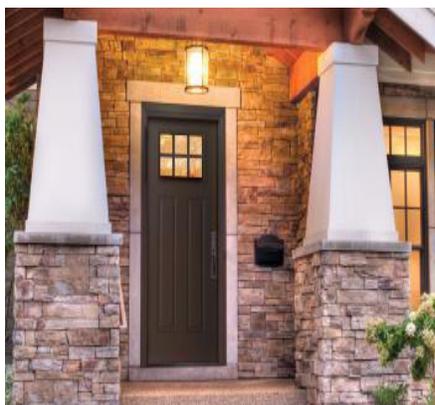
Covered entry feature with supporting column.



Covered entry feature with supporting column.



Covered veranda with substantial columns.



Wide-based, tapered columns with stone detailing.



Wide-based columns with stone detailing.



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.

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.

Figure A-4. Conceptual Design

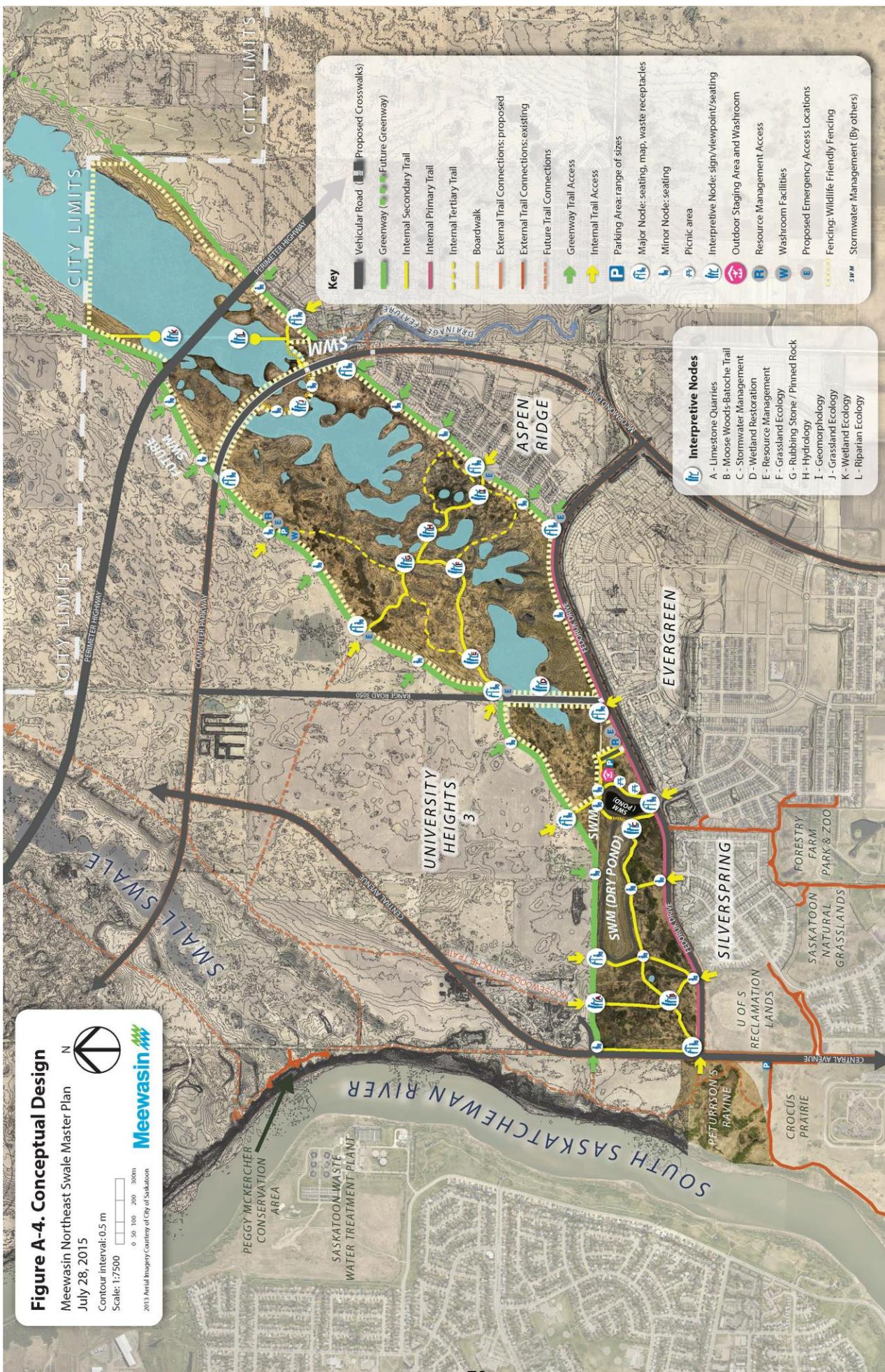
Meewasin Northeast Swale Master Plan

July 28, 2015

Contour Interval: 0.5 m

Scale: 1:7500

2013 Aerial Imagery Courtesy of City of Saskatoon



Key

- Vehicular Road
- Proposed Crosswalks
- Greenway
- Future Greenway
- Internal Secondary Trail
- Internal Primary Trail
- Internal Tertiary Trail
- Boardwalk
- External Trail Connections: proposed
- External Trail Connections: existing
- Future Trail Connections
- Greenway Trail Access
- Internal Trail Access
- Parking Area: range of sizes
- Major Node: seating, map, waste receptacles
- Minor Node: seating
- Picnic area
- Interpretive Node: sign, viewpoint/seating
- Outdoor Staging Area and Washroom
- Resource Management Access
- Washroom Facilities
- Proposed Emergency Access Locations
- Fencing: Wildlife Friendly Fencing
- Stormwater Management (By others)

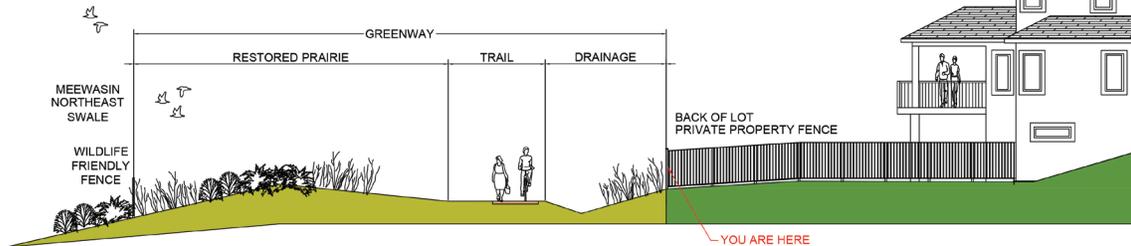
Interpretive Nodes

- A - Limestone Quarries
- B - Moose Woods-Batoche Trail
- C - Stormwater Management
- D - Wetland Restoration
- E - Resource Management
- F - Grassland Ecology
- G - Rubbing Stone / Pinned Rock
- H - Hydrology
- I - Geomorphology
- J - Grassland Ecology
- K - Wetland Ecology
- L - Riparian Ecology



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 – 2950 McClocklin Road

Recommendation

1. That the Director of Saskatoon Land be authorized to sell Lot 38, Block 1, Plan No. 102064025 located at 2950 McClocklin Road in the Hampton Village neighbourhood through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in this report;
2. That if no offers are received for 2950 McClocklin Road over a 45-day offer acceptance period, the parcel remain for sale over-the-counter until an acceptable market price offer is received;
3. That proceeds from the sale be used to partially fund the construction and/or land costs associated with building the future fire hall in the proposed Elk Point neighbourhood; and
4. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to sell a commercial parcel (Lot 38, Block 1, Plan No. 102064025) located at 2950 McClocklin Road in the Hampton Village neighbourhood through an open market (standard terms) sales approach to the proponent who makes the highest price offer in compliance with the terms and conditions outlined in this report.

Report Highlights

1. 2950 McClocklin Road is proposed to be sold through an open market (standard terms) sales approach whereby non-binding offers are received from interested proponents and used to determine with which party further negotiations will take place.
2. The Administration is recommending a price of \$1.017 million for this parcel, based on comparable land sales within the city for similar commercially zoned parcels.
3. Proposed building permit plans will be reviewed for consistency with Saskatoon Land's Commercial and Institutional Design Guidelines.

Strategic Goals

The sale of this parcel 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.

This sale also supports the short-term strategy of developing funding strategies for expenses related to new capital expenditures for core services, such as fire halls, roadways, and underground services.

Background

City Council, at its meeting on April 29, 2010, approved the purchase of land for Fire Station No. 10 in West Saskatoon (Hampton Village). In 2015, the Saskatoon Fire Department conducted a reassessment of the current and future fire stations. It was determined that an alternate location in the Northwest Sector would better accommodate response times. As a result, 2950 McClocklin Road is no longer required for Fire Department operations.

City Council, at its meeting held on November 28, 2016, considered the Hampton Village Neighbourhood Concept Plan Amendment, Amendment to the Official Community Plan No. 8769, and Amendment to the Zoning Bylaw No. 8770, which provides the rezoning of 2950 McClocklin Road to B2 District (District Commercial).

Report

Open Market (Standard Terms) Sales Approach

The Administration is recommending that the commercial parcel located at 2950 McClocklin Road in the Hampton Village neighbourhood (Attachment 1) be sold through an open market (standard terms) sales approach. This involves the establishment of an asking price by Saskatoon Land and the solicitation of non-binding offers from interested parties. Interested parties will have a 45-day period to review the sales package and submit an offer on the subject parcel.

2950 McClocklin Road is zoned B2 District (District Commercial), which permits a range of commercial uses intended to serve the needs of local neighbourhoods within close proximity to the site.

Standard terms for this parcel are identified within Attachment 2. The Administration is recommending that the land be sold with a commitment to start construction on the land within two years. Enforcement of this requirement will be done through the acceptance of a letter of credit in the amount of 5% of the purchase price and a clause in the Sale Agreement that provides an option for the City of Saskatoon (City) to repurchase the land at the agreed price if a building foundation is not built within two years. The letter of credit will be released by the City when the successful purchaser installs a building foundation consistent with the approved use on the site.

Pricing

The Administration recommends a sale price establishment based on a value of \$900,000 per acre. The parcel is 1.13 acres, resulting in a recommended selling price of \$1.017 million. Pricing is consistent with a review of comparable land sales for similar zoned sites within the city.

Offers received during the application period 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. If no offers are received, the parcel 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.

Design Guidelines

Development on this parcel will be reviewed for consistency with Saskatoon Land's Commercial and Institutional Design Guidelines (Attachment 3). These guidelines provide a guiding document to facilitate an enhanced level of commercial development. The intent of these guidelines is to encourage a pedestrian-friendly development form through architectural detailing, building placement, and site landscaping. Saskatoon Land will review plans submitted in support of a Building Permit Application to ensure consistency with the Commercial and Institutional Design Guidelines.

Options to the Recommendation

Option 1: The Standing Policy Committee on Finance could choose not to proceed with the sale of land at this time.

Option 2: The Standing Policy Committee on Finance could choose to sell the land to the highest bidder through a public tender process with a reserve bid price.

Public and/or Stakeholder Involvement

The parcel being offered for sale is consistent with the approved Hampton Village Concept Plan. Public and stakeholder consultation specific to this site occurred in June 2016, as part of Saskatoon Land's Neighbourhood Concept Plan Amendment, Official Community Plan Bylaw Amendment, and Rezoning.

Communication Plan

Notice of the land offering will be advertised in The StarPhoenix a minimum of two Saturdays and will be sold pursuant to Council Policy No. C09-033, Sale of Serviced City-Owned Lands. The land offering will also be posted on Saskatoon Land's website.

Policy Implications

Normally the proceeds from the sale of surplus land would be deposited into the Property Realized Reserve (PRR). However, due to the revised strategy for fire hall relocation, the Saskatoon Fire Department enabled the property values to increase more than its original purchase price of \$650,000 in 2010. This appreciation in value will help offset the land and construction costs of the proposed new fire hall in the Elk Point neighbourhood.

Financial Implications

Proceeds from the sale of this land, less the land administration fee, will be deposited into Capital Project No. 1914 – Future New Station – Northwest Saskatoon.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Information on the outcome of this land offering, including accepted price and successful proponent, will be made available in a future report presented 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.

Attachments

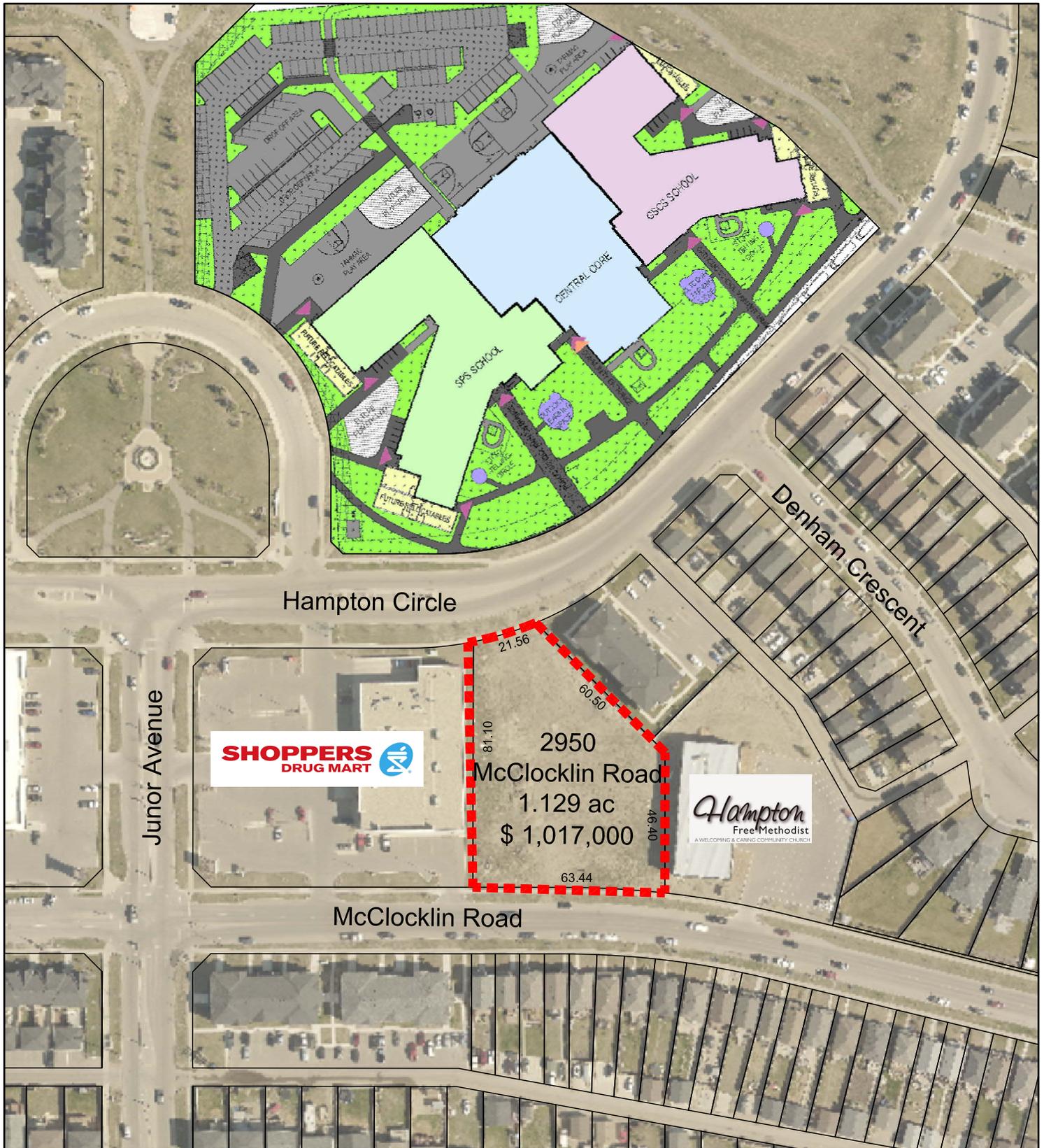
1. Location Map – 2950 McClocklin Road
2. Open Market Sales Approach – Terms and Conditions
3. Commercial and Institutional Design Guidelines

Report Approval

Written by: Ian Williamson, Planner 16
Reviewed by: Frank Long, Director of Saskatoon Land
Approved by: Kerry Tarasoff, CFO/General Manager, Asset and Financial
Management Department

Request to Sell City Property_2950 McClocklin Road (Jan 2017).docx

Location Map - 2950 McClocklin Road



Legend:



Subject Site

38.10

Lot Dimensions



Note: Saskatoon Land 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 metres 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.

Open Market Sales Approach – Terms and Conditions

1. Deposit/Closing Date/Possession/Adjustment Date:
 - i) 10% non-refundable deposit due within ten (10) business days of offer acceptance.
 - ii) Final payment due within sixty (60) days from the effective date of the Sale Agreement 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) A building commitment will be imposed for the commencement of construction to be satisfied within twenty four (24) months from the closing date.
 - ii) The purchaser will be required to provide a letter of credit in the amount of 5% of the purchase price and enter into a separate agreement to permit repurchase of the lands by the vendor as security for fulfillment of the building commitment.
 - iii) 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.
 - iv) Real Estate Commissions will be in accordance with Council Policy No. C09-015, Real Estate Commissions – Sale of City-owned Land.
 - v) Non-residential development on this site will be subject to review for consistency with the Commercial and Institutional Design Guidelines.
 - vi) The purchaser further agrees to grant the City of Saskatoon, Saskatchewan Telecommunications, Saskatchewan Power Corporation, SaskEnergy Incorporated, and any utility agency any easements, which may be required by any or all of the said agencies at no cost.
 - vii) Purchasers are required to demonstrate past experience with completing commercial development projects.



Saskatoon Land Commercial & Institutional Design Guidelines



INDEX

1	1.0 Introduction
2	2.0 Site Planning and Setbacks
3	3.0 Site Landscaping & Pedestrian Circulation
5	4.0 General Architectural Design Guidelines

Figure 1 - Desirable Building Entrance
Figure 2 - Undesirable Building Entrance
Figure 3 - Desirable Parking Lot Layout
Figure 4 - Undesirable Parking Lot Layout

1.0 Introduction

Saskatoon Land's Commercial and Institutional Design Guidelines are intended to provide a guiding document to facilitate an enhanced level of development on commercial and institutional sites. These guidelines shall be used to assist in forming the basis of detailed site planning, building design and landscaping in order to help achieve Saskatoon Land's objectives as outlined below:

- Creation of high-quality commercial amenities for area residents.
- Creation of enhanced pedestrian environments both within development sites and surrounding streets, providing safe and comfortable pedestrian movement.
- Development of vibrant commercial and institutional focal points within neighbourhoods.

These guidelines are intended to supplement the City of Saskatoon's (City) Zoning Bylaw. All developments will be governed by the City's zoning regulations. In the event that there are contradictions between these two documents, the Zoning Bylaw shall take precedence.



2.0 Site Planning and Setbacks

This section contains general site planning and setback guidelines.

Site Planning and Setbacks

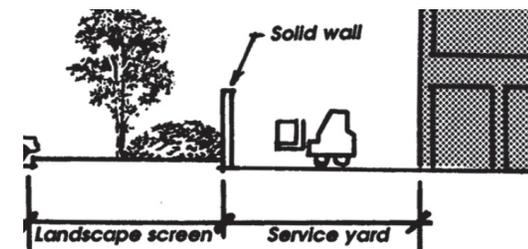
- Building placement should be planned cognizant of the surrounding residential community to achieve human scale development along street edges, while helping to buffer the view of internal parking areas.
- Loading and garbage areas must be screened from surrounding properties and public streets by fencing and/or more intensive landscaping.
- Site signage should be selected and designed cognizant of the area’s residential context. In general, wall-mounted signage is encouraged over free-standing signage.
- The inclusion of active transportation facilities including strong linkages with transit facilities and bicycle storage are encouraged.
- Consideration should be given to site planning and building layouts that can accommodate or are adaptable to accommodate pedestrian amenity areas, that would animate the public realm through the use of sidewalk patios, seating areas, etc.



Allowances for sidewalk patios through proactive site planning



Bicycle storage to encourage active transportation



Example of screened loading area

3.0 Site Landscaping and Pedestrian Circulation

Site Landscaping and Pedestrian Circulation

- A high degree of internal landscaping should be provided to help with pedestrian wayfinding and to provide an enhanced level of safety and comfort along internal walkways.
- Green spaces or amenity spaces should be provided at walkway edges which serve buildings.
- Use of boulevard-style landscaping within parking lot islands and linear green spaces which align with internal site pathways.
- Establishment of a strong tree canopy along the major pedestrian and vehicle traffic routes.
- Use of curbed landscaped islands at the end of each parking aisle.
- Changes in parking lot paving treatment to help delineate pedestrian routes or other forms of traffic calming, including bulbing and raised or textured cross-walks.
- Changes in walkway entrance paving treatment to add visual appeal.



Green space at walkway CRU corner



Internal parking lot landscaped islands



Linear green spaces aligned with pedestrian pathway



Storefront walkway treatment change

Figures 1 and 3 provide examples of appropriate building entrance treatments and parking lot configuration.

Figure 1 - Desirable Building Entrance

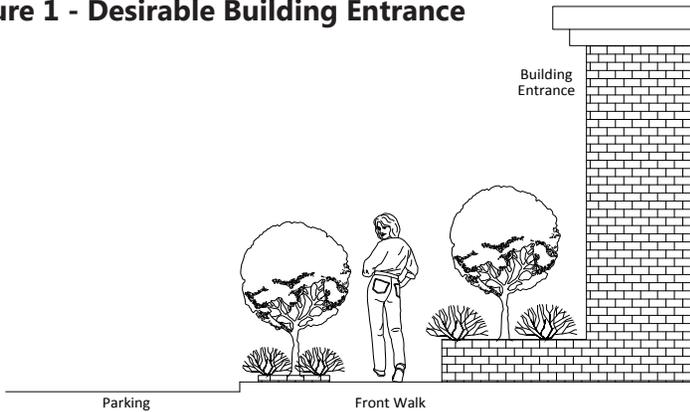


Figure 2 - Undesirable Building Entrance

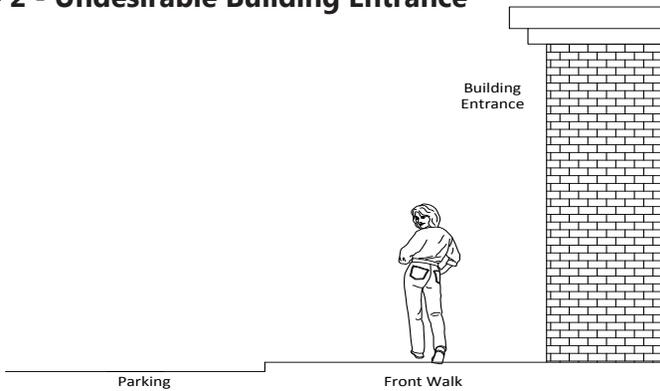


Figure 3 - Desirable Parking Lot Layout

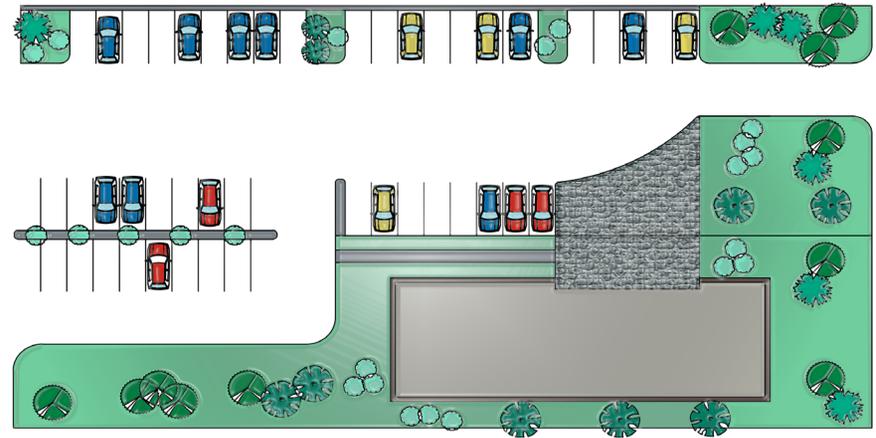
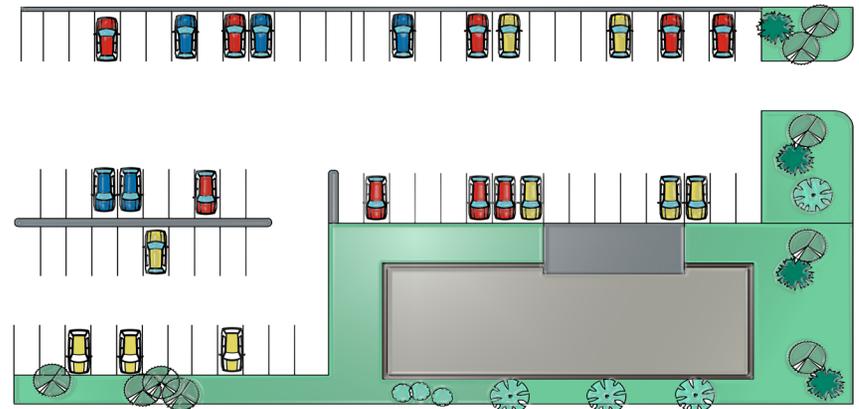


Figure 4 - Undesirable Parking Lot Layout



4.0 General Architectural Design Guidelines

The following information includes general architectural design guidelines:

- Front building elevations should include changes in wall plane to provide relief and encourage pedestrian scale development.
- Building massing should avoid long, continuous, blank wall surfaces throughout the development.
- Building massing should create visual interest by using varied roof lines, heights and pitches.
- Building frontages should be constructed to define the edges of any public or internal street or pedestrian-oriented area.
- Architectural elements should be incorporated into front building elevations including canopies, window projections, awnings, recessed entry ways, specialty signs, etc.
- The use of a variety of different exterior building materials and exterior building material colours are encouraged throughout the site to facilitate a vibrant pedestrian-oriented streetscape.
- The use of a consistent, properly proportioned fenestration pattern along building elevations.
- Lighting on any site and on/in any portion of a building shall be arranged and shielded such that it does not become a hazard, annoyance or compromise the function of adjacent properties.



Changes in wall plane and the use of a variety of canopies and awnings along the front elevation



Example of the use of multiple colours



A good example of varied roof heights



A good example of a consistent fenestration pattern

Request to Re-Offer and Sell City-Owned Property – Blairmore Suburban Centre, Evergreen and Kensington Multi-Family Sites

Recommendation

1. That the Director of Saskatoon Land be authorized to sell the following land through an open market (standard terms) sales approach in compliance with the terms and conditions outlined in this report:
 - Parcels AA and BB, Plan No. 102177862 in the Blairmore Suburban Centre;
 - Parcel D, Plan No. 102038150; Parcel E, Plan No. 102064294; Parcel N, Plan No. 102077894; and Parcel DD, Plan No. 102132447 in the Evergreen neighbourhood; and
 - Parcel Y, Plan No. 102171732; Parcel 225, Plan No. 102171732; and Parcel 226 (Plan No. to be registered) in the Kensington neighbourhood;
2. That if no offers are received for the subject sites over a 30-day offer acceptance period, the parcels remain for sale over-the-counter until acceptable market price offers are received;
3. That the Director of Saskatoon Land be authorized to administer development controls for Parcel 226 (Plan No. to be registered);
4. That the Director of Saskatoon Land be authorized to provide a 6-month offer to purchase to New Rock Developments (Sask) Inc. for Parcel KK, Plan No. 102137633 under the terms and conditions outlined in this report; 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 agreements under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to sell nine multi-family sites in the Blairmore Suburban Centre, Evergreen and Kensington neighbourhoods through an open market (standard terms) sales approach to proponents with the highest priced offer in compliance with the terms and conditions outlined in this report. All parcels with the exception of Parcel 226 (Plan No. to be registered) were previously offered to the market through a public tender process and remain in Saskatoon Land's inventory.

Saskatoon Land is also seeking approval to enter into a 6-month offer to purchase with New Rock Developments (Sask) Inc. (New Rock) for Parcel KK, Plan No. 102137633 in the Evergreen neighbourhood.

Report Highlights

1. Nine multi-family sites in the Blairmore Suburban Centre, Evergreen and Kensington neighbourhoods are proposed to be sold through an open market (standard terms) sales approach whereby non-binding offers are received from interested proponents and used to determine with which party further negotiations will take place. Nine of the subject sites were previously offered for sale through a public tender process and remain unsold.
2. Asking prices for the multi-family sites are based on the approved reserve bid prices that were established for previous public tender releases.
3. Future development on all subject sites will be reviewed for consistency with Saskatoon Land's Architectural Controls for Multi-Unit Dwelling Districts. Additionally, Saskatoon Land will administer development controls for the subject sites.
4. The Administration is recommending approval of a 6-month offer to purchase agreement with New Rock for Parcel KK, Plan No. 102137633 at the previously approved reserve bid price of \$3,049,500.

Strategic Goals

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

At its meeting held on April 25, 2016, City Council approved a new sales method – the open market (standard terms) sales approach. This approach involves Saskatoon Land establishing an asking price and standard terms and conditions that are required by proponents interested in the land offering. Saskatoon Land then entertains offers on land parcels for a given period of time. If an acceptable market price is received and all terms and conditions are met, Saskatoon Land recommends approval to the CFO/General Manager, Asset and Financial Management Department, who holds the delegated authority to approve or deny the sale.

As of October 1, 2016, Saskatoon Land has 21 acres of serviced multi-family land in inventory. This inventory includes nine low-density parcels that were previously offered to the market through a public tender process with no bids having been received. Following closing of the respective public tender periods, all parcels were offered for sale over-the-counter on a first-come, first-served basis and continue to remain in Saskatoon Land's inventory.

Report

Moderating economic conditions and elevated builder inventory of completed multi-family units has led to reductions in multi-family starts in 2015 and 2016. To mitigate the risk of higher inventories, builders have reduced the pace of new projects, including the purchase of new multi-family land. These conditions have precipitated slower multi-

Request to Re-Offer and Sell City-Owned Property – Blairmore Suburban Centre, Evergreen and Kensington Multi-Family Sites

family parcel sales for Saskatoon Land, which is currently holding approximately 21 acres of released multi-family land in inventory.

For 2017, the Canada Mortgage and Housing Corporation (CMHC) forecasts a similar rate of multi-family starts as in 2016 due to the current economic environment. A gradual improvement in economic conditions and reduction of multi-family inventory is forecasted over the course of 2017, leading to a moderate increase in multi-family starts beginning in 2018 (Housing Market Outlook – Saskatoon CMA, Fall 2016).

Open Market (Standard Terms) Sales Approach

To renew market interest in the previously released sites and offer one new street townhouse site, Saskatoon Land is recommending that nine multi-family sites located in the Blairmore Suburban Centre, Evergreen and Kensington neighbourhoods be sold through an open market (standard terms) sales approach. This includes multi-family sites that were previously offered to the market through public tenders, which remain unsold. Details of the multi-family sites are outlined in Attachments 1 and 2.

The Evergreen and Kensington multi-family sites are zoned RMTN District (Townhouse Residential District) and the Blairmore Suburban Centre multi-family sites are zoned RM2 District (Low/Medium Density Multiple-Unit Dwelling District). Both zoning districts permit comparable forms of residential development in a low- to medium- density form as well as related community uses.

Pricing

For the multi-family sites previously offered to the market via public tender, Saskatoon Land proposes to set asking prices based on the initial reserve bid prices.

For Parcel 226 (Plan No. to be registered), which is being offered to the market for the first time, Saskatoon Land recommends a front metre price of \$11,400 to establish the asking price, resulting in an listing price of \$1,476,900. Parcel 226 backs onto the central storm water management pond in Kensington and was graded to accommodate walk-out basements. This site also includes decorative aluminium fencing which was installed along the side and rear property lines of the site. Proposed asking prices are identified in Attachment 2.

Interested parties will have a 30-day period to submit offers on the subject sites. Offers received during this period will be reviewed by the Administration to determine compliance with standard terms and to identify which proponents will be contacted for negotiation of sale agreements for the respective parcels. It is generally accepted that the highest offer received will determine the preferred proponent, assuming the standard terms and conditions are met. If no offers are received, the parcels will remain available over-the-counter until acceptable offers are received. Offers will be conditional upon approval of the CFO/General Manager, Asset and Financial Management Department.

Notable Terms of Sale

Standard terms and conditions for the sale of the subject sites are identified in Attachment 3. Development on all sites will be reviewed for consistency with Saskatoon

Request to Re-Offer and Sell City-Owned Property – Blairmore Suburban Centre, Evergreen and Kensington Multi-Family Sites

Land's Architectural Controls for Multi-Unit Dwelling Districts. Proponents will not be able to apply for a building permit until receiving approval from Saskatoon Land.

In addition to the architectural review, all development controls previously registered on title for the multi-family sites previously offered for sale via public tender will remain in effect. Saskatoon Land proposes the following development controls for Parcel 226, which also mirror the development controls for Parcel 225:

- All dwelling units must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time the dwelling is built.
- Attached garages must be paired together when viewed from the street.
- The garage doors of each dwelling unit shall have some decorative features, to be approved and evaluated by Saskatoon Land.
- Vinyl siding is not permitted as an exterior building material on any of the elevations of any dwelling units.

The development controls proposed for Parcel 226 assist in facilitating the development of a high-quality built form on a highly visible site. A full list of the development controls for the ten multi-family sites is included in Attachment 4.

Sale of Parcel KK (Offer to Purchase by Newrock Developments)

The Administration is requesting approval to enter into an offer to purchase agreement with Newrock Developments to sell Parcel KK, Plan No. 102137633 in the Evergreen neighbourhood (Attachment 5).

Notable terms of the offer to purchase include:

- Newrock has agreed to pay a purchase price consistent with the originally approved reserve bid price of \$3,049,500.
- 6 month period to consider the offer.
- 2% of the purchase price required as a deposit, with 1% of the purchase price deposit being retained by the City of Saskatoon (City) if New Rock does not proceed with the purchase.

Proceeding with the over-the-counter offer to purchase is consistent with City Council Policy No. C09-003, Sale of Serviced City-Owned Lands; however, the offer to purchase condition that would have the City retain only 1% of the deposit if New Rock chooses not to proceed with the purchase is a slight deviation from the Administration's current practice of retaining the entire 2% deposit. The Administration is of the opinion that this deviation from Saskatoon Land's typical offer to purchase procedure is an acceptable compromise in the current housing market, especially noting that New Rock has agreed to pay the original full reserve bid price of \$3,049,500 for the land. Under the agreed terms, the City would retain 1% of the deposit (\$30,490) if New Rock chooses not to proceed with the purchase at the end of the offer period. In making this procedural change, Saskatoon Land will offer the same adjustment to other potential purchasers interested in taking out 6-month offers to purchase on residential multi-family parcels in inventory.

Options to the Recommendation

The Standing Policy Committee on Finance could choose not to proceed with sale of the subject sites through the open market (standard terms) sales approach. Under this option, the eight multi-family sites previously offered for sale via public tender would remain for sale over-the-counter on a first-come, first-served basis with their original reserve bid prices. Additionally, Parcel 226 (Plan No. to be registered) would be sold to the highest bidder through a public tender process, subject to Standing Policy Committee on Finance consideration and approval of a future report.

Public and/or Stakeholder Involvement

The Administration provided local multi-family builders with an overview of the recently approved open market land sale process during a meeting held on October 20, 2016. Builders were also advised that Saskatoon Land was considering a new offering of the parcels in inventory subject to approval of the Standing Policy Committee on Finance in 2017.

Communication Plan

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

Financial Implications

Proceeds from the sale of the subject sites will be deposited into the respective neighbourhood land development fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

Information on the outcome of these land offerings, including accepted prices and successful proponents, will be made available in a future report presented 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.

Attachments

1. Location Maps – Blairmore Suburban Centre, Evergreen and Kensington
2. Open Market Sales Approach – Multi-Family Site Details
3. Open Market Sales Approach – Terms and Conditions
4. Open Market Sales Approach – Development Controls
5. Offer to Purchase – Darrick Muth, Newrock Developments

Request to Re-Offer and Sell City-Owned Property – Blairmore Suburban Centre, Evergreen and Kensington Multi-Family Sites

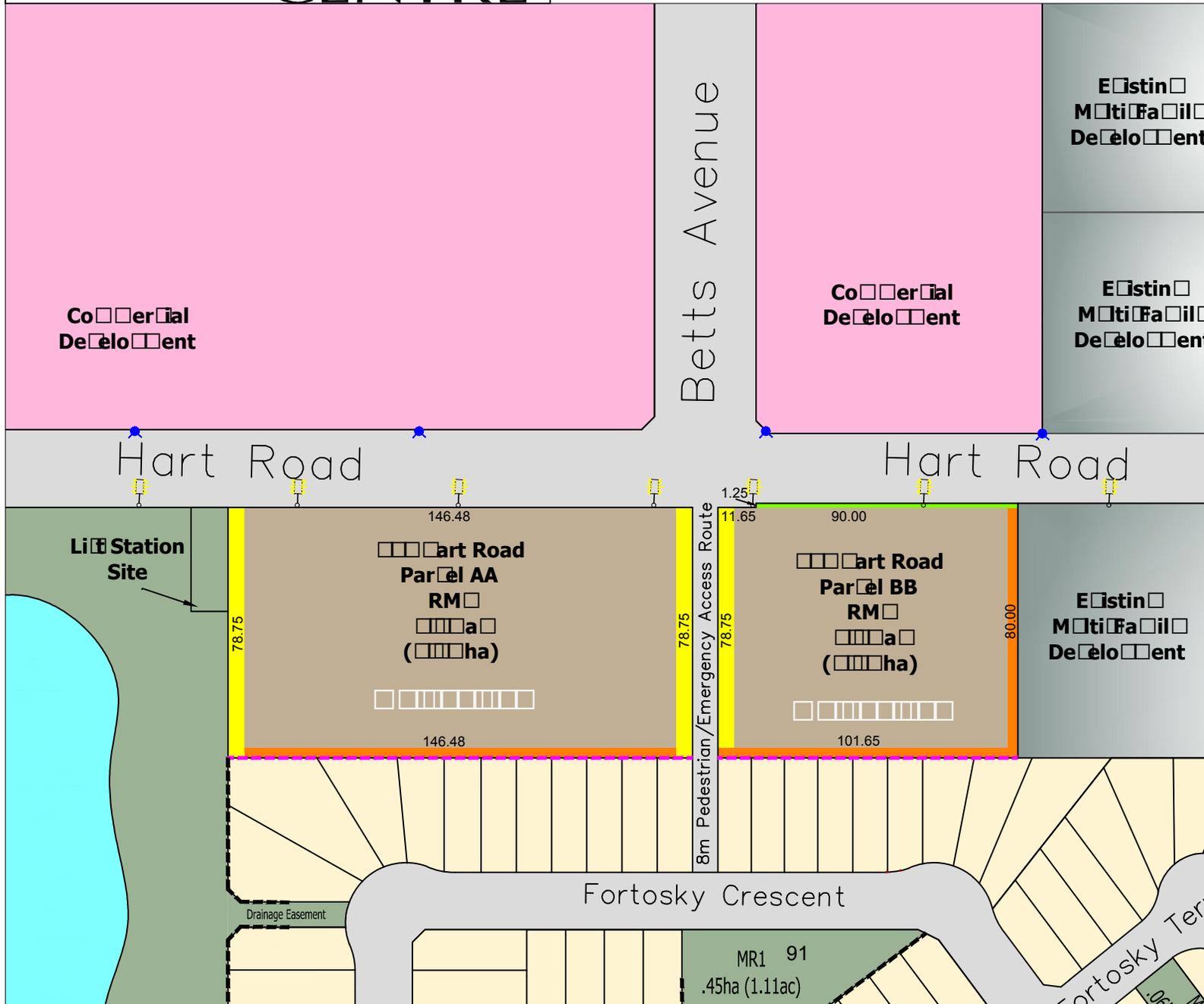
Report Approval

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

Request to Sell City Property – Blairmore, Evergreen, Kensington Multi-Family Open Market (Jan 2017). docx

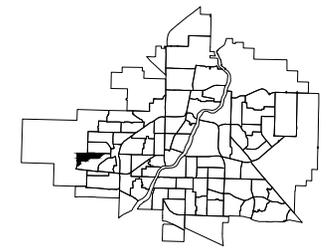


Multi-Family Tender Map Parcels AA & BB



Legend:

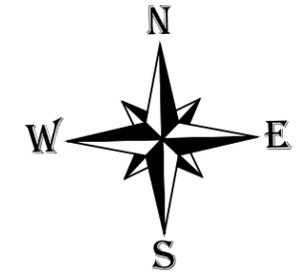
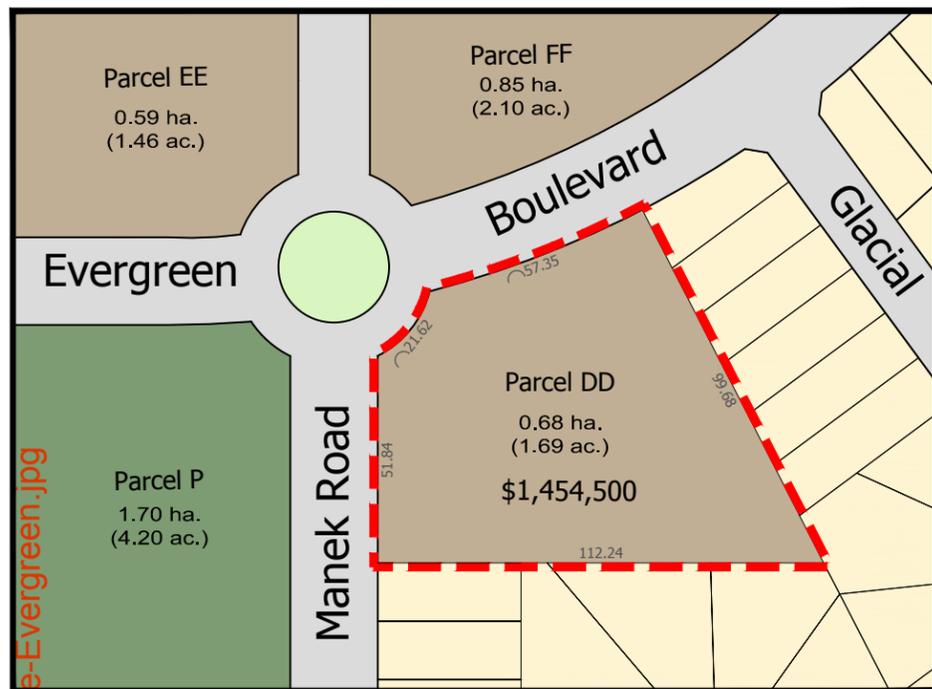
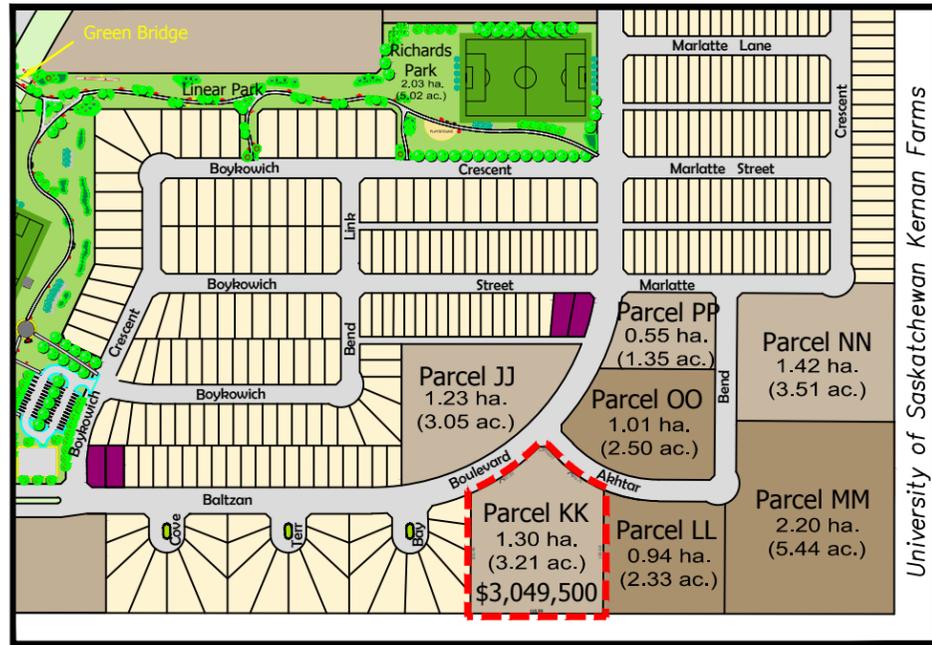
- Multi-Family Parcels
- Existing Multi Family
- Commercial Development
- Easement 5m
- Easement 3m
- Easement 1.25m
- Concrete Swale
- Existing Chain Link Fence
- Fire Hydrant
- Light Standard



Note: Saskatoon Land 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.



EVERGREEN



Legend:

- Single Family
- Low/Medium Density Multiple-Unit Dwelling
D = Dwelling Group Townhouse
ST = Street Townhouse
- Medium/High Density Multiple-Unit Dwelling
- Residential Type II Care Home
- Mixed Use
- Commercial
- Mixed Use Commercial
- Institutional
- Future Development
- Community Centre & Possible Schools
- Core Parks, Drainage Areas and Linear Parks
- Buffers and Open Space



AF - Saskatoon Land - November 2016

Note: Saskatoon Land 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.

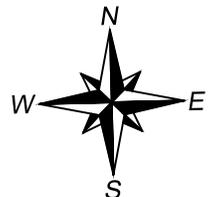


Kensington



Legend:

- Single Family Detached
- Multi Unit (Street Townhouse)
- Multi Unit - Grouped Townhouse
- Multi Unit Stacked Group Townhouse
- Multi Unit - Med Density Apt. Style
- Residential Care Home
- Schools
- Core Parks, Drainage Areas and Linear Parks



AF Saskatoon Land - November 2016

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. Note: This map is conceptual and may change.

Block/ Parcel	Plan No.	Zoning	Neighbourhood	Area (ac)	Asking Price	Site Details	Initial Mkt. Offering
AA	102177862	RM2	Blairmore S.C.	2.84	\$ 2,478,000	Dwelling Group	Mar-16
BB	102177862	RM2	Blairmore S.C.	2.00	\$ 1,725,000	Dwelling Group	Mar-16
D	102038150	RMTN	Evergreen	4.21	\$ 3,912,600	Dwelling Group	Sep-14
E	102064294	RMTN	Evergreen	1.08	\$ 1,268,000	Street Townhouse	Sep-14
N	102077894	RMTN	Evergreen	1.41	\$ 1,289,300	Dwelling Group	Sep-14
DD	102132447	RMTN	Evergreen	1.69	\$ 1,454,500	Dwelling Group	Jun-14
KK	102137633	RMTN	Evergreen	3.21	\$ 3,049,500	Dwelling Group	Feb-15
Y	102171732	RMTN	Kensington	1.85	\$ 2,030,400	Street Townhouse	Feb-16
225	102171732	RMTN	Kensington	1.50	\$ 1,737,400	Street Townhouse (walk-out)	Feb-16
226	To be reg.	RMTN	Kensington	1.27	\$ 1,476,900	Street Townhouse (walk-out)	NA ¹
Total				21.06	\$ 20,421,600		

1 Not previously offered to market

Open Market Sales Approach – Terms and Conditions

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) Development on these sites will be required to meet Saskatoon Land’s Architectural Controls for Multi-unit Dwelling Districts.
 - iii) Possession of the site will not be granted until completion of the Architectural Evaluation.
 - iv) The purchaser further agrees to grant the City of Saskatoon, Saskatchewan Telecommunications, Saskatchewan Power Corporation, SaskEnergy Incorporated, and any utility agency any easement, which may be required by any or all of the said agencies at no cost.
 - v) Purchasers are required to demonstrate past experience with completing multi-family projects.

Open Market Sales Approach – Development Controls

Evergreen:

1. Parcel D, Plan No. 102038150

- i) The development shall consist of ground-oriented housing units only. No dwelling units shall be located above or below another;
- ii) All buildings shall have a maximum of two-storey in elevation;
- iii) No dwelling units shall be constructed with an above-grade floor area (excluding attached decks, patios and garages) less than 1,000 square feet;
- iv) The rear yard setback shall be a minimum of 7.5 metres where the site is directly adjacent to single-family development without a lane in between; and
- v) All dwelling units must be constructed with a minimum single-wide garage. The garage must be constructed at the same time the dwelling is built.

2. Parcel E, Plan No. 102064294

- i) No dwelling units shall be constructed with an above-grade floor area (excluding attached decks, patios and garages) less than 1,000 square feet;
- ii) All dwelling units must be constructed with a minimum single-wide garage. The garage must be constructed at the same time as the dwelling is built and include a paved apron that connects it to the rear property line;
- iii) Parking shall not be permitted in the front yard and no vehicle access to the site shall be permitted from the front street;
- iv) There shall not be more than six dwelling units side-by-side along any one building elevation; and
- v) Brick, stone or manufactured stone requiring a masonry application will be required on the front elevation of all buildings. The masonry application on each building must be the equivalent of a minimum of 100 square feet in area per unit. Where the masonry application meets a building corner, it must be returned 24 inches around the corner.

3. Parcel N, Plan No. 102077894

- i) The development shall consist of ground-oriented housing units only. No dwelling units shall be located above or below another;
- ii) All buildings shall have a maximum of two-storey in elevation;
- iii) No dwelling units shall be constructed with an above-grade floor area (excluding attached decks, patios and garages) less than 1,000 square feet;
- iv) The rear yard setback shall be a minimum of 7.5 metres where the site is directly adjacent to single-family development without a lane in-between; and
- v) All dwelling units must be constructed with a minimum single-wide garage. The garage must be constructed at the same time the dwelling is built.

4. Parcel DD, Plan No. 102132447

- i) The development shall consist of ground-oriented housing units only. No dwelling units shall be located above or below another;
- ii) All buildings shall have a maximum of two-storey in elevation;
- iii) No dwelling units shall be constructed with an above-grade floor area (excluding attached decks, patios and garages) less than 1,000 square feet;
- iv) The rear yard setback shall be a minimum of 7.5 metres where the site is directly adjacent to single-family development without a lane in-between; and
- v) All dwelling units must be constructed with a minimum single-wide garage. The garage must be constructed at the same time the dwelling is built.

Kensington:

1. Parcel Y, Plan No. 102171732

- i) All dwelling units must include a single-wide garage with access from the rear lane only, constructed at the same time as the dwelling unit;
- ii) The garage 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; and
- iii) Vinyl siding is not permitted as an exterior building material on any of the elevations of any dwelling units.

2. Parcel 225, Plan No. 102171732

- i) All dwelling units must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time the dwelling is built;
- ii) Attached garages must be paired together when viewed from the street;
- iii) The garage doors of each dwelling unit shall have some decorative features, to be approved and evaluated by Saskatoon Land; and
- iv) Vinyl siding is not permitted as an exterior building material on any of the elevations of any dwelling units.

3. Parcel 226, Plan No. to be registered

- i) All dwelling units must be constructed with a minimum single-wide attached garage. The garage must be constructed at the same time the dwelling is built;
- ii) Attached garages must be paired together when viewed from the street;
- iii) The garage doors of each dwelling unit shall have some decorative features, to be approved and evaluated by Saskatoon Land; and
- iv) Vinyl siding is not permitted as an exterior building material on any of the elevations of any dwelling units.

NEWROCK

DEVELOPMENTS INC.

City of Saskatoon Land,

Parcel KK was part of a multi-family land package that went to tender in February of 2015. There were no offers made on the parcel at tender, and the land was made available for purchase over the counter. The Saskatoon housing market began to see downward pressure. Newrock Developments (Newrock) expressed interest in Parcel KK and asked if Saskatoon Land would entertain a lower price given the slowing market conditions. Saskatoon Land stated that they could not entertain a lower price for the land, but they could possibly negotiate terms of the purchase agreement.

Through discussion, it was established that an option term of one year for a 1% non-refundable deposit may be acceptable. Prior to moving forward with these terms, Saskatoon Land outlined their plan to release the lots once again, but through an open market approach, in which offers may be taken on the parcels. This could allow us to secure the parcel for a lower price. We stated that our preference was to move forward with the option to purchase, as time sensitive project approvals had to be done on our part, prior to when the parcels were scheduled for re-release. A purchase agreement was drafted by Saskatoon Land, executed by Newrock, and returned with a 1% deposit cheque. Design of a potential project began. We were later informed that the City of Saskatoon did not accept the terms of the Option Agreement. By this time significant project design expenses had been incurred by Newrock.

On October 12, 2016 I met with Jeremy Meinema and Frank Long of Saskatoon Land to discuss the land sale. To make the Option to Purchase more typical of Saskatoon Land's terms, Newrock proposed to reduce the Option period from 12 months back to 6 months and to increase the deposit to 2% of the purchase price to align with Saskatoon Land's typical payment terms. However, Newrock requested that 1% of the deposit be made refundable if market conditions did not improve and the land was not purchased. This letter is to request that these terms be agreed to.

Truth be told, the housing market has softened and new home prices have seen downward pressure. Condominium prices have fallen roughly 10% in the past eight months. Prior to making an offer on the property, we were told that the purchase price of the property was firm, but the terms could possibly be negotiated. Based on the market conditions, we agreed to terms (and risk) that we were comfortable with, and agreed to move forward with the Option Agreement based on those terms.

We purchase land in many cities throughout Saskatchewan and Alberta, many of which are purchased through municipal land banks. In most instances, land banks negotiate on behalf of the municipality, and are fully authorized to do so. Typically, if land is available over the counter, the land bank can accept offers within a percentage of the list price. Any offers lower than that threshold require further municipal review and approval. We are still willing to pay full asking price for the land, arguably above current market value, however we ask for one small consideration – that a portion of the deposit be made refundable should the market conditions not improve over the next 6 months, and the land sale not proceed. The City would still receive a 1% non-refundable deposit for the hold. Given the circumstances, we believe this to be a reasonable compromise, in the best interest of both parties.

Sincerely,

Darrick Muth
Newrock Developments (Saskatchewan)

Property Realized Reserve Withdrawal

Recommendation

That the Standing Policy Committee on Finance recommend to City Council that a withdrawal of \$650,512.70 from the Property Realized Reserve be approved to fund miscellaneous land development and related sales costs incurred during the period December 1, 2015, to November 30, 2016.

Topic and Purpose

The purpose of this report is to obtain City Council approval for the withdrawal of funds from the Property Realized Reserve (PRR), as required by Bylaw No. 6774, The Capital Reserve Bylaw, to fund expenditures from land purchases by the City of Saskatoon (City) and other miscellaneous land development costs for preparing land for resale.

Report Highlights

1. Expenditures totalling \$650,512.70 require City Council approval to use funds from the PRR.

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 makes.

Background

The Director of Saskatoon Land, Asset and Financial Management Department, is authorized to make certain expenditures pertaining to lands held by the City for resale. However, part of the authorization process requires that the Finance Division submit a summarized listing of expenditures incurred during the year from the PRR for City Council's approval. This period has been identified from December 1 of the previous fiscal year to the end of November of the current fiscal year.

Report

The expenditures for the period December 1, 2015 to November 30, 2016 requiring City Council approval to withdraw from the PRR are as follows:

Item	Amount
Commissions	\$606,922.90
Survey Costs	725.00
Miscellaneous	23,758.20
Land Title Registration/Search Costs	19,106.60
Total	\$650,512.70

Options to the Recommendation

City Council could choose not to approve the withdrawal of funds from the PRR which would result in determining another source of funding for the costs identified in this report.

Public and/or Stakeholder Involvement

Public and/or stakeholder involvement is not required.

Financial Implications

The financial implications are addressed in the body of this report.

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 follow-up required.

Public Notice

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

Report Approval

Written by: Kari Smith, Manager of Financial Planning
Reviewed by: Clae Hack, Director of Finance
Approved by: Kerry Tarasoff, CFO/General Manager, Asset & Financial Management Department

PRR Withdrawal 2016.docx

Extension of Single-Family Lot Sales Incentives and Amendments to Council Policy Nos. C09-006 and C09-033

Recommendation

1. That the extension of front-driveway and landscaping rebate incentives for 2017 single-family lots sales be approved as outlined in this report; and
2. That the Standing Policy Committee on Finance recommend to City Council:
 - a. That the proposed amendments to Council Policy No. C09-006, Residential Lot Sales – General Policy, and Council Policy No. C09-033, Sale of Serviced City-Owned Lands, be adopted; and
 - b. That the City Clerk be requested to update the policies as reflected in this report.

Topic and Purpose

The purpose of this report is to receive approval to extend Saskatoon Land's incentive program to 2017 lot sales, and propose amendments to Council Policy Nos. C09-006 and C09-033 to remove fixed payment terms on single-family lot sales and add the open market (standard terms) sales approach for use in the disposition of single-family lot groupings. The proposed amendments will provide Saskatoon Land with more flexibility in reacting to changing market conditions.

Report Highlights

1. The introduction of revised payment terms and front-driveway and landscaping rebates has increased the sales of single-family lots in 2016. The extension of the incentive program through 2017 would continue to benefit single-family lot sales.
2. To meet changing market conditions, the Administration is proposing amendments to Council Policy No. C09-006. These amendments will remove the payment terms clause from the policy, and instead, payment terms will be proposed by the Administration for the Standing Policy Committee on Finance's consideration with each successive request to sell report.
3. The open market (standard terms) sales approach introduced for multi-family and industrial land releases is expected to be an effective sales approach for marketing single-family lot groupings. Amendments to Council Policy Nos. C09-006 and C09-033 are required before Saskatoon Land can use this method for allocating groups of single-family lots to Eligible Contractors.

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 meeting held on August 18, 2016, City Council resolved:

- “1. That a temporary adjustment to lot payment terms in Council Policy No. C09-006, Residential Lot Sales – General Policy, as outlined in the August 15, 2016 report of the CFO/General Manager, Asset and Financial Management Department, be approved; and
2. That a landscaping and front-driveway surfacing rebate program be implemented to encourage sales of single-family lots in inventory and on lots sold by lot draw, both for the period January 1, 2016 to December 31, 2016.”

Report

Extension of Incentive Program

The introduction of incentives on sales of Saskatoon Land's 2016 single-family inventory in August 2016 significantly increased sales, as shown in Attachment 1. Since implementing the changes, lot sales have increased by 54% and are projected to reach 100 lots by year end.

The Administration is recommending the incentive program be extended to 2017 inventory sales and new lot allocations. As builder inventory levels continue to draw down, continuation of the program will help encourage builders to return to Saskatoon Land for their next purchase as other developers also continue to run their own incentive programs. The incentives offered would remain as follows:

- Maximum rebate of \$6,000 for front-driveway surfacing completed within 1 year of building permit issuance;
- Maximum rebate of \$2,000 for front-yard landscaping completed within 1 year of building permit issuance;
- Only Eligible Contractor and individual lot purchasers are eligible for rebate incentives;
- Under no circumstance would the rebate provided exceed actual invoiced cost; and
- Rebate to be 50% of the amount if completed within 2 years of building permit issuance for both driveway and front-yard landscaping.

At the end of 2017, the Administration will provide a further update report on the results of the front-driveway and landscaping program, including uptake on the rebate incentives and the impact the program has had on street appeal and new home marketability. The Administration will also examine the feasibility of making front-yard improvements a mandatory requirement for all new homes built in Saskatoon Land development areas.

As of November 30, 2016, rebates of \$36,000 have been issued for driveways and \$3,990 for landscaping. Estimated costs for the rebates on the remaining 2016 sales based on 100% uptake is \$720,000. Sufficient funding is budgeted to continue the program in 2017 under each neighbourhood development fund.

Payment Terms

Payment terms for the purchase of single-family lots are outlined in Council Policy No. C09-006, section 3.4, as follows:

- “3.4 Payment Terms - A minimum down-payment of 13 percent of the purchase price together with all applicable taxes is required at the time of purchase.
- a) The prime rate of interest, as set by the City Treasurer on the date of sale (i.e. the date that the receipt is issued), will be charged on the unpaid balance of the purchase price.
 - b) The unpaid balance of the purchase price is due and payable in eight months from the date of purchase. If the outstanding balance is not paid in full at this predetermined date, the rate of interest will increase by another five percentage points and will be applied to the unpaid balance.”

For the most part, payment terms laid out in policy have provided Saskatoon Land’s customers with a reasonable process to facilitate the payouts of land purchases for new homes. More recently, attractive incentivized payment terms being offered by private developers and slower City land sales has prompted the Administration to review continued use of these payment terms in the current market.

To encourage sales of current inventory throughout the 2016 calendar year, City Council, at its meeting held on August 18, 2016, approved a temporary adjustment to lot payment terms as follows:

- Charge no interest for the first 8 months of the lot being under an Agreement for Sale;
- After 8 months, no additional deposit required, but the interest rate would increase to 5%; and
- 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 still be due in 16 months.

While the adjusted changes have been effective in increasing lot sales throughout the latter part of 2016, a reduction of revenue from interest charges of \$24,900 has resulted from lot payouts since January 2016. Foregone interest on the remaining lots sold in 2016 is estimated to total \$438,000, assuming the maximum 16 months is taken to make full payment. Not surprisingly, feedback from lot purchasers and builder customers has been positive since the change was made.

The Administration's recommended approach for lot payment terms going forward is to amend the payment terms by removing the set interest rate term clauses from Council Policy No. C09-006. As an alternative, the Administration will propose applicable payment terms for the Standing Policy Committee on Finance's consideration with each successive lot allocation or request to sell report. Under this approach, the Administration will be in a better position to adapt to changes in market conditions and recommend appropriate payment terms for each lot offering considered by the Standing Policy Committee on Finance. Adjustments to lot payout terms are not expected to be a frequent occurrence and will only be done in response to changing market conditions or to ensure the City stays competitive marketing lots to potential new home buyers.

Open Market (Standard Terms)

Rising inventory levels and slower land sales have prompted the Administration to review alternate methods to offer lots to market. Current approaches used for the allocation of single-family lots to Eligible Contractors include lot draw or public tender of lot groupings. Recently the Administration introduced the open market (standard terms) sales approach for sales of multi-family, industrial, commercial and institutional land, which has proven to be a valid alternative for the disposition of City-owned land. In implementing this new method, it has become apparent that this disposition method could also be useful in the release of single-family lot groupings.

The Administration is recommending further amendments to Council Policy Nos. C09-006 and C09-033 to allow the sale of lot groupings through the open market (standard terms) sales approach. Under this method, the sale prices and development controls for a given phase of lot groupings would be proposed by the Administration for consideration by the Standing Policy Committee on Finance, as is currently the process under the lot draw and public tender methods. Through a public offering, the Administration would set an asking price and standard terms/conditions for groups of single-family lots that would be required of interested proponents, then entertain offers on the lot groups for a given period of time. If no offers are submitted during the initial public release period, offers would be considered on a first-come, first-served basis.

It is generally accepted that the best price offered is the main criteria for selecting the preferred proponent; however, any offer received would not be binding on either party which would allow the City to negotiate a Sales Agreement with the preferred proponent. The preferred proponent would need to be in compliance with Saskatoon Land's Standard Terms and Conditions that will be clearly stated in the lot sales package made available to all interested parties.

If an acceptable market price is received and all conditions and terms are met, Saskatoon Land would recommend approval to the CFO/General Manager, Asset and Financial Management Department, who would be the delegated authority to approve or deny the sale. In weighing and considering acceptance of any price submitted, the Administration will ensure market value is received and that investment/pro-forma targets for a specific development area are met. The lot groups would remain available over-the-counter until an acceptable offer at market price is received.

Lot draws would still remain the primary method of lot allocation to Eligible Contractors as it remains an open and fair method to distribute lots to the various sizes of builders. Prior to bringing groupings of single-family lots to market, the Administration will propose the preferred method of land sale and asking price for consideration and approval by the Standing Policy Committee on Finance.

If approved, amendments will be required to Council Policy Nos. C09-006 and C09-033 (Attachment 2).

Options to the Recommendation

The Standing Policy Committee on Finance could choose not to approve the continuation of the single-family lot Incentive program and the recommended policy changes. The Administration does not recommend this as it may lead to lower potential sales and would prohibited Saskatoon Land from competing effectively with other developers that are offering similar incentives.

Public and/or Stakeholder Involvement

Feedback received from Eligible Contractors on the use of the marketing and incentive program has been mixed. Builders able to take advantage of the incentive program through 2016 purchases have indicated support, while those whose lots and/or completed homes did not qualify have expressed some concerns in potentially having to compete against the homes that will have landscaping done in the future.

Information on extending the proposed temporary payment terms and front-driveway and landscaping rebate incentives has been provided to the Saskatoon and Region Homebuilders' Association.

Communication Plan

If the proposed extension to the incentive program is approved, Saskatoon Land will distribute information to its Eligible Contractors. The information will also be available to the public on Saskatoon Land's webpage.

Policy Implications

If the recommendations in this report are approved, Council Policy Nos. C09-006 and C09-033 will be amended to reflect the changes.

Financial Implications

Estimated costs of implementing incentive rebates for front-yard landscaping and driveway surfacing on the targeted sale of 234 lots until the end of 2017 is as follows:

Incentive Rebate Costs	Amounts
Landscaping Costs 100% Uptake	\$ 468,000
Driveway Costs 100% Uptake	\$ 1,404,000
Amended Payment Terms	\$ 1,348,420
Total Incentive Cost	\$ 3,220,420

Sufficient funding is budgeted to continue the program in 2017 under each neighbourhood land development fund.

Other Considerations/Implications

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

Due Date for Follow-up and/or Project Completion

A future report will be presented to the Standing Policy Committee on Finance to provide an update on the outcome of the incentives and potentially request that front-yard improvements be a mandatory requirement for new homes built in Saskatoon Land development areas within a certain time period.

In addition, a response to Councillor Jeffries' inquiry of September 28, 2015 regarding landscaping after home construction will be provided for the Standing Policy Committee on Finance's consideration in early 2017.

Public Notice

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

Attachments

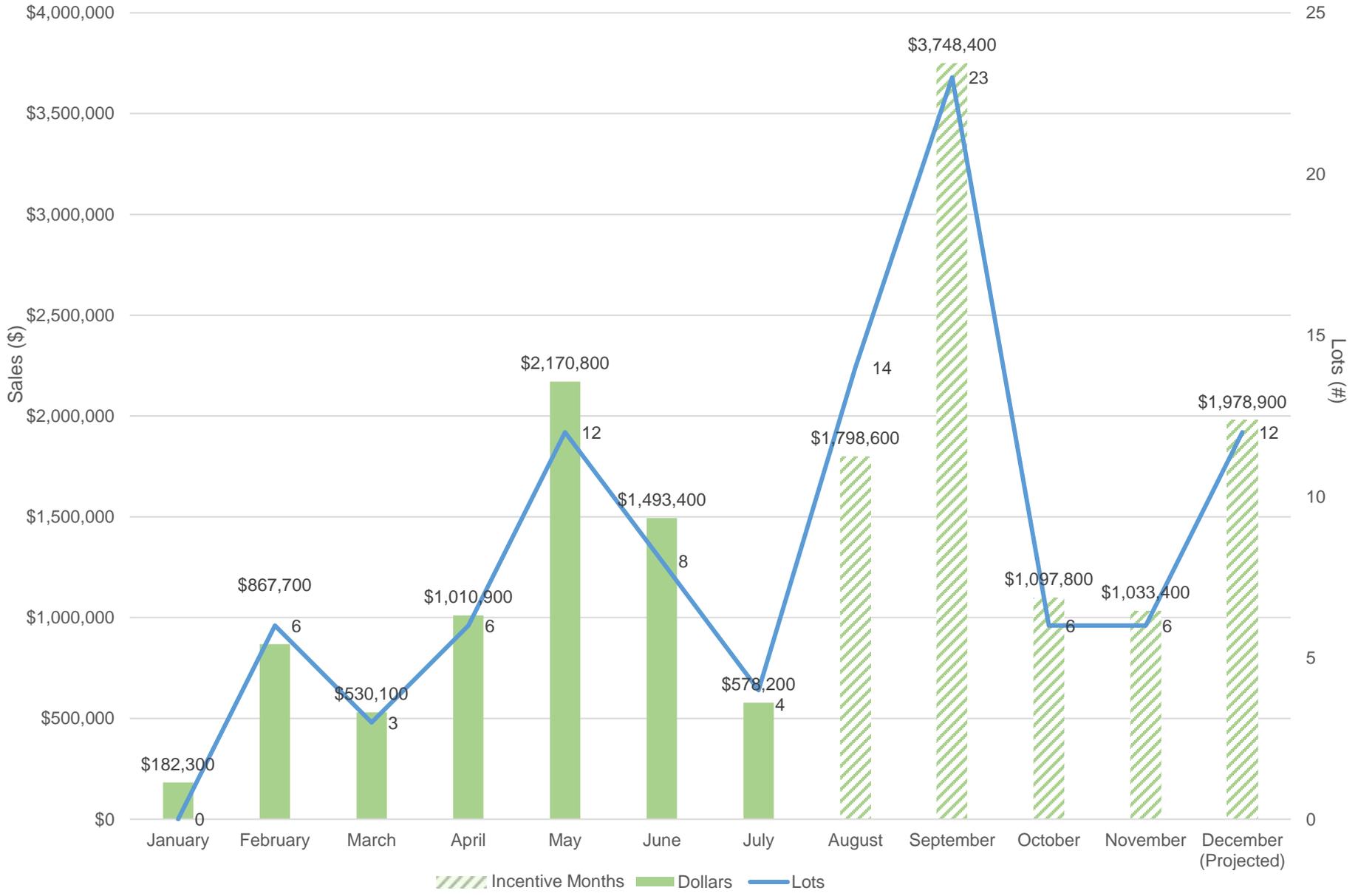
1. Sale Incentive Analysis
2. Amendments - Council Policy Nos. C09-006 and C09-033

Report Approval

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_Council Policy Nos. C09-033 and C09-006.docx

2016 Single-Family Lot Sales



Sale Incentive Analysis

Attachment 1

Amendments - Council Policy Nos. C09-006 and C09-033

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

3.3 ~~Public Tender~~ Bulk Lot Groupings **Sale**

Groupings of newly created lots can be sold to Eligible Contractors in good standing through a competitive public tender process **or open market (standard terms) approach.**

3.4 Payment Terms - A minimum down-payment of 13 percent of the purchase price together with all applicable taxes is required at the time of purchase.

a) ~~The prime rate of interest, as set by the City Treasurer on the date of sale (i.e. the date that the receipt is issued), will be charged on the unpaid balance of the purchase price.~~

b) ~~The unpaid balance of the purchase price is due and payable in eight months from the date of purchase. If the outstanding balance is not paid in full at this predetermined date, the rate of interest will increase by another five percentage points and will be applied to the unpaid balance.~~

Council Policy No. C09-033, Sale of Serviced City-Owned Lands

3. POLICY

When the City of Saskatoon decides to sell land, it will do so using competitive bidding or open market approaches appropriate to the category of land being sold and to the extent it is practical and prudent to do so. The Administration may entertain or pursue direct sale or lease of land under limited situations and provided appropriate controls are in place to prevent speculation.

3.1 The competitive bidding approaches for various categories of land are as follows:

- a) Residential lots
 - i) Newly created lots can be sold to individuals and contractors through a public lot draw process in conformance with City Council Policy C09-006 - Residential Lot Sales.
 - ii) Newly created lots can be sold in bulk groupings to contractors through a public tender process **or through open market (standard terms) approach.**

- iii) Lots not sold at the completion of the lot draw process will be sold on a first-come, first-served basis. If lots are offered through public tender **or open market (standard terms) approach** prior to a lot draw, unsold lots can be sold through a lot draw or over the counter on a first-come, first-served basis.
- v) Lots that have been identified for marketing purposes by the Director of Saskatoon Land for sale to eligible contractors for show homes in conformance with City Council Policy C09-010 – Residential Lot Sales – Show Home Policy.