



**PUBLIC AGENDA  
STANDING POLICY COMMITTEE ON FINANCE**

**Monday, May 2, 2016, 2:00 p.m.**

**Council Chamber, City Hall**

**Committee Members:**

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

**Pages**

**1. CALL TO ORDER**

**2. CONFIRMATION OF AGENDA**

**Recommendation**

That the agenda be confirmed as presented.

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. ADOPTION OF MINUTES**

**Recommendation**

That the minutes of the Regular Meeting of the Standing Policy Committee on Finance held on April 4, 2016, be adopted.

**5. UNFINISHED BUSINESS**

**6. COMMUNICATIONS (requiring the direction of the Committee)**

**6.1 Delegated Authority Matters**

**6.2 Matters Requiring Direction**

- 6.2.1 Tourism Saskatoon 2015 Audited Financial Statements (File CK. 1870-10) 5 - 20**

**Recommendation**

That the Tourism Saskatoon 2015 Audited Financial Statement be forwarded to City Council for information.

- 6.2.2 2015 Annual Report - Saskatoon Board of Revision (File CK. 430-77) 21 - 28**

### **Recommendation**

That the 2015 Annual Report of the Board of Revision be received as information and forwarded to City Council for information.

### **6.3 Requests to Speak (new matters)**

## **7. REPORTS FROM ADMINISTRATION**

### **7.1 Delegated Authority Matters**

- 7.1.1 Retendering of 3102 Caen Street with Reserve Bid Reduction (Files CK. 4215-1, AF. 4214-1 and LA. 4217-014-006) 29 - 31**

### **Recommendation**

1. That the Director of Saskatoon Land be authorized to retender 3102 Caen Street at a reserve bid price of \$350,000;
2. That if the property is not sold through the tender process, it be offered for sale over-the-counter at the reserve bid price on a first-come, first-served basis;
3. That if the property has not sold after being offered over-the-counter for two months, that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing and consider market value offers to facilitate sale of the property; 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.

- 7.1.2 Quarterly Report - Builder and Developer Lot Supply - April 1, 2016 (Files CK. 4110-1, AF. 4131-1 and 4125-1, and LA. 4110-1) 32 - 38**

### **Recommendation**

That the May 2, 2016 report of the CFO/General Manager, Asset and Financial Management Department be received as information.

- 7.1.3 Prequalification Service Provider (File CK. 1000-1) 39 - 43**

### **Recommendation**

That the May 2, 2016 report of the General Manager, Transportation and Utilities Department be received as

information.

- 7.1.4 Revision of City of Saskatoon's Procurement Policy (File CK. 1000-1)** 44 - 48

**Recommendation**

That the May 2, 2016 report of the City Solicitor be received as information.

**7.2 Matters Requiring Direction**

- 7.2.1 Request to Lease City-Owned Land - Railway Corridor in Airport Business Area to Adjacent Property Owners (Files CK. 4225-1, AF. 4225-1 and LA. 4225-64-1)** 49 - 53

**Recommendation**

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

1. That the Administration be authorized (within the City Manager's authority) to enter into lease agreements with property owners adjacent to the Airport Business Area abandoned spur line at market rents carrying a five-year term and five-year option to renew; and
2. That the City Solicitor be requested to prepare the appropriate agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

- 7.2.2 Park Spray Pads - Consulting Services - Award of Request for Proposal (Files CK. 613-5 and AF. 4205-001)** 54 - 56

**Recommendation**

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

1. That the proposal submitted by Stantec Consulting Ltd. for consulting services for spray pads at Funk Park and Glen H. Penner Park, at a total estimated cost of \$90,000 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor, under the Corporate Seal.

**8. URGENT BUSINESS**

9. MOTIONS (notice previously given)

10. GIVING NOTICE

11. IN CAMERA AGENDA ITEMS

**Recommendation**

That the Committee move *In Camera* to consider Items 11.1 to 11.7.

**11.1 Internal Audit Update (File CK. 1600-3)**

*[In Camera - Third Party Information]*

**11.2 Internal Audit Update (Files CK. 1600-3 and AF. 1600-1)**

*[In Camera - Audits and Tests]*

**11.3 Internal Audit Matters (Files CK. 1600-3 and AF. 1600-1)**

*[In Camera - Audits and Tests]*

**11.4 Internal Audit Matters (Files CK. 1600-3 and 225-77, and AF. 1600-1)**

*[In Camera - Economic/Financial & Other Interests]*

**11.5 Land Sales (Files CK. 4215-1 x 4110-41, AF. 4131-1 and LA. 4131-28)**

*[In Camera - Economic/Financial - Land]*

**11.6 Retendering of Land (Files CK. 4215-1, AF. 4131-1 and LA. 4002-015-001, 014-002, 013-001, and 4217-013-005)**

*[In Camera - Economic/Financial - Land]*

**11.7 Acquisition of Land (Files CK. 4020-1, AF. 4020-1 and LA. 4020-015-007)**

*[In Camera - Economic/Financial - Land]*

12. ADJOURNMENT

March 28, 2016

The Mayor and City Coucillors  
City of Saskatoon  
City Hall  
222 – 3<sup>rd</sup> Avenue North  
Saskatoon, SK  
S7K 0J5



**RE: Tourism Saskatoon 2015 Audited Financial Statements**

I am enclosing for your records a copy of Tourism Saskatoon's audited financial statements as prepared by KPMG LLP for the year ending December 31, 2015.

Should you have questions, please call Todd Brandt (306) 931-7574.

Sincerely,



Angela Wallman  
Finance & Personnel Officer

Enclosure

cc: Kerry Tarasoff



Financial Statements of

**SASKATOON VISITOR &  
CONVENTION BUREAU INC.**

Year ended December 31, 2015



KPMG LLP  
500 – 475 Second Avenue South  
Saskatoon Saskatchewan S7K 1P4  
Canada

Telephone (306) 934-6200  
Fax (306) 934-6233  
www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

To the members

We have audited the accompanying financial statements of Saskatoon Visitor & Convention Bureau Inc. ("the Entity"), which comprise the statement of financial position as at December 31, 2015 and the statements of operations, changes in net assets and cash flows for the year then ended and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditors' Responsibility*

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

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

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

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Saskatoon Visitor & Convention Bureau Inc. as at December 31, 2015, and its results of operations and its cash flows for the year then ended December 31, 2015 in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Accountants

Saskatoon, Canada  
March 1, 2016

# SASKATOON VISITOR & CONVENTION BUREAU INC.

## Statement of Financial Position

December 31, 2015, with comparative information for 2014


	2015	2014
<b>Assets</b>		
Current assets:		
Cash	\$ 489,371	\$ 211,730
Restricted cash and investments (note 10)	404,340	427,712
Accounts receivable - Destination Marketing Program	369,256	432,052
Accounts receivable	65,586	17,134
Prepaid expenses and deposits	185,802	269,533
Short-term investments	158,854	155,872
Inventories	1,994	2,281
	1,675,203	1,516,314
Property and equipment (note 3)	180,111	235,148
	\$ 1,855,314	\$ 1,751,462

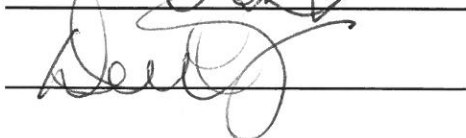
## Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities (note 4)	\$ 366,581	\$ 144,315
Deferred contributions (note 5)	935,501	1,005,269
	1,302,082	1,149,584
Deferred contributions for property and equipment (note 6)	235,489	254,320
Net assets:		
Operating surplus	228,275	260,517
Equity in property and equipment	89,468	87,041
	317,743	347,558
Commitments (note 7)		
	\$ 1,855,314	\$ 1,751,462

See accompanying notes to financial statements.

On behalf of the Board:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director



# SASKATOON VISITOR & CONVENTION BUREAU INC.

## Statement of Operations

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Revenue:		
Partnership projects and sales (note 8)	\$ 2,946,461	\$ 2,518,606
City of Saskatoon	414,600	405,000
Membership	95,899	86,651
Amortization of deferred contributions	41,631	55,549
In-kind revenue	10,530	5,520
	<u>3,509,121</u>	<u>3,071,326</u>
Expenses:		
Leisure, travel and convention marketing	3,267,076	2,851,744
Membership services	139,510	133,142
Visitor services	121,820	121,481
In-kind expenses	10,530	5,520
	<u>3,538,936</u>	<u>3,111,887</u>
Deficiency of revenue over expenses before the undernoted	(29,815)	(40,561)
Gain on sale of North Centre building	-	22,260
Deficiency of revenue over expenses	<u>\$ (29,815)</u>	<u>\$ (18,301)</u>

See accompanying notes to financial statements.

# SASKATOON VISITOR & CONVENTION BUREAU INC.

## Statement of Changes in Net Assets

Year ended December 31, 2015, with comparative information for 2014

	Operating surplus	Equity in property and equipment	Total 2015	Total 2014
Balance, beginning of year	\$ 260,517	\$ 87,041	\$ 347,558	\$ 365,859
Deficiency of revenue over expenses	(32,242)	2,427	(29,815)	(18,301)
Purchase of property and equipment	(8,870)	8,870	-	-
Allocation of deferred contributions	8,870	(8,870)	-	-
Balance, end of year	\$ 228,275	\$ 89,468	\$ 317,743	\$ 347,558

See accompanying notes to financial statements.

# SASKATOON VISITOR & CONVENTION BUREAU INC.

## Statement of Cash Flows

Year ended December 31, 2015, with comparative information for 2014

	2015	2014
Cash flows from (used in):		
Operating activities:		
Deficiency of revenue over expenses	\$ (29,815)	\$ (18,301)
Items not involving cash:		
Amortization of property and equipment	63,907	78,076
Amortization of deferred contributions	(41,631)	(55,549)
Gain on sale of North Centre building	-	(22,260)
	(7,539)	(18,034)
Change in non-cash operating working capital:		
Accounts receivable	(48,452)	9,644
Accounts receivable - Destination Marketing Program	62,796	95,377
Inventories	287	1,959
Prepaid expenses and deposits	83,731	(130,587)
Accounts payable and accrued liabilities	222,266	(77,748)
Deferred contributions	(69,768)	525,181
	243,321	405,792
Investing activities:		
Purchase of property and equipment	(8,870)	(4,910)
Proceeds on disposal of property and equipment	-	25,000
Purchase of investments	(2,982)	(2,399)
Deferred contributions for property and equipment (note 6)	22,800	22,800
Restricted cash and investments	23,372	(427,712)
	34,320	(387,221)
Increase in cash	277,641	18,571
Cash, beginning of year	211,730	193,159
Cash, end of year	\$ 489,371	\$ 211,730

See accompanying notes to financial statements.

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements

Year ended December 31, 2015

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## General:

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

### 1. Economic dependence:

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

### 2. Significant accounting policies:

#### (a) Use of estimates:

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

#### (b) Cash:

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

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

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 2. Significant accounting policies (continued):

### (c) Financial instruments:

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

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

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

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

### (d) Property and equipment:

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

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

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

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## 2. Significant accounting policies (continued):

### (e) Net assets:

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

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

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

### (f) Inventories:

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

### (g) Revenue recognition:

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

The Bureau recognizes revenue and expenses for contributed products and services that would otherwise have been purchased by the Bureau, at the estimated value of such products and services. The current year's membership revenue includes \$2,507 of in-kind memberships (2014 - \$3,817).

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

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 2. Significant accounting policies (continued):

(h) Allocation of general administration expenses:

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

Administration expenses of \$461,558 (2014 — \$440,819) have been allocated as follows:

	2015		2014	
Leisure, travel and convention marketing	\$	369,246	\$	352,655
Visitor services		46,156		44,082
Membership services		46,156		44,082
	\$	461,558	\$	440,819

## 3. Property and equipment:

	2015		2014	
	Cost	Accumulated amortization	Net book value	Net book value
Furnishings and equipment	\$ 377,718	\$ 344,503	\$ 33,215	\$ 37,332
E-Commerce	399,544	320,643	78,901	106,465
Leasehold improvements	230,275	162,280	67,995	91,351
	\$ 1,007,537	\$ 827,426	\$ 180,111	\$ 235,148

## 4. Accounts payable:

Included in accounts payable and accrued liabilities are government remittances payable of \$21,867 (2014 - \$34,313), which includes amounts payable for GST and PST. Accounts payable also includes \$135,000 relating to a deposit received for the Canadian Country Music Awards.

## 5. Deferred contributions:

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

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 5. Deferred contributions (continued):

	2015	2014
Destination Marketing Program (note 10)	\$ 773,596	\$ 859,764
City of Saskatoon	125,750	109,350
Canadian Country Music Awards	36,155	36,155
	<b>\$ 935,501</b>	<b>\$ 1,005,269</b>

Restricted cash and investments of \$404,340 (2014 - \$427,712) relates to deferred contributions from Destination Marketing Program (see note 10).

## 6. Deferred contributions for property and equipment:

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

	2015	2014
Balance, beginning of year	\$ 254,320	\$ 292,228
Additional contributions received:		
City of Saskatoon	22,800	22,800
Less amounts amortized to revenue	(41,631)	(55,549)
Less amounts related to sale of North Centre building	-	(5,159)
	<b>\$ 235,489</b>	<b>\$ 254,320</b>

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

	2015	2014
Unamortized capital contributions used to purchase assets	\$ 115,345	\$ 148,107
Unspent contributions	120,144	106,213
	<b>\$ 235,489</b>	<b>\$ 254,320</b>



# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 7. Commitments:

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

Future payments are estimated as follows:

	Marketing support bids	Office space	Equipment	Total
2016	\$ 14,500	\$ 72,597	\$ 8,297	\$ 95,394
2017	-	72,597	5,098	77,695
2018	5,000	48,398	2,392	55,790
	\$ 19,500	\$ 193,592	\$ 15,787	\$ 228,879

## 8. Partnership projects and sales:

	2015	2014
Saskatoon Hotel Association	\$ 2,832,529	\$ 2,421,616
Member events, sales missions, advertising and other	104,394	89,423
Sales of specialty items and maps	9,538	7,567
	\$ 2,946,461	\$ 2,518,606

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

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## 9. Financial risks and concentration of credit risk:

### (a) Liquidity risk:

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

### (b) Credit risk:

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

### (c) Interest rate risk:

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

## 10. Destination Marketing Program Contributions:

On June 11, 2014 the Bureau signed an agreement with the Saskatoon Hotel Association to provide funding to the Bureau for the Destination Marketing Program to increase total overnight visitation and expenditures in Saskatoon. The agreement is for the period April 1, 2014 to March 31, 2017. Funding received and current expenditures for each of the years ended December 31, 2015 and 2014 are as follows:

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 10. Destination Marketing Program Contributions (continued):

	2015	2014
Funding:		
Destination Marketing	\$ 3,924,020	\$ 3,521,469
Expenditures:		
Salaries and benefits	505,477	471,886
Saskatchewan market	351,207	385,806
Saskatoon Sports Tourism Inc.	291,326	235,004
Web marketing	275,508	224,398
International market	207,035	130,567
Other market	190,639	113,729
Meetings	175,307	149,849
Joint marketing	175,000	157,753
Printing	151,257	167,217
Convention - Global STEM States Incorporated (i)	139,043	-
Business plan development	121,200	100,262
Alberta market	82,037	69,045
Research	80,992	33,651
Familiarization tours	79,716	91,048
Travel media promotions	75,726	87,708
Manitoba market	36,182	34,773
Writing services	35,043	9,758
Administrative	34,696	36,107
Images	34,052	32,426
Initiatives	30,950	31,361
Memberships	26,569	25,088
Local planners	12,744	13,783
Travel media	11,083	6,923
Consumer shows	6,789	8,235
Campaign design	6,473	11,415
Marketing	5,689	17,863
Travel trade Rendez-vous Canada	4,107	4,558
Saskatchewan Association of Travel Writers	3,929	8,683
Communications and promotions	648	2,809
	3,150,424	2,661,705
Deferred contributions	\$ 773,596	\$ 859,764

# SASKATOON VISITOR & CONVENTION BUREAU INC.

Notes to Financial Statements (continued)

Year ended December 31, 2015

## 10. Destination Marketing Program Contributions (continued):

An analysis of deferred contributions is as follows:

Balance, beginning of year	\$ 859,764	\$ 336,801
Cash received	3,127,052	3,280,045
Accounts receivable, end of year	369,256	432,052
Accounts receivable, beginning of year	(432,052)	(527,429)
Expenditures	(3,150,424)	(2,661,705)
<b>Balance, end of year</b>	<b>\$ 773,596</b>	<b>\$ 859,764</b>
<b>Restricted cash and investments</b>	<b>\$ 404,340</b>	<b>\$ 427,712</b>
Restricted cash and investments are comprised of the following:		
Cash	\$ 163,645	\$ 191,395
Short-term investments	240,695	236,317
	<b>\$ 404,340</b>	<b>\$ 427,712</b>

(i) During 2015, Global STEM States Incorporated ("STEM States"), a company based in Australia, held a convention in Saskatoon. As a result of a financial shortfall, the Destination Marketing Program agreed to pay hotels and other local suppliers up to \$140,000 for costs incurred to hold this convention and entered into a loan agreement with STEM States, through the Bureau, to recover these amounts. At December 31, 2015, amounts paid to hotels and other local suppliers was \$139,043. The loan agreement provides for payments of \$3,000 per month until the loan is repaid in full.

The amounts paid to hotels and other local suppliers to December 31, 2015 have been recorded as an expenditure for the Destination Marketing Program. Amounts received as repayments on the loan agreement will be recorded as a recovery of expenditures of the Destination Marketing Program when collected.

## 11. Comparative figures:

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

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## 2015 Annual Report – Saskatoon Board of Revision

### Recommendation

That the 2015 Annual Report of the Board of Revision be submitted to the Standing Policy Committee on Finance as information.

### Background

The Board of Revision's Policy and Procedures provide for the submission of an annual report to City Council.

### Report

The Policy and Procedures manual of the Board of Revision defines the duties and responsibilities of the Chairperson. One such duty and responsibility is to prepare an annual report for City Council containing a summary of the Board's activities (i.e. number of appeals, disposition, etc.) The attached report for the year 2015 is in keeping with this requirement.

### Public Notice

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

### Attachment

1. 2015 Annual Report – Saskatoon Board of Revision.

### Report Approval

Written and Approved by: Shellie Bryant, Deputy City Clerk  
Secretary, Board of Revision

Report-2015 Annual Report-Board of Revision.docx

April 12, 2015

His Worship the Mayor  
and Members of City Council

Dear Mayor Atchison and Members of City Council:

**Re: 2015 Annual Report – Saskatoon Board of Revision  
(File No. CK. 430-77)**

In accordance with the Board of Revision's Policy and Procedures, as Chair of the Board of Revision, I hereby submit the Board's 2015 Annual Report for City Council's information.

### **Background**

Section 192 of *The Cities Act* provides for the establishment of a Board of Revision to deal with appeals arising from assessment procedures. The Board of Revision is set up as an independent administrative tribunal whose main function is to hear assessment appeals filed by any person or property owner.

Changes to legislation and decisions from the Court of Appeal have clearly established that the Board of Revision is the tribunal of record in the assessment appeal process. Persons wishing to appeal their assessments must present evidence before the Board of Revision to show that an error has been made. Appellants are precluded from presenting new evidence before the Saskatchewan Municipal Board, Assessment Appeals Committee, except in very minimal circumstances. Appeals before the Saskatchewan Municipal Board are based upon the record of the hearings before the Board of Revision.

Reassessments occur every four years and the year 2015 was the third year of reassessment based on property values for the Province of Saskatchewan as of January 1, 2011.

In 2009, the entire province of Saskatchewan moved to a results-based mass appraisal market system for most properties. Major changes for commercial, industrial and investment properties took place in the 2009 reassessment in that the Income Approach (Rental Income) to value was allowed. Hearings before the Board have become more complex.

An assessment appeal history for the years 2008-2015 is attached as Appendix D.

### **2015 Composition of the Board**

The 2015 Board of Revision consisted of 10 members as follows:

Board Chair: David Gabruch  
Panel Chair: Adrian Deschamps  
Panel Chair: Raymond Lepage

Members: June Bold, Colin Butler, Marvin Dutton, Randy Pangborn, David J. Putz, Asit Sarkar, and Dennis Will.

The development of the skills, knowledge and expertise of a Board of Revision requires considerable time, and as such, the Board encourages City Council to continue to consider the extension of appointments of Board members beyond the six-year maximum term, particularly in reassessment years.

### **Appeals and Hearings**

In 2015, the Board received 205 Notices of Appeal. The Board commenced hearings on April 20, 2015, considering and rendering decisions on 66 appeals. Appendix A is a summary of results of appeals heard by the Board of Revision in 2015.

An extension of time beyond the legislated 180 days was granted by the Minister allowing the Board to complete its duties on November 30, 2015. All but 5 decisions were rendered in writing by this date. A further extension to December 31, 2016, was granted by the Minister to deal with the impact of five appeals. These five files remain outstanding pending a Notice of Motion to Obtain Leave to Appeal Court of Queen's Bench decision 2016 SKQB 19.

A summary of time put in by Board members for the years 2002 to 2015, is attached as Appendix B. The comparable year for the year 2015 would be 2011 (being the third year of a four-year cycle). It is important to note that the legislation now provides for the parties to an appeal to file an "agreement to adjust" with the Board of Revision Office; thereby, reducing the number of appeals that require a hearing.

Decisions of the Board of Revision can be further appealed to the Assessment Appeals Committee, Saskatchewan Municipal Board (SMB). There were 39 decisions of the Board of Revision appealed to the SMB in 2015. The hearings for these appeals are currently being scheduled and it is expected that it will be some time until those decisions are rendered.

Appendix C provides a summary of results for the Board of Revision and the Assessment Appeals Committee, Saskatchewan Municipal Board, for the years 1997-2015.

Page 3

As in past years, the Board wishes to commend the Board of Revision staff for its skill and knowledge. The expertise of the staff greatly contributes to the success experienced by the Board of Revision.

Yours truly,



*for:* **David Gabruch, 2015 Chair**  
Board of Revision

Attachments

1. Appendix A – Board of Revision – 2015 Appeals Summary
2. Appendix B – Board of Revision – Members' Summary of Time
3. Appendix C – Board of Revision & Saskatchewan Municipal Board – 1997-2015 Statistics
4. Appendix D – Board of Revision – 2008-2015 Assessment Appeal History



APPENDIX A

Board of Revision – 2015 Appeals Summary

	Total Appeals Received	Dismissed (Fee not Paid) (Insuff. Grounds) (Refusal to Hear)	Withdrawn	Assessment Adjusted* (agreement btwn appt & assr.)	Assessment Adjusted Hrg & Dec. by Board	Assessment Sustained Hrg & Dec. by Board	Appeals Pending**
<b>Residential:</b>							
(Sub-Class Condo)	23	4	1	0	0	18	0
(Sub-Class Res)	11	2	2	6	0	0	1
<b>Commercial:</b>							
\$150 Fee	5	0	3	0	0	2	0
\$500 Fee	10	0	3	5	0	1	1
\$750 Fee	153	0	97	13	11	24	**8
<b>Multi-Res:</b>							
(Sub-Class MRES)							
\$150 Fee	0	0	0	0	0	0	0
\$500 Fee	0	0	0	0	0	0	0
\$750 Fee	3	0	2	1	0	0	0
<b>*Totals</b>	<b>205</b>	<b>6</b>	<b>108</b>	<b>25</b>	<b>11</b>	<b>45</b>	<b>10</b>

\* An agreement to adjust the assessment is a document signed by the Assessor and the Appellant. It does not need to be ratified by the Board. The result is recorded as Adjusted in the City's CIS database.

\*\* 5 appeals remain outstanding pending a Court of Queen's Bench application and ruling on the Board's July 25, 2014 direction to the assessor.

**APPENDIX B**

**Board of Revision – Members’ Summary of Time (Breakdown by Task)  
Year 3 of the Reassessment Cycle**

	2003	2007	2011	2015
No. of Appeals Received	228	245	116	205
No. of Appeals Heard	135	105	51	61
No. of Board Members	11	10	12	10
<b>Total Hearing Days</b>	<b>82</b>	<b>45.5</b>	<b>36</b>	<b>24</b>
Avg. Hearing Days/Person	7.45	4.55	3	2.4
<b>Total Deliberation Days</b>	<b>34</b>	<b>17.5</b>	<b>19</b>	<b>16</b>
Avg. Deliberation Days/Person	3.09	1.75	1.58	1.6
<b>Total Preparation Days</b>	<b>32</b>	<b>17.5</b>	<b>21.5</b>	<b>14.5</b>
Avg. Preparation Days/Person	2.9	1.75	1.79	1.45
<b>Total Decision-Writing Days</b>	<b>56</b>	<b>44.5</b>	<b>24.5</b>	<b>24</b>
Avg. Decision-Writing Days/Person	5.09	4.45	3.06	2.4
<b>Total Days for all Tasks</b>	<b>204.5</b>	<b>125</b>	<b>104.5</b>	<b>78.5</b>
Avg. of Days for all Tasks/Person	18.59	12.5	8.71	7.85

APPENDIX C

Board of Revision & Saskatchewan Municipal Board – 1997-2015 Statistics

Year	Total # Appeals Received	# Withdrawn by Appellant	# Dismissed (Insufficient Grounds and/or Fees Not Paid)	# Adjusted (* Joint Rec. & Hearing)	# Sustained	# Decisions Appealed to SMB	# Withdrawn at SMB	# Assessments Adjusted as Result of SMB Ruling
1997	754	220	33	255	246	39	9	5
1998	306	86	1	107	112	90	15	11
1999	150	87	2	32	29	23	1	9
2000	42	16	0	16	10	3	0	0
2001	833	277	42	288	226	176	16	33
2002	280	148	6	61	65	69	21	19
2003	228	48	3	120	57	57	8	17
2004	97	40	0	43	14	21	14	5
2005	699	224	26	288	160	145	6	87
2006	171	38	2	52	79	108	16	9
2007	245	56	62	79	48	103	31	30
2008	144	32	3	49	60	97	8	77
2009	420	179	13	198	30	74	6	9
2010	109	31	5	50	20	40	8	1
2011	116	25	5	67	19	41	12	0
2012	81	37	1	34	9	13	1	0
2013	434	104	22	178	129	92	5	15
2014	176**	32	5	80	53	106	4	26
2015	205**	108	6	25	45	39		

\*Recent changes to *The Cities Act* allowed for an "Agreement to Adjust..." between the Assessor and the Appellant. The agreement no longer has to be ratified by the Board and the result is recorded as "Adjusted".

\*\*Note: Five appeals are pending on a Court of Queen's Bench application and ruling on the Board's July 25, 2014 direction to the assessor

## APPENDIX D

## Board of Revision – 2009-2015 Assessment Appeal History

	<u>2015</u>	<u>2014</u>	<u>2013*</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009*</u>
Appeals Received - Residential	11	2	76	7	13	11	58
Appeals Received - Condo Units	23	6	56	1	4	4	55
Appeals Received - Commercial	168	168	284	47	76	56	241
Appeals Received - Multi-Res	3	0	18	26	23	38	66
<b>Appeals Received - Total</b>	<b>205</b>	<b>176</b>	<b>434</b>	<b>81</b>	<b>116</b>	<b>109</b>	<b>420</b>
Total Appeals Dismissed - as per Legislation	6	5	22	1	5	5	13
Total Appeals Withdrawn - No Action Taken	108	32	104	37	25	32	179
Total with Assessment Adjusted through Agreement between Assessor and Appellant	25	24	121	28	35	22	137
Total with Assessment Adjusted through Board Hearing	11	57	57	6	6	32	29
Total with Assessment Sustained through Board Hearing	45	53	129	9	9	19	21
Total Appeals Pending Hearing (Court of Queen's Bench or Supp)	<b>10</b>	<b>5</b>					

\*2009 and \*2013 are the first years in a new reassessment cycle. The beginning of the next reassessment cycle is 2017.

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## Retendering of 3102 Caen Street with Reserve Bid Reduction

### Recommendation

1. That the Director of Saskatoon Land be authorized to retender 3102 Caen Street at a reserve bid price of \$350,000;
2. That if the property is not sold through the tender process, it be offered for sale over-the-counter at the reserve bid price on a first-come, first-served basis;
3. That if the property has not sold after being offered over-the-counter for two months, that the Director of Saskatoon Land be authorized to make minor adjustments to the approved pricing and consider market value offers to facilitate sale of the property; 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 receive approval to retender 3102 Caen Street with revised pricing to renew interest.

### Report Highlights

1. 3102 Caen Street has been available for sale for approximately one year, and although the property has been viewed several times by prospective purchasers, limited interest has been expressed at its current advertised price.
2. The City of Saskatoon (City) incurs monthly costs associated with holding the property.

### Strategic Goal

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

### Background

In the early 2000's, properties were purchased along the eastern edge of Montgomery Place to facilitate the proposed alignment of the Circle Drive South project. Since completion of the project, all improved properties have been sold via public tender with the exception of 3102 Caen Street.

On April 24, 2015 a public tender closed for 3102 Caen Street and two other properties in Montgomery Place. No bids were received on 3102 Caen Street and it was advertised for sale over-the-counter at the reserve price of \$395,000. From that time until October 5, 2015, 3102 Caen Street was being offered for sale separate from the vacant residential lot located north of the property, with a total site area of 13,010 sf.

On October 5, 2015, the Standing Policy Committee on Finance resolved, in part:

- “1. That the Director of Saskatoon Land be authorized to sell ISC Surface Parcel 136261830 (3102 Caen Street) and a portion of ISC Surface Parcel 136261841 (Attachment 1 of the October 5, 2015 report of the CFO/General Manager, Asset and Financial Management) by public tender with a reserve bid price of \$420,000.”

Currently, the property is undergoing a subdivision to consolidate the parcels. Once consolidated, 3102 Caen Street will be approximately 24,263 sf in size. Subject to the subdivision, a public tender closed on November 25, 2015 with no bids being received. The property has been offered for sale over-the-counter at the new reserve price of \$420,000.

### **Report**

#### 3102 Caen Street Available Since April 2015

The property has been available for sale for almost a year and has been viewed by several prospective purchasers over that time. However, after two publicly advertised tenders, consolidation of the improved site with the rear parcel, and being available for sale over-the-counter, there still has been no serious interest expressed in the property at the set reserve price. The common concern cited by all viewers is the condition of the improvements and the anticipated cost to bring the property up to a good, acceptable condition.

The most recent appraisal report estimated that the property's reasonable exposure time to the market would be within 90 days. The property has surpassed this estimate, and the Administration feels that a reduction in price is warranted to realize a sale of the property.

In terms of price, the City has sold five residential dwellings in the immediate area over the past year with selling prices ranging from \$340,000 - \$370,000. Although 3102 Caen Street is a larger, two-storey dwelling, its overall condition is inferior to the other properties that were sold. Retendering the property at \$350,000 has the potential of renewing interest while still enabling the City to achieve a higher price if market participants deem this to be warranted. In the event the property does not sell through the tender, it would be advertised for sale over-the-counter for two months at a price of \$350,000. If the property has not been purchased during this time, the Administration will consider offers to facilitate the final sale of the property.

#### Costs Associated with Ownership

While the Administration has taken measures to reduce monthly holding costs as much as possible, several costs still exist. Monthly water and electrical service charges are still encountered, as is the monthly gas bill to heat the premises. In addition, property maintenance such as snow removal and grass cutting is required. These costs amount to several hundred dollars per month. Furthermore, by retaining ownership, the City forgoes all property tax revenue that would be generated by the premises. Sale of the property will eliminate these ongoing maintenance costs and return it to generating property tax revenue for the City.

**Options to the Recommendation**

The Standing Policy Committee on Finance can choose not to retender 3102 Caen Street at a lower price. The Administration does not recommend this option as interest in the property is lacking and there are holding costs associated with retaining ownership.

**Public and/or Stakeholder Involvement**

Public and/or stakeholder involvement is not applicable.

**Communication Plan**

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

**Financial Implications**

Proceeds from the sale will be deposited into the Property Realized Reserve which was the source of funding for purchasing the property.

**Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

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

**Public Notice**

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

**Report Approval**

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

Retendering\_3102 Caen St.\_Reserve Bid Reduction\_May 2016.doc

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## Quarterly Report – Builder and Developer Lot Supply – April 1, 2016

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide information on builder and developer inventory levels for residential and industrial land in Saskatoon.

### Report Highlights

1. Land developers in Saskatoon have 840 residential lots in inventory, and there is a builder inventory of 1,037 residential lots.
2. Land developers in Saskatoon are projected to service 539 single-family lots in 2016, dependent on inventory levels and absorption rates.
3. Land developers and builders have approximately 133 acres of multi-family land in inventory, which can potentially accommodate approximately 2,985 dwelling units.
4. There is a healthy supply of vacant industrial land held by recent industrial land purchasers and Saskatoon Land.

### Strategic Goal

Measuring serviced land supply on an ongoing basis ensures sufficient inventory is available to accommodate new employment and housing growth in Saskatoon's economy. This 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

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

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

### Report

#### Residential Lot Inventory

This report identifies single-family and multi-family inventory held by homebuilders and land developers, as well as projected single-family lot availability by neighbourhood for 2016 from major land developers in Saskatoon. In addition, this report also identifies industrial inventory held by Saskatoon Land and recent purchasers of industrial land in the city's industrial growth areas.

Figure 1 (Attachment 1) identifies historic new single-family, two-family and multi-family dwelling units per year from 1996 to April 1, 2016.



Single-Family Inventory

Table 1 identifies single-family lot inventory held by homebuilders and land developers as of April 1, 2016. All lots held by developers are ready for home construction and are available for immediate purchase.

Table 1: Single-Family Inventory, April 1, 2016

Neighbourhood	Builder Inventory	Developer Inventory		Totals
		City	Private	
Arbor Creek	3	0	0	3
Aspen Ridge	51	67	0	118
Briarwood	8	0	0	8
Brighton	171	0	112	283
Evergreen	155	67	0	222
Hampton Village	10	2	0	12
Kensington	387	197	60	644
Parkridge	9	157	0	166
Rosewood	108	9	167	284
Stonebridge	128	0	0	128
Westview	1	2	0	3
Willowgrove	6	0	0	6
<b>Totals</b>	<b>1,037</b>	<b>501</b>	<b>339</b>	<b>1,877</b>

Table 2 identifies new single-family lot availability projected for 2016.

Table 2: Projected New Residential Lot Availability, 2016

Neighbourhood	City		Dream		Other Developers		Totals	
	Jan - June	July- Dec	Jan- June	July- Dec	Jan- June	July- Dec	Jan- June	July- Dec
Aspen Ridge	0	241	0	0	0	0	0	241
Brighton	0	0	0	0	0	0	0	0
Kensington	0	88	0	0	0	0	0	88
Rosewood	0	0	0	0	110	100	110	100
<b>Totals</b>	<b>0</b>	<b>329</b>	<b>0</b>	<b>0</b>	<b>110</b>	<b>100</b>	<b>110</b>	<b>429</b>
<b>Total - 2016</b>							<b>539</b>	

With current builder and developer single-family inventory levels in excess of 1,800 potential units, Saskatoon Land is taking a cautious approach to further land releases throughout the 2016 calendar year. There are currently no plans to release new lots in the first half of 2016. Pending lot absorption throughout 2016 and subsequent reduction in inventory levels, Saskatoon Land anticipates holding a lot draw in late 2016 for the second phase of the Aspen Ridge neighbourhood. In addition, Saskatoon Land has the capability of releasing additional lots in Kensington, should market demand warrant it.

Similar to Saskatoon Land, private developers have indicated that further lot releases in 2016 will be dependent on their current inventory levels and absorption rates in each of their respective market areas.

The Monthly Building Permit Report indicates that as of April 1, 2016, building permits were issued for 121 single-family dwelling units and 10 two-family dwelling units. By comparison, at this time in 2015, building permits were issued for 154 single-family dwelling units and 18 two-family dwelling units. Year over year, this is a decrease of approximately 21% in new single-family dwelling units and 44% in two-family dwelling units.

Figure 2 (Attachment 1) shows historical single-family inventory levels held by builders and developers since 2011. There has been a gradual shift between builders and developers regarding single-family inventory levels. Beginning in 2015, developers held more single-family inventory, while builders have been holding less inventory. This result is due largely to the moderation from the robust housing market experienced in Saskatoon over the past few years, coupled with an increase in inventory levels, and a higher number of residential MLS listings on the market.

#### Multi-Family Inventory

Table 3 identifies the multi-family inventory held by home builders and land developers as of April 1, 2016.

Table 3: Multi-Family Inventory, April 1, 2016

Neighbourhood	Builder Inventory		Developer Inventory				Totals	
	Acres	Possible Dwelling Units	City		Private		Acres	Possible Dwelling Units
			Acres	Possible Dwelling Units	Acres	Possible Dwelling Units		
Blairmore Suburban Ctr	4.05	243	4.84	97	0	0	8.89	340
Brighton	11.13	211	0	0	26.16	497	37.29	708
Evergreen	11.96	237	22.75	352	0	0	34.71	589
Hampton Village	0	0	1.13	45	0	0	1.13	45
Kensington	2.65	53	3.35	50	2.00	30	8.00	133
Lakewood	3.81	152	0	0	0	0	3.81	152
Rosewood	9.99	150	0	0	4.47	80	14.46	230
Stonebridge	21.58	633	0	0	1.86	74	23.44	707
Willowgrove	2.03	81	0	0	0	0	2.03	81
<b>Totals</b>	<b>67.20</b>	<b>1,760</b>	<b>32.07</b>	<b>544</b>	<b>34.49</b>	<b>681</b>	<b>133.76</b>	<b>2,985</b>

Note: The average density of development indicated in Table 3 is approximately 22 units per acre. This ranges from 15 units per acre for most group townhouse sites to 40 units per acre for three-storey buildings to 60 units per acre for M3 lands in the Blairmore Suburban Centre and Stonebridge.

According to the Monthly Building Permit Report, as of April 1, 2016, building permits were issued for a total of 142 residential units on multi-family sites. By comparison, at the same time in 2015, building permits for 233 units on multi-family sites had been issued. Year over year, this is a decrease of approximately 39% in multi-family dwelling unit permits in the city.

Figure 3 (Attachment 1) shows multi-family inventory levels held by builders and developers since 2011. Inventory levels for multi-family land for both developers and builders have remained relatively stable within the last year.

### Industrial Land Inventory

Table 4 identifies industrial land inventory held by Saskatoon Land and recent purchasers in the Marquis and South West Industrial areas (as of April 1, 2016).

Table 4: Industrial Inventory, April 1, 2016

Neighbourhood		Vacant Sites (Sold/Optioned)		Unsold Sites (Inventory)		Total
		IL	IH	IL	IH	
Marquis Industrial	No. of sites	35	28	6	4	73
	Area (ac)	74.90	66.54	12.13	13.99	167.56
South West Industrial	No. of sites	8	0	4	0	12
	Area (ac)	15.46	0	6.51	0	21.97
<b>Total No. of Vacant Sites</b>						<b>85</b>
<b>Total Area (ac)</b>						<b>189.53</b>

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

As indicated in Table 4, there are 189.53 acres of industrial land held by developers or recent purchasers.

Saskatoon Land anticipates the completion of servicing for approximately 56 acres of industrial land in the Marquis Industrial area in 2016, as well as 5 acres in the Hudson Bay Industrial area.

Saskatoon Land will be offering 17 acres of heavy industrial land for sale via public tender in spring 2016 within the Marquis Industrial Phase 10A area. Additionally, Saskatoon Land plans to offer three light industrial parcels along 11<sup>th</sup> Street, Dudley Street, and Dawes Avenue within the South West Industrial area in summer 2016. The release of additional industrial lands to the market in the balance of 2016 will be determined based on an ongoing review of industrial land market demand.

The absorption rate within industrial areas remains steady. Since the 2015 Year-End Builder and Developer Lot Supply Report, permits have been issued for four parcels, totalling approximately 6.76 acres within the Marquis Industrial area.

### **Due Date for Follow-up and/or Project Completion**

This report is produced by Saskatoon Land on a quarterly basis. A quarterly report will be tabled at the August 15, 2016 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. Report Figures

**Report Approval**

Written by: Ian Williamson, Planner 16

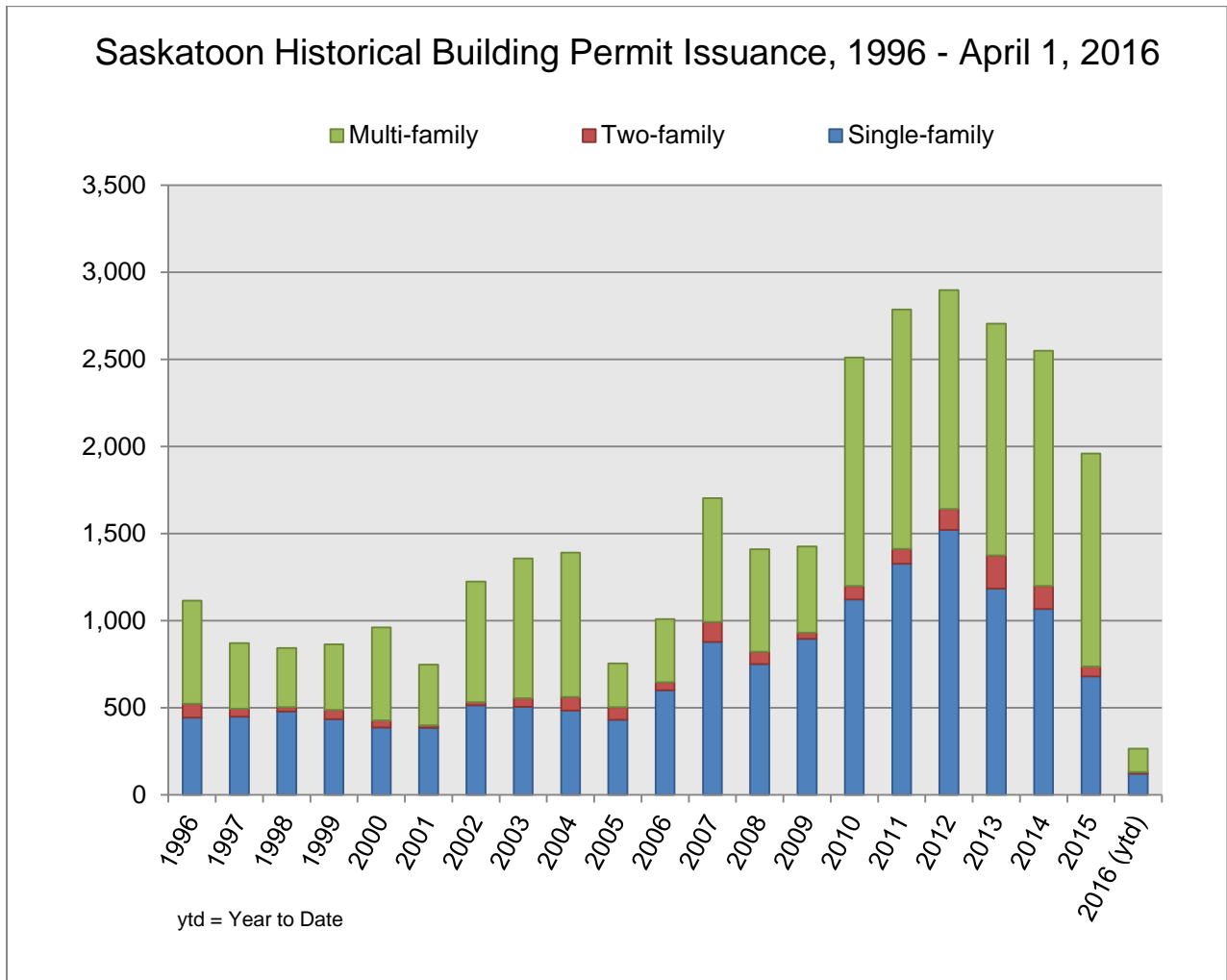
Reviewed by: Frank Long, Director of Saskatoon Land

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

Builder Developer Quarterly Report (April 2016).docx

REPORT FIGURES

Figure 1: New Dwelling Units by Building Classification in Saskatoon, 1996 to April 1, 2016



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

Figure 2: Single-Family Builder and Developer Inventory Levels, 2011 to Apr. 1, 2016

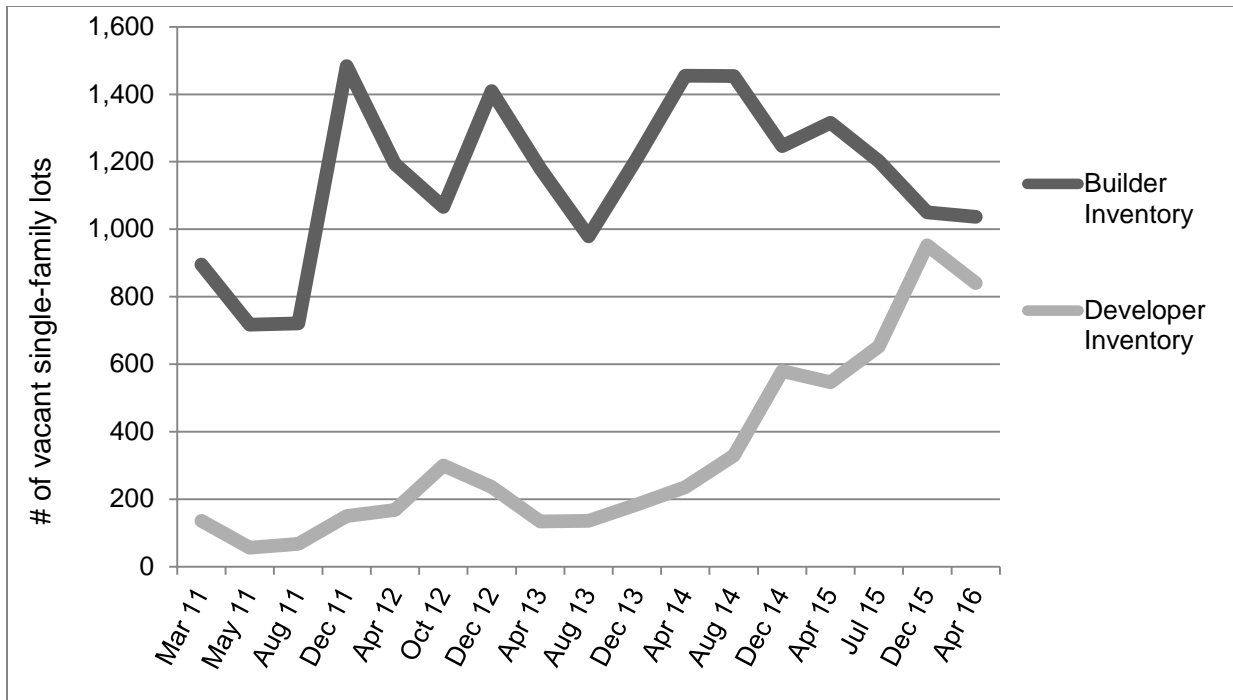
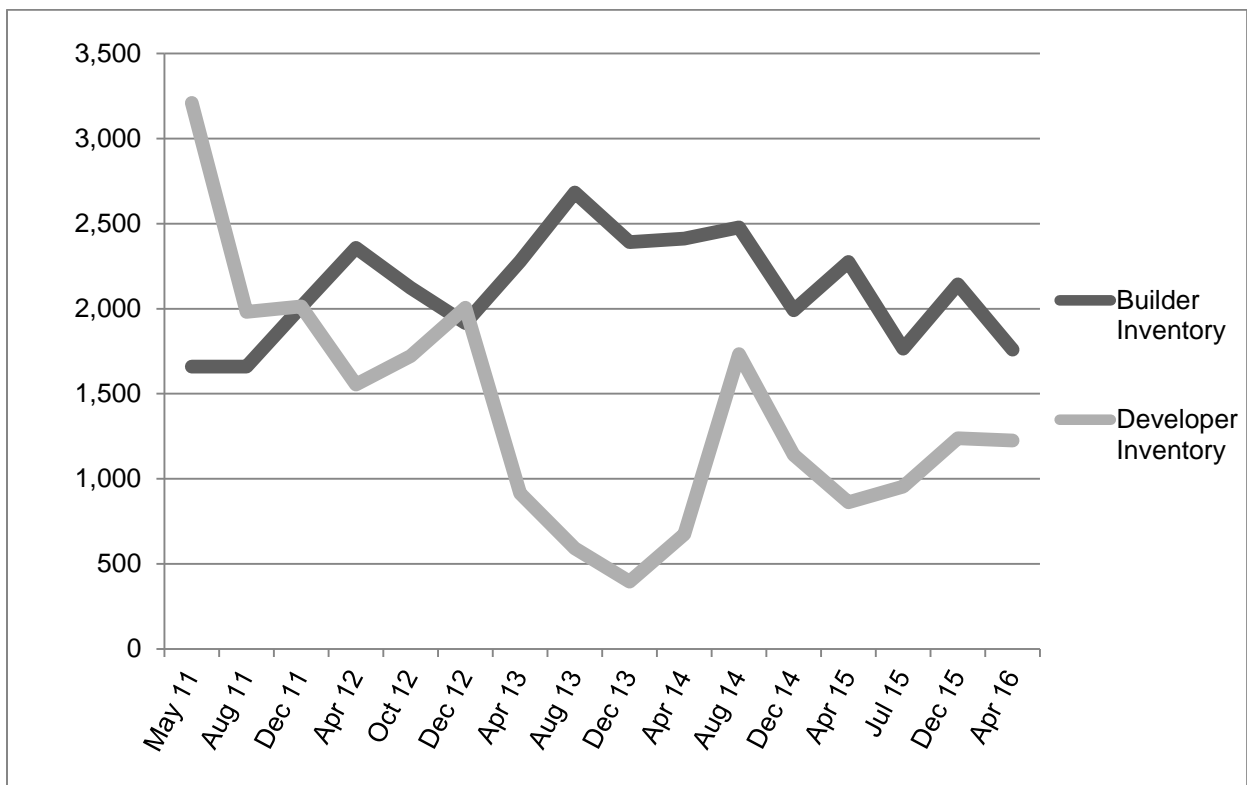


Figure 3: Multi-Family Dwelling-Unit Builder and Developer Inventory Levels, 2011 to Apr. 1, 2016



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## Prequalification Service Provider

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide information on the implementation of a prequalification service to be implemented first by the Construction and Design division, and subsequently any area of the City where the process would provide value.

### Report Highlights

1. Administration intends to implement a third-party web-based contractor prequalification service.
2. A Prequalification Program will allow the City to efficiently approve qualified bidders, as contractors will be identified early as to their ability, technical expertise, and capacity to take on projects.
3. By using a third-party program, a standardized, cost-effective solution will allow information to be shared and eliminate management of multiple databases across multiple divisions and departments.
4. This solution will help ensure the City has qualified contractors to uphold the duties of the Prime Contractor in compliance with provincial legislation.
5. A number of procurement changes have been made in order to achieve early improvements, in particular the increased use of Requests for Proposals, which evaluate proponents on a variety of factors in addition to initial contract cost.

### Strategic Goals

Implementation of a web-based pre-qualification system supports the goal of providing high-quality services under the Strategic Goal of Continuous Improvement. This approach also supports investment in maintaining infrastructure under the Strategic Goal of Asset and Financial Sustainability.

### Background

The City of Saskatoon has a strong reputation for its procurement practices. Very few contract awards are challenged, due to the fair, consistent, and transparent processes followed.

The Construction & Design division is responsible for a significant volume of contracts. Examples include all roadway rehabilitation, water and sewer infrastructure renewal, the majority of Public Works' summer and winter contracts, and land development construction. Much of this work is procured through standard tenders, where the lowest price, fully compliant bid determines the winning contractor. Although this method ensures competitive bidding at the tender stage, this process does not necessarily result in the best value to the City, caused by a variety of factors. The Administration

has increased the use of Requests for Proposals for more complex work, which allows bids to be evaluated on all critical factors, in addition to bid price.

Administrative Policy A02-027, Corporate Purchasing Procedure, Section 5.7 enables the City to pursue prequalifying vendors or contractors for projects that involve increased risk or that involve complex, specialized expertise, equipment and materials. The City procurement policy is currently under review.

The Saskatchewan Employment Act (SEA) enacted Prime Contractor language on January 1, 2015. Prime Contractor legislation states: A Prime Contractor is required if “there are 10 or more workers or self-employed persons under the direction of two or more employers.” In some project locations there may be multiple contractors on site. The City designates a Prime Contractor in these situations. Under the legislation, the City is responsible to ensure that a qualified contractor is designated prime and that contractor upholds the duties of the prime. Currently, the contract is awarded prior to the determination whether a contractor can meet the duties of prime.

## **Report**

### Definition of a Third-Party Pre-Qualification Process

Through a review of organizations within Saskatchewan and Canada, it was found that organizations such as Cameco, Potash Corp, SaskEnergy, and the Municipality of York have partnered with web-based service providers to prequalify contractors. Also, Canadian municipalities such as Calgary and Edmonton are using a prequalification process to ensure compliance with Provincial Prime Contractor legislation. As part of the City’s procurement review, the consultant (Procurement Office) noted the City is not making effective use of a prequalification process to ensure the City is contracting with qualified contractors or to expedite repeat procurements by setting up prequalified supplier rosters.

Construction and Design is currently developing a Request for Proposal (RFP) for a third-party web-based contractor prequalification service. Implementing a prequalification program will result in increased contractor compliance with the SEA, specifically the Prime Contractor legislation. The third-party program will ensure the following elements of Prime Contractor responsibilities:

- Contractors have procedures and policies in place for supplier management;
- Employee certification;
- Quality assurance; and,
- Safety programs.

A web-based service provider will review contractor’s programs based on City and Provincial standards, and provide a rating and gap analysis. The service provider will guide and support the contractors in developing their programs in order to meet the qualifications. As contracts are completed, the City will evaluate performance and provide feedback. This data will be stored and analyzed.



Benefits of a Third-Party Service

The City will be able to identify contractors early that have the ability, technical expertise and capacity to take on difficult projects. By setting the minimum requirements to prequalify, the City will be able to efficiently approve qualified bidders. Contractors will be graded based on the City's requirements to identify contractors that best fit the City's needs. If there is a change in compliance, the City will receive notification from the service provider.

Verifying that contractor safety and quality programs meet City standards prior to the work will help to ensure the contract work is completed effectively. Further efficiencies are expected because less Administration time and money will be spent on investigating incidents.

Another advantage of using a prequalification program will be the ability to identify contractors with available resources. Scheduling and resource discussions earlier in the process will mitigate project delivery risks. The third-party program will provide a standardized, cost-effective solution for effectively managing contractors across multiple divisions and departments. This will allow staff to share information and eliminate management of multiple databases.

Using a prequalification program will allow the City to conduct a thorough review of previous projects that contractors have completed. Instead of only using the projects provided by the contractor, the City will have access to all project history within the corporation.

Actions Already Taken

The Administration has taken a number of steps over the past few years to bolster the procurement processes. Increased use of RFP's, and Requests for Qualifications (RFQ's) have been used for projects that typically were issued as tenders. One example is the water main lining contract. An RFP has been used in recent years as opposed to low-bid tender, which resulted in stronger contractor performance and an improved citizen experience. An RFP was also used for the upcoming Broadway rehabilitation project, due to the extensive customer service aspects associated with the work.

**Options to the Recommendation**

All contractor programs could be manually vetted against the Administration's set of standards each time there is a tender or RFQ. The Administration has concluded that this approach would be more costly and staff intensive than the recommended approach.

**Public and/or Stakeholder Involvement**

Contractors interested in engaging in contracts with the City will have to subscribe to the provider. The cost is typically determined by the number of employees the company has, and is expected to be between \$100 and \$2000 yearly. Currently, approximately

33% of known contractors that partner with the City are already subscribing to various services as it is a requirement of many large organizations.

**Communication Plan**

The communications plan for this program will require engagement between the appropriate individuals by way of targeted events and correspondence. Tools including advance letters detailing the benefits of prequalification, website updates explaining the clear access to pertinent and timely information will help establish solid and effective partnerships and promote stakeholder support.

Previous events have forecasted the implementation of this program. Another engagement event will promote the development of strong working relationships and open lines of communication. It is recommended as part of the RFQ, the successful proponent be required to provide a communications strategy that will be in line with the City's strategic plan.

**Financial Implications**

The typical pricing scheme for a web-based service includes an annual subscription fee of \$40,000 to \$50,000 with a start-up initial implementation fee of \$6,000. The City will need to provide 0.5 FTE from existing allocations during implementation, and after successful implementation, the FTE requirement will be reviewed.

Once a third-party prequalification program is in place, contractors interested in bidding on these contracts will have to subscribe to the web-based service provider. The contractor benefits from this service as the provider will identify the areas of their programs that do not meet requirements as set by regulatory requirements, project specifics and City policies.

The cost for 2016 will be allocated to projects approved in the 2016 Capital Budget and there is adequate funding for the first year of subscription. However, since this is a corporate service, the funding for 2017 and beyond will be included in the corporate purchasing budget.

**Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

An RFP will be issued in June 2016 to determine the best service provider for the City and awarded through a council report.

**Public Notice**

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

**Report Approval**

Written by: Celene Anger, Director of Construction & Design

## Prequalification Service Provider

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Reviewed by: Daryl Schmidt, Construction & Design  
Reviewed by: Linda Leedahl, Purchasing Services Manager  
Reviewed by: Linda Rauckman, Director of Materials Management  
Reviewed by: Cindy Yelland, Director of Planning & Development Law  
Reviewed by: Kerry Tarasoff, General Manager, Asset & Financial Management  
Approved by: Jeff Jorgenson, General Manager, Transportation & Utilities

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## Revision of City of Saskatoon's Procurement Policy

### Recommendation

That the information be received.

### Topic and Purpose

The purpose of this report is to provide the Standing Policy Committee on Finance with a status update regarding the City's procurement review.

### Report Highlights

1. The Procurement Office has completed its review of the City's current procurement framework.
2. Recommendations have been presented for implementation by the City.
3. The Administration is taking steps to implement these recommendations.

### Strategic Goal

This report supports the Strategic Goals of continuous improvement, asset and financial sustainability, and economic diversity and prosperity.

### Background

At its meeting held on August 20, 2015, City Council resolved, in part:

- that The Procurement Office be awarded the contract to conduct a purchasing review for the City of Saskatoon; and
- that the Administration continue to follow Priority Saskatchewan's initiatives and bring back further reports to the Standing Policy Committee on Finance as those initiatives are implemented.

### Report

The Administration has been working with The Procurement Office to complete a review of the City's procurement framework. The Procurement Office has finished a review of the City's current framework and has provided recommendations for improving the City's procurement framework.

The review measured the City's procurement practices against broadly recognized industry best practices including:

- international best practices drawn from leading sources, including World Bank recommendations, guidelines and standards, the United Nations model on law and public procurement and procurement treaties and statutes from a broad range of jurisdictions;

- Canadian best practices from a broad range of treaties, including the *Agreement on Internal Trade* and various Canadian regional trade treaties, including the *New West Partnership Trade Agreement*, along with federal and provincial statutes, directives and guidelines; and
- a synthesis of over 30 years of case law rulings drawn from the Canadian International Trade Tribunal and from every jurisdiction and level of court in Canada.

Based on their findings The Procurement Office is making the following recommendations:

### Policies and Procedures

- The City adopt a detailed, consolidated procurement policy framework that clearly and directly addresses trade treaty obligations. The policy framework should include a detailed procedure manual that directs users through the various stages of the purchasing cycle and assigns clear roles, responsibilities and accountabilities.
- The procedure manual should include:
  - internal procurement checklists identifying the components of project planning and the procurement process;
  - a format selection protocol providing guidance and a questionnaire to assist in selecting the right format for the procurement;
  - a document drafting protocol addressing allocation of roles and responsibilities in the drafting process and other drafting principles;
  - guidance on appropriate form of contract to use; and
  - clear roles and responsibilities for contract management and provide protocols for:
    - conducting debriefing sessions with unsuccessful suppliers;
    - handling bid disputes;
    - contract dispute management and supplier performance tracking; and
    - suspending suppliers from participation in future procurement processes for unsatisfactory performance.

### Code of Conduct

- The City bolster its Administrative Policy No. A04-006, *Employee Conflict of Interest*, with procurement specific conflict of interest rules targeting conflict of interest, evaluator bias and lobbying.
- The City develop a code of conduct applicable to its suppliers to address rules regarding illegal or unethical bidding practices, lobbying and disclosure of conflicts of interest.

### Approval Framework

- The approval framework should be revised to reflect a more appropriate separation of roles between the City's elected officials and the Administration. To avoid the appearance of inappropriate political influence and interference, City Council should limit its involvement in contract award decisions in competitive procurement processes. Specifically, the existing delegation of authority to the City Manager to award a contract to the lowest bidders in a public tender process should be expanded to all competitive processes where the process has been conducted in accordance with applicable policies and the contract award is within the approved budget. Contract awards resulting from a competitive process should be delegated to the City Manager. However, City Council would continue to have authority to approve projects before procurement is started.

### Delegation to Departments

- The City should consider allowing Departments to manage low risk, low value purchases.
- To mitigate risks and support Departments this would be done with appropriate protocols to guide Departments, and a monitoring process that ensures compliance with the City's policies and procedures.

### Templates

- The City adopt a series of user-friendly, modular procurement templates for use by all administrative staff.
- The City should review its contract terms and conditions to ensure that appropriate standard form contracts are available.

### Training, Communication and Use of Technology

- Following implementation of the recommended changes, the City should undertake a procurement training program.
- The Materials Management Division should develop and implement an ongoing communications strategy to receive feedback from both its own staff and from other civic staff.
- The City should consider establishing a procurement governance committee including staff from the Materials Management Division and other key Departments to facilitate communication and discussion with respect to the City's procurement issues.
- The City should make better use of technology including automating template documents and streamlining the approval processes through automation of the requisition and approval processes.

The Administration is working towards implementing these recommendations. Adoption of these recommendations will make the City's procurement framework more comprehensive, efficient and minimize risk to the City. It will also create continuity between Departments making our process more understandable and streamlined for our suppliers.

The Administration is continuing to communicate with Priority Saskatchewan to ensure continuity, wherever possible, between our procurement framework and the Provincial Government framework.

At the appropriate time, we will be asking the Committee to recommend to City Council the repeal of the City's existing purchasing policies and replacement with a new policy. Changes will also be required to Bylaw No. 8174, *The City Administration Bylaw, 2003*, to implement these changes.

Once a draft of the City's new procurement framework is finalized the Administration will seek input and comments from the City's supplier and contractor community before bringing the changes back to the Committee. In addition to comments about the new procurement framework, the Administration will be seeking input from our vendors as to a process to collect their comments on our procurement process on an ongoing basis. The form of this input will depend on feedback from our vendors.

### **Public and/or Stakeholder Involvement**

Consultation with suppliers of the City will be undertaken to obtain their suggestions for change to our procurement framework.

### **Communication Plan**

A communications plan will be developed to ensure that any changes to our procurement framework are fully disclosed to our supplier community and to seek input from our supplier community.

### **Policy Implications**

Existing policies of the City will need to be amended. The purchasing policy amendments will be brought back to the Standing Policy Committee on Finance.

### **Financial Implications**

Many of these recommendations can be implemented by internal staff at little or no cost. Some of the recommendations regarding the use of technology may require funding to implement. Implementation of these recommendations will be a longer term project that will be implemented as funding allows.

### **Environmental Implications**

The Administration is exploring options for addition of a sustainability component to be added to our new purchasing policy.

### **Other Considerations/Implications**

There are no privacy or CPTED implications or considerations.

### **Due Date for Follow-up and/or Project Completion**

Implementation of the new policies, protocols, and templates is expected to take place within the next 12 months.

**Public Notice**

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required. Public Notice of any amendments to the City's purchasing policies will be required.

**Report Approval**

Written by: Cindy Yelland, Solicitor, Director of Planning & Development Law  
Approved by: Patricia Warwick, City Solicitor

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## Request to Lease City-owned Land - Railway Corridor in Airport Business Area to Adjacent Property Owners

### Recommendation

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

1. That the Administration be authorized (within the City Manager's authority) to enter into lease agreements with property owners adjacent to the Airport Business Area abandoned spur line at market rents carrying a five-year term and five-year option to renew; and
2. That the City Solicitor be requested to prepare the appropriate agreements, and that His Worship the Mayor and the City Clerk be authorized to execute the agreements under the Corporate Seal.

### Topic and Purpose

The purpose of this report is to receive City Council approval to enter into lease agreements with property owners adjacent to the City-owned abandoned railway corridor located in the Airport Business Area. Leases would be at market rents and have five-year terms with a five-year renewal option.

### Report Highlights

1. A number of property owners have expressed interest in leasing the vacant spur line land adjacent to their properties in the Airport Business Area.
2. Benefits to the City of Saskatoon (City) would be realized with lease revenues and reduced maintenance costs.
3. Market value five-year lease terms with five-year renewal options provide adjacent property owners a degree of assurance of continued use of the site while reducing the City's administrative costs.

### 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

At its meeting held on September 29, 2014 City Council resolved that the Real Estate Manager be authorized to purchase the abandoned spur line between 39<sup>th</sup> Street and 46<sup>th</sup> Street in the Airport Business Area from the Canadian National Railway Company (CN).

## **Request to Lease City-owned Land – Railway Corridor in Airport Business Area to Adjacent Property Owners**

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The total land area purchased was approximately 4.42 acres. A condition of the sale was that CN would remove the railway track and related materials from the area purchased. CN completed the work this past winter, and the corridor currently sits vacant.

### **Report**

#### Interest from Adjacent Property Owners

Upon purchase of the land, conversations were had with all adjacent property owners and/or representatives to discuss the City's short- and long-term intentions for the land. At the time of purchase, several adjacent property owners were utilizing the land; however, no formal agreements with CN were in place.

Many adjacent property owners inquired about the possibility of purchasing portions of land adjacent to their property; however, they were advised the City does not intend to sell any of the land at this time due to potential long-term transportation opportunities for the corridor. The possibility of leasing the land was discussed, and the majority of adjacent property owners indicated they would be interested if that option were made available.

#### Benefits of Leasing the Land

The City owns and leases portions of other abandoned spur lines in Saskatoon that are similar in nature to the Airport Business Area spur line. Market rent is collected for these leases. In leasing the Airport Business Area spur line at market rents, it is estimated that the City has the potential to realize approximately \$60,000 of revenue per year at full occupancy. Furthermore, leases would provide the opportunity for the City to collect property tax on the land areas being leased.

In addition to collecting rent, leasing the land to adjacent property owners reduces maintenance costs. Such costs include grass cutting, weed control, and removal of garbage and other items illegally dumped along the corridor. The Administration proposes to lease the land "as is"; no capital outlay would be required by the City in proceeding with the proposed leases.

#### Notable Lease Terms

The Administration recommends leasing ISC Surface Parcels 203095065, 118925130, 164131174, 164131163, 164131185, 118920663, and 144853241 for a period of five-years with an option to renew for an additional five-year lease period. Five-year lease terms provide adjacent property owners a reasonable level of comfort for continued use of the space. A longer lease term would also reduce administrative costs of both the City and adjacent property owners in comparison to what would be experienced in offering single-year lease terms.

One five-year renewal option would be offered at a market rent mutually agreed upon by both parties at the time of renewal. If all adjacent owners were to lease a portion of this spur line, approximately 30 leases would be in place.

## **Request to Lease City-owned Land – Railway Corridor in Airport Business Area to Adjacent Property Owners**

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In the unlikely event the City may require use of a portion of the site within the lease period, a six month termination clause will be included in the agreements.

Other notable terms include:

- The lessee will be responsible to maintain the land in a clean, sanitary and safe condition.
- The lessee shall be solely liable for and indemnify the City against all losses, damages, claims or demands which may be made against the City.
- The lessee shall comply with all laws which affect the land or the use of the land.
- The lessee shall not cause any contamination to the land.
- The lessee shall not construct any foundation or permanent building on the land.

### **Options to the Recommendation**

One option would be to not approve the five-year lease terms for the use of these vacant spur line lands. With this option, a different lease term would need to be established, options being ten-year or one-year terms. The one-year option is not recommended as the City would experience increased costs in managing the land and sacrifice revenue, as property owners would be less inclined to lease as there is more uncertainty involved with short-term leases.

### **Public and/or Stakeholder Involvement**

Adjacent property owners were contacted to discuss the potential future uses of this land.

### **Financial Implications**

Approving the leases has the potential of generating both rental and property tax revenue while reducing or eliminating maintenance costs. Potential yearly revenues are estimated at \$60,000, if full occupancy were to be achieved. Net lease revenues will be directed towards the City's General Fund, which in turn helps reduce property taxation requirements.

### **Environmental Implications**

There are no known environmental implications at this time.

### **Other Considerations/Implications**

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

### **Due Date for Follow-up and/or Project Completion**

If approved, the Administration would immediately begin formalizing and finalizing lease negotiations with the adjacent property owners along the abandoned rail spur line.

**Request to Lease City-owned Land – Railway Corridor in Airport Business Area to Adjacent Property Owners**

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**Public Notice**

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

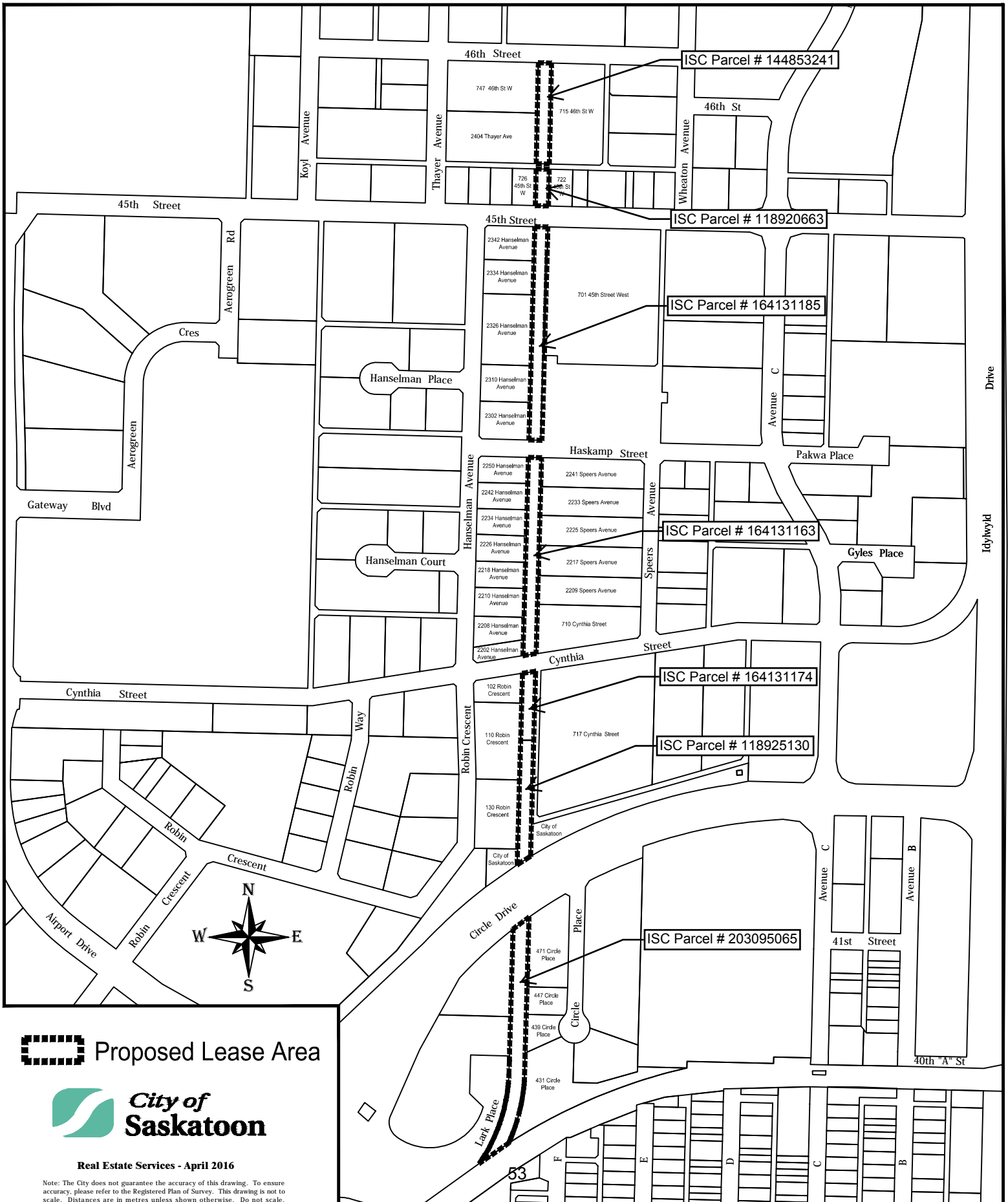
**Attachment**

1. Airport Business Area Spur Line Available for Lease to Adjacent Owners

**Report Approval**

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

Airport Spur Line Leases.doc



 Proposed Lease Area



Real Estate Services - April 2016

Note: The City does not guarantee the accuracy of this drawing. To ensure accuracy, please refer to the Registered Plan of Survey. This drawing is not to scale. Distances are in metres unless shown otherwise. Do not scale.

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## **Park Spray Pads – Consulting Services – Award of Request for Proposal**

### **Recommendation**

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

1. That the proposal submitted by Stantec Consulting Ltd. for consulting services for spray pads at Funk Park and Glen H. Penner Park, at a total estimated cost of \$90,000 plus applicable taxes, be approved; and
2. That His Worship the Mayor and the City Clerk be authorized to execute the contract documents as prepared by the City Solicitor, under the Corporate Seal.

### **Topic and Purpose**

The purpose of this report is to request City Council approval to enter into an agreement with Stantec Consulting Ltd. (Stantec) for Consulting Services for spray pads at Funk Park and Glen H. Penner Park.

### **Report Highlights**

1. Two new parks, Funk Park and Glen H. Penner Park, are currently being built in the Evergreen and Rosewood communities and each will include a spray pad.
2. On March 3, 2016, the City of Saskatoon (City) issued a Request for Proposal (RFP) for Consulting Services.
3. The Administration is recommending Stantec, the Preferred Proponent, be awarded the contract for consulting services.

### **Strategic Goal**

This report supports the long-term strategy of ensuring that future recreational facilities are accessible both physically and financially while meeting the needs of the community under the Strategic Goal of Quality of Life.

### **Background**

The Administration issued an RFP for consulting services required for the design and contract administration related to the installation of spray pads at Funk and Glen H. Penner Parks, slated for the communities of Evergreen and Rosewood respectively. City Council approval is required for award of the RFP as the acceptable proposal is in excess of \$75,000 (Administrative Policy No. A02-027 and Council Policy No. C02-030).

## Report

### RFP for Consulting Services

On March 3, 2016, an RFP for Consulting Services was advertised on the SaskTenders website with a closing date of March 17, 2016. The Administration received three responses to the RFP from the following proponents:

- Maurice Soulodre Architect Ltd.
- Stantec Consulting Ltd.
- WSP Canada Inc.

The Evaluation Committee was comprised of staff from the Facilities and Fleet Services and Community Development Divisions. The Committee evaluated the proposals received based upon the following criteria, as detailed in the RFP:

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

### Preferred Proponent

Upon the evaluation of all proposals submitted, the Evaluation Committee determined that the proposal submitted by Stantec achieved the highest score and meets the RFP requirements. Therefore, your Administration is recommending that the City enter into an agreement with Stantec for consulting services in the amount of \$90,000 plus applicable taxes.

### **Options to the Recommendation**

City Council can choose not proceed with the installation of the spray pads. This option is not recommended as it would be contrary to the program plan developed with the community, and not in the best interest of the neighbourhoods.

### **Public and/or Stakeholder Involvement**

The Evergreen and Rosewood communities were consulted for information and input on the spray pads during the park program meetings for Funk Park and Glen H. Penner Park. The City's Community Consultants will continue to engage with the Community Associations to provide progress updates on the two spray pad installations.

### **Communication Plan**

The Evergreen and Rosewood Community Associations will be consulted for information and input on the spray pad concept plans for Funk Park and Glen H. Penner Park. The Community Consultants will continue to provide spray pad progress updates

to residents through the Community Associations. Closer to completion of the two spray pad projects, a communications plan will be developed to support the parks' grand openings and summer programs.

**Financial Implications**

The cost of the consultant services agreement is within the approved 2016 Capital Budget in the Parks and Recreation Levy.

**Other Considerations/Implications**

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

**Due Date for Follow-up and/or Project Completion**

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

**Public Notice**

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

**Report Approval**

Written by: Perry Friesen, Facility Planner, Project Services  
Reviewed by: Gord Hundebly, Manager, Project Services  
Mike Libke, Neighbourhood Services Manager  
Del Elhert, Acting Director, Facilities and Fleet Management  
Randy Grauer, General Manager, Community Services Department  
Approved by: Kerry Tarasoff, CFO/General Manager, Asset and Financial  
Management Department

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